

10 October 2023

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 26 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; Trustee Blakeslee, Boothbay Harbor; Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guest: Cody Brown, Utilities Technician; Tyler Campbell, Utilities Technician. Absent: Trustee Tharpe, At-Large; Trustee Stover, Boothbay.

1. The board approved the minutes for 12 September 2023.
Trustee Climo motioned, Trustee Anthony second, Yea: unanimous, Abstain: Blakeslee.
2. The board approved payroll for 12 September 2023 & 19 September 2023.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
3. The board approved transactions for 11 September 2023 through 22 September 2023.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 26 September 2023*. The value of the 1 October 2023 billing, for routes 1 & 2 equaled \$103,234.59. Since the previous meeting the district has received three (3) new service applications and added no new customers.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 26 September 2023	
Account	Balance
Business Checking	\$ 24,773.26
Deposit Sweep Account	\$ 1,009,774.10
Liquidity Total	\$ 1,034,547.36
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,348.69
Land Acquisition Fund	\$ 2,517.16
Capital Reinvestment Fund	\$ 483,224.04
Mt Dora Easement Escrow	\$ 4,790.69
Southport Sinking Fund	\$ 65,336.85
EBB Upgrade 91-20	\$ 62,317.70
Bank of Maine Unemployment CD	\$ 17,365.77
Designated Fund Total	\$ 655,900.90
TOTAL CASH RESERVES	\$ 1,690,448.26

- a. **BRWD Budget Performance Report as of 31 August 2023.** The AM provided the board with a copy of the BRWD Budget Performance Report as of 31 August 2023. The AM reviewed and explained the entire report to the board, with no anomalies noted and the budget appearing normal. The board accepted the AM’s report without comment.
 - b. **BRWD Rate Case** –The manager and AM reported that since the previous meeting, staff ensured that a meeting for Monday, 23 October 2023 had been scheduled to be held at the Boothbay Town Offices and had been properly advertised through mailings and public notice. The board approved rate package had been submitted to the Maine Public Utilities Commission (PUC) on 13 September 2023 for consideration. As many trustees that could be available for the 23 October 2023 rate hearing were requested to be in attendance by staff.
5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:

We meet with Bigelow scientists Rachel Sipler and Christoph Aeppli today to sign the research collaborative contract and define the next round of PFAS sampling in the watershed.

We are working with DEP to develop the final 319 grant work plan and met yesterday with the town to plan the project for improvements to Adams Pond Road (work to begin in 2024).

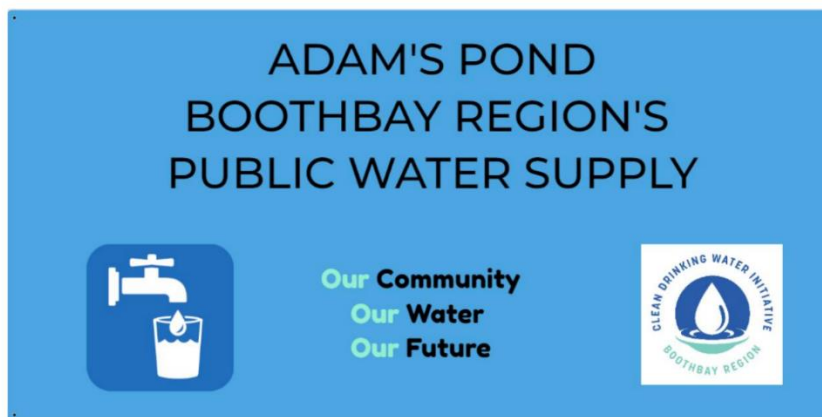
We continue to work with BR CDWI on education events/ materials. We produced a newsletter that was sent to all watershed landowners and will present at the Harbor Theater Chamber of Commerce event this Wednesday Today we meet with the new Boothbay Region Middle School teacher to work on developing watershed/ water supply curricula.

Thursday, we will meet with the new president of the Knickerbocker Lake Association.

A new sign to be hung along Route 27 is attached for your consideration and approval.

The board stated that the new sign was acceptable after the term “Boothbay Region Water District” was added to the proposed CDWI sign (see figure 1).

Figure 1



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)** – No change in status.
 - b. **Training Update** – No change in status.
7. **TREATMENT DIVISION (TD)** – The manager reported filter train efficiency had improved to 90% efficiency for filter performance and remained 100% for clarifier performance. For the previous period, finish water production averaged 0.5823 MGD, over that recorded for the same period in 2022 which averaged 0.5650 MGD. Key chemical additions remain averaging 15% above normal. 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 were 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** – No change in status.
12. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager reported that since the previous meeting the project had moved forward with an additional 1,600 feet of water main installed. The contractor had developed equipment, either known, or unknown by DOT, to facilitate continuous installation of the water main. The project continued with no issues with other local municipalities, quasi or otherwise. The manager provided the board with the construction progress meeting minutes as of 12 September 2023.
13. **FILTER WASTE RECYCLING PROJECT** – The manager reported that *Dirigo Engineering* had been onsite completing additional jar testing to gather the required data for the design of this high priority project. A set of preliminary drawings for this project would be developed in October as well as a revised cost estimate and an application for State Revolving Fund (SRF) funding through its loan/grant program administered by the Maine Bond Bank.
14. **SOLAR POWER** – No change in status.
15. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – The manager reported the water main installation had been completed on 25 September 2023 with the interconnection with West Side Road now complete. Staff had flushed and chlorinated the water main which was now “cooking”. The compliance sample was scheduled to be taken on 27 September 2023, possibly leading to having the water main in service on 28 September 2023. Once in service, staff would begin tests on the existing water main on West Side Road to ascertain if engineering theory met reality.
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 reported that former trustees Harry Pinkham and Lew Curtis, as well as the Curtis family visited the Lewis Curtis Annex on 20 September 2023 and were impressed. The manager reported that he had received correspondence from Ms. Susan Curtis (Lew's daughter) who stated he (Lew Curtis) began telling water district stories for the remainder of the weekend he was in Maine and was very honored to have his name on such a fine building. The manager then made the trustees aware that staff had done a magnificent job preparing the building for inspection prior to the honored guests arrival.
21. The meeting was adjourned at 1940 hr.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.

END OF MINUTES