

22 November 2022

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 8 NOVEMBER 2022

The Board of Trustees convened at 1800 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; (AM). Guest: None Absent: Trustee Stover, Boothbay; Marcia Wilson, Administrative Manager.

1. The board approved the minutes for 25 October 2022 with corrections.  
*Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.*
2. The board approved payroll for 25 October 2022 & 1 November 2022.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.*
3. The board approved transactions for 24 October 2022 through 4 November 2022.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.*
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 8 November 2022*. The value for the billing for routes 5 & 6 is still being compiled with a value to be reported at the next meeting. Likewise, the seasonal readings were in as of that morning, beginning the painstaking process of each bill being reviewed before release. Early indications were that the average billing for seasonal service would be substantial in value. During the previous period the district received one (1) new service applications and added zero new customers.
  - a. **Billing Software Update** – The AM provided the board with a status report of the search for new billing software, describing multiple presentations for new software attended and an update on ongoing field visits. The AM stated the search was on-track for a recommendation in the 2023 Budget.

The customer service representative (CSR) reported:

*“Marcia and I have been working on evaluating utility billing systems to see if switching systems would make sense. We have found that our current platform Northern Data has poor customer service, the system processes are very clunky, inefficient, and extremely dated as compared to others. We believe it is in our best interest to upgrade to a new system which could suits our need and budget goals. Currently we are down to 2 providers which are CUSI and Muni-link. Regardless of which one we choose we are confident it will be a vast improvement from our current system.*”

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of 8 November 2022</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 24,946.40
Deposit Sweep Account	\$ 60,421.17
<b>Liquidity Total</b>	<b>\$ 85,367.57</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,345.30
Land Acquisition Fund	\$ 2,516.74
Capital Reinvestment Fund	\$ 3,158.93
Mt Dora Easement Escrow	\$ 4,789.88
Southport Sinking Fund	\$ 55,997.11
EBB Upgrade 91-20	\$ 62,307.32
Bank of Maine Unemployment CD	\$ 17,357.02
<b>Designated Fund Total</b>	<b>\$ 166,472.30</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 251,839.87</b>

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

*Drinking Water Initiative: We continue to spend quite a bit of time working with the Boothbay Region Clean Drinking Water Initiative. We are now seeing more direct engagement by Boothbay Region Land Trust staff, which is a very positive shift. A summary of BR CDWI events for 2022 is attached.*

*YMCA Camp Knickerbocker: We met last week with the Land Trust and YMCA to discuss the inclusion of conservation easements within plans for Camp Knickerbocker. (YMCA owns about 69 acres of shoreline). We have been working toward a conservation plan for the Y Camp for years. There will be more development on the property, but I think we can expect conservation to accompany development.*

*Water quality sampling: We completed the seasonal lake water quality sampling last week. We will compile data and report back to the Board before the end of the year.*

*Woolly adelgid infestation: A short report on the woolly adelgid/ hemlock situation is attached. Although there isn't much we can do to address this natural disaster, it does point to the need to have a better working knowledge of BRWD land so we can manage it and protect our water supply. This will be an important job for the next NRPM. Trustees input on this report and potential management plans are welcome.*

Upon conclusion of the NRPM report the board began a discussion on the merit of transferring some of the district's holdings to the Boothbay Region Land Trust. The board asked the manager to have the NRPM present at a future meeting to discuss this concept as well as discuss forestry management issues.

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)** – No change in status.
  - b. **Training Update** – New England Water and Wastewater Training Associates (NEWWTA) would be on-site that week to review safety program documentation and provide the second leg of water treatment operator testing training. The Maine Rural Water Association Annual meeting was to be held this year at the Samoset in Rockport on 7 & 8 December 2022. Any trustees interested in joining in please let the AM know.
  
7. **TREATMENT DIVISION (TD)** –The manager reported current filter train efficiency performance had degraded to 91% efficiency for clarifier performance and 73% for filter performance. Key chemical additions remained an average 25% below normal. For the previous period, finish water production averaged 0.2489 MGD, coming in under that recorded for the same period in 2021 which averaged 0.2673 MGD. Adams Pond remained at 76% usable capacity equaling 188.8 MG in reserve.
  - a. **2022 Filter Overhaul** – On 2 November 2022 this project began. Thus far the clarifier and filter media for Filter #1 has been removed with the clarifier media disposed of by the Boothbay Region Refuse Disposal District (BRRDD) and the filter media by the town of Southport. The reason for the filter failure was discovered to be a design and construction error using soft steel, not stainless steel, for the filter tie down assembly. The manager reported that the soft steel rotted away causing the underdrain system to come loose, leading to the filter failure. *Dirigo Engineering* was brought in for an inspection and a cost-effective correction was developed to be completed on the rebuild portion of the project, using stainless steel “thunder bolts” bolting the undercarriage to the floor of the filter.
 

Currently the contractor is installing a tent to enclose Filter #1 to begin sand blasting and surface preparation for recoating and repair.
  - b. **2022 Drought Report** – The drought is over; this is the final report for 2022.
  - c. **Fluoride** –No change in status.
  
8. **DISTRIBUTION DIVISION (DD)** – The DD remained focused on seasonal shutdown with approximately 80% of the seasonal water distribution system properly stowed for winter. Work continued in Southport and in Boothbay Harbor
9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status
10. **LAND ACQUISITION UPDATE** –No change in status
11. **CAMERON POINT SEASONAL WATER MAINS** – No change in status

12. **OCEAN POINT WATER MAIN LOOPING PROJECT** –The manager reported that after review of the bids for the project, both management and *Dirigo Engineering* recommended the board accept the bid provided to the district by *Sargent Corp.* to complete the project for \$2,997,525.00. The board accepted the bid from Sargent Corporation and the Chairman Gamage signed the contract award in the presence of the board.  
*Trustee Anthony motioned, Trustee Climo second, vote: Yea unanimous.*
13. **FILTER WASTE RECYCLING PROJECT** –This project remained in design. On 26 October 2022 the TD staff toured the Tewksbury MA Water Authority and evaluated the technology and sludge removal process and believe it would be an acceptable method of sludge removal for the district. *Dirigo Engineering* was informed of this positive review.
14. **SOLAR POWER** – Awaiting a call from *Revision Energy*.
15. **DEBT LIMIT** –Waiting for the November election to be complete before beginning this effort.
16. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – One laydown area has been secured with one pending. The district is waiting for delivery of all necessary materials. This project is the priority once seasonal water shutdown is complete.
17. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – First staff meeting will kick off on 29 November 2022 at 1300 hr.
18. **SIVC WATER MAIN REPLACEMENT PROJECT** - The manager reported that he had contacted Sumner Lipman, through his real estate agent, Bruce Tindal, who owns an 8-acre parcel adjacent to the Thompson Standpipe in Southport along Route 238 which extends to the water's edge and is currently for sale. The manager reported that he had delivered the board's message to Mr. Lipman explaining the district would install year-round service on the two-ocean front lots in exchange for allowing the district to establish a beach head for any new SIVC service main. After a brief discussion, Mr. Lipman countered to offer the district lots 3 & 4 to the district for \$1.3M after which Mr. Lipton would gift Lot 2 to the district to be used for public, non-profit use to provide access to the water. The manager stated that he would visit the Southport board of selectmen to see if any partnering opportunities existed and report back to Mr. Lipman.
19. **PROPANE QUESTION** - The board asked the manager to evaluate the need and possibly include in the 2023 Budget, resources to expand propane storage at the districts satellite stations to extend power independence in the case of possible future catastrophic events that could leave these installations without power for extended periods of time.
20. The meeting was adjourned at 1845 hr.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.*

END OF MINUTES