

11 October 2022

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 27 SEPTEMBER 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: Mr. Jim Lord P.E., Dirigo Engineering; Mr. Dan Bryer, Town Manager, Boothbay; Steve Malcolm, Erin Cuperider, Greg Parmeleau. Absent: None.

1. The board approved the minutes for 13 September 2022.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
2. The board approved payroll for 13 September 2022 & 20 September 2022.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
3. The board approved transactions for 12 September 2022 through 23 September 2022.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
4. **AFFORDABLE HOUSING PROJECT** - Chairman Gamage recognized Boothbay town manager, Dan Bryer who began discussion, along with Ms. Cuperider, Mr. Malcolm and Mr. Parmeleau describing a well-financed and serious project to construct affordable housing off the Butler Road in Boothbay. At total buildout, the proposed project would produce more than 100 affordable housing units. After considerable discussion the board assured the group that district would do everything it could, consistent with Maine Public Utilities Commission rules, to assist the group in extending water main to this very important project.
5. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager deferred to Mr. Jim Lord P.E., *Dirigo Engineering*, who informed the board that on 20 September 2022 the district received no bids for the project. Mr. Lord informed the board that he had contacted some of the contractors who had taken out plans for the project, inquiring why they did not bid. According to Mr. Lord, three themes were discovered, those being the contractor being too busy, the inclusion of Eastern Avenue in the project and Davis-Bacon Wage Rates forced on this project by the state of Maine. Mr. Lord did inform the board that there existed several contractors who would bid the project if the Eastern Avenue portion of the project was removed, a concept concurred on by Maine regulators, The manager advised the board that he recommended the board rebid the project without the Eastern Avenue component in the hope the project would attract more bidders. The board accepted this proposal and voted to rebid the project minus the Eastern Avenue portion at Mr. Lord's earliest convenience.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.

6. **FILTER WASTE RECYCLING PROJECT** – Mr. Lord informed the board that on 28 September 2022 *Dirigo Engineering* would be on-site to begin engineering work for this project as well as begin the final design and bid documents. The manager added that this project was intended to be the 2023/2024 capital improvement project intended to recycle the 10% of water extracted by the district from Adams Pond and Knickerbocker Lake as well as greatly reduce operational contractor costs with the reduction in sewerage expense.

7. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 27 September 2022*. The value for the billing to be released on 1 October 2022 was \$106,649.00. The Deposit Sweep Account reflected a transfer of funds from the Capital Reinvestment account to cover the multi-bond payment due to the Maine Bond Bank (MBB) on 1 October 2022. Backing out that payment and the warrant, the manager stated that the district would have in the Sweep Account only \$56,160.00 to cover the next three payrolls, not including funds that would come in during the October billing. During the previous period the district received four (4) new service applications and added two (2) new seasonal customers, one being an emergency on Lincoln Street in East Boothbay.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 27 September 2022	
Account	Balance
Business Checking	\$ 25,191.15
Deposit Sweep Account	\$ 577,374.20
Liquidity Total	\$ 602,565.35
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,344.62
Land Acquisition Fund	\$ 2,516.66
Capital Reinvestment Fund	\$ 83,180.94
Mt Dora Easement Escrow	\$ 4,789.64
Southport Sinking Fund	\$ 55,995.24
EBB Upgrade 91-20	\$ 62,305.24
Bank of Maine Unemployment CD	\$ 17,357.02
Designated Fund Total	\$ 246,489.36
TOTAL CASH RESERVES	\$ 849,054.71

- a. **BRWD Budget Performance Report as of 31 August 2022** – The AM provided the board with a detailed report on the state of the district’s budget through 31 August 2022 to the board’s satisfaction.

- b. **Billing Software Update** – The AM reported she and the customer service representative (CSR) would be visiting other water utilities to evaluate software used, with the first visit to the Orono Water District scheduled 7 October 2022 and to Kennebunk, Kennebunkport and Wells Water District 14 October 2022.

- c. **Boothbay Property Tax Reimbursement** – Trustee Blakeslee presented a letter to be sent to the town of Boothbay Harbor board of selectmen concerning this effort. The manager stated that it was his, and staff’s recommendation the board accept the letter as written. Trustee Blakeslee motioned the board authorize Merritt Blakeslee to present the letter dated 27 September 2000 to the Boothbay Harbor Board of Selectmen at its next meeting.
Trustee Blakeslee motioned, Trustee second, vote: Yea unanimous.

8. **NATURAL RESOURCES** - The following is a written report to the board, authored by the Natural Resource Program Manager (NRPM) –

Staff successfully installed and planted the Bio-D block shoreline creation project on 9/21 and 9/22. Photos show the before and after conditions.





9. **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 the district was expected to be back to 100% staffing on 28 September 2022.
 - b. **Training Update** – On 22 September 2022, New England Water & Wastewater Training Associates (NEWWTA) began providing Class I & II Distribution license training and Class IV Distribution and Treatment license training as well as required safety training.

10. **TREATMENT DIVISION (TD)** –The manager reported current filter train efficiency for both filter and clarifier performance had improved to 100% efficiency. Key chemical additions remained an average 15% below normal. For the previous period, finish water production averaged 0.5670 MGD, coming in under that recorded for the same period in 2021 which averaged 0.6203 MGD. In addition, Adams Pond had dropped to 80% usable capacity equaling 199.7 MG in reserve.
 - a. **2022 Filter Overhaul** – the manager informed the board that the anthracite and sand were reported to be shipped and the district should have information concerning the shipping date for the garnet by weeks end.
 - b. **2022 Drought Report** - Since the previous report the Boothbay remains in a D2 – Drought Status (*Severe Drought*). The D2 – Drought are in Maine has continued to shrink since the previous report with Boothbay looking like the epicenter for drought in Maine. As a reminder, the drought scale is measured D0 (*Unusually Dry*), D1 (*Moderate Drought*), D2 (*Severe Drought*), D3 (*Extreme Drought*) and D4 (*Exceptional Drought*).
 - c. **Fluoride Problem** –No change in NaF availability.
11. **DISTRIBUTION DIVISION (DD)** –The manager reported that the DD continued concentrating on “whiteboard projects”, normal job order activities, estimates for establishment of services and routine maintenance activities.
12. **5 RIVERS REGIONAL WATER COUNCIL** –The manager informed the board that the next meeting would be 28 September 2022 at the Brunswick Topsham Water District (BTWD).
13. **LAND ACQUISITION UPDATE** –No change in status
14. **CAMERON POINT SEASONAL WATER MAINS** –A Chairman Gamage is contacting the key landowner with a project drawing. No date for discussions is scheduled thus far.
15. **SOLAR POWER** – No change in status.
16. **DEBT LIMIT** –No change in status
17. **BARTERS ISLAND SEASONAL WATER MAIN UPGRADE** – The manager provided the board with an e-mail provided by *Dirigo Engineering* recommending 11,000 feet of 4” HDPE pipe be installed on East Side Road and Cross Road to improve water pressure to the north end of Barters Island. Although not the ideal fix, it is the least cost alternative that will correct deficiencies already being experienced. The district could implement this recommendation for an estimated \$100,000.00, utilizing district personnel and limited contractor involvement. A cost estimate was in process and decision should be made only after that document is reviewed at the 11 October 2022 meeting as to how to proceed.
18. The meeting was adjourned at 2010 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.

END OF MINUTES