

23 January 2024

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 9 JANUARY 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. Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guests: None. Absent: Trustee Stover, Boothbay; Trustee Blakeslee, Boothbay Harbor.

1. The board approved the minutes 26 December 2024.
Trustee Climo motioned, Trustee Tharpe second, Yea: unanimous.
2. The board approved payroll for 26 December 2023 & 2 January 2024.
Trustee Climo motioned, Trustee Tharpe second, vote: Yea unanimous.
3. The board approved transactions for 25 December 2023 through 5 January 2024.
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 9 January 2024*. The billing for routes 3,4 & 13, to be released on 1 February 2024 was still being tabulated and would be reported at the 23 January 2024 meeting. During the previous period the district added no new customers and received no applications for new services. The new rate sheets had been updated and posted on the district’s website. Work continued setting up the new billing software with the projected start-up now moved back to 1 February 2024.
 - a. **2024 BRWD Budget Status Report**– The manager provided the board clarification and questions generated at the 26 December 2023 trustee meeting for the line items listed below.
 - i. 222.10 – 2025 Utility Truck - As pointed out during the previous trustee meeting, the budgeted amount to purchase this vehicle seemed low. Upon investigation this was true, especially when considering this new truck is sized to handle pulling the new Vac Trailer. As quoted the new truck will cost approximately \$62,000 with \$70,000 budgeted to allow for other ancillary costs that may be encountered.
 - ii. 427.40 – Vac Trailer – This accounting line item was added to account for the interest payment for the new Vac Trailer purchased in 2023.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 9 January 2024	
Account	Balance
Business Checking	\$ 25,637.70
Deposit Sweep Account	\$ 366,125.82
Liquidity Total	\$ 391,763.52
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,350.05
Land Acquisition Fund	\$ 2,517.33
Capital Reinvestment Fund	\$ 483,256.35
Mt Dora Easement Escrow	\$ 4,791.00
Southport Sinking Fund	\$ 74,668.15
EBB Upgrade 91-20	\$ 62,321.87
Bank of Maine Unemployment CD	\$ 17,383.14
Designated Fund Total	\$ 665,287.89
TOTAL CASH RESERVES	\$ 1,057,051.41

- iii. 601.10 – Wages – Trans/Distribution – Gen. Maintenance – During the 26 December 2023 trustee meeting, Trustee Climo inquired why this accounting line item was budgeted in 2023 to \$15,000.00 with \$49,010.00 charged to it, and why the 2024 budget was escalated to \$60,000.00. This line item is used by the district to track labor for new construction. In 2023 the manager relayed that he had horribly underestimated the effort that was required to complete the East Side Road Water Main Looping Project, completed September 2023 which was the cause of the cost overrun. In 2024 there exists the possibility that the district may complete more construction in-house, than ever before. The reason for the inflated budget is that the district will be participating in one, possibly two affordable housing projects, the Joppa Road Water Main Upgrade Project, rerouting of Adams Pond Road, and the first phase of the Squirrel Island Water Main Replacement Project with all labor expended in these efforts charged to this accounting line item.
- iv. 601.71 - Accounts Receivable - The expansion of this accounting line item was due to the addition of a full-time equivalent (FTE) in the accounts receivable position as authorized by the board in 2023.
- v. 615.63 – Purchased Power Knickerbocker Lake Intake – Because of the abnormally high rain experienced in 2023, and the poor raw water quality of Knickerbocker Lake, the Knickerbocker Lake Intake was only used to extract 13.9 MG of its allotted 51.5 MG. The “actual” value of \$6,900 was correct but the installation was underutilized in 2023. Taking into consideration, dramatic *Central Maine Power* (CMP) rate increases in 2023, the \$12,000 budgeted will be needed should this water resource be fully utilized in 2024.

- vi. 635.9 – Water Analysis- All - In 2023 the various regulatory entities of which the district must submit to, did initiate unprecedented, unreasonably restrictive regulation regarding PFOA/PFAS, with very dangerous legislation still pending. Preliminary testing of raw water reserves shows between 2.0 ppt to 3.5 ppt concentrations with EPA proposing a MCL of 4.0 ppt.

The manager continued to explain that he had no definitive idea as to the source(s) of this contamination within the Adams Pond watershed and no idea of the impact to the raw water of Knickerbocker Lake due to the massive groundwater contamination created by the *Coastal Maine Botanical Gardens* (CMBG) ultimately discharging into the lake. The sources of contamination need to be identified and removed if the district was to avoid the \$4M outlay the rate payers would need to make for additional treatment facilities at the Adams Pond Treatment Plant. The funding increase as proposed in this accounting line item will be used for not only routine sampling needs but to investigate the sources of PFOA/PFAS so that the district can aggressively have these sources remediated or removed.

- vii. 650.77 – Maintenance Vac Trailer - This line item was added and sufficiently funded after being identified as being required by the trustees. The reason this was not included in the original budget proposal was because of an oversight on the general manager’s part. The manager thanked the board of trustees for flagging this deficiency.

The board, satisfied with the remaining explanations outlined above, approved the Boothbay Region Water District 2024 Budget.
Trustee Climo motioned, Trustee Tharpe second, vote: Yea unanimous.

- 5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:

We submitted our annual Knickerbocker Lake Withdrawal report, subject to our NRPA permit, in December. Copy attached.

319 grant: Our plan is to complete both the Adams Road relocation project and road work in the vicinity of Watershed Tavern by the end of 2024. We have signed the grant contract with DEP. Dirigo was here in December to survey the road and is developing plans. Knox Lincoln Soil and Water Conservation District and CMBG will walk the site with me this week to begin planning for the vegetated buffer. Once we have plans, we will begin public outreach.

We meet today with Bigelow Laboratory to discuss research projects for 2024. With funding from our 2024 Source Water Protection Grant, we funded a harmful algal project in both ponds in 2023. (See attached report) We expect to continue this collaborative project with Bigelow, as well as other research in the watershed in 2024, and will seek grant funds to fund this partnership.

We have renewed our no spray agreement with Maine DOT. This year we will need to cut the ROW to prevent regrowth of saplings.

- 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 informed the board that former trustee, Harry Pinkham fell and broke his arm/shoulder. He had been at *MidCoast Hospital* but was now recuperating at the *Zimmerli Unit*. No issues with current employees are noted.
 - b. **Training Update** – The annual Maine Water Utilities Association Annual Meeting and Tradeshow will occur 31 January 2024 and 1 February 2024 at the Augusta Civic Center. This show is very good with an excellent tradeshow. All staff will be cycling through this event and the trustees are invited.
7. **TREATMENT DIVISION (TD)** –The manager reported raw water quality remained below normal for treatability. Filter train efficiency for filter performance remains at 70% and clarifier performance at 91%. For the previous period, finish water production averaged 0.3208 MGD, exceeding that produced during same period in 2022 which averaged 0.2542 MGD. Key chemical additions remain 15% below normal.

Since the previous meeting Filter #1 has been taken out of service for a thorough cleaning and paint touch up. The filter was then reflooded, tested and put back into service. Filter #2 is currently out of service receiving the same level of maintenance.

The DD continues to focus is winter maintenance and training of junior staff.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD continued meeting all regulatory requirements and fulfilling all job orders. Box and rod repairs were continuing along with organizational efforts within the Lew Curtis Annex. Approximately 60% of the workforce in the DD remain reassigned to the TD. Lastly, snow removal remained a priority with all equipment necessary on site, maintained and ready for use.
2. **5 RIVERS REGIONAL WATER COUNCIL** – The next Superintendents’ meeting will be held on 17 January 2024 with the legislative elements of the MRWA in attendance. A discussion on kicking off an effort for deregulation from PUC was reported to be on the agenda. I may be asking our state representative to sponsor a bill on behalf of the organization for deregulation.
9. **LAND ACQUISITION UPDATE** –No change in status.
10. **CAMERON POINT SEASONAL WATER MAINS** –No change in status.
11. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager reported since the previous meeting, work had continued along Montgomery Road with the majority of the main installed but not connected to the system. This will continue either until completion or the weather blocks the contractor out. In addition, the laterals installed within Ocean Point Road will be repaved this week due to their poor condition.
12. **FILTER WASTE RECYCLING PROJECT** –No change in status.
13. **SOLAR POWER** –No change in status.
14. **2022 REVISIONS OF THE LEAD AND COPPER RULE** –No change in status.
15. **SIVC WATER MAIN REPLACEMENT PROJECT** –No change in status.

16. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** –The manager informed that the next meeting of this working group was 10 January 2024.
17. **AFFORDABLE HOUSING PROJECTS** – The manager reported that on 4 January 2024 a preconstruction meeting for the *Boothbay Affordable Housing Project* was held at the Boothbay Town Offices with all the players in attendance. The project was to start within the next few weeks. The manager informed the board that the district had ordered materials and wherein the district was informed by its supplier that the pipe was backordered 25-weeks from the manufacturer. However, the manager informed the board that the district should be able to work around that problem with connections made with other utilities, but nonetheless informed the board that material unavailability may slow this entire project. The district had ordered materials for all other 2024 planned projects as well. No further word had been provided to the district regarding the Boothbay Harbor project.
3. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – The manager reported that on 2 January 2024 the town of Southport notified him that they would like to proceed with the water main replacement project for Joppa Road in Southport. This project would be constructed of 8” high density polyethylene (HDPE) pipe with a hydrant installed and all ductile iron valving and appurtenances. The district would provide labor and machine use free of charge, as it would for any other municipality completing a similar endeavor.

The manager then informed the board that this project was the first of its kind, wherein a municipality had approached the district for a water main project, fully partnering with the district. The manager intended to broadcast this event to both the town of Boothbay and Boothbay Harbor to encourage the municipalities served by the district to follow suit for specific projects within their borders.

18. The meeting was adjourned at 1846 hr.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.

END OF MINUTES