

24 October 2023

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 10 OCTOBER 2023

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tibbetts, Boothbay Harbor; Trustee Blakeslee, Boothbay Harbor; Trustee Stover, Boothbay; Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guest: None. Absent: Trustee Tharpe, At-Large; Trustee Anthony, Boothbay (Clerk).

1. The board approved the minutes for 26 September 2023.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.
2. The board approved payroll for 26 September 2023 & 3 October 2023.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
3. The board approved transactions for 25 September 2023 through 6 October 2023.
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 10 October 2023*. Routes 3, 4 & 13, to be billed on 1 November 2023, were currently being read with the value to be reported at the 24 October 2023 trustee meeting. Since the previous meeting the district had received three (3) new service applications and added two (2) new year-round, commercial customers. Administration and distribution staff were currently preparing for seasonal shutdown which would occur 19 October 2023 at 0700 hr.
 - a. **BRWD Rate Case Update** – The manager reported that since the previous meeting, a petition drive against the rate increase had apparently begun at the request of Ms. Jean McKay, 14 Roads End Road, Boothbay Harbor, who would be required to accumulate 495 current customer signatures, which equaled 15% of the district’s customer base, In order for the Maine Office of Public Advocate (OPA) to intervene in the ongoing Maine Public Utilities Commission (PUC) proceedings. The manager also provided the board with correspondence from other customers in opposition to the rate case as well as an article in the *Boothbay Register* explaining the rationale for it.
5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:

We signed the research collaborative agreement with Bigelow Laboratory on September 26. We plan another meeting with them in November to discuss other potential areas for collaboration, including analysis of routine water samples that are currently sent to other labs.

The final work plan for our 319-grant project has been completed. Dirigo Engineering and Knox Lincoln County Soil and Water Conservation Districts will develop site plans. We will announce the grant award once we have plans.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 10 October 2023	
Account	Balance
Business Checking	\$ 25,501.15
Deposit Sweep Account	\$ 228,051.24
Liquidity Total	\$ 253,552.39
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,349.03
Land Acquisition Fund	\$ 2,517.20
Capital Reinvestment Fund	\$ 483,231.99
Mt Dora Easement Escrow	\$ 4,790.76
Southport Sinking Fund	\$ 65,336.85
EBB Upgrade 91-20	\$ 62,318.72
Bank of Maine Unemployment CD	\$ 17,365.77
Designated Fund Total	\$ 655,910.32
TOTAL CASH RESERVES	\$ 909,462.71

We applied for a 2024 Maine Conservation Corps crew to help with planting the shoreline buffer that will be created after moving Adams Pond Road.

Our meeting with the new president of the Knickerbocker Lake Association was very positive and we are encouraged that our good working relationship with this organization will continue.

There is a lake friendly grant award in the warrant for a large shoreline improvement project on Knickerbocker Lake.

The Town CEO has worked to resolve a long-standing issue with a septic holding tank on a year-round shorefront property on Knickerbocker Lake. The holding tank will be replaced with a tank and leach field. State septic regulations allow holding tanks for seasonal properties only, but the current owner has been living there year-round for at least 10 years. Previous CEOs were reluctant to address the situation.

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)** – The manager reported that Utilities Technician Hunter Haley had earned his Class I Distribution License and will be sitting for his Class II license later this week.
 - b. **Training Update** – Hunter Haley completed an eight-week course for Class I and Class II licensing and as reported above, was successful in licensing. The treatment plant operators sat through a day-long seminar dedicated to emerging proposed restrictions for PFOA/PFAS that are currently being considered by EPA. Lastly, the manager and administrative manager attended the annual Management Summit hosted by Maine Rural Water Association and reported, it was excellent again. Topics delved into included: rate making, leadership and emerging HR issues.

7. **TREATMENT DIVISION (TD)** –The manager reported, despite heavy rain events during the previous period, increasing raw water turbidity significantly, filter train efficiency improved to 93% efficiency for filter performance and remained 100% for clarifier performance. For the previous period, finish water production averaged 0.6222 MGD, over that recorded for the same period in 2022 which averaged 0.5918 MGD. Key chemical additions remained averaging 15% above normal. Both Adams Pond and Knickerbocker Lake remain at more than 100% capacity. No major malfunctions of plant equipment or procedures occurred during the previous period.
8. **DISTRIBUTION DIVISION (DD)** – The manager reported normal work evolutions continued with all routine work current. At present, the focus of the DD is the familiarization of the seasonal service routes that will be assigned to the three new utility technicians using not only senior staff of the DD, but personnel from treatment and administration as well. Again, the next significant event will be seasonal service shutdown which will begin 19 October 2023 at 0700 hr.
9. **5 RIVERS REGIONAL WATER COUNCIL** –The manger reported that during the previous period he was invited to a meeting of the Wiscasset Water District (WWD) to meet with their state representatives concerning a bill to change their charter, including Edgecomb in the WWD territory. Both the senator and representative were present and will be seeking Holly to co-sponsor this bill.

The Midcoast Council of Governments will be attending the next Superintendents meeting on 16 October 2023. Apparently, this organization is very interested in what is being completed as far as planning is concerned with the route 27 and 1 corridor plan. I will have more to report at the next meeting.

10. **LAND ACQUISITION UPDATE** –No change in status.
11. **CAMERON POINT SEASONAL WATER MAINS** – The board was provided with an update concerning the district to try to coordinate the survey which should take place prior to the next meeting. However, the manager reported an apparent snag, the persons the chairman and he had met in September concerning the last easement needed on the Blasco property, although claiming ownership of the property, are not the people listed on the current deed. The district’s attorney was looking for a solution.
12. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager reported that since the previous meeting, steady work continues with Eastern Avenue tied into the new infrastructure and the project now clear of all existing sewer infrastructure, with pipe laying efforts now adjacent to the cemetery, about to commence on the meadow. The valve structure to direct fire flow in emergency situations has been delivered and will be installed this week. The next progress meeting will be held on 11 October 2023 at 0900 hr. at the BRWD conference room.
13. **FILTER WASTE RECYCLING PROJECT** – The manager reported that since the previous meeting work continued with design and planning. The district had applied to the drinking water program for a state revolving fund (SRF) grant/loan package.
14. **SOLAR POWER** –No change in status.

15. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – The manager reported that after two attempts at disinfection, acceptable results were obtained. On 3 October 2023 the water main went active, and a series of tests were performed on the West Side Road water main. In summary the pressure did not radically change on that line, but the flow available greatly increased. The manager felt confident the barrage of pressure/flow complaints received the previous summer from residents fed off the West Side Road water main, were now a thing of the past. The manager concluded his report by stating this would be the final report on this project and made the board aware of the fine work completed under the direct supervision of Dale Harmon in completing this long-needed improvement. It truly was well done!

16. **2022 REVISIONS OF THE LEAD AND COPPER RULE** –No change in status.

17. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status

18. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – The manager stated that once again, the planning meeting scheduled for 5 October 2023 had been cancelled by CMBG. The group was still waiting for a report, which was expected to be released by *Dirigo Engineering*, providing recommendations and cost estimates, by the next meeting later this month.

19. **AFFORDABLE HOUSING PROJECTS** – The manager reported that on 28 September 2023 the town of Boothbay, Boothbay Harbor Sewer District and the BRWD were summoned to a meeting, called for by Ms. Debrah Yale, who was a no show. Even with her not in attendance, these attendees discussed issues with the Boothbay Harbor Affordable Housing project. The manager informed the board that for this project to happen, the district would need to complete a water main extension from the intersection of Park Street and Summit Drive to Alexander Way (approximately 360-feet) to serve the new subdivision. The board instructed the manager to meet with *E. M. Wood Construction* and negotiate a fair split in costs for this unforeseen turn of events.

20. The meeting was adjourned at 1947 hr.
Trustee Climo motioned, Trustee Stover second, vote: Yea unanimous.

END OF MINUTES