

22 August 2023

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 8 AUGUST 2023

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

1. The board approved the minutes for 25 July 2023.
Trustee Climo motioned, Trustee Tibbetts second, Yea: unanimous.
2. The board approved payroll for 25 July 2023 & 1 August 2023.
Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.
3. The board approved transactions for 10 July 2023 through 21 July 2023.
Trustee Climo motioned, Trustee Tibbetts, 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 August 2023*. Routes 5 & 6 were being read with the total value to be reported at the 22 August 2023 trustees meeting. During the previous period the district received six (6) new service applications and added no new customers with several estimates still in process.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 8 August 2023	
Account	Balance
Business Checking	\$ 25,541.52
Deposit Sweep Account	\$ 474,306.49
Liquidity Total	\$ 499,848.01
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	\$ 1,155,736.95

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

We met with the new Boothbay CEO, who has many years of relevant experience and understands the need for water supply protection. We are optimistic about this change in the Boothbay office and have seen more contact from that office in the last week than in many months.

Our meeting with Bigelow was also positive. We will create a formal contract that identifies relationships and data ownership for PFAS and harmful algae bloom samples. There should be a press release in the Register this week regarding the algae project.

We continue to work with BR CDWT on education events/ materials.

This year's lake sampling program has shown high levels of turbidity, total phosphorus, algae, and anoxia relative to previous years. Given all the rain, this is not a surprise.

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 reported that on 27 August 2023 there would be a barbeque and fair that would benefit former employee, Scott Campbell who has had major medical procedures over the past few years. Chief Treatment Plant Operator, John Orne was tentatively scheduled to return to work on 28 August 2023 on a light duty basis.
 - b. **Training Update** – The manger informed the board that the district was still trying to coordinate the required safety training by New England Water and Wastewater Training Associates (NEWWTA) with no make-up date reported. The annual Maine Water Utilities Association (MWUA) Lobster Bake was scheduled for 10 August 2023 at the Cumberland Fairgrounds. The office would remain open with a skeleton crew while the Mud Dogs repeat at the pipe tapping championship.
7. **TREATMENT DIVISION (TD)** –The manager reported filter train efficiency remained at 72% efficiency for filter performance and 73% for clarifier performance. During the previous period, efficiency numbers were at 60% or lower until water withdrawals transferred from Knickerbocker Lake to Adams Pond due to the poor water quality of Knickerbocker Lake. For the previous period, finish water production averaged 0.7482 MGD, much under that recorded for the same period in 2022 which averaged 1.0419 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 more than 100% capacity.
- a. **Raw Water Pump #1 (RWP1) Variable Frequency Drive (VFD)** – *Stultz Electric* completed the installation of the new VFD, it has been tested satisfactorily, and is now in service.
 - b. **Knickerbocker Lake Operations** – Withdrawal operations were suspended on 3 August 2023 due to extremely poor water quality of Knickerbocker Lake and its high associated cost for treatability, as well as weak demand from the public allowing the district not to exceed the safe yield of Adams Pond.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported normal work evolutions continued with all routine work current. Further actions by the DD will be discussed below.
 - a. **Water Main Break, Trevett Store** – On 5 August 2023, a water main break on the 4” HDPE water main, located under the Trevett Store parking lot, was discovered. This created low pressure on Barbers Island as well as a limited shutdown. The water main was repaired that day along with all restoration activities. The water loss is estimated at 50,000 gallons. All responding labor was in overtime status and will be reflected in the payroll for 8 August 2023.
9. **5 RIVERS REGIONAL WATER COUNCIL** –No change in status
10. **LAND ACQUISITION UPDATE** –No change in status.
11. **CAMERON POINT SEASONAL WATER MAINS** – The manager reported that in the period since the previous meeting, the district has received the first of two required easements needed to complete the looping project, generously granted by Mr. Chris Bursaw. Mr. Bursaw was assisting the district to contact the second landowner. The district would require an easement from which expected to occur within the last two weeks of August.
12. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager reported this project was originally scheduled to start the evening of 6 August 2023. However, due to a combination of reasons, including a problem with parts delivered by the district’s parts supplier, compiles with a change in *Sargent’s* availability, the start of construction had been delayed until the evening 13 August 2023. Distribution staff had operated and successfully completed a dry run of the myriad of valve line-ups that would be required on 13 August 2023 to begin the project.

On 3 August 2023 the districts’ part supplier delivered all the “smalls” to the project site. Within a few hours, Mr. Shawn Simmons, Assistant Distribution Foreman, and project inspector identified that 50% of the load was the wrong material, immediately alerted management, and the parts supplier, who promptly began recovery efforts, all of which were reported complete. Mr. Simmons’ attention to detail averted a potential construction disaster on 13 August 2023 which would have cost the district dearly in contractual penalties. The manager concluded by informing the board that this fine performance, particularly with a new inspector, was simply outstanding and must be brought to the board of trustees’ attention.

13. **FILTER WASTE RECYCLING PROJECT** – No change in status.
14. **SOLAR POWER** –The manager reported that on 1 August 2023 he met with representatives *Novell* to discuss the possible installation of a solar farm on the retired Boothbay landfill. Additionally, he was promised information necessary to buy space on an existing solar farm. However, the purpose of the visit by *Novell* was to enroll the district in an artificial rate scheme paid for by the Maine taxpayers. The manager explained that in truth, the recent explosion in the construction of solar farms had taken place due to artificial means and the manager’s fear was, what the government giveth, the government will take away leaving any persons who have signed up, holding the bag.

After research, the manager explained that industry professionals predict the new solar farms will fall into disrepair after the artificial price supports evaporate. That said, the manager was to present information on this scheme once in his possession from the contractor.

15. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – The manager reported that this project was making headway. The DD had installed the water main within the area of existing infrastructure, with many sections already fused down the line. The DD would be testing the infrastructure already installed this week and would now get some good open field running. The total project was estimated to be 50% complete and making great strides forward.
16. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – The manager reported, since the previous meeting DD staff again dedicated approximately 80 man-hours, continuing to populate the “known” information, adding another 1,000 services, bringing the total to approximately 2,000 services, to the EPA, reporting matrix. The known information is exhausted and field investigation will begin shortly.
17. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status
18. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** –No change in status
19. **AFFORDABLE HOUSING PROJECTS** – No change in status.
20. **MANAGER LETTER TO THE EDITOR** – The manager presented the board with a letter to the editor, written by the manager, focused on the managers views concerning the possible formation of *Pine Tree Power* by referendum. The letter did not reference the Boothbay Region Water District in any way, with the manager seeking board approval allowing his personal views to be made public. The board approved the manager’s request.
21. The board went into Executive Session Pursuant to 1 M.R.S.A. §405(6)(E) *consultations with legal counsel* at 1920 hr.
Trustee Climo motioned, Trustee Tibbetts, second, vote: Yea unanimous.
22. The board came out of Executive Session at 1935 hr.
Trustee Climo motioned, Trustee Tibbetts, second, vote: Yea unanimous.
23. The meeting was adjourned at 1940 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.

END OF MINUTES