

11 June 2024

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 28 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; Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guests: None. Absent: Trustee Anthony, Boothbay (Clerk); Trustee Stover, Boothbay.

1. The board approved the minutes of 14 May 2024.  
*Trustee Climo motioned, Trustee Tibbetts second, Yea: Tharpe, Climo, Gamage, Tibbetts; Nea: None; Abstain: Blakeslee.*
2. The board approved payroll for 14 May 2024 & 21 May 2024.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.*
3. The board approved transactions for 13 May 2024 through 23 May 2024.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.*
4. **ADMINISTRATION**– The manager provided the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 28 May 2024*. The manager reported billing for routes 5 & 6, to be released on 1 June 2024, had a value of \$59,417.50. During the previous period we received four (4) new service applications but added no new annual accounts and no new seasonal accounts to the system.
  - a. **BRWD Budget Performance Report as of 30 April 2024** - The AM presented the monthly budget performance report as of 30 April 2024. After detailed review the board concurred with staff that there existed no “red flag” issues and thanked the AM for her detailed report.
  - b. **General Manager (GM) Search** - The manager reported that the GM position has been posted nationally and statewide on various electronic platforms. As of that time the manager had heard no updates or reports from the search contractor.
  - c. **New Billing Software “Go Live” Status Report** – The AM informed the board that with the 1 June 2024 date looming the following events would be taking place:
    - 28 May 2024 – All accounts will be closed out in the current NDS software.
    - 29 May 2024 – All information from NDS will be extracted and supplied to Muni-Link.
    - 29 May 2024 through 3 June 2024 – A review of all information will be conducted within Muni-Link & Invoice Cloud.
    - 3 June 2024 – The district will go live with Muni-Link assuming no kinks develop with the information transferred tonight.
    - All customers will be notified through our website and/or e-mail that we have gone live with the new system, and they can start using the new payment portal.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of 28 May 2024</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 28,340.65
Deposit Sweep Account	\$ 938,541.70
<b>Liquidity Total</b>	<b>\$ 966,882.35</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,351.40
Land Acquisition Fund	\$ 2,517.50
Capital Reinvestment Fund	\$ 483,288.30
Mt Dora Easement Escrow	\$ 4,791.32
Southport Sinking Fund	\$ 74,674.42
EBB Upgrade 91-20	\$ 62,325.99
Bank of Maine Unemployment CD	\$ 17,383.14
<b>Designated Fund Total</b>	<b>\$ 665,332.07</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,632,214.42</b>

5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:

*319 grant: We have been in consultation with the Town's attorney about whether there is a need for a town vote for Adams Pond Road realignment project. Still waiting on an answer from the Town's attorney.*

*Bigelow partnership: We assisted Bigelow on three dates in the last two weeks: PFAS sampling in both lakes, PFAS watershed sampling (fire station and Gaecklin Ridge near CMBG, bacteria project in Knickerbocker Lake.*

*CDWI/BRLT lands acquisition specialist: I met with Bailey Charron and Nick Ullo (BRLT) to discuss how BRLT will proceed with land conservation in the watersheds. We also discussed plans to protect some of the BRWD's watershed conservation lands with a BRLT-held conservation easement. We will have a proposal for the next Board meeting. We attended CDWI conservation easement talk at CMBG last week and will be at a Chamber of Commerce event at the YMCA Camp this week.*

*Transition: Continue to work on ensuring a smooth transition for my replacement. Rebecca's first day in the office will be June 20. I expect my last day will be no later than mid-July.*

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 all was good on the HR front. The manager informed the board that he would be out on Thursday and Friday explaining that his daughter and family would be officially adopting Gia

Ziegra, the manager's brand new, 9-year-old granddaughter but would be reachable by telephone. The board congratulated the manager.

- b. **Training Update** – Over the next two weeks, treatment staff will be attending training on how to legally manage lagoons, training required for the water recycling project and there will be Class IV training next week for selected individuals to attend.
7. **TREATMENT DIVISION (TD)** –The manager reported raw water quality continued to be acceptable with filter and clarifier performance remaining at 100%. For the previous period, finish water production averaged 0.6181 MGD, ahead of that recorded in the same period of 2023 which averaged 0.5897 MGD. Key chemical additions were approximately 10% below normal. Required sampling for both process and permit compliance are current.
8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD continues to deal with disaster recovery, normal job orders, continuous improvement to the year-round water system and regulatory compliance activities.
  - a. **Supporting DOT in Route 27** – The manager updated the board by informing them that this effort was proving to be very time-consuming and involved. All valve gates had had the pavement cut and are awaiting vacuum excavation and lowering. The logistics of that exercise was still being worked out in that this would occur at a high traffic time and require manpower for traffic control and execution. The valve packages had been installed on either end of the culvert opposite the Railway Village with the bypass piping half constructed. The manager stated that by getting this work in now would avoid a shutdown of that main during a more peak period of consumer use.
2. **5 RIVERS REGIONAL WATER COUNCIL** – The next Superintendents' meeting will be held on 29 May 2024 in Wiscasset.
9. **LAND ACQUISITION UPDATE** –No change in status.
10. **CAMERON POINT SEASONAL WATER MAINS** –No change in status.
11. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager reported all the remaining water main had been installed and all the new services had been completed. The new water main had successfully passed pressure testing and has spent the weekend full of disinfectant cooking away any pesky bacteria or pathogens. That morning the main was flushed with sampling to occur either later today or first thing tomorrow morning. Meanwhile, *Sargent* was completing all the paving preparations with paving to be completed by *Hagar Construction* shortly.
12. **FILTER WASTE RECYCLING PROJECT** – The manager reported that the AM was currently working on the state revolving fund (SRF) paperwork to secure the promised funding for the project. This project will be 65% loan, 35% principal forgiveness. *Dirigo Engineering* was working on the final design and bid documents and was on-schedule.
13. **SOLAR POWER** –No change in status
14. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – No change in status

15. **SIVC WATER MAIN REPLACEMENT PROJECT** – On 17 May 2023 the manager reported that he had met with *Dirigo Engineering* to look at this project on-site. The manager then informed the board that they had toured the Southport proposed location with *Dirigo Engineering*, suggesting a thorough look at other points to move the SIVC water main be conducted to prove due diligence, of which the manager had agreed.

The manager then asked the board to consider, prior to construction, a serious dialog occur with SIVC. This new water main could be installed to support year-round water service. One possible agreement with SIVC was that the district, with some SIVC funding, shares in the cost of this upgrade (seasonal to year-round), only if the SIVC takes ownership of the main, as they should, at the end of the project. The board considered this concept and appointed chairman Gamage to discuss this with SIVC shortly to see if there existed any interest. Regardless, a report is forthcoming from *Dirigo Engineering* as well as design and permitting of the undersea water main was moving forward.

16. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – No change in status
17. **AFFORDABLE HOUSING PROJECTS** – The manager reported:
  - a. **Boothbay** – Since the previous meeting the water main installation is now complete along with all services required. The water district will now stand by until the site begins to be developed to complete the final installation of the new main within the grounds of the new development.
  - b. **Boothbay Harbor** – Approximately 200 ft of the 600 ft of 6” high density polyethylene (HDPE) on Alexander Way had been installed. Currently there was no authorization, or funding, to complete the final installation of water main within the public way.
18. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – The manager stated, as allowed for previously by the trustees, on 15 May 2024, the blasting exemption proposal was made to the Southport selectmen to a positive reception. As of now, any relief from the Southport Blasting Ordinance is in the select boards hands to accept and propose to the town as a special meeting item for consideration by the residents. The manager informed the board that the selectmen had asked him to be available to discuss the need with the residents at some future date, to which the manager had agreed.
19. The meeting was adjourned at 1950 hr.  
*Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.*

END OF MINUTES

Respectfully Submitted,

Jonathan Ziegler  
General Manager