

26 March 2024

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 12 MARCH 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; Trustee Stover, Boothbay; Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guests: Ms. Kirsten Hebert J.D., Executive Director, Maine Rural Water Association. Absent: None

1. The board approved the minutes of 27 February 2024.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.
2. The board approved payroll for 27 February 2024 & 5 March 2024.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
3. The board approved transactions for 26 February 2024 through 8 March 2024.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 12 March 2024*. Billing routes 1 & 2 were currently being read and their value would be reported at the 26 March 2024 meeting. The seasonal water billing was also being prepared, also for a 1 April 2024 billing. During the previous period the district received two (2) new service applications but put no new services into the system.
 - a. **General Manager (GM) Search** – The manager introduced Ms. Kirsten Hebert J.D., Executive Director, Maine Rural Water Association, who officially began the search process for a new GM. Ms. Hebert laid out the sequence of events that would need to be completed and the need for a GM Search Committee to be formed of less than the quorum of the board. Trustee Climo suggested that three of the officers form the search committee who will report regularly, in detail, to the board on status. It was agreed by the board that Trustees Gamage, Tharpe and Anthony would form the new committee. The board was then asked to think about qualifications and duties of the new GM at the search committee’s first meeting scheduled for 25 April 2024.
 - b. **Financial Audit Update** – The AM provided the board with a brief update concerning the annual audit. She reiterated that there were no serious abnormalities detected and the books were accurate to under a dollar. Attached to the was the work to complete the annual Public Utilities Commission Annual Report which was described as in-process. The AM stated she would update the board periodically on status and provide the board with a detailed report upon completion and submittal to regulating authorities.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 12 March 2024	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 587,128.65
Liquidity Total	\$ 612,128.65
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,350.70
Land Acquisition Fund	\$ 2,517.41
Capital Reinvestment Fund	\$ 483,272.19
Mt Dora Easement Escrow	\$ 4,791.17
Southport Sinking Fund	\$ 74,670.67
EBB Upgrade 91-20	\$ 62,323.91
Bank of Maine Unemployment CD	\$ 17,383.14
Designated Fund Total	\$ 665,309.19
TOTAL CASH RESERVES	\$ 1,277,437.84

- c. **Route 27 Rehabilitation Briefing by Maine Department of Transportation (DOT)** – Trustees Stover and Gamage, as well as the manager reported on the meeting with the “DOT Swarm” on 11 March 2024, to discuss the upcoming Rt 27 Rehabilitation Project. The manager started by informing the board that the previous week, the DOT alerted the district and began dictating to the district many actions the district would be required to complete for no discernable reason at all, to support DOT with their rebuild of Route 27, beginning 1 July 2024. The manager informed the board that he had prepared the district to meet with the nine DOT officials by having Trustees Gamage and Stover, as well as Jim Lord P.E. present to defend the district.

The meeting was productive, non-confrontational and no unreasonable dictates issued to the district by DOT. The manager concluded the report by stating that if this is the new method that DOT will work with utilities moving forward it was very welcomed and publicly praised the “DOT Swarm” for their conduct of the meeting.

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

319 grant: We meet on March 13 with Dirigo and Boothbay Public Works to review plans and set a tentative work timeline. We meet the same morning with Rebecca Jacobs (KLSWCD) and Jen Dunlap (CMBG) to discuss shoreline plant buffer creation parameters and timelines.

Bigelow partnership: We are reviewing a 2024 lake research proposal from Bigelow Laboratory. This year, we plan to continue the harmful algae bloom project begun in 2023 and are looking into a watershed pollution project and septic system bacteria identification in Knickerbocker Lake.

CDWT/BRLT lands acquisition specialist: Last year, the CDWT agreed to a shared position with BRLT to focus half-time on watershed land conservation. Several applicants are now being considered and will be interviewed soon. We are on the interview committee.

BRWD conservation land: The Board proposed last year that we investigate the costs of placing conservation easements on BRWD land in the watersheds and the East Boothbay wellfields. Nick Ullo has supplied an estimate, which I have attached here. I hope we can reduce costs if the Board chooses to enter into this process. Looking for direction and whether I should pursue or leave this project to my successor.

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)** – No HR issues currently. The manager stated he would be taking vacation time starting right after the meeting and concluding on Sunday, 17 March 2024.
 - b. **Training Update** – On 26 & 27 March 2024, staff will be receiving the mandatory annual safety training refresher provided by New England Water and Wastewater Training Associates (NEWWTA).
7. **TREATMENT DIVISION (TD)** –The manager reported raw water quality remained unchanged. Filter train efficiency for filter performance was unchanged at 80%, with clarifier performance remaining at 100%. For the previous period, finish water production averaged 0.3623 MGD, exceeding that of the same period in 2023 which averaged 0.2686 MGD. Key chemical additions remained normal. Normal winter maintenance continued.

The manager then went on to inform the board that since the previous report, the distribution system had begun to require an extra 100,000 gallons per day to maintain levels. The unknown consumption (presumed water main break or house severely flooding) was on the low-pressure section of the district meaning it is most likely in either Boothbay Harbor or Southport. All the usual suspects had been checked and were operating correctly so the hunt is on.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD continued to deal with disaster recovery, normal job orders, continuous improvement to the year-round water system and regulatory compliance activities.
 - a. **Disaster Recovery** – the manager informed the board that as of that time, only 1,500 feet of seasonal water main remained in need of rehabilitation in Little River. This was estimated to be completed that week with pressure testing (with air) to follow shortly thereafter. It is hoped that after this week DD staff could begin working on the various seasonal routes in preparation for the 1 May 2024 seasonal water turn-on day.
9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that on 28 February 2024, he met with the Wiscasset Water District and representatives from *Tata & Howard* to go over the initial design of the Rt 1 and Rt 27 corridor development plans. The plan for moving forward was excellent with this group now trying to secure land for water storage in Edgcomb and a real plan is starting to emerge for development of the corridors.
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** –No change in status
13. **LAND ACQUISITION UPDATE** – No change in status.
14. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
15. **OCEAN POINT WATER MAIN LOOPING PROJECT** –No change in status.
16. **FILTER WASTE RECYCLING PROJECT** –No change in status.
17. **SOLAR POWER** –No change in status
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** – No change in status
21. **AFFORDABLE HOUSING PROJECTS** – No change in status
22. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status
23. The board went into executive session pursuant to 1 M.R.S.A. §405(6)(A) *personnel matters* at 1958 hr.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
24. The board came out of executive session at 2004 hr.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.

25. Trustee Blakeslee motioned that the district would pay a “True up” shortfall with Maine PERS to correct a past oversight and to avoid litigation.
Trustee Blakeslee motioned, Trustee Anthony second, vote: Yea unanimous.
26. The board then began an extensive discussion of what qualifications they were looking for in a new GM. After much discussion a partial list was developed in preparation for the search committee meeting on 25 March 2024.
27. The meeting was adjourned at 2037 hr.
Trustee Climo motioned, Trustee Stover second, vote: Yea unanimous.

END OF MINUTES