

27 December 2022

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 13 DECEMBER 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; Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guest: None Absent: Trustee Stover, Boothbay.

1. The board approved the minutes for 22 November 2022 with corrections.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
2. The board approved payroll for 22 November 2022, 29 November 2022 & 6 December 2022.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
3. The board approved transactions for 21 November 2022 through 9 December 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 13 December 2022*. The value of the billing for routes 5 & 6 was \$60,343.49 which was billed out on 1 December 2022. Routes 1 & 2 were currently being read with the value of these readings to be reported at the next meeting and billed as of 1 January 2023. During the previous period the district received two (2) new service applications and added one (1) new seasonal customer.
 - a. **New Billing Software**– The AM presented a report and recommendation to change the existing billing software from *Northern Data* to possibly *Muni-Link* based on user friendliness, cost, and features, however the board was advised that the software package to be recommended had not been completely set mas of that time.
 - b. **Trident Filter Overhaul Loan** - The manager reported that as directed, on 13 December 2022 the district secured funding for this project.
5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) was currently on vacation and would be present at the 27 December 2022 trustee meeting for a detailed meeting with the board.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 13 December 2022	
Account	Balance
Business Checking	\$ 25,749.08
Deposit Sweep Account	\$ 574,938.54
Liquidity Total	\$ 600,687.62
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,345.64
Land Acquisition Fund	\$ 2,516.78
Capital Reinvestment Fund	\$ 3,185.98
Mt Dora Easement Escrow	\$ 4,789.97
Southport Sinking Fund	\$ 55,998.06
EBB Upgrade 91-20	\$ 62,308.35
Bank of Maine Unemployment CD	\$ 17,365.77
Designated Fund Total	\$ 166,510.55
TOTAL CASH RESERVES	\$ 767,198.17

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 informed the board that, tentatively starting 14 December 2022, management would begin preparing staff evaluations which were tied to any merit increases that may be extended to employees.
 - b. **Training Update** – The board was informed that the Maine Rural Water Association Annual meeting was held at the Samoset Resort in Rockport on 7 & 8 December 2022 which was well attended and provided much valuable training. From 7 to 9 December 2022 the foreman and assistant foreman attended training in Austin, Texas hosted by the Plastic Pipe Institute (PPI) with most of the costs for training and travel covered by PPI.
7. **TREATMENT DIVISION (TD)** – The manager reported current filter train efficiency performance had improved to 100% efficiency for clarifier performance and 60% for filter performance. Key chemical additions remained 50% below normal. For the previous period, finish water production averaged 0.2728 MGD, slightly under that recorded for the same period in 2021 which averaged 0.2918 MGD. Adams Pond improved to 100% winter usable capacity.

- a. **2022 Filter Overhaul** – Since the previous report, for Filter #1, district staff had reconfigured and secured the filter unit underdrains, more secure than when manufactured, installed the filter drains, reconstructed the air scour system, reloaded filter, and clarifier media, reconnected all waste handling hardware, safety hardware and level monitors. The manager then went on to report that Filter #1 had been flooded and backwashed and hand cleaned to remove all coal dust introduced and was being eased into production starting today. Once Filter #1 was back in service, operating correctly and making water that was up to standard consistently, Filter #2 would be taken offline. The manager informed the board that the district had until the end of the year to take Filter #2 offline per contract and was on schedule.
- b. **Fluoride** – The manager reported that staff had taken delivery of 20 bags of sodium fluoride and will restart the fluoride system once Filter #1 was back on-line.
- c. **Security Breach at the Thompson Tank** – The manager reminded the board, that on 12 December 2022 the manager e-mailed the following to the board of trustees:

“I am writing this to inform you that the security fence at the Thompson Water Storage Tank in Southport was breached at approximately 2130hr. on 8 December 2022 by at least two individuals. It is also apparent that someone(s) attempted to climb the tank, setting off the newly added alarm, immediately notifying the Lincoln County Sherriff and the on-call treatment and distribution technicians. Lincoln County responded at approximately 2200 hr. along with on-call staff, finding no one around the tank and the security camera smashed.

At first light on 9 December 2022, the tank exterior was completely inspected, along with all access points showing no signs of tampering to gain access to the finished water inside. In addition, the picture attached was the final picture taken by the security camera before it died and was uploaded to the cloud. This picture was forwarded to the Lincoln County Sherriff’s Office. The position of the district is to press charges at this time, until the board instructs me to do otherwise.”

The manager went on to state, that morning as part of the weekly staff meeting, this occurrence was discussed. As a result of this meeting, the manager learned that since 8 December 2022, despite multiple attempts to contact the Lincoln County Sherriff’s (LCS) office, with no reply or investigation. The manager reported that it seemed the LCS was showing any interest in obtaining the incriminating photos from the scene. After considerable conversation, Chairman Gamage informed the board and the manager that he would personally visit Lincoln County Sherriff, Mr. Todd Bracket to ascertain why the LCS has little interest in this occurrence and request the LCS take seriously this incursion on critical district infrastructure.

- 8. **DISTRIBUTION DIVISION (DD)** – The manager reported, the DD is now engaged in winter maintenance, primarily focused on keeping the district’s fire hydrants operational. Whiteboard projects were reported to be continuing if the weather held out. Lastly the DD had been very instrumental in assisting the TD with the process of bringing the filter units back to life including welding and manpower needed for loading filter and clarifier media.
- 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 on 12 December 2022, the manager and staff met with *Dirigo Engineering*, *EJ Prescott*, and *Sargent Corp* at the district office. The materials for the project would begin to arrive within a week with the pipe to be stored near the construction site and all metal, brass and “walkable” components being stored by the district, locked down at the Adams Pond Road campus. Some items were back ordered and would not arrive for several months. The manager relayed to the board that *Sargent Corp.* planned to begin the project on 31 July 2023, citing much work in front of the project and that the contract with the district allowed for this.
13. **FILTER WASTE RECYCLING PROJECT** – No change in status.
14. **SOLAR POWER** – No change in status.
15. **DEBT LIMIT** –No change in status.
16. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – Still awaiting material delivery
17. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – This project start date was reported to be postponed until the beginning of the new year.
18. **SIVC WATER MAIN REPLACEMENT PROJECT** - The manager reported that he had contacted Mr. Sumner Lipman and thanked him on behalf of the district for his generous offer and informed him that the district had decided to move in a different direction regarding this project.
19. The meeting was adjourned at 1830 hr.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.

END OF MINUTES