

14 November 2023

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 24 OCTOBER 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 Tibbetts, Boothbay Harbor; Trustee Blakeslee, Boothbay Harbor; Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guest: None. Absent: Trustee Stover, Boothbay.

1. The board approved the minutes for 10 October 2023.
Trustee Climo motioned, Trustee Blakeslee second, Yea: Climo, Gamage, Tibbetts, Blakeslee. Abstain: Tharpe, Anthony.
2. The board approved payroll for 11 October 2023 & 18 October 2023.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
3. The board approved transactions for 9 October 2023 through 20 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 24 October 2023*. Due to a death in the customer service representatives (CSR) family, there is no report this meeting.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 24 October 2023	
Account	Balance
Business Checking	\$ 25,281.35
Deposit Sweep Account	\$ 568,195.39
Liquidity Total	\$ 593,476.74
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	\$ 4,790.84
Southport Sinking Fund	\$ 65,336.85
EBB Upgrade 91-20	\$ 62,318.72
Bank of Maine Unemployment CD	\$ 17,365.77
Designated Fund Total	\$ 655,910.40
TOTAL CASH RESERVES	\$ 1,249,387.14

- a. **BRWD Rate Case Update** – The manager reported that on 23 October 2023 the district held the required rate hearing at the Boothbay Town Office. The meeting was well attended with pertinent questions asked and professional answers to those questions provided. Overall, there were no “red flags” with this part of the process and the timeline for the rate case remained intact.
 - b. **BRWD Budget Performance Report as of 30 September 2023** - There exist no apparent budget abjurations at this time with the written report provided. The AM will provide a report to the board this evening.
5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:
- Due to illness of the NRPM, there was no report.
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)**– Utilities Technician Hunter Haley earned his Class I Treatment License and his Class II Distribution License during the previous period.
 - b. **Training Update** –On 31 October 2023 utility technicians Haley, Campbell and Brown will begin a three-day class in cross connection control surveying and testing. This training will be held at the Nixon Center located at the Portland Water District and by the end of the course, the three should be certified for testing cross connection control devices.
7. **TREATMENT DIVISION (TD)** –The manager reported raw water quality was at its lowest point in memory and was proving to be difficult to treat, causing challenges in the treatment process. Filter train efficiency had dropped significantly since the previous meeting with filter performance now at 70% and clarifier performance dropping to 91%. For the previous period, finish water production averaged 0.3549 MGD, nearly matching the same period in 2022 which averaged 0.3564 MGD. Key chemical additions are now averaging 60% 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.

The chief treatment plant operator (CTPO) reported abnormal growth on the filter beds of a yet to be determined (live or not live???) brown material. One theory is that it may be the beginning of mud ball formation, however in stratified samples of the filter media there exist no mudballs.

The board asked the manager to describe what “mudballs” are, how they are formed and the negative effect they would cause for water treatment.

The manager informed the board that the CTPO had been instructed to contact Mr. Tim Sawtelle, *Dirigo Engineering*, to investigate this matter with an explanation given to the district.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported the previous period was dedicated to training the three new utilities technicians and coaching them on their new seasonal routes. On 19 October 2023 at 0700 hr. the 2023 seasonal water season came to an end with the shutdown process approaching 50% complete.
9. **5 RIVERS REGIONAL WATER COUNCIL** –The manger reported that on 16 October 2023, the 5 Rivers board met with Ms. Meg Rasmussen of the Mid-Coast Council of Governments to discuss the ongoing planning efforts 5 Rivers had begun regarding expanding the Wiscasset Water District’s territory and development of the Route 1 & 27 corridors. Ms. Rasmussen was in attendance to lend support in the abovementioned project and was looking for ways her organization can not only help but emulate the level of multi-jurisdictional partnerships developed by 5 Rivers with other municipalities in dealing with regional challenges.
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 reported that since the last meeting, the main had been extended along Rt 96 to the corner of Back Narrows Rd and Route 96. During this run two additional fire hydrants were installed and the valving between the low- and high-pressure zones had been installed. Currently the contractor was busting ledge with a hammer on Back Narrows Road, working its way to the intersection of Beath Road and Back Narrows Road in preparation to interconnect the first interconnection between the high- and low-pressure zones. The contractor has suspended any further work on Rt 96 until Spring and will concentrate on Back Narrows Road and Montgomery Road until wrapping up operations for the winter. Lastly the manager provided the board with a copy of the minutes from the 11 October 2023 Progress meeting held in the district.
13. **FILTER WASTE RECYCLING PROJECT** – No change in status.
14. **SOLAR POWER** –No change in status.
15. **2022 REVISIONS OF THE LEAD AND COPPER RULE** –No change in status.
16. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status
17. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – The manager reported that on 18 October 2023 he had met with CMBG, YMCA, Boothbay Harbor Sewer District (BHSD) and *Dirigo Engineering* to review the preliminary report prepared by *Dirigo Engineering*, of which the manager provided the board a copy. The purpose of the meeting was to look at all grant funding opportunities available. For the lions’ share of the work, the upgrade in Barters Island Road, all conduits for grant money will have to go through the water district or sewer district.

The manager informed the board that the CMBG and YMCA would be approaching the water district board in the near future for a cost sharing request for upsizing the water aamin installed along Barters Island Road, in order for them to meet their objectives.

18. **AFFORDABLE HOUSING PROJECTS** –No change in status

19. The meeting was adjourned at 1947 hr.

Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.

END OF MINUTES