

27 February 2024

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 13 FEBRUARY 2024

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. Guests: None Absent: Trustee Stover, Boothbay.

1. Chairman Gamage called for a minute of silence to remember long-time former trustee, Harry Pinkham, who had recently passed away.
2. The board approved the minutes 23 January 2024.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous
3. The board approved payroll for 23 January 2024, 30 January 2024 & 6 February 2024.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
4. The board approved transactions for 22 January 2024 through 9 February 2024.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
5. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 13 February 2024*. The value for the billing of routes 5 & 6, to be released on 1 March 2024 remained in-process and would be reported at the 26 February 2024 meeting. During the previous period the district added one (1) new annual customer and received zero new services applications. Work continued setting up the new billing software. After meeting with consultants, the available features in the software package will greatly enhance recordkeeping and information for both administration and distribution personnel. To unlock all the potential functionality of the software, more time will be needed until the district goes live. The new “go live” date would be 1 April 2024.
 - a. **2024 BRIC Grant** – On 9 February 2024 the district reapplied with a new and improved application upon the urging of the Maine Emergency Management Agency (MEMA) for approximately \$8.0M in funding. The manager provided the board with correspondence he had with Ms. Nancy Prisk answering a question she raised concerning this effort, which, after it was written, provided a synopsis of this effort thus far. The manager then informed the board that the district will now wait until late summer, early autumn to see if the district was successful.
 - b. **General Manager Search** – Ther manager informed the board that he had engaged Maine Rural Water Association to assist the district with this process. On 1 February 2024 I met with Ms. Kirsten Hebert, Executive Director, Maine Rural Water Association (MRWA) who had provided the manager some “homework” he and the board should complete prior to her meeting with the board on 12 March 2024. At that time the search process will officially begin.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 13 February 2024	
Account	Balance
Business Checking	\$ 27,841.54
Deposit Sweep Account	\$ 292,211.48
Liquidity Total	\$ 320,053.02
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,350.40
Land Acquisition Fund	\$ 2,517.37
Capital Reinvestment Fund	\$ 483,264.53
Mt Dora Easement Escrow	\$ 4,791.08
Southport Sinking Fund	\$ 74,669.36
EBB Upgrade 91-20	\$ 62,322.92
Bank of Maine Unemployment CD	\$ 17,383.14
Designated Fund Total	\$ 665,298.80
TOTAL CASH RESERVES	\$ 985,351.82

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

The NRPM has just returned from vacation with no report to add currently.

7. **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 the NRPM was intending to retire at the end of 2024. The board instructed the manager that filling the NRPM position was now a priority to ensure that there was sufficient time for the NRPM to turn over the program to the new person who would fill the position.
 - b. **Training Update** – The manager reported that the annual Maine Water Utilities Association Annual Meeting and Tradeshow was held 31 January 2024 and 1 February 2024 at the Augusta Civic Center. The training was excellent and well attended. The trade show was less than impressive, a shadow of its former self. However, the manager stated that the conference was worth attending but needed some work.
8. **TREATMENT DIVISION (TD)** –The manager reported raw water quality remained stable for treatability. Filter performance had improved slightly to 77% , with clarifier performance improving to 100%. For the previous period, finish water production averaged 0.2814 MGD, exceeding that of the same period in 2023 which averaged 0.3028 MGD. Key chemical additions remain normal.

Corrosion control activities for system piping continued with the entire backwash system piping completely recoated.

Finish water pump #1 (FWP1) variable frequency drive, (VFD) was replaced during the previous period. Because this was under warranty there was no cost incurred to the district. There was some discussion as to the cause and type of VFD used by the district.

Work had begun at the Knickerbocker Lake Intake to install a new centrifugal pump to add redundancy to the system. Although the actual pump project is not scheduled to start until 2025, while the system was dormant, the DD would be installing the new concrete base pad for the new pump, as well as install all the valving and piping this winter to facilitate installation at the lowest possible cost to the rate payers.

9. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD was back to full strength and had been dealing with disaster recovery, normal job orders, continuous improvement to the year-round water system and regulatory compliance activities (Cross connection control program). A few efforts out of the normal were also reported below.
 - a. **Boothbay Center Common Water Main Break** – On 27 January 2024 a water main break occurred along Route 27, out of the travelled way, adjacent to the Boothbay Common. The 8 -inch cast iron water main had a circular split. This occurred on a Saturday, with all personnel responding voluntarily to the scene. The recovery was less than one-shift with no customers out of water. All labor was overtime labor and was reflected in the labor warrant.
 - b. **Boothbay Harbor Middle Road Water Maine Break** - On 6 February 2024 a circular split, 8-inch water main break occurred on Middle Road in Boothbay Harbor, adjacent to the fuel farm. All repairs were completed within shift with no overtime accumulated.
 - c. **Boothbay Harbor Atlantic/Bay Street Water Main Break** – This break went on for two-weeks with two separate tries to repair it. Even though the data logger sonar probes used by the district are highly accurate in finding leaks, they are not infallible. On 30 January 2024, staff first attempted repair took place along Atlantic Avenue where the sonar pinpointed the leak, adjacent to the Co-op. Staff opened 30 feet of road to find a pipe that was 100% intact and not leaking. Staff regrouped and did more investigation following echo’s up Bay Street. On 8 February 2024 staff then opened Bay Street and found the circular split on the 8-inch ductile iron water main, wedged in a “V” of ledge. Eventually, with enough ledge removed, the repair was made. The Distribution Foreman noted that the “Bay Street water main installation was the worst he had ever seen”.
 - d. **Disaster Recovery** - DD staff have repaired the Shore Road section of seasonal water main in East Boothbay and have pressure tested it successfully with air. Work continues in Little River and will continue while the weather holds. I am feeling better about things at this point.

10. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that although there was no meeting of the group, much legislative action had been completed which, from the districts point-of-view, were generally positive.
 - a. **LD – 75, An Act to Screw the BRWD With Unrealistically Low PFOA/PFAS Values** – The manager thanked representative/trustee Stover for her work making this bill go away. As discussed in the last report, after some extreme and very questionable politics, this bill had been voted Ought to Pass (OTP) by the committee. After this vote, a solid line of state representatives, led by Representative Stover, converged on Senator Baldacci, questioning his leadership and methods. Because of the “heat”, 6-days later the committee reconsidered the first reconsideration of the initial consideration of LD-75, and ultimately voted LD-75 Ought Not to Pass (ONTP).
 - b. **LD-2104 – An Act to Amend the Wiscasset Water District Charter** - This bill was heard before the Utilities and Energy Committee where, once again, Rep/Trustee Stover spoke in favor. The manager informed the board that he had been present at the hearing but was called away for a family emergency, wherein the MRWA Legislative Affairs officer submitted the water district’s testimony to the committee. The water side of this bill (i.e. Edgecomb being brought into the Wiscasset territory was in very good shape. However, there were other, non-related provisions within the bill that have hung it up in committee. The manager reported that he was confident that the territory issue would happen but there were questions about sewer components in the bill in that the state was taking the sewer department away from the town of Wiscasset because of incompetent management, pretty much forcing the WWD take it over as a division of the water district.
 - c. **LD-1101 - An Act Concerning Contracts and Agreement for Large-scale Water Extraction** – Again, the manager thanked Trustee Stover for her work in killing this bill, a blatant assault the states absolute dominion culture with a strong committee vote of ONTP.
11. **LAND ACQUISITION UPDATE** –No change in status.
12. **CAMERON POINT SEASONAL WATER MAINS** –No change in status.
13. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager reported that since the previous meeting, the town of Boothbay Harbor stopped all work to have the contractor put the town roads back in order. The manager informed the board that he agreed with the stance of the town of Boothbay Harbor because the contractor was doing a poor job with maintaining the roads because of their fixation with installing as much pipe as possible, not paying attention to restoration. The contractor was instructed by the manager to complete current work on Montgomery Road and concentrate on restoration. The manager provided the board with the minutes of the most recent progress meeting.
14. **LAND ACQUISITION UPDATE** – No change in status.
15. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.

16. **OCEAN POINT WATER MAIN LOOPING PROJECT** –The project is reported to be shut down for a month or two.
17. **FILTER WASTE RECYCLING PROJECT** –No change in status.
18. **SOLAR POWER** – No change in status
19. **2022 REVISIONS OF THE LEAD AND COPPER RULE** –No change in status.
20. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status
21. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – The manager met with the group the previous day and CMBG and the YMCA were aware of the district and sewer district's position and were working independently on grant applications. Dirigo Engineering was hired by CMBG to design this project with the approval of the manager.
22. **AFFORDABLE HOUSING PROJECTS** – During the previous period the manager reported that he had received no word from the Boothbay Harbor group. In Boothbay, work continued the sewer installation with no change for district participation in mid-March.
23. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status
24. The meeting was adjourned at 1859 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.

END OF MINUTES

