

9 July 2024

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 25 JUNE 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 Tharpe, At-Large (Treasurer); Trustee Tibbetts, Boothbay Harbor; Trustee Blakeslee, Boothbay Harbor; Trustee Stover, Boothbay; Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guests: Susan Mello, Natural Resource Program Manager (NRPM) (outgoing); Rebecca Jacobsen, NRPM (incoming); Bailey Charron, Boothbay Region Land Trust (BRLT) Conservation Specialist; Nick Ullo, BRLT Executive Director. Absent: None.

1. The board approved the minutes of 11 June 2024.  
*Trustee Climo motioned, Trustee Blakeslee second, Yea: Stover, Tharpe, Climo, Gamage, Tibbetts, Blakeslee. Nay: None. Abstain: Anthony.*
2. The board approved payroll for 11 June 2024 & 18 June 2024.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.*
3. The board approved transactions for 10 June 2024 through 21 June 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 25 June 2024*. Billing for routes 1 & 2, to be released on 1 July 2024, has a value of \$34,067.75. During the previous period they received four (4) new service applications and have added no new annual accounts and one (1) new seasonal account to the system.
  - a. **BRWD Budget Performance Report as of 31 May 2024** – The chairman tabled discussion until 9 July 2024.
5. **NATURAL RESOURCES** - The NRPM introduced Mr. Nick Ullo who provided the board guidance and methodology of adding significant portions of water district land into conservation easements held by the BRLT to better protect the land from development. The board discussed many different strategies with costs briefly touched upon. The board requested a proposal for initiation of conservation easements with no decisions made at the time of the meeting.

The board welcomed Ms. Jacobsen and Ms. Charron to their new posts and briefly discussed upcoming actions and the district's overall mission and philosophy in protecting its raw water reserves.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of 25 June 2024</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 26,844.03
Deposit Sweep Account	\$ 1,487,860.92
<b>Liquidity Total</b>	<b>\$ 1,514,704.95</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,351.74
Land Acquisition Fund	\$ 2,517.54
Capital Reinvestment Fund	\$ 483,296.49
Mt Dora Easement Escrow	\$ 4,791.40
Southport Sinking Fund	\$ 74,675.56
EBB Upgrade 91-20	\$ 62,327.04
Bank of Maine Unemployment CD	\$ 17,383.14
<b>Designated Fund Total</b>	<b>\$ 665,342.91</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 2,180,047.86</b>

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 informed the board that the new UT position was advertised on a platform that Millennials and Generation Z (Gen Z) people use frequently. The manager went on to state, as the board was aware, the district had been advertising this open position in the newspaper and Facebook to very limited results. Both Millennials and Gen Z think that a newspaper is only used to start a campfire and Facebook is for old folks with the AM advertising the new UT position on “Indeed” yielding three quality candidates to be interviewed within the week.
  - b. **Training Update** – The manager reported that Class III & IV license training was completed that day. No further training was reported to be scheduled during the next period.
7. **TREATMENT DIVISION (TD)** –The manager reported raw water quality continued to remain satisfactory, allowing filter and clarifier performance to remain at 100%. For the previous period, finish water production averaged 0.7267 MGD, ahead of that recorded in the same period of 2023 which averaged 0.6687 MGD. Again, with drier conditions one could expect more finish water demand. Key chemical additions remained approximately averaging 50% below normal. Required sampling for both process and permit compliance was reported to be current.
8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD continued to deal with normal job orders, continuous improvement to the year-round water system and regulatory compliance activities. See below for specific status on projects and efforts.

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 distribution foreman had been in contact with Mr. Bursaw finalizing the location of the realigned water main. District personnel will begin mobilizing materials to the location during the next period and begin laying out the new pipe configuration. Road opening permits from the town of Southport still need to be obtained within the next few weeks as well.
12. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager reported that at the previous meeting, the contractor was issued a notice of substantial completion. A punch list was developed and distributed to all relevant personnel within the project and has since been substantially completed. The contractor was made aware that the paving between Back Narrows Road and Bradley Road needed to be refinished with those preparations in process. Leftover grant money had been allocated to the valve-pit for upgrades and SCADA inclusion.
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** – The manager reported that work continued on the EPA mandated database. Two UT’s will be assigned to this project in mid-July to complete any further services that need to be investigated.
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 20 June 2024 a public meeting concerning this project had been held at the Boothbay Town office. The meeting was well attended, and the proposed project was discussed. For the most part, the questions from the audience were relevant and rational, all of which were well answered. However, the district was told that the effort with 5-Rivers to develop the Rt. 27 corridor for a redundant water supply was “foolish”. Certain members of the public advised the district that the district needed to develop West Harbor Pond as a water source. Lastly, we were admonished for communicating with certain individuals around Knickerbocker Lake through an attorney even though those persons were wrong on specific legal matters and had verbally accosted district personnel prior to being spoke to by the district’s attorney.

The board inquired if the sewer district would be able to support this project and how did the water district removing its filter sludge improve the sewer district’s ability to serve in general? The manager did not have an answer to this query and asked the board if he should invite the Superintendent of the Boothbay Harbor Sewer District to be in-person at the 9 July 2024 trustee meeting. The board responded in the affirmative.

18. **AFFORDABLE HOUSING PROJECTS** – The manager reported:
  - a. **Boothbay** – The contractor had an additional three long side services to install and will begin construction later in the week. Additionally, the contractor was to install the first 250-feet of water main within the work area so that construction could begin.
  - b. **Boothbay Harbor** - Within the work area of Alexander Way the hydrant at the terminus of the water main was installed in accordance with the Boothbay Harbor Fire Chief's direction. No further work was completed.
19. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status
20. **MAINE DEPARTMENT OF TRANSPORTATION (DOT) PROJECT – RT 27 REHABILITATION** - The contract for this DOT project has been delayed with contract opening not to occur until August. The manager reported that we have more gate boxes that need to be lowered and will be addressing, possibly at night, these in the upcoming month.
21. The meeting was adjourned at 2015 hr.  
*Trustee Climo motioned, Trustee Tharpe second, vote: Yea unanimous.*

END OF MINUTES

**MANAGERS REPORT-** The following key events have occurred since 25 June 2024.

1. **ADMINISTRATION** – Attached is Table 1 – *Boothbay Region Water District Cash Account Status Report as of 9 July 2024*. We are in the process of billing for routes 3, 4 & 13, to be released on 1 August 2024. As of now, no value has been given for the billing, but will be reported at the 23 July 2024 trustee meeting. During the previous period we received three (3) new service applications and have added no new annual accounts and three (3) new seasonal accounts to the system.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 9 July 2024</b>	
Account	Balance
Business Checking	\$ 24,095.63
Deposit Sweep Account	\$ 889,414.04
<b>Liquidity Total</b>	<b>\$ 913,509.67</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,352.08
Land Acquisition Fund	\$ 2,517.58
Capital Reinvestment Fund	\$ 483,304.41
Mt Dora Easement Escrow	\$ 4,791.48
Southport Sinking Fund	\$ 74,675.58
EBB Upgrade 91-20	\$ 62,328.07
Bank of Maine Unemployment CD	\$ 17,383.14
<b>Designated Fund Total</b>	<b>\$ 665,352.34</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,578,862.01</b>

- a. **BRWD Budget Performance Report as of 31 May 2024** – This is a holdover from the 25 June 2024 meeting. The AM will provide the board with a detailed report and analysis of the budget performance of the district through the first 5-months of 2024. (See attached sheets).
- b. **July Billing Error** – On 2 July, staff discovered a billing error had occurred with the most recent customer billing, where in, for most customers billed (around 250) saw double billing of fees already paid for by the customer. Unfortunately, this error was not picked up until after the bills had been mailed. The PUC was notified, and a letter was sent to the customers on 5 July 2024, with a corrected balance. The customers are given a choice of either letting excess funds sit in their account as a credit, or have any overcharges returned in a paper check. See attached customer letter.

- c. **GM Search Draft Employment Agreement Key Elements** – As directed by the board, attached, please find a draft listing of Key Elements necessary to include in the upcoming employment agreement necessary to obtain a replacement GM. I talked to several of my peers concerning this topic and received many different clauses within their contracts (all not in writing). After reviewing these responses and knowing what is currently offered, what is required and what shouldn't be in this agreement, I compiled this first draft (see attached). Once a listing of benefits and perks has been established by the board, I will take these key elements and work with the district's counsel to have a contract ready for the board in time for the hiring.

God, it is killing me to do this!!!!

- 2. **NATURAL RESOURCES** – The Natural Resources Program Manager (NRPM) prepared the following report and submitted it in writing.

Besides Rebecca now on staff and learning from Sue, there is no change in status.

- 3. **SAFETY & TRAINING UPDATE** – The manager reported that there had been no safety violations or known missed inspections during the previous period.

- c. **Human Resources (HR)** – After three interviews, I am happy to announce that Mr. Mathew Heath will begin his water district odyssey tomorrow morning at 0600 hr. to fill the open Utilities Technician (UT) position. Mr. Heath is from Boothbay, and we are looking forward to his arrival. After tomorrow, the district will be back to full strength.

- d. **Training Update** – No change in status.

- 4. **TREATMENT DIVISION (TD)** –Raw water quality continues to remain good, allowing filter and clarifier performance to stay at 100%. For the previous period, finish water production averaged 0.9276 MGD, very much ahead of that recorded in the same period of 2023 which averaged 0.7503 MGD. Key chemical additions remain approximately averaging 50% below normal. Required sampling for both process and permit compliance are current.

- e. **Water Reserve and Drought Report** – The district is currently withdrawing water from Adams Pond which is currently at 89% usable capacity, or 221.8 MG. We will continue utilizing Adams Pond until the week of 22 July 2024 where we will switch to Knickerbocker Lake and begin to utilize the 51.5MG allotted to the people of the Boothbay region. As of today, the Boothbay Region is not in drought status.

- 5. **DISTRIBUTION DIVISION (DD)** – The DD continues to deal with normal job orders, continuous improvement to the year-round water system and regulatory compliance activities. See below for specific status on projects and efforts.

- a. **Red Water Problem in Ocean Point** – On Wednesday, 3 July 2024 the district received several “red water” complaints from Ocean Point customers. Upon investigation, within the year-round water main located at “Thrill Hill”, a “Crud Burst” (old nuclear term) occurred releasing rust residue into the water intended for Ocean Point. Staff worked on this problem for the better part of that day and got the water cleared up. However, this scenario occurred again yesterday with the same amount of manpower dispatched to clear the lines.

The problem is in the old, antiquated water main of the former East Boothbay Water District. Couple this with the district’s sub-par flushing program and inordinately high flows to East Boothbay as compared to previous years, and it is my judgment that this will continue through the summer unless drastic steps to correct the problem are taken now. Tomorrow, at 0100 hr. Staff will be flushing the East Boothbay water main feeding Ocean Point, followed by flushing all of Ocean Point to clear any red water that may be dislodged into the seasonal water system. I will update the board next meeting as to the overall effectiveness of this strategy.

6. **5 RIVERS REGIONAL WATER COUNCIL** –No change in status
7. **LAND ACQUISITION UPDATE** – No change in status.
8. **CAMERON POINT SEASONAL WATER MAINS** –No change in status.
9. **OCEAN POINT WATER MAIN LOOPING PROJECT** – No change in status
10. **FILTER WASTE RECYCLING PROJECT** –No change in status.
11. **SOLAR POWER** – No change in status
12. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – No change in status
13. **SIVC WATER MAIN REPLACEMENT PROJECT** –No change in status.
14. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – As requested by the board, to discuss the status of the sewer district and its capacity issues, Nick DeGemmis, Superintendent, Boothbay Harbor Sewer District will be in attendance this evening.
- 15.
16. **AFFORDABLE HOUSING PROJECTS** – See below,
  - a. **Boothbay** –During the previous period, staff completed a 250-ft water main extension within the project area of the affordable housing project, as well as the extra services ordered and paid for by interested landowners along the project area. With this, the contractor can now begin construction of an unspecified number of housing units.

- b. **Boothbay Harbor** - Since the previous meeting I met with both Ms. Yale and Ms. Watson to discuss completing the water service to the **new subdivision**. The district was paid in full for both the work ongoing within the Alexander Way subdivision and for the upcoming water main extension within Park Street. Currently *E. M. Wood Construction* is working the road opening permit with the town of Boothbay Harbor and all the necessary pieces and parts have been ordered. It looks as if this is starting to move finally.

17. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** - No change in status

18. **MAINE DEPARTMENT OF TRANSPORTATION (DOT) PROJECT – RT 27 REHABILITATION** - No change in status

Respectfully Submitted,

Jonathan Ziegra  
General Manager