

23 May 2023

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 9 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 Tibbetts, Boothbay Harbor; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: None. Absent: Marcia Wilson, Administrative Manager (AM); Trustee Anthony, Boothbay (Clerk); Trustee Stover, Boothbay.

1. The board approved the minutes for 25 April 2023.  
*Trustee Climo motioned, Trustee Tibbetts second, Yea: Gamage, Climo, Tharpe, Tibbetts. Nea: None. Abstain: Blakeslee*
2. The board approved payroll for 25 April 2023 & 2 May 2023.  
*Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.*
3. The board approved transactions for 24 April 2023 through 5 May 2023.  
*Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.*
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 9 May 2023*. Routes 5 & 6 would be billed on 1 June 2023 with a value to be reported at the 23 May 2023 trustee meeting. During the previous period the district received ten (10) new service applications and added three (3) new seasonal customers and two (2) new year-round customers. Since the previous meeting the volume of Digsafe Notifications continued to drop off with staff only responding to twenty-three (23) in need of completion.
  - a. **New Billing Software** – On 8 May 2023 staff met with *Rayburn and Associates* to begin the process of installing and tailoring the new software to greatly improve workflow and reporting. Mr. Stephen “Steve” Cox P.E., manager for the consultant, conducted much of the fieldwork. Mr. Cox reviewed the managerial processes employed by the district and took a detailed look at the district’s operations. The manager reported that he met with Mr. Cox in an exit interview and based on his experience, he informed the district that the treatment, distribution, and natural resource functions provided by the district are “second to none”. However, he stated that the administration division was average at best and needed to be upgraded. That was to be addressed by *Rayburn and Associates* and much will be corrected by virtue of the new software acquisition.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of 9 May 2023</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 24,400.74
Deposit Sweep Account	\$ 524,463.92
<b>Liquidity Total</b>	<b>\$ 548,864.66</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>\$ 1,204,721.58</b>

5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report: No change in status.

*We submitted the reimbursement package (attached) for last year's Source Water Protection Grant, and it has been approved. We applied for a \$20,000 2023 SWP grant (copy attached) and that has also been approved. Most of this year's SWP grant will go toward a joint trail improvement project at the Y camp and harmful algal bloom research in both lakes by Bigelow Lab.*

*We met last week with the Town of Boothbay and based on the commitments made at that meeting, we will apply for a 319 grant 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 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. We are working on the 319 application now.*

*Boats and floats are in the water, and we were able to sample last week after the significant rain event on April 30.*

*We continue to work directly with the BR CDWI on a regular basis. The Earth Day and Rotary education events with BR CDWI were well attended and drew lots of interest. More events/educational materials are in the works. The Land Trust is now recruiting for the new BRLT/BR CDWI Land Conservation Specialist. The job announcement is attached.*

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)** – On 8 May 2023, Utilities Technician Stephen Reny resigned with his final workday scheduled for 23 May 2022. Steve will be working for *Reny Construction* to gain experience with his new Class A driver's license.

Recruitment for two vacant positions continues. The manager informed the board that he had met with guidance departments for both Boothbay Region High School (BRHS) and Lincoln Academy. BRHS guidance was working with three candidates. In addition, staff was also heavily recruiting as well with the same incentive program in-place as approved previously.

Treatment Plant Operator, Weston Alley, was currently serving his two-weeks of active duty with the United States Coast Guard and was stationed in Portland, Maine. He would return on 23 May 2023.

Trustee Paychecks were in process and would be delivered later that week.

Lastly, both Trustee Tibbitts and Trustee Anthony were reelected with clear mandates.

- b. **Training Update** – No change in status.

7. **TREATMENT DIVISION (TD)** – The manager reported that filter train efficiency remained at 100% efficiency for both clarifier and filter performance. During the previous period the Boothbay Region experienced a severe rain event, 6.5 inches of rain in a 48-hour period. The resulting rise in turbidity had greatly increased key chemical consumption but was now stable and beginning to tail off to normal levels. For the previous period, finish water production averaged 0.3766 MGD, under that recorded for the same period in 2022 which averaged 0.5504 MGD. Adams Pond remained well over 100% of total usable capacity. Only normal maintenance was ongoing.

8. **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 17 - **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT**.

9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager made a reminder that the board was invited to the trustee dinner at the Brunswick and Topsham Water Treatment Plant, 11 May 2023 at 1730 hr and assured that it would be a good time.

- a. **LD-75 – An Act to Establish Maximum Contaminant Levels Under the State's Drinking Water Rules to Prohibit Certain Perfluoroalkyl and Polyfluoroalkyl Substances** - This bill was heard in committee on 28 April 2023 with the MWUA taking the lead in opposition. Reports from the MWUA legislative committee chair indicated that this had a very good chance of being killed in committee.

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. **FILTER WASTE RECYCLING PROJECT** – The manager informed the board that he, and the districts treatment team, would be meeting with *Dirigo Engineering* on 12 May 2023 at 1000hrs. to select a strategy and keep this project moving along.
14. **SOLAR POWER** –No change in status.
15. **DEBT LIMIT** – The manager reported that since the previous meeting, both Boothbay and Boothbay Harbor have voted on the measure with both approving the district raising its debt limit. Southport will vote on 30 May 2023 in a special election with the manager to conduct a public hearing on 17 May 2023 at 1800 hr, at the Southport Town Hall. Table 2 was a status report of the vote thus far.

Table 2		
Debt Limit Question		
Municipality	Yes	No
Boothbay	415	156
Boothbay Harbor	337	151
Southport		
<b>TOTAL</b>	<b>752</b>	<b>307</b>

16. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – Ther manager reported that since the previous report work continued with cutting driveways and fusing water main into 400-foot sections. The interconnection into the 4” water main at the intersection of Barters Island Road and East Side Road was complete and ready for activation.
17. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – No change in status.
18. **SIVC WATER MAIN REPLACEMENT PROJECT** - No change in status.
19. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – On 27 April 2023, CMBG and the YMCA met with the town of Boothbay, Boothbay Harbor Sewer District, and the water district to petition for an extension of both services to CMBG and the intersection of Barters Island Road and Knickerbocker Lane in Boothbay. This initial meeting will be followed up in six weeks with both CMBG and the YMCA knowing that they missed their golden opportunity for grant funding 6 years ago and would be required to raise the funding for this project themselves.

The manager then informed the board that both organizations wanted service by the end of the season in 2024, which, unless they had funding now for the entire cost, will not be possible if state or federal funds are to be accessed. The manager believed this to be unrealistic.

Both the YMCA and CMBG were aware that this project was not currently in the districts Capital Improvement Plan (CIP). Lastly the manager reminded the board that one way these organizations could make their extremely ambitious timetable for construction was both organizations had access to very deep pockets. Board discussion then revolved around the difficulty of non-profits to get wealthy donors to agree to fund infrastructure, a rarity.

20. **AFFORDABLE HOUSING PROJECTS** – Both projects were reported to be warming up with easements in place for the Boothbay Harbor Project and *Sebago Technics* are already scheduling a kickoff meeting for the Boothbay effort. The manager advised the board that the Boothbay Harbor project would require an extension of infrastructure in Park Street, which was a component of the CIP, and would require district financial participation.
21. The meeting was adjourned at 1948 hr.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.*

END OF MINUTES