

25 October 2022

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 11 OCTOBER 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 Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager; Marcia Wilson, Administrative Manager (AM). Guest: Ms. Anna Christina. Absent: None.

1. The board approved the minutes for 27 September 2022.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.*
2. The board approved payroll for 27 September 2022 & 4 October 2022.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.*
3. The board approved transactions for 26 September 2022 through 7 October 2022.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.*
4. **ADDRESS TO THE BOARD** - The chairman recognized Ms. Anna Christina who protested to the board a letter signed by Trustee Blakeslee which appeared in the *Boothbay Register* in favor of fluoridation. Ms. Christina raised the point with the board that the district was “neither for, nor against” and that it was improper of Trustee Blakeslee to take a position in favor on the issue. In addition, Ms. Christina was concerned with content in the letter that she considered inaccurate. Trustee Blakeslee responded that his position on the fluoride was expressed as a private citizen, not as a trustee and that the content of the letter “had been thoroughly vetted”. After a brief exchange Ms. Christina thanked the board for hearing her complaint and departed.

Trustees Gamage, Climo and Tharpe then engaged Trustee Blakeslee reiterated Ms. Christina’s complaint concerning Trustee Blakeslee’s public position on a topic that was not that of the district. Again, a brief and direct discussion ensued with Trustee Blakeslee restating his position as to its efficacy.

5. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 27 September 2022*. The value for the billing for routes 3,4 & 13 to be released on 1 November 2022 were still being tabulated and would be reported during the next meeting. During the previous period the district received two (2) new service applications and added zero new customers.
  - a. **Billing Software Update** – The AM reported on the status of the investigation informing the board that she and the customer service representative (CSR) had recently visited the Orono Water District to gain information on the software package used there. More field visits were in the process of being planned.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of 11 October 2022</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,080.00
Deposit Sweep Account	\$ 119,797.03
<b>Liquidity Total</b>	<b>\$ 144,877.03</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,344.96
Land Acquisition Fund	\$ 2,516.70
Capital Reinvestment Fund	\$ 83,185.04
Mt Dora Easement Escrow	\$ 4,789.84
Southport Sinking Fund	\$ 55,996.22
EBB Upgrade 91-20	\$ 62,306.26
Bank of Maine Unemployment CD	\$ 17,357.02
<b>Designated Fund Total</b>	<b>\$ 246,496.04</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 391,373.07</b>

- b. **Maine Department of Human Services, Center for Disease Control Tri-Annual Inspection** – The manager reported that the tri-annual inspection of operations for public health compliance with the operation of the district was to happen on 19 October 2022. The manager reminded the board that as stated earlier, even though the previous inspection had no deficiencies, the trustees were reminded that the district may be cited on two compliance issues, those being fluoridation suspension and a compliance gap in cross-connection control testing due to safety concerns during the COVID pandemic. Other than those issues, the manager anticipated a satisfactory inspection.

6. **NATURAL RESOURCES** - The following is a written report to the board, authored by the Natural Resource Program Manager (NRPM) –

*BR CDWT: The BR CDWT application for \$195,000 in ARPA funds was awarded last week by Lincoln County Commissioners. This grant will provide base funding for BR CDWT for the next three years. This a huge accomplishment – many thanks to Hal Moorefield who shepherded this grant. We continue to meet regularly with BR CDWT reps and on individual projects. On Oct 13, there will be a joint CMBG/BR CDWT Native Plant for Watershed Protection event at CMBG.*

*McFarland property land acquisition: Still awaiting bond bank approval notification. We are prepared to proceed with the PUC approval process once that is received.*

*Maine Forest Service visited last week to inspect the invasive removal project accomplished by Maine Conservation Corps. They approved a \$2,000 grant to support this effort.*

*Rebecca Jacobs and Louisa Crane (Knox Lincoln Soil and Water Conservation District) will be here 10/11-10/12 to complete invasive plant surveys on the district's watershed property.*

*We are working on a couple of cooperative non-point source pollution control projects with the Town of Boothbay. One project along Adams Pond Road near Watershed Tavern was completed by the Town crew last week. This site has been a long-standing problem and probably will not be truly addressed until Adams Pond Road is paved/upgraded along this stretch. Another project along Back River Road is planned.*

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 district is back to 100% staffing as of 28 September 2022.
    - i. **Trustee Job Description** - The AM presented to the board an draft update to the Trustee Roles and Responsibilities as part of a regular HR review. Discussion of the updated document was tabled until the 25 October 2022 trustee meeting.
  - b. **Training Update** – One more round with New England Water & Wastewater Training Associates (NEWWTA) for license preparation will be completed this week.
    - i. **Management Candidate School** - The district has two individuals, Shawn Simmons and Weston Alley, enrolled in this year-long program as a matter of district succession planning. The AM described the level of commitment necessary for both the individuals and district to successfully complete this program.
8. **TREATMENT DIVISION (TD)** –The manager reported current filter train efficiency for both filter and clarifier performance had improved to 100% efficiency. Key chemical additions remained an average 15% below normal. For the previous period, finish water production averaged 0.6328 MGD, outpacing that recorded for the same period in 2021 which averaged 0.5787 MGD. Adams Pond dropped to 75% usable capacity equaling 186.7 MG in reserve.
  - a. **2022 Filter Overhaul** – We have taken delivery of the anthracite and sand. The garnet was reported to have been shipped from Ohio on 3 October 2022 and should be on-site any day. The TD contacted *Marcel Payeur* and a tentative date for beginning this project being 14 November 2022.
  - b. **2022 Drought Report** - Since the previous report the Boothbay region has been downgraded to a D1 – Drought Status (*Moderate Drought*). The D1 – Drought only persists in the Midcoast area. As a reminder, the drought scale is measured D0 (*Unusually Dry*), D1 (*Moderate Drought*), D2 (*Severe Drought*), D3 (*Extreme Drought*) and D4 (*Exceptional Drought*).
  - c. **Fluoride** –No change in NaF availability. The manager presented to the board, a required letter sent to all customers containing the legal message, as prescribed by state regulators, alerting them to the discontinuance of fluoridation due to lack of supply of sodium fluoride (NaF). Additionally, as previously directed, the manager informed the board that he had reiterated the water districts current position as published in the *Boothbay Register*.

9. **DISTRIBUTION DIVISION (DD)** – The DD continued concentrating on “whiteboard projects”, normal job order activities, estimates for establishment of services and routine maintenance activities.
  
10. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that the most recent meeting was held on 28 September 2022 at the Brunswick Topsham Water District (BTWD). The manager informed the board that he was unable to attend due to work conflicts. That said, on 12 October 2022 the WWD, GSBSD and the water district would be meeting with Lincoln County and the WWD’s engineer to begin the Rt, 27/Rt.1 planning project. On 18 October 2022 FEMA would like to meet with the same water districts in that there existed significant money earmarked by FEMA to accomplish the development with the Rt. 27 & Rt. 1 corridors.
  
11. **LAND ACQUISITION UPDATE** –The manager reported that on 7 October 2022 the district received notification from the Maine Bond Bank that the \$150,000.00 loan for the purchase of the MacFarland property had been approved, along with \$20,000.00 principal forgiveness.
  
12. **CAMERON POINT SEASONAL WATER MAINS** – No change in status
  
13. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager reminded the board that on 25 October 2022 the district would hold a bid opening a 1400 hr. on the revised project. Trustee Gamage and/or Trustee Climo stated that they would be in attendance to open bids
  
14. **FILTER WASTE RECYCLING PROJECT** –On 28 September 2022 district personnel met with *Dirigo Engineering* on-site and began engineering work for this project. This project is intended by management to be the 2023/2024 capital improvement project intended to recycle the 10% of water extracted by the district from Adams Pond and Knickerbocker Lake as well as greatly reduce operational contractor costs with the reduction in sewerage. Preliminary planning documents had no suspense date.
  
15. **SOLAR POWER** – No change in status.
  
16. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – The manager presented to the board a detailed cost estimate, equaling \$117,449.53, for this needed project. The manager reminded the board that per the districts engineer, this project was needed for the district to properly serve its customers on the north end of Barters Island due to unprecedented growth in that area. The board approved the project.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.*

17. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – The manager described the implication of this rule change, dreamt up by the United States Environmental Protection Agency (EPA) to protect all citizens from their own plumbing. The manger described the requirements of this rule as a “knee jerk” reaction to the situation, caused more by bad board management than any other factor, in Flint, Michigan. This unfunded mandate will require the inspection of all the district’s services, both owned by the district and those required to be owned by the consumer to ascertain if lead is present. The manager informed the board that the report to be generated was due at EPA Region 1 on 24 October 2024. The manager stressed that the level of effort to be committed by the district to comply with this rule, which does not consider the analytical results by the district that show exceptional protection afforded to its customers with undetectable lead and copper exposure. The board directed the manager to investigate any possibilities for being exempted from this unnecessary exercise, what the ramifications would be if the district ignored this rule and report back to the board on 25 October 2022.
18. The meeting was adjourned at 2010 hr.  
*Trustee Climo motioned, Trustee Stover second, vote: unanimous.*

END OF MINUTES