

11 July 2023

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 27 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); Jonathan Ziegler, Manager. Guest: Brian McDonald, Boothbay. Absent: Trustee Stover, Boothbay.

1. The board approved the minutes for 13 June 2023.  
*Trustee Climo motioned, Trustee Anthony second, Yea: unanimous.*
2. The board approved payroll for 13 June 2023 & 20 June 2023.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.*
3. The board approved transactions for 12 June 2023 through 23 June 2023.  
*Trustee Climo motioned, Trustee Blakeslee, vote: Yea unanimous.*
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 27 June 2023*. Routes 1 & 2 would be billed on 1 July 2023 with a value of \$68,446.77. During the previous period the district received four (4) new service applications and added five (5) new seasonal customers and one (1) annual customer. Since the previous meeting staff have been working with *Rayburn & Associates* beginning the transition to Muni-Link billing and job order software.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 27 June 2023	
Account	Balance
Business Checking	\$ 25,969.12
Deposit Sweep Account	\$ 722,508.79
<b>Liquidity Total</b>	<b>\$ 748,477.91</b>
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,347.67
Land Acquisition Fund	\$ 2,517.03
Capital Reinvestment Fund	\$ 483,199.68
Mt Dora Easement Escrow	\$ 4,790.52
Southport Sinking Fund	\$ 65,333.60
EBB Upgrade 91-20	\$ 62,314.56
Bank of Maine Unemployment CD	\$ 17,365.77
<b>Designated Fund Total</b>	<b>\$ 655,868.83</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,404,346.74</b>

- a. **BRWD Budget Performance Report as of 31 May 2023** - The AM provided the board with a detailed budget performance report as of 31 May 2023 with no “red flags” noted. The board accepted the AM’s budget report without further comment.
  - b. **Property Lien** – The AM made the board aware of a property lien the district had issued, to be filed at Lincoln County Superior Court, on a property with a delinquent customer account of over \$10,000, where in the responsible party had repeatedly informed the district, in writing, that the customer had no intention to settle the bill and had already broken a previously agreed to payment arrangement. By Maine law, if payment is not made to the district within the next 18-months, the district would foreclose on the property in December 2024 and thus, be made whole upon auction of the property.
5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:

*One lake friendly grant for a septic system replacement is in the warrant tonight. We are working with two other Knickerbocker Lake shorefront property owners on shoreline buffer and stabilization projects. We reached out again to a Knickerbocker Lake property owner with a significant, long-term private road erosion problem and offered financial and technical assistance.*

*We surveyed the Knickerbocker Lake 15-acre buffer associated at the BRWD intake and found the forest in generally good condition. There are several dead and dying trees on the property (nothing that seemed out of the ordinary) but no evidence of erosion. Healthy mature trees are abundant, and many young trees are recruiting. Invasive plants were noted along the developed Intake site and roadway but not in the buffer area. These invasive plants were marked and will be removed.*

*Summer water education events with the Boothbay Region Clean Drinking Water Initiative are set for the YMCA Camp (3 dates with Knox Lincoln Soil and Water Conservation) and at CMBG (3 dates). More events in the works for the Land Trust and Boothbay Harbor Library. The BR CDWI presented their annual update to the BBH Board of Selectmen on 6/26 and was well received. The Land Trust has yet to find a suitable applicant for the shared CDWI/BRLT land conservation position and has extended the application period.*

*Work on water quality monitoring, outreach, invasive plant removal on BRWD property, and shore buffer restoration continues.*

NOTICE – KLA ANNUAL MEETING 16 AUGUST 2023, 1700, HR.,  
RAGSDALE STUDIO GALLERY, 11 SPROUL RD.

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)** – Since the previous meeting the district had welcomed two new employees, Mr. Tyler Campbell and Mr. Cody Brown, who will be formally introduced to the board 27 June 2023. Both were reported to be off to a good start in the Distribution Division.

The manager informed the board that he would be on vacation beginning 30 June 2023 through 17 July 2023. In my division heads where to maintain the status quo with operations. The AM will be organizing and presenting at the next trustee meeting.

- b. **Training Update** – Staff are now arranging training with New England Water and Wastewater Training Associates to provide needed training not only for the district’s new hires but refresher training for well-seasoned staff as well.
  
- 7. **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 0.7973 MGD, under that recorded for the same period in 2022 which averaged 0.6727 MGD. Key chemical additions were slightly above average, a condition caused by higher-than-average rainfall in the previous period. Adams Pond remains well over 100% of total usable capacity.
  - a. **Finish Water Pump #2 (FWP2) Variable Frequency Drive (VFD)** – This VFD failed and was replaced by Stultz Electric earlier that afternoon.
  
  - b. **Raw Water Pump #1 (RWP1) Variable Frequency Drive (VFD)** - On 25 June 2023 a treatment plant operator discovered that this pump was uncontrollable, wanting to ramp up to 100% output no matter the input values made by district operators. On 26 June 2023 Mr. Jim Sorenson, *Dirigo Engineering*, was onsite to trouble shoot the VFD. He found a low-cost part attached to the VFD to be the most likely cause of the problem, with the new part immediately ordered. The manager informed the board that RWP1 could still be used in case of an emergency but would remain out of until repairs could be completed.
  
- 8. **DISTRIBUTION DIVISION (DD)** – The manager reported that since the previous report the DD staffing problem had largely been resolved. The assistant distribution foreman would remain on family leave for the next few weeks. That said, pipe fusing for two main extension projects had taken off., see 17 - **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** and 22 – **GEACKLIN ROAD WATER MAIN EXTENTION PROJECT**. All required and regulatory functions were reported to be current.
  
- 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 manager informed 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. Lastly the manager informed the board that he and Trustee Tibbetts had briefed the Boothbay Harbor, Board of Selectmen of the project on 26 June 2023, and added the briefing was well received.
  
- 13. **FILTER WASTE RECYCLING PROJECT** – The manager reported that *on* 14 June 2023, he had officially instructed *Dirigo Engineering* to move forward on “Option 3” as directed by the board. Design work had now begun with no date provided for 50% designs for board review.
  
- 14. **SOLAR POWER** –No change in status.

15. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – The manager reported that since the previous report, welding HDPE water main had been ongoing with approximately 40% of the pipe welded and either installed or stockpiled in 400-foot lengths ready for installation. Several driveways still needed to be trenched with sleeves installed, with a few requiring repaving. Work was slow because the average experience of distribution staff was now at an all-time low. That said, this project was giving ample opportunity for senior, licensed staff to instruct junior members in the fine art and idiosyncrasies of HDPE welding and installation.
16. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – No change in status.
17. **SIVC WATER MAIN REPLACEMENT PROJECT** – the manager reported that on 16 June 2023, the SIVC contacted the district complaining of little water making it to the island. District staff worked with a local diving contractor to find and complete repairs. Two previously installed repair bands needed replacing near Squirrel Island due to being repeatedly slammed into bedrock causing excessive chaffing and punctures. Overall, the leak rate for the water main was 8 cfm or approximately 60 gpm. The leak lasted in duration for approximately 20 hours with the district losing approximately 75,000 gallons of water with a street value of \$800.00. The board then inquired about plans for this replacement and were satisfied with the managers explanation.
18. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – No change in status.
19. **AFFORDABLE HOUSING PROJECTS** – No change in status.
20. **WATER MAIN EXTENSION APPLICATION – GEACKLIN ROAD** – The manager informed he board that the cut-in to the Sproul Lane water main was complete with approximately 1,000 feet of water main installed. One road crossing and two driveway cuts remained as well as another approximate 800 feet of fusing. The district was targeting a board acceptance recommendation 11 July 2023 trustees meeting.
21. **PUBLIC COMMENT** – Chairman Gamage recognized Mr. Brian McDonald who presented the board with historical information concerning the permitting of Knickerbocker Lake for regular use by the district. Mr. McDonald accused the board of “harboring animosity to a few landowners on the lake” to which the board corrected Mr. McDonald as being an untrue and false statement. Mr. McDonald then discussed the district abandoning Knickerbocker Lake as a water source in lieu of developing West Harbor Pond instead, being a better water source for the district in his opinion. The board thanked Mr. McDonald for his input.
22. The meeting was adjourned at 1957 hr.  
*Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.*

END OF MINUTES