

13 September 2022

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 9 AUGUST 2022

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 Anthony, Boothbay (Clerk); Trustee Tibbetts, Boothbay Harbor; Trustee Stover, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager, Marcia Wilson, Administrative Manager (AM). Guest: Mr. Craig Douglas P.E., General Manager, Brunswick & Topsham Water District (BTWD) Absent: None.

1. The board approved the minutes for 26 July 2022.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
2. The board approved payroll for 26 July 2022 & 2 August 2022
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
3. The board approved transactions for 25 July 2022 through 5 August 2022
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
4. **5 RIVERS REGIONAL WATER COUNCIL** – The manager introduced Mr. Craig Douglas, who provided the board with information centered around the BTWD’s \$40M investment developing the new 12 MGD wellfield located in Topsham and his feelings concerning the direction 5-Rivers was heading, particularly within the Rt. 1 and Rt. 27 corridors. The board was made aware the at the BTWD reach was already on Davis Island in Edgcomb. A general conversation ensued with the board with the board thanking Mr. Douglas for taking the time to meet with them.
5. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 9 August 2022*. The value for the billing to be released on 1 September 2022 was in-process and would be reported at the next meeting. During the previous period the district received five (5) new service applications and added three (3) new seasonal customers.
 - a. **Boothbay Property Tax Reimbursement** – Trustee Blakeslee described progress made and described his work obtaining concurrence from the Clean Drinking Water Initiative (CDWI) regarding the proposal to be made to the Boothbay Harbor Selectmen. A draft letter to the Boothbay Harbor Board of Selectmen was provided to the board of trustees.
 - b. **Grant Opportunities** – The manager reported that since the previous meeting work continued in gathering information regarding a possible grant application for correcting system deficiencies in the town of Southport regarding system improvements needed to counteract upcoming sea level rise impacts on groundwater in that municipality. A site-specific income survey had been ordered to obtain “points” information within the proposed construction zone as well as *Shri Verrill* was in-process interviewing key municipal leaders to gain the final

information necessary for a grant application. The manager informed the board that the grant opportunity was currently to be administered by the Maine Department of Transportation (DOT) in conjunction with the Maine Bond Bank.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 9 August 2022	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 94,263.81
Liquidity Total	\$ 119,263.81
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,344.28
Land Acquisition Fund	\$ 2,516.62
Capital Reinvestment Fund	\$ 283,176.13
Mt Dora Easement Escrow	\$ 4,789.64
Southport Sinking Fund	\$ 55,993.43
EBB Upgrade 91-20	\$ 62,304.18
Bank of Maine Unemployment CD	\$ 17,357.02
Designated Fund Total	\$ 446,481.30
TOTAL CASH RESERVES	\$ 565,745.11

6. **NATURAL RESOURCES** - The following is a written report to the board, authored by the Natural Resource Program Manager (NRPM) – Nothing new to report.
7. **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 the district remained one individual down with a non-workplace injury.
 - b. **Training Update** – The board was reminded that the Maine Water Utilities Association (MWUA) Summer Picnic was to be held at the Cumberland Fairgrounds on 11 August 2022 at which time the BRWD “Mud Dogs”, with Weston Alley, Shawn Simmons, Hunter Arseneault, and Aaron Durgan, would bring home the state championship.
8. **TREATMENT DIVISION (TD)** –The manager reported current filter train efficiency for both filter and clarifier performance remained unchanged with clarifier efficiency at 91% and filter efficiency at 87%. Key chemical additions were averaging 15% below normal. For the previous period, finish water production averaged 1.0336 MGD, outpacing that recorded for the same period in 2021 which averaged 0.8468 MGD. Adams Pond was currently at 82.78% usable capacity equaling 206.3 MG in reserve, losing 4.4MG, or an average of 315,000 gal./day, in evaporative loss during previous period. Knickerbocker Lake had dropped 0.47 feet since withdrawal operations began.
 - a. **2022 Filter Overhaul** –No change in status.

- b. **Knickerbocker Lake Withdrawal Report** – Table 2 showed the current withdrawal report as of 7 August 2022. All reports were currently posted on the district’s website.
- c. **2022 Drought Report** - Since the previous report the Boothbay has been downgraded to D2 – Drought Status (*Severe Drought*). As a reminder, the drought scale is measured D0 (*Unusually Dry*), D1 (*Moderate Drought*), D2 (*Severe Drought*), D3 (*Extreme Drought*) and D4 (*Exceptional Drought*).
- d. **PFOA/PFAS Testing** – The manager informed the board that during the previous period the district performed PFOA/PFAS compliance testing for Knickerbocker Lake with the samples returning a value of 2.80 ppt (parts per trillion) which was roughly 1/10th of the maximum contaminant level (MCL), 20 ppt. Once reported to the board, by previous direction of the board, the report values would be uploaded to the district’s website/Facebook for public notification. Adams Pond was to be tested in September at the conclusion of the Knickerbocker Lake withdrawals.
- e. **Fluoride Problem** – The manager made the board aware that currently the district had only two to three weeks of sodium fluoride on-hand with the prospects of receiving more looking very grim due to supply chain issues with China. The manager explained that once the on-hand fluoride supply ran out, it public fluoridation would have to be suspended, with the district notifying the state and district customers. The manager concluded by informing the board that the district would receive a treatment violation from the state should fluoridation be suspended.

Table 2			
2022 Knickerbocker Lake Withdrawal Report			
Start Date	End Date	Withdrawal (gal)	Permitted Balance (gal)
Annual Permitted Withdrawal (gallons)			51,500,000
19-Jul-22	24-Jul-22	4,446,700	47,053,300
25-Jul-22	31-Jul-22	7,063,300	39,990,000
1-Aug-22	7-Aug-22	7,903,400	32,086,600
TOTAL WITHDRAWN (gal)		19,413,400	

- 9. **DISTRIBUTION DIVISION (DD)** –The manager reported the DD continued concentrating on “whiteboard projects”, normal job order activities, establishment of services and routine maintenance activities. During the week of 1 August 2022, along West Side Road, Barters Island, low pressure issues arose with one home. As a stopgap measure DD personnel had a booster pump temporarily installed. The manager met with *Dirigo Engineering* to ensure current conditions were correct for a hydraulic model to be completed in the seasonal water distribution system with recommendations as to best improve flow and pressure to this area of the district to follow. The pressure issues were a result of growth pressure within this part of the district.

10. **LAND ACQUISITION UPDATE** –No change in status.
11. **CAMERON POINT SEASONAL WATER MAINS** – The manager reported he had screwed this effort up, hopefully not for good, in that he accidentally missed a meeting with the chairman and a key landowner needed for an easement. He had no excuses, even though wrapped up in other matters, should have never accidentally missed this meeting. The chairman was to try to reschedule.
12. **OCEAN POINT WATER MAIN LOOPING PROJECT** – No change in status
13. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** –In design.
14. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT**
– No change in status.
15. **SOLAR POWER** – No change in status.
16. **GRANDVIEW AVENUE WATER MAIN REPLACEMENT PROJECT** –No change in status.
17. **DEBT LIMIT** – The manager informed the board that upon review of the districts charter, a vote of the three communities within the district’s territory, using specific language in the charter, based on an aggregate vote of the towns of Boothbay, Boothbay Harbor and Southport, was all that was required to change the districts debt limit. The manager was to provide the board with a proposal in the fourth quarter for review recommending a new debt limit. The board preferred that the municipal vote be carried out as part of the next town meetings.
18. The meeting was adjourned at 1940 hr.
Trustee Climo motioned, Trustee Tharpe second, vote: unanimous.

END OF MINUTES