

25 July 2023

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 11 JULY 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 Blakeslee, Boothbay Harbor; Trustee Tibbetts, Boothbay Harbor; Trustee Stover, Boothbay. Marcia Wilson, Administrative Manager (AM. Guest: Dale Harmon, Distribution Foreman (DF), Kristen Harmon, Boothbay. Absent: Trustee Anthony, Boothbay (Clerk); Jonathan Ziegler, Manager.

1. The board approved the minutes for 27 June 2023.
Trustee Climo motioned, Trustee Tibbetts second, Yea: unanimous.
2. The board approved payroll for 27 June 2023 & 4 July 2023.
Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.
3. The board approved transactions for 28 June 2023 through 11 July 2023.
Trustee Climo motioned, Trustee Tibbetts, vote: Yea unanimous.
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 11 July 2023*. We are in the process of collecting the reads for books 3, 4 and 13, and will have the value of the August billing at our next meeting. During the previous period, the district received four new service applications and added six new seasonal customers.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 11 July 2023	
Account	Balance
Business Checking	\$ 29,194.88
Deposit Sweep Account	\$ 663,714.31
Liquidity Total	\$ 692,909.19
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,348.00
Land Acquisition Fund	\$ 2,517.08
Capital Reinvestment Fund	\$ 483,207.63
Mt Dora Easement Escrow	\$ 4,790.52
Southport Sinking Fund	\$ 65,333.60
EBB Upgrade 91-20	\$ 62,315.58
Bank of Maine Unemployment CD	\$ 17,365.77
Designated Fund Total	\$ 655,878.18
TOTAL CASH RESERVES	\$ 1,348,787.37

There was discussion regarding the cash balances in relationship to our upcoming rate case. The AM mentioned that we have a significant MMBB repayment in the fall that comes at a time when our cash flow is low, so we set aside funds for repayment. We are allowed to carry some funds for capital improvement within our current rate case. Trustee, Tharpe notated that our goal is to have a small increase result, or none, not a double digit increase that resulted in the past.

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

No report – The NRPM was just back from vacation. Trustee Tharpe reminded the board about the Clifford Playground Foam/Rubber cover and wanted an update on any potential impact that this may have on the water supply.

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 Chief Treatment Plant Operator (CTPO) had a medical event on 3 July 2023. The CTPO was released from the hospital on 7 July 2023 and was recovering at home nicely. The CTPO will be out of work for now and is expected to return to work within six to eight weeks. The Treatment Plant Operator, Weston Alley, was doing a terrific job of running the plant and there were no issues with on-call time as there were three staff scheduled for treatment on-call. The AM reported that BRWD had sent flowers to the hospital.
 - b. **Training Update** – With the July 4th holiday and vacations the district was delayed a bit in scheduling this training, however we will get this scheduled as soon as possible, with New England Water Training Associates – prioritizing training for our new staff and refresher training for our well-seasoned staff as well.
7. **TREATMENT DIVISION (TD)** –The AM reported filter train efficiency remained at 100% efficiency. For the previous period, finish water production averaged 0.7414 MGD, under that which was recorded for the same period in 2022 which averaged 0.9255 MGD. Key chemical additions are slightly above average, a condition most likely in response to higher-than-average rainfall thus far into the summer season. Adams Pond remained well over 100% of total usable capacity. Filter efficiency was reported to be at 67% as compared to 100% in 2023. Staff reported more demand due to increased summer seasonal usage. There was some discussion regarding why there was such a significant increase in the Filter run time, which was explain further by the Distribution Foreman, being with run off and higher rainfall it increases the filter run time to cleanse the water.
 - a. **Finish Water Pump #2 (FWP2) Variable Frequency Drive (VFD)** – As noted in the last report the VFD failed and was replaced by Stultz Electric and is operational.
 - b. **Raw Water Pump #1 (RWP1) Variable Frequency Drive (VFD)** - Stultz Electric was notified that the VFD quote was approved, and we are currently waiting for an approximate date of installation. (Updated this scheduled for the week of June 24th.) This RWP1 can still be used in case of an emergency but is out of service until repairs are completed.

8. **DISTRIBUTION DIVISION (DD)** – The DF reported that the DD was now fully staffed. Beginning 12 July 2023, the DD would commence the summer schedule of 4- 10 hours days. Most of their time has been spent on Gaecklein Road Water Main Extension Project and the Barters Island Water Main Improvement Project. Seasoned staff have been working along with our new hires which has been going well and creating concurrent learning opportunities. The distribution foreman detailed further the activities of the distribution division.
9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
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** – The AM reminded the board that the preconstruction meeting was scheduled for 12 July 2023 at 0900 hr. at the BRWD Administration Office, Conference Room. Chairman Gamage informed the board that he would be present to officiate and sign contracts.
13. **FILTER WASTE RECYCLING PROJECT** – No change in status.
14. **SOLAR POWER** –No change in status.
15. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – The DF reported Since the prior report work has been continuing this project. Junior members of staff have had the opportunity to work with senior staff on HDPE welding and installation. Staff are continuing to work on this project.
16. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – No change in status.
17. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status
18. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – The board was made aware that the CMBG and YMCA hired *Dirigo Engineering* to design and organize grant dollars for any future expansions of water and/or sewer infrastructure.
19. **AFFORDABLE HOUSING PROJECTS** – No change in status.
20. **WATER MAIN EXTENSION GEACKLIN ROAD** – This project is near completion, we are waiting to hear back from our testing water results and if everything comes back ok, we should be setting the meter sometime tomorrow.
21. **MCDONALD QUESTIONS** – No change in status.
22. The meeting was adjourned at 1930 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.

END OF MINUTES