

13 August 2024

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 23 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 Tharpe, At-Large (Treasurer); Trustee Blakeslee, Boothbay Harbor; Trustee Stover, Boothbay; Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guests: None. Absent: Trustee Tibbetts, Boothbay Harbor.

1. The board approved the minutes of 9 July 2024.
Trustee Climo motioned, Trustee Anthony second, Yea: Stover, Climo, Gamage, Anthony. Nea: None. Abstain: Tharpe, Blakeslee.
2. The board approved payroll for 9 July 2024 & 16 July 2024.
Trustee Climo motioned, Trustee Tibbetts second, Yea: unanimous.
3. The board approved transactions for 8 July 2024 through 19 July 2024.
Trustee Climo motioned, Trustee Tibbetts second, Yea: unanimous.
4. **ADMINISTRATION**– The manager provided the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 23 July 2024*. The value of the routes 3, 4 & 13 billing, to be released on 1 August 2024, was reported to be \$399,425.96. During the previous period the district received four (4) new service applications and had added four (4) 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 30 June 2024. The board indicated that they were satisfied with AM’s detailed report. There were “no red flags” reported.
 - b. **GM Search Draft Employment Agreement Key Elements** – The board reviewed, critiqued, and revised the “Key Elements” memorandum provided to the board on 9 July 2024. After lengthy discussion, the manager was instructed to take these Key Elements to the district’s attorney to be incorporated into an employment agreement for the next general manager. The manager informed the board that he had already discussed this with the attorney and would now be sending the approved revisions with the hope of obtaining the agreement shortly with no due date provided by the board.
 - c. **Seasonal Water Services Disconnection Notices** – The board was made aware that on 31 July 2024 disconnections would begin for the remaining delinquent accounts that did not respond to the 126 seasonal service disconnection notices that went out earlier that day. The manager was asked if this number was normal, and he indicated that this was a smaller number than normal. The manager concluded his report by informing the board that this action followed Maine Public Utilities Commission rules.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 23 July 2024	
Account	Balance
Business Checking	\$ 25,754.62
Deposit Sweep Account	\$ 645,765.70
Liquidity Total	\$ 671,520.32
DESIGNATED FUNDS	
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
Designated Fund Total	\$ 665,352.34
TOTAL CASH RESERVES	\$ 1,336,872.66

5. **NATURAL RESOURCES** - The Natural Resources Program Manager (NRPM) prepared the following report and submitted it in writing.
- *Addie, Mike and I are meeting on site tentatively Tuesday, July 30 to go over the work plan, sign papers, etc. I will address the risk management piece with Alex Wong this week for the road re-alignment project.*
 - *Try to meet with Patrice on Adams Pond to review the perched culvert next week. Option 1: daylight the stream Option 2: Fix the existing culvert*
 - *Follow-up letter with observations and suggestions for landowner Katie and Alex Parent on Adams Pond.*
 - *Prepare and send out press release for the matching grant for landowners within water district territory (up to \$1000 per project one)*
 - *Cross paths with Boothbay CEO, especially to discuss the septic issue on Knickerbocker.*
 - *Develop work plan for the MCC crew. I have a list started from the transition time with Sue. I will finalize and send the MCC contact and you for review.*
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 raw water quality continued to remain satisfactory, allowing filter and clarifier performance to remain at 100%. For the previous period, finish water production averaged 0.9714 MGD, very much ahead of that recorded in the same period of 2023 which averaged 0.7741 MGD. Key chemical additions remain approximately averaging 50% below normal. Required sampling for both process and permit compliance are current.
 - a. **Treatment Room Fire Sensors** – The manager reported that the fire sensors within the treatment room were all found to be deficient and replaced in the previous period.
 - b. **Kenniston Hill Booster Pump Station (KHBPS) Upgrades** – It is hard to believe that the KHBPS was constructed 20-years ago and is now showing signs of being stretched to its design capacity during seasonal conditions as the population demand, mostly seasonal, increases all along the high-pressure zone. The manager and the chief treatment plant operator were investigating the next steps. The manager informed the board that he would have a full report and recommendations soon.
 - c. **Water Reserve and Drought Report** – The district was currently withdrawing water from Adams Pond which was at 82% usable capacity, or 206.8 MG. As of that morning the district discontinued use of Adams Pond and began its annual withdrawal from Knickerbocker Lake to begin withdrawing the allotted 51.5MG. As of that day, the Boothbay Region remained not in drought status.
 - d. **Seaplanes on the District’s Water Resources** – During the previous period the manager contacted the district’s attorney concerning possibly banning seaplanes from Adams Pond and Knickerbocker Lake. After discussion with the attorney his initial recommendation was to create a local ordinance. However, Trustee Stover was interested in submitting legislation banning this activity from drinking water sources below a certain acreage. More to follow.
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 Shawn Simmons and Tyler Campbell corrected this problem, through extensive flushing to their usual, extremely high standard. The problem seems to have been corrected.
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** – The manager reported that as soon as the required work is completed for 18. MAINE DEPARTMENT OF TRANSPORTATION (DOT) PROJECT – RT 27 REHABILITATION, a crew, led by Shawn Simmons, was assigned to complete the final push while uncovering the remaining few hundred services.
16. **SIVC WATER MAIN REPLACEMENT PROJECT** –No change in status
17. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – No change in status.
18. **AFFORDABLE HOUSING PROJECTS** – The manager reported:
 - a. **Boothbay** –No change in status
 - b. **Boothbay Harbor** - Since the previous meeting the manager reported that he had been contacted by the attorney representing the resident of 1 Alexander Way inquiring if the district could use an undersized easement from Kenny field Drive. The districts attorney was addressing the request.
19. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – On 10 & 18 July 2024 the manager attended public hearings at the town of Southport concerning the possible adoption of a blasting ordinance exemption for utilities in the public way of Southport. The vote was scheduled for 24 July 2024 with results to be provided to the board at the 13 August 2024 trustee meeting.
20. **MAINE DEPARTMENT OF TRANSPORTATION (DOT) PROJECT – RT 27 REHABILITATION** - The manager reported that since the previous meeting all the valves North of Boothbay Center have been lowered. All that remained were the gate boxes between Boothbay Center and the lights adjacent to Hannaford, with the valves under the lights already lowered.
21. **CAMPBELL COVE LANE** – The manager asked the board to approve the proposed Campbell Cove Lane Water Main to serve a four-home subdivision to be constructed on Lakeside Drive in Boothbay Harbor. The manager reminded the board that this was not a “NOTICE TO PROCEED”, rather it was an approval the initial design for permitting purposes with the town of Boothbay Harbor. Items left to be resolved included payment for district services not yet defined, easements if not to be in a town road, approval of the installation contractor, and a formal agreement with the water district. The bioard approved the Campbell Cove Lane design.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
22. The meeting was adjourned at 2035 hr.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.

END OF MINUTES