

26 September 2023

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 12 SEPTEMBER 2023

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Anthony, Boothbay (Clerk); Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: Ms. Cathy Robinson, Maine Rural Water Association (MRWA) & Troy Gauthier, Customer Service Representative (CSR). Absent: Trustee Blakeslee, Boothbay Harbor; Marcia Wilson, Administrative Manager (AM).

1. The board approved the minutes for 22 August 2023.  
*Trustee Climo motioned, Trustee Anthony second, Yea: unanimous, Abstain: Stover & Tharpe.*
2. The board approved payroll for 22 August 2023, 29 August 2023 & 5 September 2023.  
*Trustee Climo motioned, Trustee Stover second, vote: Yea unanimous.*
3. The board approved transactions for 21 August 2023 through 8 September 2023.  
*Trustee Climo motioned, Trustee Stover second, vote: Yea unanimous.*
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 22 August 2023*. Routes 1 & 2 had been read with the readings being reviewed for accuracy and a total value to be shared at the 26 September 2023 trustee meeting prior to the 1 October 2023 billing date. During the previous period the district received one (1) new service application and added one (1) new annual customer and two (2) new seasonal customers.
  - a. **BRWD Rate Review Findings and Proposal** –The districts rate engineer, Ms. Cathy Robinson, MRWA, presented a completed rate package for the boards consideration with a proposed rate increase of 19.4% since the previous rate increase levied in 2018. The board led considerable discussion assuring that the rate increase was consistent with their wishes, chiefly that being the rate case was as low as possible for single senior citizens on a fixed income and that the new rate structure met the districts needs for capital reinvestment. Ms. Robinson discussed both needs to the positive satisfaction of the board. The board accepted the new rate proposal and instructed staff to proceed with the rate case.  
*Trustee Climo motioned, Trustee Tharpe second, vote: Yea unanimous.*
  - b. **New Billing Software Update** – The CSR informed the board that this project was moving forward with the first large data dump completed and transferred to *Muni-Link* for uploading and configuration to the new software.
  - c. **FEMA BRIC Grant** – The manager reported that the previous week he had been notified that the district’s BRIC Grant application combating sea level rise in Southport, did not make the national cut line for 2023. The manager informed the board that he was waiting for word as to how the districts application faired in the competition. The manager stated that if the application was close, the district should work on the application and resubmit for consideration for 2024.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of 12 September 2023</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,082.90
Deposit Sweep Account	\$ 663,131.54
<b>Liquidity Total</b>	<b>\$ 688,214.44</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,348.35
Land Acquisition Fund	\$ 2,517.12
Capital Reinvestment Fund	\$ 483,215.83
Mt Dora Easement Escrow	\$ 4,790.69
Southport Sinking Fund	\$ 65,335.74
EBB Upgrade 91-20	\$ 62,317.70
Bank of Maine Unemployment CD	\$ 17,365.77
<b>Designated Fund Total</b>	<b>\$ 655,891.20</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,344,105.64</b>

5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:
- a. **Letter to Knickerbocker Lake Resident** – As directed, the manager presented a letter sent to Mr. Andy Cozzi, by the district’s attorney, outlining the true status of the right-of-way for Wendell Way, which allows access to the Knickerbocker Lake Intake at any time, by anyone, for any reason. Additionally, Mr. Cozzi was made aware of several violations of the conservation easement on his land, held by the district, requesting remedial action.
  - b. **Bigelow Laboratory Agreement** – The manager presented the board with a proposed agreement provided to the district by Bigelow Laboratories which would allow Bigelow to access district property, water sources and district process for the purposes of environmental study. The agreement has been reviewed by staff and it is the manager’s recommendation that the board authorize the manager to sign the agreement. The board agreed and instructed the manager to sign the agreement.  
*Trustee Climo motioned, Trustee Tharpe second, vote: Yea unanimous.*
  - c. **PFOA/PFAS Roundtable Discussion**. – The manager informed the board that he had been invited to sit on a roundtable at the Coastal Maine Botanical Gardens (CMBG) on 14 September 2023 at 1700 hr. The purpose for this invitation was to provide a status report for the two water reservoirs’, regulatory challenges facing the district and financial impact of various efforts currently underway with EPA and the Maine Legislature.

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 Chief Treatment Plant Operator (CTPO) returned to service on 28 August 2023 and was doing well. Currently the district was at 100% manning with no personnel issues to report.
  - b. **Training Update** – As previously reported, one operator-in-training is attending Class I and II Water Operator Licensing Prep classes. The required cross connection control training for junior staff was moved to 31 October 2023 to be completed in Portland, requiring no overnight travel for the three-day course.
7. **TREATMENT DIVISION (TD)** – The manager reported filter train efficiency had improved to 87% efficiency for filter performance and 100% for clarifier performance. For the previous period, finish water production averaged 0.6408 MGD, much under that recorded for the same period in 2022 which averaged 0.6710 MGD. Key chemical additions were coming back down to earth, averaging only 15% above normal, a condition directly linked to a break in the higher-than-average rainfall thus far into the summer season. Both Adams Pond and Knickerbocker Lake remain at more than 100% capacity.
8. **DISTRIBUTION DIVISION (DD)** – The manager reported normal work evolutions continued with all routine work current. Further actions by the DD will be discussed below.
9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status
10. **LAND ACQUISITION UPDATE** – No change in status.
11. **CAMERON POINT SEASONAL WATER MAINS** – The manager reported that on 22 August 2023 the Chairman and he had met with the owner of the property where the final easement was needed, Ms. Caroline Blasco, at her property off Camerons Point Road. After discussing the project and proposed district action and remediation with Ms. Blasco, she and her sister consented to granting an easement for the purpose of looping the water main. Since that meeting the manager had met with attorney Bruce Harris and was working with him, and his surveyor to complete the easement documentation to be sent to Ms. Blasco for approval.
12. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager reported that since the previous meeting, this project had been very active. It had been noted that the Maine Department of Transportation (DOT) had been less than enthusiastic about thinking critically concerning the installation of the high-density polyethylene (HDPE) water main in the state right-of-way of Route 96. This inability to react by the DOT led to a slow start for the project. The manager provided the board with a letter he authored to the DOT Commissioners office requesting more critical thinking by the DOT which had since been rejected.

Despite being handicapped by the DOT, since the previous trustees meeting the contractor had installed 1,096 feet of water main and one new fire hydrant. Work was progressing, albeit slower than intended. The most recent pay request totaled \$434,854.15 and was signed earlier that day.

Additionally, Trustee Stover forwarded the manager an e-mail from a local resident complaining that the districts project came in after the road had received a 5/8” “skinny mix” and was very critical of the district. The manager informed the board that he had not been instructed to answer this complaint but would be happy to do so. The manager then provided the board with a recap of the events leading up to the project’s start which he thought relevant, and that should clear this misconception up.

- The DOT knew the district was going to complete this work prior to adding the rt. 96 paving to the 2023 paving cycle in that the DOT had already issued the BRWD a site location permit and a road opening permit.
- The DOT would not change the date of the paving of their contractor even though they were made aware that the district would not be done with the project prior to the paving date.
- The BRWD offered to pave the entire skinny mix for the road after the project was complete requiring the DOT hold off and transfer the allocated spending to the district for the overlay. This concept was again too complex for DOT personnel to understand and was soundly rejected.

In short, the BRWD did everything in its power to prevent this bad optic, but the DOT was unwilling to bend. The manager completed his report by stating “it was DOT who messed this up, the BRWD did everything right”.

13. **FILTER WASTE RECYCLING PROJECT** – No change in status.
14. **SOLAR POWER** –No change in status.
15. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – The manager reported that this project continued to make headway. The DD had cut all roads and lawns required for this installation and was very near a long forest run which would lead to the end of the project. The DD was targeting completion of the project the week of 25 September 2023 barring more unreasonable weather.
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** –No change in status
19. **AFFORDABLE HOUSING PROJECTS** – No change in status.
20. **LEW CURTIS VISIT** - The manager reminded the board that Major General Lew Curtis, United States Air Force (ret.) and his family would be on-site on 20 September 2023 at 0930 to 1000 hr. to tour Lewis Curtis Annex.
21. The meeting was adjourned at 1955 hr.  
*Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.*

END OF MINUTES