

10 September 2024

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 27 AUGUST 2023

The Board of Trustees convened at 1900 hours. In attendance: Trustee Climo, Southport (Vice-Chairman); Trustee Anthony, (Clerk); Boothbay; Trustee Tharpe, At-Large (Treasurer); Trustee Blakeslee, Boothbay Harbor; Trustee Stover, Boothbay, Trustee Tibbetts, Boothbay Harbor; Marcia Wilson Administrative Manager (AM) Weston Alley (GM elect –); Jonathan E. Ziegler, Manager  
**Guests:** None. **Absent:** Trustee Gamage, Southport (Chairman).

1. The board approved the minutes of 13 August 2024.  
*Trusted Blakeslee motioned, Trustee Tibbetts second, Yea: Stover, Tharpe, Climo, Tibbetts, Blakeslee. Nay: None; Abstain: Anthony.*
2. The board approved payroll for 13 August 2024 & 20 August 2024.  
*Trustee Blakeslee motioned, Trustee Anthony second, Yea: unanimous.*
3. The board approved transactions for 12 August 2024 through 23 August 2024.  
*Trustee Blakeslee motioned, Trustee Anthony second, Yea: unanimous.*
4. **ADMINISTRATION** – The manager provided the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 27 August 2024*. The value of routes 5 & 6 billing, to be released on 1 September 2024, was \$33,504.90. During the previous period the district received six (6) new service applications and have added zero (0) new accounts to the system.
  - a. **General Manager Change in Command Turnover** – The manager reported to the board that the selection of Mr. Weston Alley to succeed him had many district advantages, chief among them, he was already very familiar with the operation of the district. When formulating a turnover strategy, the manager explained that he assumed a high probability that his replacement would be new to the organization and possibly to the profession. He had intended detailing the new individual into each division (treatment, distribution, natural resources, administration) for up to a week, with the hope that the new manager would gain a basic understanding of the function, challenges and future goals of each division. With Mr. Alley, that process was unnecessary in that he was already very familiar with all functions of the district.

The manager then explained his focus with Mr. Alley was to concentrate on bringing him up-to-speed with all current efforts in various states, as well as all routine and episodic functions of the GM position. The manager intended to take him to visit all the district's key regulators and make sure he was made the "operator of record" for the district.

The manager went on to explain it was his intention to introduce Mr. Alley to key contractors statewide, critically important to the district, including the districts legal, engineering, financial contractors, as well as key suppliers.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of 27 August 2024</b>	
Account	Balance
Business Checking	\$ 28,172.50
Deposit Sweep Account	\$ 802,885.50
<b>Liquidity Total</b>	<b>\$ 831,058.00</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,352.42
Land Acquisition Fund	\$ 2,517.62
Capital Reinvestment Fund	\$ 483,312.60
Mt Dora Easement Escrow	\$ 4,791.64
Southport Sinking Fund	\$ 74,678.09
EBB Upgrade 91-20	\$ 62,329.12
Bank of Maine Unemployment CD	\$ 17,383.14
<b>Designated Fund Total</b>	<b>\$ 665,364.63</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,496,422.63</b>

In addition, the manager planned to introduce Mr. Alley to key industry people the district currently works with including: 5-Rivers, Maine Rural Water Association (MRWA) and Maine Water Utilities Association (MWUA). The manager hoped that Mr. Alley would see the value in getting involved in the inner workings with each of these organizations would benefit the district. The manager informed the board that he had taken the liberty of ensuring Mr. Alley a mentor to assist him into the future, that being Craig Douglas, P.E. General Manager, Brunswick/Topsham Water District.

Therefore, the manager believed that the abovementioned turnover could be completed in the period between 3 September 2024 and 24 September 2024. On 24 September 2024, during the regular trustee meeting, the manager proposed a formal change-in-command take place. After that meeting, the manager would then revert to “phone-a-friend” status, with the full understanding that he may be called upon by the new GM, Mr. Alley, to take on special projects as needed. The manager informed the board that Mr. Alley had already instructed the manager to be present in the final week of November, into December, to help guide and assist him with the formulation of the 2025 Boothbay Region Water District (BRWD) Budget.

The board considered the manager’s plan and ruled that it was sound and approved the abovementioned strategy.

- b. **BRWD Budget Performance Report as of 31 July 2024** - The AM provided the board with a detailed report of the budget performance. The board had many questions concerning the report and were provided much additional information. After considerable discussion, the board accepted the AM’s report.

- c. **Boothbay Harbor Sewer District (BHSD) Superintendent** – The manager regretfully reported that Mr. Nick DeGemmis had decided to resign his position as Superintendent, Boothbay Harbor Sewer District (BHSD) due to philosophical differences pertaining to the need for capital maintenance and improvement.
5. **NATURAL RESOURCES** – The Natural Resources Program Manager (NRPM) prepared the following report and submitted it in writing.
- a. **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
    - i. *Addie and I are finalizing revisions to the contract. Should be ready for signatures first week of September and project can start in earnest*
  - b. **Clean Drinking Water Initiative**
    - i. *Quarterly meeting scheduled for September 17 at the BBRWD office for 9:00am*
    - ii. *Bailey and I touched base regarding next steps for the conservation easement amendments. Nick was away for vacation and returning the day before I left for mine. More updates/ direction in September*
  - c. **Knickerbocker NPS concerns**
    - i. *Stanley Peterson new septic system. No new update*
    - ii. *Susan Angle and I will meet regarding nps concerns—rescheduled to date tbd in September.*
    - iii. *Site walk and updates on Camp Knickerbocker trail/ shoreland work. BBRWD provides some technical and financial assistance (SPG grant)*
  - d. **Adams NPS concerns**
    - i. *Met Kipp at Patrice’s property on Adams Pond Road. He will fix the perched culvert behind her house*
  - e. **Bigelow Labs**
    - i. *Opportunity for Bigelow to run our water quality tests at their lab. Cost would be about \$25 less per testing cycle. Will learn more about this opportunity at upcoming meeting*
    - ii. *Team meeting September 20 at 9:00am at Bigelow to review work, discuss opportunities, etc.*
  - f. **Water Quality Testing**
    - i. *Sue met with Aaron and I on Wednesday, August 14 to review protocols and “dry run” tests to ensure continuity of work.*
  - g. **Outreach**
    - i. *DEP and EPA tour of past and current 319 projects. Alex Wong of DEP is showing the EPA representative work around the state and specifically asked BBRWD to host a tour. September 24 or 25*
    - ii. *Presenting on the Adams Pond Road re-alignment project at the Rotary Club meeting on Thursday, November 14*
    - iii. *Maine Rural Water requested my participation in panel discussion for the annual conference on December 10<sup>th</sup> in Bangor*
  - h. **Training**
    - i. *Managing Your Water Source & Adapting to Changes, September 11, Augusta Civic Center*

After review of the above-mentioned report, the board insisted that the manager have the NRPM available for board questioning at the 10 September 2024 trustee meeting to discuss the pending Adams Pond Road Realignment Project and address trustee concerns.

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

- a. **Human Resources (HR)** – the manager was pleased to announce that Mr. Aaron Durgan earned his Class IV Treatment License during the previous period, which he explained was very good news in that Mr. Durgan would be succeeding Mr. Alley in the treatment plant by the year's end.

Maine Rural Water Association (MRWA) Apprentice, Mr. Dalton Pushard had accepted an offer from the district to become a full-time employee of the district at the conclusion of his meeting all commitments for the MRWA Apprenticeship Program.

Trustee Blakeslee inquired when the apprenticeship program would end, and Mr. Pushard would be a full-time employee of the district. The manager responded that it was his understanding that Mr. Pushard would complete his obligations with the MRWA in June/July 2025.

The manager concluded his report by stating that only one vacant position remained, for which the district was already recruiting.

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

**7. TREATMENT DIVISION (TD)** –Raw water quality continued to be average, to slightly below average, causing filter and clarifier performance to slip. Clarifier performance was reported to be 91% and filter performance was 77%. For the previous period, finish water production averaged 0.7936 MGD, very much ahead of that recorded in the same period of 2023 which averaged 0.7243 MGD. Key chemical additions remain approximately averaging normal for Knickerbocker Lake. Required sampling for both process and permit compliance was reported to be current. Withdrawals from Knickerbocker Lake were described in table 2.

- a. **Knickerbocker Lake Withdrawal Report** – The manager informed the board that the district would be suspended on 3 September 2024, which should leave a usable amount of raw water if needed later in the year.
- b. **Water Reserve & Drought Status Report** – The Boothbay region remained drought free. The manager then reported that Adams Pond had 217.4 MG usable and had improved to 87% usable capacity.



17. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** –The manager reported that the road opening permit, for which the water district was responsible for obtaining, at no cost to the rate payers, was now in-hand. Work would soon commence to begin ledge probes. As a result of recent conversations, the manager had with the outgoing superintendent of the sewer district, it now seemed unlikely the BHSD would be able to support this project.
18. **AFFORDABLE HOUSING PROJECTS** – See below,
  - a. **Boothbay** –No change in status
  - b. **Boothbay Harbor** – The final water main installation was completed during the previous period with a water main installed from the intersection of Park Street and Summit Drive to Alexander Way, into the subdivision. The infrastructure was pressure tested and tested free of pathogens. The water service was now active. The manager informed the board that he preferred to wait until the project was completed before requesting the board to accept the new main.
19. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – The manager informed the board that after 3 September 2024, he and Mr. Alley would meet with E.M. Wood Construction, to nail down a date for this project. Mr. Alley would be taking the lead on this project and subsequent negotiations with the town of Southport and various contractors.
20. **MAINE DEPARTMENT OF TRANSPORTATION (DOT) PROJECT – RT 27 REHABILITATION** – Since the previous meeting, work for this project has begun, completely backwards to that described to the district, now starting at the northern most terminus of the project. Work in Boothbay will now begin allegedly in 2025. In addition, for unknown reasons, the grinding of the road seems now to be less severe than that originally specified by DOT. It appears DOT changed specifications rendering the summerlong preparation undertaken by the district apparently useless. The outgoing manager had a litany of unflattering remarks about the DOT’s performance regarding this project based the manpower wasted by the district.
21. The meeting was adjourned at 1947 hr.  
Trustee Anthony motioned, Trustee Tharpe second, vote: Yea unanimous.

END OF MINUTES

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