

12 March 2024

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 27 FEBRUARY 2024

The Board of Trustees convened at 1800 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; Trustee Stover, Boothbay; Jonathan Ziegler, Manager. Guests: Dale Harmon, Distribution Foreman. Absent: Marcia Wilson, Administrative Manager (AM).

1. The board approved the minutes 13 February 2024.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.
2. The board approved payroll for 13 February 2024 & 20 February 2024.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
3. The board approved transactions for 12 February 2024 through 23 February 2024.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
4. The board went into executive session 1 M.R.S.A. §405(6)(A) *personnel matters* at 1806 hr.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
5. The board came out of executive session at 1820 hr.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
6. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 27 February 2024*. The value of the billing of routes 5 & 6, which would be released on 1 March 2024, is \$58,312.13. During the previous period the district received three (3) new service applications but put no new services on to the system.
 - a. **BRWD Budget Performance Report as of 31 January 2024** – The manager presented the board the budget performance report through the end of January. The manager explained that the AM was on vacation but had been thoroughly briefed and concurred with the AM that there existed no “red flag” items. The board concurred and accepted the report.
 - b. **General Manager Search** – The manager alerted the board that he was nearing the end of his “homework assignment” which he would be sending to Maine Rural Water Association (MRWA) in preparation of Ms. Kirsten Hebert’s visit to the board scheduled for 12 March 2024 to officially begin the search process.
 - c. **Unaccounted for Water Percentage** – The manager informed the board that in 2023 the district registered an 8.5% “unaccounted for water” rate. The board thought this performance to be acceptable and instructed the manager to pass along their congratulations to staff.

| Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 13 February 2024 | |
|--|------------------------|
| Account | Balance |
| Business Checking | \$ 25,155.63 |
| Deposit Sweep Account | \$ 447,228.22 |
| Liquidity Total | \$ 472,383.85 |
| DESIGNATED FUNDS | |
| BBH 2007 Sinking Fund | \$ 20,350.40 |
| Land Acquisition Fund | \$ 2,517.37 |
| Capital Reinvestment Fund | \$ 483,264.53 |
| Mt Dora Easement Escrow | \$ 4,791.08 |
| Southport Sinking Fund | \$ 74,669.36 |
| EBB Upgrade 91-20 | \$ 62,322.92 |
| Bank of Maine Unemployment CD | \$ 17,383.14 |
| Designated Fund Total | \$ 665,298.80 |
| TOTAL CASH RESERVES | \$ 1,137,682.65 |

- d. **Annual Financial Audit** – The manager informed the board that the auditors from *Rumyon, Kersteen and Ouellete* where on-site 19 & 20 February 2024 completing the field portion of the annual audit. The manager informed the board that upon the auditors exit interview, no severe malfunctions were noted.
- e. **Casco Bay Estuary Partnership Talk** - The manager reported that he spoke at a “lunch and learn” meeting of the Casco Bay Estuary Partnership function on the topic of 5-Rivers efforts to develop the Rt 1 & Rt 27 corridors to ensure long-term water supply redundancy for the citizens of the Boothbay Region.
7. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:

We submitted reimbursement documentation for our 2023 Source Water Protection Grant (see attached) and have been approved for \$20,000 in reimbursement.

319 grant: We have preliminary work plans from Dirigo Engineering for Adams Pond Road projects. We meet on March 13 with Dirigo and Boothbay Public Works to review plans and set a tentative work timeline. We meet the same morning with Rebecca Jacobs (KLSWCD) and Jen Dunlap (CMBG) to discuss buffer creation parameters and timelines.

We had applied for a Maine Conservation Crew to assist with buffer creation. Because of the uncertainties with the project, we will still have a crew here this year but have cut back on the number of individuals and time period requested. Right now, we expect 3 crew members here for two weeks in the beginning of September. If we are unable to work on the buffer, they will continue invasive plant control projects on District properties and at the YMCA camp. The crew will be housed this year at the YMCA camp.

In conjunction with the Boothbay Region Clean Drinking Water Initiative, we will host two water-related education events in the next week. On February 28 at 5 pm, Rebecca Jacobs will give a presentation called Watershed 101 at CMBG. On March 5 at 5:30 pm at Bigelow Laboratory, Dr. Rachel Sipler and I will present on Adams Pond and Knickerbocker Lake water quality monitoring and factors that affect lake quality. .

8. **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 HR issues currently.
 - b. **Training Update** – Training is on-hold until after disaster recovery and seasonal turn-on.

9. **TREATMENT DIVISION (TD)** –The manager reported raw water quality continued to improve. Filter train efficiency for filter performance has improved to 80%, with clarifier performance remaining at 100%. For the previous period, finish water production averaged 0.3067 MGD, exceeding that of the same period in 2023 which averaged 0.2326 MGD. Key chemical additions remain normal.

Staff had begun the annual rebuild of all chemical injection pumps and are developing SOP's, including all pertinent data, to go with each pump to maintain pump status for future reference.

10. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD continued to deal with disaster recovery, normal job orders, continuous improvement to the year-round water system and regulatory compliance activities.
 - a. **Disaster Recovery** – The manager reported that the DD were working that day on Capital Island in Southport, assisting in the causeway repair, ensuring the unbroken water main was properly re installed. In Little River in East Boothbay, the district remained in a holding pattern until the town of Boothbay's contractor, *Crooker Construction*, had completed the roads rebuild, which was ongoing. The manager concluded this report by informing the board that the district was still unsuccessful in acquiring a diver to inspect the Squirrel Island water main.

 - b. **Water Main Break, Middle Road, Boothbay Harbor** - On 27 February 2024 a water main break occurred at the south end of Middle Road in Boothbay Harbor in a 2 ¼ “ cast iron water main spur. The break was repaired in shift with the assistance of *E.M. Wood Construction*.

11. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that on 28 February 2024 the group would be meeting with representatives from *Tata & Howard* to go over the initial design of the Rt 1 and Rt 27 corridor development plans. There will be more to report at the next meeting concerning this effort.

12. **LAND ACQUISITION UPDATE** –No change in status.

13. **CAMERON POINT SEASONAL WATER MAINS** –No change in status.

14. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager reported the final progress meeting for a few months was held on 14 February 2024 with the board providing a copy of those meeting minutes.
15. **LAND ACQUISITION UPDATE** – No change in status.
16. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
17. **OCEAN POINT WATER MAIN LOOPING PROJECT** –The project is reported to be shut down for a month or two.
18. **FILTER WASTE RECYCLING PROJECT** –No change in status.
19. **SOLAR POWER** – The manager reported that he was trying to meet with the town manager of Boothbay, regarding the status of the capped landfills suitability for solar power array installation. The manager informed the board that he had discussed the possibility of installing a solar farm with Novel Energy, who had originally committed to doing a design/cost estimate for the district to install the infrastructure, who then stated that they were now all in on community solar farms and would not be doing new installs for the foreseeable future.

The manager asked the board if he should investigate the possible participation of the district in a solar farm for power, even though the board should be aware that the district would be paying a premium for electricity. The manager then explained that the current price for electricity was being subsidized by the state which had kept the cost of electricity competitive. However, the manager stated, “what the government giveth, it will take away” and feared being left with unexpected, unreasonable electric rates soon.

The manager was instructed by the board that the solar electricity must be generated on the Boothbay peninsula, preferably owned by the district, citing the success stories both by the municipality of Southport and Bigelow Laboratories.

20. **2022 REVISIONS OF THE LEAD AND COPPER RULE** –No change in status.
21. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status
22. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – No change in status
23. **AFFORDABLE HOUSING PROJECTS** – The manager informed the board that on 23 February 2024 he met with the Boothbay Harbor Affordable Housing Group after he had been verbally assaulted by a resident, on Alexander Way the day after the most recent Boothbay Harbor Planning Board meeting. Innocently, a planning board member had read an e-mail that the manager had sent to the Boothbay Harbor Affordable Housing Group, stating the district could no longer support the project at this time due to disaster recovery, with a tentative date after 1 May 2024 where the district could possibly support.

The manager went on to relay, from what he understood from the furious resident from Alexander Way, among the many issues raised during this semi-understandable stream of consciousness was that there existed no easement on the belligerent’s property within Alexander Way for the water main installation. Subsequently the Boothbay Harbor Planning Board made the Boothbay Harbor Affordable Housing Group produce proof of

the easement. As it turns out, the angry resident did sign the easement listing the district by name as allowed to operate within Alexander Way, on 23 February 2023.

Regarding the Boothbay Affordable Housing Project, the district had been informed that the water main installation was scheduled to begin during the week of 11 March 2024. In response, DD staff had properly welded 980-feet of the 1000-feet needed and would begin construction of 12” valve packages in the Curtis Annex the following day to pre-stage for installation.

24. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status
25. The meeting was adjourned at 1845 hr.
Trustee Climo motioned, Trustee Stover second, vote: Yea unanimous.

END OF MINUTES