

13 June 2023

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 23 MAY 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 Stover, Boothbay; Trustee Tibbetts, Boothbay Harbor. Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. **Guest**: None. **Absent**: Trustee Blakeslee, Boothbay Harbor.

1. The board approved the minutes for 9 May 2023.  
*Trustee Climo motioned, Trustee Anthony second, Yea: unanimous.*
2. The board approved payroll for 9 May 2023 & 16 May 2023.  
*Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.*
3. The board approved transactions for 8 May 2023 through 19 May 2023.  
*Trustee Climo motioned, Trustee Anthony, vote: Yea unanimous.*
4. **CHAIRMAN** – Trustee Gamage was elected Chairman of the Board.  
*Trustee Climo motioned, Trustee Anthony, vote: Yea unanimous.*
5. **VICE CHAIRMAN** – Trustee Climo was elected Vice Chairman.  
*Trustee Anthony motioned, Trustee Tharpe, vote: Yea unanimous.*
6. **TREASURER** – Trustee Tharpe was elected Treasurer.  
*Trustee Climo motioned, Trustee Anthony, vote: Yea unanimous.*
7. **CLERK** – Trustee Anthony was elected Clerk.  
*Trustee Climo motioned, Trustee Tibbetts, vote: Yea unanimous.*
8. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 23 May 2023*. During the previous period the district received five (5) new service applications and added two (2) new seasonal customers. Since the previous meeting the volume of Digsafe Notifications continued to drop off with staff only responding to twenty-one (21) to complete.
  - a. **BRWD Budget Performance Review as of 30 April 2023** – The AM provided the board a detailed report concerning the budget performance as of the end of April. The board accepted the AM's report.
  - b. **2022 BRWD Annual Audit** – The AM provided the board with the completed 2022 financial audit, which showed no deficiencies. After brief discussion the board accepted the audit.

| Table 1<br><b>BOOTHBAY REGION WATER DISTRICT</b><br><b>Cash Account Status Report as of 23 May 2023</b> |                        |
|---|------------------------|
| <b>Account</b>  | <b>Balance</b>         |
| Business Checking   | \$ 26,117.50           |
| Deposit Sweep Account   | \$ 835,580.56          |
| <b>Liquidity Total</b>  | <b>\$ 861,698.06</b>   |
| <b>DESIGNATED FUNDS</b>   |                        |
| BBH 2007 Sinking Fund   | \$ 20,347.32           |
| Land Acquisition Fund   | \$ 2,516.99            |
| Capital Reinvestment Fund   | \$ 483,191.48          |
| Mt Dora Easement Escrow   | \$ 4,790.36            |
| Southport Sinking Fund  | \$ 65,331.50           |
| EBB Upgrade 91-20   | \$ 62,313.50           |
| Bank of Maine Unemployment CD   | \$ 17,365.77           |
| <b>Designated Fund Total</b>  | <b>\$ 655,856.92</b>   |
| <b>TOTAL CASH RESERVES</b>  | <b>\$ 1,517,554.98</b> |

- c. **2023 Water Rate Review** - The manager reported that he and the AM would be meeting with the district’s rate analysts on 24 May 2023 in Richmond to begin this project. The board was informed that a full report would be provided as to any needed adjustments of existing rates by Maine Rural Water Association rate analysts soon.
9. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:
- We submitted our 319 grant application for two projects on Adams Pond Road. The first is to improve Adams Pond Road near the Watershed Tavern, which has been a long-time source of runoff and erosion. The second project is to move at least 1,000 feet of Adams Pond Road inland, to remove the existing roadbed, and to create a walking trail and vegetated buffer along the shore. The application work plan is attached. DEP typically announces awards in the fall.*
10. **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)** – we have received two (2) applications and will be interviewing by weeks end.
- b. **Training Update** – No change in status.

11. **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 0.5098 MGD, under that recorded for the same period in 2022 which averaged 0.5547 MGD. Telemetry, or more specifically the ability for the tanks to talk to the treatment plant has been severely hampered over the last 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.
12. **DISTRIBUTION DIVISION (DD)** – The manager reported that during the previous period the DD had been focused on job orders, normal maintenance, and the East Side Road project, see 20 - BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT. Additionally, the Maine Department of Transportation has begun paving the region which will continue for the next week.
13. **5 RIVERS REGIONAL WATER COUNCIL** –The manager reported that on 11 May 2023 a very nice dinner, presentation and tour of the Brunswick and Topsham Water Treatment Plant took place for the region’s trustees of which he and Chairman Gamage were in attendance. The highlight of the evening was Chairman Gamage’s address to the group concerning balancing the feeling of ownership and potential improvement of service to a water district’s when presented with a water district merger proposal. In closing the manager relayed that the evening was a very good time and the overwhelming majority of the trustees in attendance approved of the goals 5 Rivers are trying to achieve.
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** – No change in status.
17. **FILTER WASTE RECYCLING PROJECT** – The manager informed the board that on 12 May 2023 he and staff met with *Dirigo Engineering* to select a construction and management plan to deal with the filter effluent sludge. The manager presented the report authored by *Dirigo Engineering*, to the trustees for their consideration and guidance. The report outlined three options open to the district. Although there remains some field research left for staff to complete over the next few weeks, The manager relayed to the board he was leaning towards option 3 in the report, the option which was lowest in technology and operational cost but required the largest footprint. The board then engaged in much discussion concerning the report, the direction sludge management was heading in Maine, and the long-term term need for the district to take over management of its filter waste stream from the Boothbay Harbor Sewer District (BHSD) due to the stress this has caused and continues to cause that organization. Per order of the chairman, the board was informed to be ready to select which option the district is to pursue and allow the manager to engage in the next phase of design, including the development of plans and specifications, securing funding and the development of bid documents.
18. **SOLAR POWER** –No change in status.

19. **DEBT LIMIT** – The manager reported that on 17 May 2023 he presented a report at a public hearing in Southport in preparation of the 30 May 2023 vote. The hearing went well with around 10 people in attendance.
20. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – The manager reported that in the previous report that since the previous report work continued with cutting driveways and fusing the water main into 400-foot sections. Pipe laying had now begun with the construction effort now moving North.
21. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – No change in status.
22. **SIVC WATER MAIN REPLACEMENT PROJECT** - No change in status.
23. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – No change in status
24. **AFFORDABLE HOUSING PROJECTS** – The manager reported that on 18 May 2023 the manager reported that he met with the town of Boothbay, *Sebago Technics*, and the BHSD to discuss the timing and construction methods to be used to complete the installation of infrastructure to the Butler Road site in Boothbay. No timetable was released. The district can expect a set of “mark-up” drawings in July with construction tentatively set for this fall.
25. The meeting was adjourned at 1940 hr.  
*Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.*

END OF MINUTES