

12 September 2023

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 22 AUGUST 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 Tibbetts, Boothbay Harbor; Trustee Blakeslee, Boothbay Harbor; Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guest: Juliet Brown J.D. Verrill Law. Absent: Trustee Stover, Boothbay; Trustee Tharpe, At-Large (Treasurer).

1. The board went into executive session pursuant to 1 M.R.S.A. §405(6)(E) *consultations with legal counsel* at 1900 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.
2. The board came out of executive session at 1919 hr.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
3. The board approved the minutes for 8 August 2023.
Trustee Climo motioned, Trustee Tibbetts second, Yea: unanimous, Abstain: Blakeslee & Anthony.
4. The board approved payroll for 8 August 2023 & 15 August 2023.
Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.
5. The board approved transactions for 7 August 2023 through 18 August 2023.
Trustee Climo motioned, Trustee Tibbetts, second, vote: Yea unanimous.
6. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 22 August 2023*. Routes 5 & 6 would be billed on 1 September 2023 with a value of \$59,705.60. During the previous period the district received one (1) new service application and added three (3) new seasonal customers.
 - a. **Boothbay Region Water District Budget Performance as of 31 July 2023** – The AM provided a detailed report as to the budget performance through the month of July. The AM fielded several questions concerning the performance specific to accounting line items and answered all trustee questions to the board’s satisfaction.
 - b. **New Billing Software Update** – The AM reported that this project was moving forward smoothly. *Rayburn & Associates* was reported to be working behind the scenes with *Muni-Link* to design a billing system robust enough to support the administrative changes and improvements that had been identified as being of value to the district. The district reported had notified *Northern Data Systems* that they would be moving on from their software after a fourteen-year run, with *Northern Data Systems* working on an “estimate” to assist the district in moving its data to *Muni-Link*.

- c. **2023 Rate Review Update** - The AM informed the board that the data gathering, and pro forma work was nearing completion with the rate engineer getting to the actual funding adjustments that would be needed getting the district properly funded moving forward. The AM informed the board that a rate proposal should be ready by the next trustee meeting with possibly the rate engineer being on-site to present the new proposed rates.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 22 August 2023	
Account	Balance
Business Checking	\$ 25,741.40
Deposit Sweep Account	\$ 736,849.88
Liquidity Total	\$ 762,591.28
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,348.35
Land Acquisition Fund	\$ 2,517.12
Capital Reinvestment Fund	\$ 483,215.83
Mt Dora Easement Escrow	\$ 4,790.60
Southport Sinking Fund	\$ 65,334.63
EBB Upgrade 91-20	\$ 62,316.64
Bank of Maine Unemployment CD	\$ 17,365.77
Designated Fund Total	\$ 655,888.94
TOTAL CASH RESERVES	\$ 1,418,480.22

7. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:

We decided not to attend the Knickerbocker Lake Association, the first time we have been absent in many years.

We met again last week with Bigelow scientists Rachel Sipler and Christoph Aeppli to define the next round of PFAS sampling in the watershed. An article on the cyanobacteria project was published in the Register last week. See here: <https://www.boothbayregister.com/article/bigelow-leading-project-assess-cyanobacteria-drinking-water/177340>

CMBG will host a community forum on PFAS in soil and water with state and local experts, including BRWD, on September 14 at 5pm at the Gardens.

We received notice from DEP that our 319 grant application for improvements to Adams Pond Road (including moving and restoring the shoreline buffer along 1000') has been approved. We will meet with staff and Town in early September to flesh out how this work will be done and the timing.

We continue to work with BR CDWT on education events/materials. Lake sampling continues, as well.

8. **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 reminded the board that on 27 August 2023 there would be a barbeque and fair that would benefit former employee, Scott Campbell who had had major medical procedures over the past few years. The Chief Treatment Plant Operator (CTPO) was tentatively scheduled to return to work on 28 August 2023 on a light duty basis. Lastly, our apprentice was involved in an ATV accident on 21 August 2023 and was severely injured. For all intents and purposes, he will most likely not return here. On behalf of the entire staff, we wish for nothing more than a speedy, 100% recovery.
 - b. **Training Update** – Currently we have one utilities technician enrolled in a seven-week long, one class day per week, course for Class I and II license test preparation. Additionally, two of the new utility’s technicians will be travelling to New Hampshire 12 – 14 September 2023 to become certified cross-connection control testing license in training sponsored by the New England Water Works Association. Lastly, besides all attendees receiving 2.5 credit hours in training, The Mud Dogs repeated as state champions in the annual pipe tapping competition, held at the annual Maine Water Utilities Association (MWUA) Lobster Bake on 10 August 2023 at the Cumberland Fairgrounds.
9. **TREATMENT DIVISION (TD)** –The manager reported filter train efficiency improved to 75% efficiency for filter performance and remained unchanged at 73% for clarifier performance. For the previous period, finish water production averaged 0.7374 MGD, much under that recorded for the same period in 2022 which averaged 0.8395 MGD. Key chemical additions remain well above average, averaging 80% above normal, a condition directly linked to continued higher-than-average rainfall thus far into the summer season. Both Adams Pond and Knickerbocker Lake remain at more than 100% capacity.
10. **DISTRIBUTION DIVISION (DD)** – The manager reported normal work evolutions continued with all routine work current. Further actions by the DD were discussed in projects listed below.
11. **5 RIVERS REGIONAL WATER COUNCIL** –No change in status
12. **LAND ACQUISITION UPDATE** –No change in status.
13. **CAMERON POINT SEASONAL WATER MAINS** – The manager reported that afternoon, Chairman Gamage and he met with Ms. Caroline Blasco and ascertained the requirements for an easement along with restoration requirements. Ms. Blasco was very helpful and agreeable to the district receiving an easement. The manager was to contact the district’s attorney with all pertinent facts so that the final easement for this project could be executed.

14. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager reported this project finally began on 13 August 2023 with the installation of a tap on the 12” ductile iron water main located within Townsend Avenue, at the intersection of Route 96 and 27. Since that time, construction had cleared all sewer district infrastructure within the work zone and transitioned out of the intersection. As of this morning, 179-feet of water main had been installed. In addition, all *Sargent Corp* staff were receiving training that day to become certified HDPE welders to comply with the contract requirements.
15. **FILTER WASTE RECYCLING PROJECT** – No change in status.
16. **SOLAR POWER** –No change in status.
17. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – The manager reported this project was continuing to make headway. The DD had installed approximately 7,000 feet of the 4” HDPE water main, of the 11,000 feet total water main. Approximately 4,000 feet of the HDPE water main has been pressure tested and bacteriologically cleared and is now in service. Several linkages still exist, mostly concerned with driveway crossings and lawn ditching. Staff believe 65% to 70% of the total project is complete with staff really hitting their stride.
18. **2022 REVISIONS OF THE LEAD AND COPPER RULE** –No change in status.
19. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status
20. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** –No change in status
21. **AFFORDABLE HOUSING PROJECTS** – No change in status.
22. **LEW CURTIS VISIT** - The manager reminded the board that Major General Lew Curtis (ret.) and his family would be on-site on 20 September 2023 at 0930 to 1000 hr. to tour the building that bears his name (Curtis Annex). Staff understand this is a top priority with the building to be spit shined inside and out prior to his arrival. The manager informed the board that he would have staff here for the visit and requested board presence as possible.
23. The meeting was adjourned at 1955 hr.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.

END OF MINUTES