

25 July 2024

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 9 JULY 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 Stover, Boothbay; Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guests: Nick DeGemmis, Superintendent, Boothbay Harbor Sewer District (BHSD). Absent: Trustee Tharpe, At-Large (Treasurer); Trustee Blakeslee, Boothbay Harbor.

1. The board approved the minutes of 25 June 2024.  
*Trustee Climo motioned, Trustee Tibbetts second, Yea: Stover, Climo, Gamage, Tibbetts. Nea: None. Abstain: Anthony.*
2. The board approved payroll for 25 June 2024 & 2 July 2024.  
*Trustee Climo motioned, Trustee Tibbetts second, Yea: Stover, Climo, Gamage, Tibbetts. Nea: None. Abstain: Anthony.*
3. The board approved transactions for 24 June 2024 through 5 July 2024.  
*Trustee Climo motioned, Trustee Tibbetts second, Yea: Stover, Climo, Gamage, Tibbetts. Nea: None. Abstain: Anthony.*
4. **ADMINISTRATION**– The manager provided the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 9 July 2024*. Staff were in the process of creating billing for routes 3, 4 & 13, to be released on 1 August 2024. The value of this billig would be provided to the trustees at the 23 July 2024 trustee meeting. During the previous period the district received three (3) new service applications and added three (3) new seasonal accounts to the system.
  - a. **BRWD Budget Performance Report as of 31 May 2024** – The AM provided the board with a detailed report and analysis of the budget performance of the district through the first 5-months of 2024. The board asked a moderate amount of questions and were satisfied with the report.
  - b. **July Billing Error** – The manager reported that on 2 July 2024, staff discovered a billing error that had occurred with the most recent customer billing, where in, for most customers billed (around 250) they saw double billing of fees already paid for by the customer. Unfortunately, this error was not solved until after the bills had been mailed. The Maine Public Utilities Commission (PUC) was notified, and a letter was sent to the affected customers on 5 July 2024, with a corrected balance. The customers were given a choice of either letting excess funds sit in their account as a credit, or have any overcharges returned in a paper check. The manager provided the board with a copy of the letter sent.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of 9 July 2024</b>	
<b>Account</b>	<b>Balance</b>
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>

- c. **General Manager (GM) Search Draft Employment Agreement Key Elements** – As directed by the board, the manager presented the board with a draft listing of “Key Elements” necessary in his mind, to be included in the upcoming employment agreement necessary to obtain a replacement GM. The manager informed the board that he had spoken with several of his peers concerning this topic and received many different clauses within their specific contracts, as they relayed to him verbally. After reviewing these responses and knowing what was currently offered, the manager compiled this first draft of key elements to be included in any agreement between the new manager and the board. The manager concluded his report by stating that once a listing of benefits and requirements are determined by the board for the new manager, the manager intended to take those key elements and to the district’s counsel to have a contract ready for the board in time for the hiring. Chairman Gamage tabled discussion on this concept until the full board was present to discuss.

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

No change in status.

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 was happy to announce that Mr. Mathew Heath would begin his water district career the following day to fill the open Utilities Technician (UT) position. Mr. Heath resided in Boothbay, and upon his arrival, the district would be back to full strength.

- b. **Training Update** – No change in status.
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 0.9276 MGD, very much ahead of that recorded in the same period of 2023 which averaged 0.7503 MGD. Key chemical additions remained averaging 50% below normal. Required sampling for both process and permit compliance were current.
    - a. **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.
  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.
    - 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” occurred releasing rust residue into the water intended for Ocean Point, most likely due to high demand, and high flow rates, on Ocean Point and a sub-par water main flushing program within the DD brought in by the district’s odd operational demands. Staff worked on this problem for the better part of that day, clearing the water. However, this problem occurred again on 8 July 2024 with the same amount of manpower dispatched to clear the water mains and services.
 

The manager continued his report by informing the board that on 10 July 2024, 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. The manager stated that the emergency flushing was posted on the district’s website and Facebook page, with any landowners who may see flush water on their property notified.
  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** – No change in status
  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** – The chairman reported that he had met with officials from SIVC sharing with them the districts offer to cost share for a year-round water connection in exchange for the SIVC to do the right thing and take ownership of the new SIVC water main once constructed. Although he reported the reception to be tepid, he did inform the board that he and the manager were invited to their annual meeting to discuss this concept openly.
17. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – The manager introduced Mr. Nick DeGemmis who discussed the operational challenges facing the BHSD regarding this project. Mr. DeGemmis stated that much of the treatment equipment at the plant is reaching the end of its useful life and in need of major investment. Additionally, he addressed sea level concerns as well as the need to expand the limited footprint of the districts, Seas Street facility. By the end of this question-and-answer period, the board had a clear understanding of the current capabilities of the BHSD and Mr. DeGemmis' plan to improve sewer availability and resiliency. With the above in mind, the BHSD board of trustees were still waiting to commit to supporting this project.
18. **AFFORDABLE HOUSING PROJECTS** – The manager reported:
  - 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.
19. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status
20. **MAINE DEPARTMENT OF TRANSPORTATION (DOT) PROJECT – RT 27 REHABILITATION** - No change in status
21. The meeting was adjourned at 2000 hr.  
*Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.*

END OF MINUTES