

28 February 2023

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 14 FEBRUARY 2023

The Board of Trustees convened at 1800 hrs. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Anthony, Boothbay (Clerk); Trustee Tharpe, At-Large (Treasurer); 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 24 January 2023.
Trustee Climo motioned, Trustee Anthony second, vote: Yea – Gamage, Climo, Anthony, Tibbetts. Abstained - Tharpe, Blakeslee.
2. The board approved payroll for 24 January 2023, 31 January 2023 & 7 February 2023.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
3. The board approved transactions for 23 January 2023 through 10 February 2023.
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 14 February 2023*. The value of routes 5 & 6, to be billed on 1 March 2023 was still in-process. Since the previous meeting the district has received zero new service applications and has added no new customers.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 14 February 2023	
Account	Balance
Business Checking	\$ 25,235.00
Deposit Sweep Account	\$ 890,539.54
Liquidity Total	\$ 915,774.54
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,346.33
Land Acquisition Fund	\$ 2,516.87
Capital Reinvestment Fund	\$ 3,186.08
Mt Dora Easement Escrow	\$ 4,790.12
Southport Sinking Fund	\$ 65,328.16
EBB Upgrade 91-20	\$ 62,310.46
Bank of Maine Unemployment CD	\$ 17,365.77
Designated Fund Total	\$ 175,843.79
TOTAL CASH RESERVES	\$ 1,091,618.33

- a. **2022 Financial Audit Update** – The AM and Manager reported that on 6 February 2023 the fieldwork portion of the annual financial audit began. The auditor was on-site both 6 & 7 February 2023 with both the AM and the customer service representative (CSR) meeting all needs and answering all questions. On 7 February, in the evening, the manager reported that he had held an exit interview with the auditor. No fraud was detected, all books were being managed in accordance with generally accepted accounting procedures, the board fiscal management was reported to be excellent and generally all the practices for cash handling were deemed sound. The auditor made a point of complementing the admin staff, including AM, CSR and was very impressed with CSR in training, Mr. Trevor Morin.

There existed a posting issue with approximately \$5,000.00, registered at the very end of the fiscal year. The money was accounted for, with this minor observation being more an accounting philosophical issue. The final report was expected in late April or early May.

- b. **New Billing Software Update** – The AM reported that the beginning of the software transfer was being arranged with a consultant to assist the district in completing this task now on board.
5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:
 - 1) *As a follow up to last month's Trustees meeting, I have attached summary information on potential land conservation properties owned by BRWD. I will meet with Nick Ullo in the next few weeks to better understand conservation options and costs.*
 - 2) *Boothbay Region Land Trust Board of Directors have approved a new lands conservation position at the Land Trust. Half of this position will be directed to Adams Pond and Knickerbocker Lake watershed conservation and will be funded by the 3-year ARPA grant obtained by the Clean Drinking Water Initiative.*
 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) – Human Resources (HR)** –The Natural Resource Program Manager (NRPM) officially requested the manager to postpone her retirement for personal reasons indefinitely. The manager reported to the board he had accepted this request, postponing recruitment to fill this position indefinitely.
 - b. **Training Update** – The annual Maine Water Utilities Association (MWUA) Annual Conference was held at the Augusta Civic Center on 1 & 2 February 2023. The manager reported that this year's conference was excellent, with a good trade show and excellent training. All staff were able to get training credit hours with key personnel receiving a full day's training on the lead and copper rule implementation.

7. **TREATMENT DIVISION (TD)** –The manager reported current filter train efficiency. remained at 100% for clarifier performance and 73% for filter performance. Key chemical additions are now 50% below normal. For the previous period, finish water production averaged 0.2909 MGD, slightly under that recorded for the same period in 2022 which averaged 0.3783 MGD. Adams Pond remains way over 100% winter usable capacity.
 - a. **Clearwell Cleaning** – The manager reported that the scheduled cleaning for the clear well would begin the evening of 15 February 2023 and continue through until morning 16 February 2023. The clear well was described as the single treatment component that does not have redundancy requiring this work evolution be completed with the treatment plant disconnected from the distribution system. If all goes as planned the district should be up and running mid-morning on 16 February with a clean clear well and plenty of water still in storage. The manager briefed the board that if for some unforeseen reason water is used in great quantity requiring the treatment plant to start up before the cleaning was complete, the district would have to issue a system wide boil water order. However, the manager believed that this scenario, although very real, was of low probability.
 - b. **Security Breach at the Thompson Tank** –The manager reported that according to the *Boothbay Register* two individuals were served with summons by the Lincoln County Sheriff's Office regarding this incident. Trial dates were not announced as of that time.
8. **DISTRIBUTION DIVISION (DD)** – The DD remained engaged in winter maintenance which is primarily focused on keeping the district's fire hydrants operational. Whiteboard projects would be the focus during this upcoming period of abnormally high temperatures. All DD commitments were reported current and up to date.
9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager informed the board that the American Water Works Association (AWWA) was making a case to take over the New England Water Works Association (NEWWA) in that AWWA felt it did not get the full measure of the dues spent in New England. The manager presented to the board a letter he had written in support of the NEWWA, sent to the AWWA, as an AWWA member, and not representing the district. The manager described the problem, describing the AWWA board as “elitest dopes, who are not used to peasants pushing back”. The NEWWA team was already in Denver for the hearing, with Mr. Craig Douglas, General Manager, Brunswick and Topsham Water District, representing Maine and was part of that group.
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** – No change in status.
13. **FILTER WASTE RECYCLING PROJECT** – No change in status.
14. **SOLAR POWER** – No change in status.

15. **DEBT LIMIT** – Since the previous meeting, the manager reported that he had been in contact with all three municipalities concerning arranging a ballot as required by district charter, to raise the district borrowing limit. A special election would have to occur in Southport with both boards of selectmen in Boothbay and Boothbay Harbor agreeing to meet with the manager to discuss the possibility of adding this question to their ballots in May. The manager would appear in front of the Boothbay Board of Selectmen on 22 February 2023 and in front of the Boothbay Harbor Board of Selectmen on 27 February 2023. The manager provided a letter to the Boothbay Harbor Board of Selectmen written to them at their request.
16. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** –No change in status
17. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – The manager reported that the new vacuum trailer had been delivered that morning, including a full day of training by *Vermeer* with staff. On 9 February 2023 the team met and developed a strategy with internal research already moving forward and an effort to update the districts GIS interface which will allow staff to enter the information once, automatically updating the EPA reporting document, conceived, and designed by the EPA's low bidder. This effort was described as now officially underway.
18. **SIVC WATER MAIN REPLACEMENT PROJECT** - No change in status.
19. The meeting was adjourned at 1835 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager