

9 May 2023

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 25 APRIL 2023

The Board of Trustees convened at 1900 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 Stover, Boothbay; Jonathan Ziegler, Manager. Guest: None. Absent: Trustee Blakeslee, Boothbay Harbor; Marcia Wilson, Administrative Manager (AM).

1. The board approved the minutes for 11 April 2023.  
*Trustee Climo motioned, Trustee Tharpe second, vote: unanimous.*
2. The board approved payroll for 11 April 2023 & 18 April 2023.  
*Trustee Climo motioned, Trustee Tharpe second, vote: Yea unanimous.*
3. The board approved transactions for 10 April 2023 through 21 April 2023.  
*Trustee Climo motioned, Trustee Tharpe second, vote: Yea unanimous.*
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 25 April 2023*. Routes 3, 4 & 13 will be billed out on 1 May 2023 with a value of \$424,381.15. During the previous period the district received eleven (11) new service applications and added two (2) new seasonal customers. Since the previous meeting the volume of Digsafe Notifications had dropped off with staff only responding to twenty-five (25) requiring approximately 40 man-hours to complete.
  - a. **2023 Water Rate Review** – The manager reported that the district had its first meeting with Maine Rural Water Association (MRWA) rate analysts on 24 April 2023 with a rough outline of tasks discussed and a second meeting scheduled for 24 May 2023. The analysts were given the board’s orders as to the protection of the most vulnerable customers was of the highest priority. Additionally, the rate analysts were informed that depreciation will again be fully funded per the board’s wish.
  - b. **BRWD Budget Performance Report as of 31 March 2023** – The manager provided the board with a copy of the BRWD Budget Performance Report as of 31 March 2023. The board accepted the report with no further comment.
5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report: No change in status.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of 25 April 2023</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 24,972.22
Deposit Sweep Account	\$ 797,715.07
<b>Liquidity Total</b>	<b>\$ 822,687.29</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,346.99
Land Acquisition Fund	\$ 2,516.95
Capital Reinvestment Fund	\$ 183,187.97
Mt Dora Easement Escrow	\$ 4,790.28
Southport Sinking Fund	\$ 65,331.38
EBB Upgrade 91-20	\$ 62,312.48
Bank of Maine Unemployment CD	\$ 17,365.77
<b>Designated Fund Total</b>	<b>\$ 355,851.82</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,178,539.11</b>

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 on 18 April 2023, Utilities Technician, Hunter Arsenault resigned as of 1 May 2023. Hunter is taking a position with the town of Boothbay Harbor, Public Works Department. Hunter was leaving the district in good standing, and the board wished him well in his new career. On 19 April 2023 the manager reported that he had offered a position to Mr. Hunter Haley who had recently relocated to the Boothbay region. Mr. Haley accepted the new position and began his employment on 20 April 2023.
  - b. **Training Update** – No change in status.
7. **TREATMENT DIVISION (TD)** – The manager reported that filter train efficiency had improved to 100% for both clarifier and filter performance and key chemical additions had returned to normal. For the previous period, finish water production averaged 0.3529 MGD, coming in under that recorded for the same period in 2022 which averaged 0.4558 MGD. The flash boards had been reinstalled in the Adams Pond Dam and Adams Pond, now was over 100% of total usable capacity. The TD had engaged in only normal treatment division activities since the previous meeting. The treatment plant was now operating with both treatment filter units. The manager concluded his report with special thanks to Weston Alley for his assistance in setting meters in East Boothbay the previous weekend, it was very much needed in that that route had fallen very behind.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported that during the previous period the DD has been focused almost exclusively on completing seasonal water turn-on. Because of this work evolution, a backlog of new customer additions had developed, and work was now moving forward to clear these taskings. Once back in a stable workflow condition, the Barters Island East Side Road Project was of the highest priority.
  - a. **2023 Seasonal Water Service Update** – The manager reported that the establishment of the districts nearly 2,000 seasonal services was complete as of that day. The manager made a point of informing the board that this was completed with a week to spare and that feedback from the public on district efforts was unanimously positive.
9. **5 RIVERS REGIONAL WATER COUNCIL** –the manager reminded the board that they were invited to the trustee dinner at the Brunswick and Topsham Water Treatment Plant, 11 May 2023 at 1730 hr. The manager assured the board that it would be a good time.
  - a. **LD 75 – An Act to Establish Maximum Contaminant Levels Under the State's Drinking Water Rules to Prohibit Certain Perfluoroalkyl and Polyfluoroalkyl Substances** – The manager reported that this bill, if enacted would set a level of “zero” as allowable PFAS in drinking water. This bill, if enacted, will cost the BRWD rate payers approximately \$4M to possibly achieve this law. Trustee Stover informed the board that the best way to deal with this measure was to “kill it in committee”. The manager informed the board that he intended to testify in opposition on 28 April 2023 in Augusta unless ordered by the board otherwise.
10. **LAND ACQUISITION UPDATE** –No change in status
11. **CAMERON POINT SEASONAL WATER MAINS** – The manager reported that since the previous meeting, he had met with Attorney Chip Griffins replacement, Bruce Harris J.D., who would be completing the district’s real estate work moving forward. The district was waiting on word from the second property owner for the easement that would complete this project.
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** – The manager reported that a letter from Treasurer Tharpe and he was provided to the Boothbay Register and could be found at <https://www.boothbayregister.com/article/vote-yes-water-district-debt-limit-request/172790>. He concluded his report by stating as were the trustees, staff was now talking this effort up at every opportunity possible to enlist support for the measure.
16. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – No change in status.
17. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – No change in status.

18. **SIVC WATER MAIN REPLACEMENT PROJECT** - On 18 April 2023 the SIVC water main was energized, and no leaks were noted. The water main was left on and SIVC staff had ample opportunity to bring **their system** back to life.
19. **WATER MAIN EXTENSION – HOFFMAN** – The board approved a 150 -ft 2” High Density Polyethylene (HDPE) water main extension along Beacon Hill Road in Southport to support additional service to be funded privately.  
*Trustee Gamage motioned, Trustee Climo second, vote: Yea unanimous.*
20. The meeting was adjourned at 1917 hr.  
*Trustee Climo motioned, Trustee Anthony second, vote: unanimous.*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
General Manager