

24 January 2023

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 10 JANUARY 2023

The Board of Trustees convened at 1800 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; Trustee Tibbetts, Boothbay Harbor; Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guest: None Absent: None

1. The board approved the minutes for 27 December 2022.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
2. The board approved payroll for 27 December 2022 & 3 January 2023.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
3. The board approved transactions for 26 December 2022 through 6 January 2023.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 10 January 2023*. Staff were currently reading routes 3,4, & 13 with the total value to be billed 1 February 2023 to be reported at the next trustee meeting. Since the previous meeting the district had received two (2) new service applications and has added no new customers.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 10 January 2023	
Account	Balance
Business Checking	\$ 25,122.75
Deposit Sweep Account	\$ 890,802.81
Liquidity Total	\$ 915,925.56
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,345.98
Land Acquisition Fund	\$ 2,516.83
Capital Reinvestment Fund	\$ 3,186.04
Mt Dora Easement Escrow	\$ 4,790.04
Southport Sinking Fund	\$ 65,327.12
EBB Upgrade 91-20	\$ 62,309.40
Bank of Maine Unemployment CD	\$ 17,365.77
Designated Fund Total	\$ 175,841.18
TOTAL CASH RESERVES	\$ 1,091,766.74

- a. **2023 Boothbay Region Water District Budget Proposal** – The manager provided the board with a copy of the 2023 Boothbay Region Water District Budget Proposal which had been developed by staff. After a brief presentation the board asked a series of direct questions concerning the methodology used in formulating this budget, as well as justification for a new rate adjustment. Chairman Gamage questioned the manager as to his removal of a new vacuum trailer from the budget wherein the manager reported that it would be too tight to fit it in as currently written without proposing ore debt. After more discussion the board approved the 2023 BRWD Budget, amending it to contain the purchase of a new vacuum trailer to help comply with the upcoming lead and copper rule study required by the United States Environmental Protection Agency.
Trustee Climo motioned, Trustee Anthony second, vote: Yea: Stover, Tharpe, Climo, Gamage, Tibbitts & Anthony; Nea: Blakeslee.
5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:
- a) *Drinking Water Program loan for McFarland acquisition is finally ready to finalize. We will need board signatures tonight. This loan process took much longer than in the past and the forgiveness (\$20,000) was not as favorable.*
- b) *We submitted the Knickerbocker Lake Withdrawal Report to DEP on time and documented the methods for producing this annual report for the next NRPM. The District withdrew 50.2 million gallons from Knickerbocker in 2022. This was the highest annual removal since routine withdrawals began in 2008 and is reflective of the 2022 drought. The average annual withdrawal for Knickerbocker Lake since 2008 (omitting 2009 when withdrawal did not occur) was 42.4 million gallons. We are currently permitted to remove up to 51.5 million gallons per year.*
- c) *We continue to meet regularly with and assist the BR Clean Drinking Water Initiative. Excellent progress continues. Dr. Rachel Sipler, Bigelow Lab Director for the Center for Water Health and Humans, and Jenn Cusick, BR CDWI Coordinator, will present to Rotary on January 26. We will meet with environmental educators from Knox Lincoln Soil and Water Conservation District, CMBG and BRLT on January 31 to discuss education projects for 2023.*
- d) *I have begun the process of reviewing and consolidating information and preparing for program transition to my successor. I will attend the next Trustees' meeting to update the board on the status of this process.*
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)** –Trevor Morin had been detailed into the administration division, training as a customer services representative (CSR) and providing redundancy and vacation coverage while learning this position. This detail is open ended in that many changes are proposed requiring extra labor to accomplish within the administrative division.
- b. **Training Update** – Nothing to report in the previous period.

7. **TREATMENT DIVISION (TD)** –The manager reported current filter train efficiency performance had improved to 100% efficiency for clarifier performance and 73% for filter performance as filter #1 was fully seasoned and operating within normal parameters. Key chemical additions were now 25% below normal. For the previous period, finish water production averaged 0.2762 MGD, slightly under that recorded for the same period in 2021 which averaged 0.3014 MGD. Adams Pond remained way over 100% winter usable capacity.
 - a. **2022 Filter Overhaul** – Since the previous meeting *Marvel Payeur* had been on-site and completed all structural repairs, sand blasting and recoating of Filter Unit #2. The contractor had broken down all equipment and had either removed it or would be removing the equipment in a short order. Presently, work continued in the repair of the bolt down sections as well as installation of thunderbolts on the tie down assembly. It is hoped to have hardware all installed and the filter media refilled by midweek the week of 16 January 2023. Once this filter was back on-line, tested and seasoned, the district would undertake the next phase of this project by having the 144,000-gallon contact tank cleaned, removing iron and manganese salts as well as approximately 1 cubic yard of filter media introduced in November 2022 due to the failure of filter unit #1.
 - b. **Security Breach at the Thompson Tank** –Nothing new to report.
8. **DISTRIBUTION DIVISION (DD)** –The DD remained engaged in winter maintenance which was primarily focused on keeping the district’s fire hydrants operational. Whiteboard projects continued due to favorable weather. The DD remained instrumental in assisting the TD with the filter overhauls.
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** – Since the previous report the district has taken delivery of all the pipes required to complete this project. This pipe was being stored by the contractor at a laydown area owned by Mr. Martin Page located on Ocean Point Road in East Boothbay.
13. **FILTER WASTE RECYCLING PROJECT** – No change in status.
14. **SOLAR POWER** – The manager informed the board that post filter rehabilitation would be his primary focus of investigation due to increases in electrical costs making this power source feasible.

15. **DEBT LIMIT** – Since the previous meeting the manager has completed his first PowerPoint presentation explaining the debt limit to the regions fire departments. He went on to inform the board that he had been in contact with the town clerk for the town of Southport wherein he reported that it would be impossible for the district to get this question on the town meeting secret ballot. Therefore, Southport will require another special election for the question of the debt limit. The manager informed the board that he had been in contact with the town manager of Boothbay and Boothbay Harbor in an attempt to ascertain access to the selectmen to deliver this presentation over the next few weeks. Lastly, the manager provided the board with an analysis attached is an analysis, completed by legal counsel, explaining options with the debt limit moving forward.
16. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – The manager presented to the board an article, which he had submitted and was subsequently published by the *Boothbay Register* alerting residents along East Side Road on Barters Island of the district’s intentions. So far there had been no public comment.
17. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – No change in status.
18. **SIVC WATER MAIN REPLACEMENT PROJECT** - No change in status.
19. The meeting was adjourned at 1900 hr.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager