

25 April 2023

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 11 APRIL 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 Tibbetts, Boothbay Harbor; Trustee Blakeslee, Boothbay Harbor; Trustee Stover, Boothbay; Jonathan Ziegler, Manager. Guest: None. Absent: Marcia Wilson, Administrative Manager (AM).

1. The board approved the minutes for 28 March 2023.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.
2. The board approved payroll for 28 March 2023 & 5 April 2023.
Trustee Climo motioned, Trustee Tharpe second, vote: Yea unanimous.
3. The board approved transactions for 27 March 2023 through 7 April 2023.
Trustee Climo motioned, Trustee Tharpe second, vote: Yea unanimous.
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 11 April 2023*. The manager reported the value of seasonal water service minimum charges, which was billed on 1 April 2023, was \$658,922.03. Routes 3 & 4, to be released on 1 May 2023, were still being tabulated and would be reported at the trustee meeting scheduled on 25 April 2023. In the previous period the district received five (5) new service applications and added three (3) new seasonal customers. Since the previous meeting the district completed 60 Digsafe mark outs requiring approximately 100 man-hours to complete.
 - a. **2023 Water Rate Review** – The manager informed the board that this effort was scheduled to begin on 24 April 2023 with a meeting with the rate analysts at the Maine Rural Water Association (MRWA). The manager went on to state that it was his intent to begin the process of determining the funding requirements of the district for the next four years and base rate making assumptions on protecting the most vulnerable of districts population, “little old ladies on fixed incomes”.
 - b. **Capacity Development Grant** – The manager informed the board that the district had applied for, and just received a Capacity Development Grant from the Maine Drinking Water Program (DWP), for \$30,000.00 to help offset the cost and implementation of the new Muni Link billing software.
5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 11 April 2023	
Account	Balance
Business Checking	\$ 29,654.05
Deposit Sweep Account	\$ 706,643.90
Liquidity Total	\$ 736,297.95
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,346.99
Land Acquisition Fund	\$ 2,516.95
Capital Reinvestment Fund	\$ 183,187.97
Mt Dora Easement Escrow	\$ 4,790.28
Southport Sinking Fund	\$ 65,330.34
EBB Upgrade 91-20	\$ 62,312.48
Bank of Maine Unemployment CD	\$ 17,365.77
Designated Fund Total	\$ 355,850.78
TOTAL CASH RESERVES	\$ 1,092,148.73

a. **Long-term conservation of BRWD properties:** *We still await an estimate from BRLT on the endowment costs for protecting certain BRWD properties with conservation easements. In the meantime, we have contracted with Boothbay Region Surveyors to survey three properties for which we have no surveys. We will provide the Board with a complete proposal for conservation once BRLT endowment information is available.*

b) **BR CDWI:** *We continue to spend a great deal of time working with the Clean Drinking Water Initiative, particularly focusing now on education projects.*

The Steering Committee met last week. Three things of note: The committee approved the hire of a full-time land conservation position at BRLT, which will be shared 50:50 with the Initiative. This person will devote half of their time on Adams Pond/ Knickerbocker Lake watersbed issues. The District developed the job description with BRLT/BRCDWI and will be involved in the hiring/ position oversight process

c) **Groundwater Contamination** - *CMBG reported that 2 of its 6 wells exceeded current standards for PFAS and they will be installing filtration systems. They will also be conducting soil sampling. They plan to hold a seminar about PFAS in the community in conjunction with Bigelow, BR CDWI and BRWD. We will sample a subset of watershed stream for PFAS to identify any watershed hot spots.*

d) **Algae Study** - *Bigelow Labs is working on some statewide grant projects addressing lake water quality (harmful algal blooms and PFAS) and will include Adams Pond and Knickerbocker Lake in these efforts. We will partner with them on sampling our water sources.*

e) **NPS pollution remediation:** *Dirigo Engineering was here last week to look at two potential 319 grant projects on Adams Pond Road. The first is to improve Adams Pond Road in the vicinity of Watershed Tavern. We have been working to address erosion and runoff there for several years, but the poorly built road has limited our success. The second proposal is to move a stretch of Adams Pond*

Road where it abuts the pond about 50' inland (just north of Hamrin property) to provide an adequate buffer to the pond (in many places the road edge is right on the pond). The old road would be torn up, replanted with native plants and a walking path created. It's hard to know what we will be able to submit until we have a cost estimate from Dirigo. Both projects would be done with the Town of Boothbay.

- f) **Grants:** Working now on reimbursement request for last year's Source Water Protection Grant and preparing to apply for this year's SWP grant, as well as a DEP 319 grant in the next month. This year's SWP grant proposal will include work at the Y camp to replace a stream crossing.
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)** – The manager reported that as directed, he had begun recruiting a new utilities technician and would be interviewing interested people until a suitable candidate was found and accepted the position. The manager stated that interviews were to begin that week.
 - b. **Training Update** – Annual Safety Training would occur on-site 30 March 2020 by New England Water and Wastewater Training Associates (NEWWTA) to meet state and federal requirements.
7. **TREATMENT DIVISION (TD)** – The manager reported current filter train efficiency remained at 100% for clarifier performance and filter performance had improved to 97%. Key chemical additions remained approximately 75% of normal. For the previous period, finish water production averaged 0.2318 MGD, under that recorded for the same period in 2022 which averaged 0.3293 MGD. Adams Pond remained more than 100% winter usable capacity. The TD had engaged in only normal treatment division activities since the previous meeting.
8. **DISTRIBUTION DIVISION (DD)** – The manager reported that during the previous period the DD had been focused on completing repair work on the seasonal water system with much work being focused in East Boothbay and on Barter's Island.
- a. **2023 Seasonal Water Service Update** – As of today the DD are completing repairs on the seasonal distribution system. As of now, the system will be hyper chlorinated and flooded beginning 13 April 2023, flushed thoroughly on 16 April 2023, sampled on 17 April 2023 in the morning and hopefully begin deploying meters starting 18 April 2023. The website already has an explanation as to status and will begin the matrix on 13 April 2023. There is an unusually high volume of calls expressing interest in the schedule of events.
9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that on 29 March 2023 the BRWD, WWD and Great Salt Bay Sanitary District met with the *Tata and Howard* (engineering firm selected to complete the regionalization engineering study) and Maine Department of Transportation (MDOIT) engineers to discuss the planning related to installing water service within Route 27 and Route 1. The manager described the meeting as “pleasant and productive”.

The board was reminded of the trustee dinner at the Brunswick and Topsham Water Treatment Plant, 11 May 2023 at 1730 hr. where the manager informed the board that the presentation would be brief, the food and the company very good, and something cool to check out!

10. **LAND ACQUISITION UPDATE** –No change in status
11. **CAMERON POINT SEASONAL WATER MAINS** – The manager reported that on 7 April 2023, the Chairman and he met with a key landowner at Camerons Point, of whom, the district needs to procure an easement. The discussion was described as very productive, after which the manager was to contact *Griffin & Harris Law Offices* later that week to get the project started. The individual who met with the chairman and manager, besides being extremely accommodating to the district, had taken it upon himself to act as a facilitator for the second easement necessary to complete the loop. Overall, the manager described the meeting as extremely positive, and the manager was optimistic success could be achieved early that summer.
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** – On 29 March 2023 the Southport Board of Selectmen approved a special election to be held on 30 May 2023 for the residents of Southport to vote on the proposed debt limit change. This will occur approximately three weeks after the towns of Boothbay and Boothbay Harbor vote at their town meetings. This is legal and this could be advantageous for the district to get over the line successfully.
16. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – The DD did not get as far as they wanted to prior to seasonal turn-on and therefore would have to tie in the existing seasonal customers on East Side Road into the old water main initially and move them over later in the spring once the loop was complete. As of now the first quarter of driveways had been cut in the town right-of-way and a tap had been completed on the four-inch trunk line to accommodate the looping project. The manager informed the board that the district would be using *Reny Construction* to complete the driveway crossings. Approximately 5% of the project was complete at that time.
17. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – No change in status.
18. **SIVC WATER MAIN REPLACEMENT PROJECT** - On or about 18 April 2023 the SIVC water main would be charged and assessed for damage. The manager explained that by initiating this so early it would allow for sufficient time to repair winter damage should it be found as expected, and if no damage is found, give plenty of time for SIVC to bring **their system** back to life.
19. The meeting was adjourned at 1940 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.

END OF MINUTE

Respectfully Submitted,

Jonathan E. Ziegra
General Manager