

14 February 2023

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 24 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); Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guest: Sue Mello, Natural Resource Program Manager (NRPM). Absent: Trustee Blakeslee, Boothbay Harbor; Trustee Stover, Boothbay; Trustee Tibbetts, Boothbay Harbor.

1. The board approved the minutes for 10 January 2023.  
*Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.*
2. The board approved payroll for 10 January 2023 & 17 January 2023.  
*Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.*
3. The board approved transactions for 9 January 2023 through 20 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 24 January 2023*. The value of routes 3,4, & 13, to be billed on 1 February 2023 was \$433,729.69. Since the previous meeting the district had received zero new service applications and has added no new customers. The staff was furiously preparing for the annual audit.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 24 January 2023</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 26,090.11
Deposit Sweep Account	\$ 837,181.74
<b>Liquidity Total</b>	<b>\$ 863,271.85</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,345.98
Land Acquisition Fund	\$ 2,516.83
Capital Reinvestment Fund	\$ 3,185.98
Mt Dora Easement Escrow	\$ 4,790.12
Southport Sinking Fund	\$ 65,327.77
EBB Upgrade 91-20	\$ 62,309.40
Bank of Maine Unemployment CD	\$ 17,365.77
<b>Designated Fund Total</b>	<b>\$ 175,841.85</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,039,113.70</b>

- a. **2022 Budget Performance Report as of 31 December 2022** –The AM guided the board through a report she had prepared essentially showing a preliminary 2022 Budget performance report. Through the presentation the board went into discussion as to the status of several accounting line items and queried staff as to their prognostication of 2023 with respect to the new budget. The board thanked the AM for her detailed report.
  - b. **2022 Financial Audit Update** – The AM will provide the board with a status report on the 2022 Annual Audit. The board was made aware that the audit would commence on 6 February 2023 with the arrival of the field team. The board asked the manager to give a preliminary report as to the status of the audit based on the annual exit interview conducted with the audit team at the conclusion of their field work phase.
5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:

*Summary of 2022 major activities*

*We acquired 24.9 acres of watershed conservation land, bringing BRWD's total watershed conservation land up to 317 acres (175 acquired since 2015). We will continue outreach to priority landowners in 2023, particularly BR YMCA. This outreach will be done in conjunction with the Boothbay Region Clean Drinking Water Initiative.*

*We completed a couple of pollution control projects in the watershed with the Town of Boothbay, recreated a stretch of shoreline habitat between Adams Pond and Adams Pond Road and provided two lake grants to watershed property owners. We hope to extend the shoreline rehabilitation project along Adams Pond in 2023.*

*We continued to provide guidance and take a lead role in the development and activities of the Clean Drinking Water Initiative. In 2022, the Initiative held 5 public outreach events, issued 7 press releases related to drinking water, and secured a \$196,000 Lincoln County ARPA grant, which will fund a dedicated staff person. This work has also strengthened our relationship with the BRLT.*

*We continued invasive control work with Maine Conservation Corps in the Adams Pond watershed and have made significant progress in the shoreland buffer on the west side of the pond. Under contract, Knox Lincoln County Soil and Water Conservation District completed invasive plant surveys in the Knickerbocker Lake watershed. We will not have a MCC crew here in 2023, but will continue to pursue invasive plant control, particularly within the shoreline zone of the lakes.*

*We conducted our lake water quality sampling programs in both Adams Pond and Knickerbocker Lake. Stream sampling occurred only once in 2022, (our goal is 3 seasons) primarily due to the drought. I am working on water quality and lake level summary now.*

*We were awarded a \$20,000 Drinking Water Program Source Water Protection grant, a \$2,000 Maine Forest Service invasive plant control grant, and \$20,000 loan forgiveness on the McFarland acquisition.*

The board went into discussion concerning the long-term strategy for lands management tasking the NRPM revolving around recommendations for easements and long-term water protection land management.

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** – The manager informed the board that the annual Maine Water Utilities Association (MWUA) Annual Conference would be held at the Augusta Civic Center on 1 & 2 February 2023. The manager reported that he intended to send all staff to this event for at least one day’s training, of which there were many good sessions scheduled. Any trustees that were interested in participating were asked to please see the AM as soon as possible.
  
7. **TREATMENT DIVISION (TD)** – The manager reported current filter train efficiency. Filter unit performance had remained at 100% efficiency for clarifier performance and 73% for filter performance as filter #2 is fully seasoned and operating within normal parameters. Key chemical additions were now 25% below normal. For the previous period, finish water production averaged 0.2766 MGD, slightly under that recorded for the same period in 2021 which averaged 0.3648 MGD. Adams Pond remained over 100% winter usable capacity.
  - a. **2022 Filter Overhaul** – Since the previous meeting, District staff had completed reconstruction of Filter #2. On 17 January 2023 all the media was loaded into both the clarifier and the filter unit. The manager made sure the board was aware of the very fine total team effort between the TD and the DD in completing this task. The filter unit was restarted on 18 January 2023 and was allowed to cure. The filter unit was then put back into service without any problems noted. The staff was still cleaning up the treatment room but for reporting purposes, this project was considered complete.
  - b. **Security Breach at the Thompson Tank** – Chairman Gamage reported that he had been in contact with the Lincoln County Sherriff who reported that arrests were imminent.
  
8. **DISTRIBUTION DIVISION (DD)** – The DD remained engaged in winter maintenance with the primary focus on keeping the district’s fire hydrants operational. Whiteboard projects continued due to favorable weather. The DD was instrumental in assisting the TD with the filter overhauls and helping them to a safe and efficient conclusion.
  
9. **5 RIVERS REGIONAL WATER COUNCIL** - On 17 January 2023 the 5 Rivers board met in Boothbay. Of note, much discussion revolved around the strategy to be used in complying with the new lead and copper rules, a growing movement for deregulation, B'TWD decertifying its union, the status of the Rt1 & Rt 27 corridor development for water service and various other topics of conversation. No official action was taken.
  
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. **DEBT LIMIT** – Since the previous meeting the manager has completed his first PowerPoint presentation explaining the debt limit to the region’s 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 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** –No change in status
17. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – The manager reported that per the 2023 BRWD Budget, the vacuum trailer was ordered and will be delivered on 14 February 2023. On 1 February 2023, key staff members would sit through an entire day of training, learning the requirements of this rule. On 9 February district personnel were to convene a kick-off meeting and begin putting together the needed and required documents to start this inventory.
18. **SIVC WATER MAIN REPLACEMENT PROJECT** - No change in status.
19. The meeting was adjourned at 1844 hr.  
*Trustee Climo motioned, Trustee Anthony second, vote: unanimous.*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
General Manager