

9 August 2022

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 26 JULY 2022

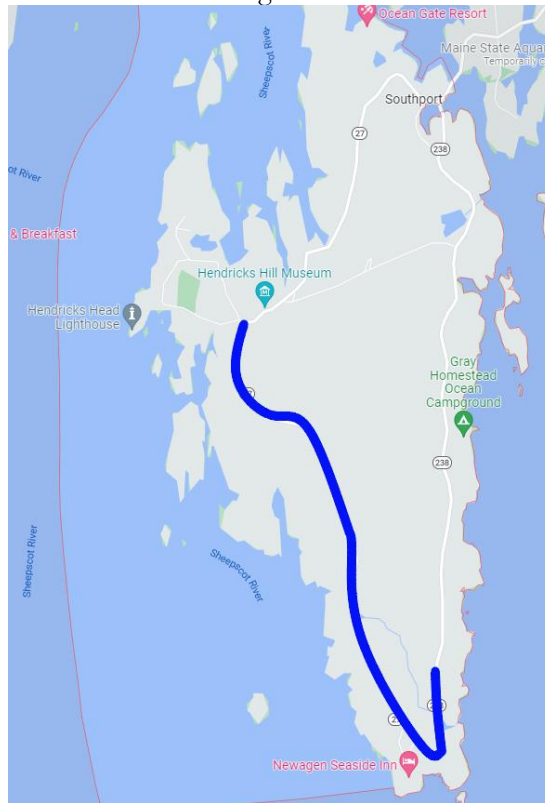
The Board of Trustees convened at 1900 hrs. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tharpe, At-Large (Treasurer); Trustee Anthony, Boothbay (Clerk); Trustee Tibbetts, Boothbay Harbor; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager, Marcia Wilson, Administrative Manager (AM). Guest: None. Absent: Trustee Stover, Boothbay.

1. The board approved the minutes for 12 July 2022 with revisions.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
2. The board approved payroll for 12 July 2022 & 19 July 2022
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
3. The board approved transactions for 11 July 2022 through 22 July 2022
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 26 July 2022*. The value for the billing to be released on 1 August 2022 was reported to be \$453,725.30. During the previous period the district received three (3) new service applications and added two (2) new annual customers and four (4) new seasonal customers.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 26 July 2022	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 142,299.63
Liquidity Total	\$ 167,299.63
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,343.93
Land Acquisition Fund	\$ 2,516.57
Capital Reinvestment Fund	\$ 283,170.22
Mt Dora Easement Escrow	\$ 4,789.64
Southport Sinking Fund	\$ 55,993.43
EBB Upgrade 91-20	\$ 62,303.12
Bank of Maine Unemployment CD	\$ 17,357.02
Designated Fund Total	\$ 446,473.93
TOTAL CASH RESERVES	\$ 613,773.56

- a. **Boothbay Property Tax Reimbursement** – Trustee Blakeslee had submitted to staff several documents that either needed to be updated, printed on letterhead, or discussed as he prepared for Trustee Tibbetts and his presentation in front of the Boothbay Harbor Board of Selectmen, scheduled for 22 August 2022. The manager informed the board that he would be in attendance at that meeting in a support role.
 - b. **Budget Performance Report as of 30 June 2022** – The AM provided the board a detailed presentation regarding the district’s budget performance as of 30 June 2022. The AM fielded many questions from the board with no “red flag” issues noted.
 - c. **Exploring Grant Opportunities** – The manager informed the board that he and staff had begun planning for the 2024 capital improvement projects that would be presented to the board of trustees for consideration in the 2023 Budget proposal due in December 2022. After researching newly released infrastructure grant opportunities attached to the federal *Infrastructure Investment and Jobs Act* passed earlier this year, Maine had been allocated \$390M in funding to help communities prepare for sea level rise. The manager informed the board that there appeared to be possible “perfect storm” for substantial funding for a project on Southport in which the district could “check the boxes”, even the hard ones, for the possible water main renewal project (see figure 1). The manager informed the board that he had enlisted *Dirigo Engineering* and *Sbri Verrill* to assist him in ascertaining what level of funding could be realized and developing a scope of work as well as preparing a grant application to obtain potential funding, using the general engineering budget at his disposal for this type of work. The manager explained that the southern and western areas of Southport were most vulnerable to climate change and the effects of rising sea levels as pertaining to availability to clean, safe drinking water. After reviewing the needs of Southport, municipal planning efforts already underway and the requirements needed to obtain funding, the manager stated that an application for Southport could score “off the charts” as a community most at risk. Additionally, the manager advised the board that the municipality of Southport was the only town in the district where the local government had repeatedly, with approval at town meeting, set aside capital earmarked specifically for the conversion of seasonal water main to year-round water main, which the manager pointed out was historically one of the hardest blocks in any grant application to get and the one that carries the most weight. The manager informed the board that he intended to continue this effort, in conjunction with other opportunities and report back to the board periodically.
5. **NATURAL RESOURCES** - The following is a written report to the board, authored by the Natural Resource Program Manager (NRPM) – Nothing new to report.
6. **SAFETY & TRAINING UPDATE** – The manager reported that there had been no safety violations or known missed inspections during the previous period.
- a. **Human Resources (HR)** – The manager reported that one individual was out with a non-workplace injury indefinitely.

Figure 1



- b. **Training Update** – The board was made aware that the Maine Water Utilities Association (MWUA) Summer Picnic would be held at the Cumberland County Fairgrounds on 11 August 2022. Trustees that were interested in attending were asked to contact the AM as soon as possible. The Am reported that E. J. Prescott would be providing the cost of district attendance. In addition, New England Water and Wastewater Training Associates (NEWWTA) would be onsite to complete Class II and Class IV operator training for subsequent testing as well as provide to the entire staff, required flagger training towards the end of August.

- 7. **TREATMENT DIVISION (TD)** –The manager reported current filter train efficiency for both filter and clarifier performance had dropped due primarily to high throughput with clarifier efficiency at 91% and filter efficiency at 87%. Key chemical additions remained averaging 25% below normal. For the previous period, finish water production averaged 0.9895 MGD, outpacing that recorded for the same period in 2021 which averaged 0.8018 MGD. Adams Pond was reported currently at 84.55% usable capacity equaling 210.7 MG in reserve, a reduction of 3.13% of usable capacity in the previous period.
 - a. **Security Package** – *Cunningham Security* was on-site 19 July 2022 and began installing security upgrades to districts storage tanks. The project was expected to be completed by weeks end.

 - b. **2022 Filter Overhaul** –No change in status.

- c. **Knickerbocker Lake Withdrawal Report** – The manager informed the board that the district had switched over to Knickerbocker Lake on 19 July 2022 and as of that morning, withdrawn 6.5686 MG of the 51.5 MG allowed by permit.
 - d. **2022 Drought Report** - Since the previous report the Boothbay had entered D1 – Drought Status (*Moderate Drought*). The drought encompassed 74% of the state with 50% in D1 status. As a reminder, the drought scale is measured D0 (*Unusually Dry*), D1 (*Moderate Drought*), D2 (*Severe Drought*), D3 (*Extreme Drought*) and D4 (*Exceptional Drought*).
8. **DISTRIBUTION DIVISION (DD)** –The manager reported the DD continued concentrating on “whiteboard projects”, normal job order activities, and is heavily supporting the Maine Department of Transportation (DOT) as it paves Rt. 96 in Boothbay and Boothbay Harbor. The DD remained heavily engaged in maintenance work at that time. During the previous period six new service installations were completed as well as answering the usual high volume of customer questions and concerns. Also see 18. **BREAKNECK RIDGE ROAD WATER MAIN EXTENSION.**
9. **5 RIVERS REGIONAL WATER COUNCIL** – On 19 July 2022, 5-Rivers met in Bowdoinham. Topics covered during this meeting included the latest round of rulemaking by the Maine Public Utilities Commission (PUC) regarding PUC Chapter 620 regarding the proposed addition of more regulation that would be inflicted on water districts in Maine during a drought emergency, the way seasonal water customers would need to be handled in the future and various additions affecting other activities, attempting to usurp control over many items currently, and correctly, under the control of the Department of Health and Human Services, Drinking Water Program. The manager reported that this discussion became heated and led to a call by the member utilities to petition the MWUA legislative committee, of which the manager was a member, to call for deregulation. Both Mr. Craig Douglas, P.E., General Manager, Brunswick & Topsham Water District (BTWD) and the manager, both members of the legislative committee, called for deregulation at the subsequent MWUA Legislative Committee meeting which was held 20 July 2022.

Additionally, the Bowdoinham Water District (BWD), Superintendent, Art Mclean informed the board that he was again experiencing low water reserves in his wells. The council again informed Superintendent Mclean that they were available to assist in a 5-mile seasonal connection between the BWD and the BTWD should the situation become dire. The board of trustees concurred on this point.

Mr. Mclean then informed the board that he would soon be retiring and that because of the BWD small size, as part of his succession planning efforts, asked the manager for assistance to speak to two key BWD trustee board members to persuade them to explore, as a first step in possible amalgamation, contract operations provided by the BTWD. The manager explained to the board of trustees that he had a long-standing relationship with both BWD Trustees, serving with both on the MWUA board of directors. The manager reported that over the subsequent days, he did contact those trustees, and both were very receptive to exploring a change in management with the BWD.

- 10. **LAND ACQUISITION UPDATE** –No change in status.
- 11. **CAMERON POINT SEASONAL WATER MAINS** –Chairman Gamage informed the manager that he had set up a meeting with a key landowner for later that week.

12. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager reported that the bid documents for this project remained complete but due to continued MBB inaction regarding financing commitments, the project remained on-hold.
13. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** –In design.
14. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT** – No change in status.
15. **SOLAR POWER** – No change in status.
16. **GRANDVIEW AVENUE WATER MAIN REPLACEMENT PROJECT** –The manager reported that on 25 July 2022 this project went out to bid. The manager informed the board that he did not expect any further word as to status until the end of August to beginning of September.
17. **BOOTHBAY HARBOR SEWER DISTRICT (BHSD) PROPOSAL** –The chairman of the board reported that the board of trustees met with Boothbay Harbor Sewer District (BHSD), Board of Trustees in a workshop, held at the Southport Town Hall, to discuss the possible formation of a utilities district, earlier that day. After extensive board discussion, the board then voted to cease further discussion or actions with the BHSD regarding the formation of a utilities district.
Trustee Climo motioned, Trustee Anthony second, vote: Yea – Tibbetts, Anthony, Tharpe, Climo, Gamage. Nea- Blakeslee. Absent – Stover.
18. **BREAKNECK RIDGE ROAD WATER MAIN EXTENSION** – The manager informed the board that during the previous period an 800-foot, two (2) inch high density polyethylene (HDPE) water main had been installed within the prescribed right of way, constructed to current American Water Works Association (AWWA) standards, disinfected and pressure tested to the district’s satisfaction. The AM reported that all paid services have been properly installed and all cash accounts were settled. Under the advice of the Distribution Foreman, the manager recommended the board accept this water main. The board accepted the new water main.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
19. **DEBT LIMIT RAISE** – The manager discussed with the board the need for raising the debt limit of the district. The manager stated that the debt limit was currently set at \$12M with the district maintaining between \$8M and \$10M at any one time since its inception in 2001. However, due to rising inflation and the size of the district, coupled with projects outlined in the districts Capital Improvement Plan (CIP) a more realistic number would be in the \$20M range. The board generally concurred with this concept, citing many examples as to the prudent nature of such a move, instructing the manager to investigate how to complete this task and propose a course of action for the board.
20. The meeting was adjourned at 2005 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.

END OF MINUTES