

27 June 2023

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 13 JUNE 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 Blakeslee, Boothbay Harbor; Trustee Tibbetts, Boothbay Harbor. Marcia Wilson, Administrative Manager (AM); Susan Mello, Natural Resource Program Manager; Hunter Haley, Utilities Technician; Jonathan Ziegler, Manager. Guest: Brian & Ellen McDonald, Boothbay; Frank & Diana Hetrick, Boothbay; Stanley Peterson, Boothbay; Jenny Anker, Boothbay; Andy and Lori Cozzi, Boothbay, Ms. Puala Arseanult, Knickerbocker Lake Association (KLA), Boothbay. Absent: Trustee Stover, Boothbay.

1. The board approved the minutes for 23 May 2023.
Trustee Climo motioned, Trustee Anthony second, Yea: Tharpe, Gamage, Climo, Tibbetts, Anthony. Nea: None. Abstained: Blakeslee
2. The board approved payroll for 6 June 2023 & 13 June 2023.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
3. The board approved transactions for 24 May 2023 through 13 June 2023.
Trustee Climo motioned, Trustee Anthony, vote: Yea unanimous.
4. **PUBLIC COMMENT** – Chairman Gamage recognized Mr. Brian McDonald who outlined his displeasure with withdrawal operations by the district out of Knickerbocker Lake and advocated the district wither modify withdrawals from Knickerbocker Lake so that “the floats are not sitting in the mud”, investigate and develop a wellfield within Campbell Creek and use West Harbor Pond as an additional water resource and reduce or abandon use of Knickerbocker Lake. Mr. Cozzi was then recognized by the board and expanded his recommendation for a municipal wellfield in Campbell Creek and informed the board that district operations, in total, were a detriment to Knickerbocker Lake. Mr. Cozzi asked if he could submit questions to staff, of which the board most definitely answered I the affirmative. Ms. Paula Aresenault, President, KLA, addressed the board informing them that group assembled did not represent the KLA and had chosen not to join that group.
5. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 13 June 2023*. Currently routes 1 & 2 were being read with the value to be reported at the 27 June 2023 meeting. During the previous period, the district had received seven (7) new service applications and added three (3) new seasonal customers. The district has begun action to lien a property which has a past due amount more than \$10,000.00, of which the former customer has put in writing her intention not to pay this bill.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 13 June 2023	
Account	Balance
Business Checking	\$ 25,867.01
Deposit Sweep Account	\$ 823,779.86
Liquidity Total	\$ 849,646.87
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,347.67
Land Acquisition Fund	\$ 2,517.03
Capital Reinvestment Fund	\$ 483,191.48
Mt Dora Easement Escrow	\$ 4,790.44
Southport Sinking Fund	\$ 65,332.45
EBB Upgrade 91-20	\$ 62,314.56
Bank of Maine Unemployment CD	\$ 17,365.77
Designated Fund Total	\$ 655,859.40
TOTAL CASH RESERVES	\$ 1,505,506.27

- a. **2023 Water Rate Review** - The manager reported that he and the AM met with Maine Rural Water Association (MRWA) on 24 May 2023 to kick off this project. The board was informed that staff was now in the process of providing the first round of information requested.
 - b. **Applications** – The AM informed the board that during the most recent flurry of restaffing, it was found that our job applications were not up to par. This problem had been corrected but the district needed to have the online, fillable form on the district website, updated.
6. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:

The focus now is on watershed habitat restoration projects and water sampling. The soil lifts installed last year on the north end of Adams Pond Road to create a shore buffer look good. The lifts are stable, and most plants survived an odd winter. We added plants last week and now plan to extend to at least another 40' of shoreline later in the summer. See attached photo. (See Figure 1)

We are also planting/reducing mowing at the old Adams Pond pump station to address bare soil/inadequate buffer there and prepare for next year's improvements there.

Over the last two years, the Maine Conservation Corps cleared about 10 acres of Adams Pond shoreland zone of invasive plants. The area is much improved, but we need to continue to monitor and remove invasives that were missed or are trying to re-establish. We also plan to continue to work on the Japanese knotweed problem along Route 27.

Water quality monitoring continues. Lake sampling after the large rain event in May showed high levels of phosphorus in both lakes and elevated turbidity. We meet with Rachel Sipler, Bigelow Lab, this week to plan sampling for harmful algal blooms.

Work with BR CDWT continues.

Figure 1



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)** – Since the previous meeting the district interviewed and offered a utilities technician position to two individuals which were both accepted. Over the next two weeks the district will welcome Mr. Tyler Campbell and Mr. Cody Brown into its ranks for what is hoped, long and successful careers.

- b. **Training Update** – On 7 June 2023 the administration division received training provided by *Verrill Law*, on-site, on how to initiate a property lien and foreclosure proceedings for customers who are in debt to the district and have no intention of paying any past due amount. The training provided follows Maine Public Utilities Commission rules and procedures. The AM is overseeing the creation of an SOP to be referred to in the rare instances this action must be engaged.
8. **TREATMENT DIVISION (TD)** –The manager reported that filter train efficiency remained at 100% efficiency for both clarifier and filter performance. For the previous period, finish water production averaged 0.6418 MGD, under that recorded for the same period in 2022 which averaged 0.5897 MGD. Telemetry, or more specifically the ability for the tanks to talk to the treatment plant had been severely hampered over the past week, creating many hours of overtime to correct. A full-scale investigation is underway as to why this is happening and potential solutions to minimize overtime callouts, with contractors inspecting the configuration of the districts communication system. Adams Pond remains well over 100% of total usable capacity. Only normal maintenance is ongoing.
9. **DISTRIBUTION DIVISION (DD)** – The manager reported that during the previous period the DD remained 40% to 60% understrength. Meeting job orders was the primary focus until such time as the staffing improved.
10. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
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** – No change in status.
14. **FILTER WASTE RECYCLING PROJECT** – The board selected “Option 3” of the three options presented to the board by *Dirigo Engineering* at the 27 May 2023 trustee meeting, a system recommended by staff, which was the lowest technology involved, lowest cost to install and operate, but would require the largest physical footprint. The manager was directed to inform *Dirigo Engineering* of the board’s selection and initiate design immediately.
Trustee Climo motioned, Trustee Tibbetts, vote: Yea unanimous.
15. **SOLAR POWER** –No change in status.

16. **DEBT LIMIT** – On 30 May 2023, under the supervision of Mrs. Donna Climo, the town of Southport completed the voting process with an 80% approval vote for the district to raise its debt limit. The manager informed the board that as of that meeting the new debt limit for the BRWD was \$19,000,000. Table 2 illustrates the final vote tally. This project is considered complete with this being the last report.

Table 2 Debt Limit Question		
Municipality	Yes	No
Boothbay	415	156
Boothbay Harbor	337	151
Southport	24	6
TOTAL	776	313

17. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – The manager reported that due to rain conditions and a severe lack of manpower, only a small amount of fusing had been accomplished since the previous meeting.
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** – The manager reported that he had met with representatives of CMBG, YMCA and Boothbay Harbor Sewer District (BHSD) discussing the possibility of installing water and sewer infrastructure along Barters Island Road and within the CMBG grounds. Both utilities suggested that an engineering study to complete the project, as well as an updated cost estimate for the entire project, a critical component for any grant applications that may be sought after. The YMCA inquired if the water district would fund this study with an answer in the negative provided.
21. **AFFORDABLE HOUSING PROJECTS** – No change in status.
22. **WATER MAIN EXTENSION APPLICATION – GEACKLIN ROAD** - The manager presented the board with a water main extension application for an 1,800-foot extension beginning at the intersection of Geacklin Road and Sproul Lane in Boothbay. The main extension would be constructed on two (2) inch, high density polyethylene (HDPE) seasonal water mains. The manager informed that the district could support this water main extension regarding water quality and quantity. Additionally, the manager informed the board that all accounts required to initiate the water main extension have been paid in full. The manager recommended the board provide notice to proceed for this project. The board issued a notice to proceed.
Trustee Climo motioned, Trustee Tharpe second, Yea: Tharpe, Gamage, Climo, Tibbetts, Blakeslee. Nea: None. Abstained: Anthony.
23. The meeting was adjourned at 2050 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.

END OF MINUTES