

8 August 2023

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 25 JULY 2023

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tharpe, At-Large (Treasurer); Trustee Anthony, Boothbay (Clerk); Trustee Blakeslee, Boothbay Harbor; Trustee Tibbetts, Boothbay Harbor; Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guest: None. Absent: Trustee Stover, Boothbay.

1. The board approved the minutes for 11 July 2023.  
*Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.*
2. The board approved payroll for 11 July 2023 & 18 July 2023.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.*
3. The board approved transactions for 10 July 2023 through 21 July 2023.  
*Trustee Climo motioned, Trustee Blakeslee, second, vote: Yea unanimous.*
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 25 July 2023*. Routes 3,4 & 13 would be billed on 1 August 2023 with a value of \$457,388.70. During the previous period the district received three (3) new service applications and added four (4) new annual customers and six (6) new seasonal customers.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 25 July 2023</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,210.23
Deposit Sweep Account	\$ 519,747.16
<b>Liquidity Total</b>	<b>\$ 544,957.39</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,348.00
Land Acquisition Fund	\$ 2,517.08
Capital Reinvestment Fund	\$ 483,207.63
Mt Dora Easement Escrow	\$ 4,790.60
Southport Sinking Fund	\$ 65,333.60
EBB Upgrade 91-20	\$ 62,315.58
Bank of Maine Unemployment CD	\$ 17,365.77
<b>Designated Fund Total</b>	<b>\$ 655,878.26</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,200,835.65</b>

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

*There is an affidavit for Gerry to sign tonight related to the MacFarland land acquisition DWP loan. We did not record the mortgage signed in January 2023 and cannot locate the original signed mortgage. We will record the affidavit and mortgage once signed and notarized.*

*We responded to a series of questions posed by Brian McDonald. The inquiry caused us to revisit the conservation easement we hold over the Cozzzi property (attached). We have not monitored the property as required every three years. Based on observations from the water, we believe the Cozzzis are likely not in compliance with the conservation easement. Because of the strained relationship with Cozzzi, we are considering the best way to address the situation, including possibly transferring the easement to BRLT.*

*We have had preliminary discussions with CMBG regarding the former Murray property, now owned by Linekin Road Capital LLC (formed by David Emery, former CMBG Board President). Linekin Road Capital has been in contact with CMBG about transferring the property. We provided information in support of land conservation to Gretchen Ostherr (see attached).*

*Several education events/activities are happening this summer. Education programs have occurred/will occur with Boothbay Region Clean Drinking Water Initiative at CMBG (3 events in children's garden July & August), YMCA Camp (3 water education day events with Louisa Crane of Knox Lincoln Soil and Water Conservation District, July & August)) and at Bigelow Laboratory (Open House July 21- Dr. Rachel Sipler). We have produced a poster that will be posted around town (attached) and are working on a public outreach event at local breweries. Gretchen Ostherr's article in Boothbay Register re: drinking water can be found here: <https://www.boothbayregister.com/article/water-heart-gardens-mission/175612>*

*Water sampling has been ongoing and has been expanded this year to include an algae assessment project with Bigelow Lab (sampling every two weeks, focused on harmful algae/toxins) and PFAS in watershed streams (sampled once to date). We meet with Bigelow Lab (Sipler) this week to firm up our relationship re: water sampling and will discuss a possible PFAS project, as well.*

*Boothbay's Code Enforcement Officer has resigned. We meet with Boothbay's new part-time CEO and Dan Bryer to revisit our CEO/watershed relationship this week. The Boothbay CEO office was already understaffed prior to Lorrain's departure and communications with that office were not up to par.*

*We understand that questions have been raised regarding the blue rubber tire material used to cover the children's playground. We were not consulted prior to its installation but did consult with the Town when this issue was raised by Kevin Anthony. Based on extensive information provided by Dan Bryer on the material, we concluded that potentially harmful substances are bound and not likely to leach or otherwise affect Adams Pond or its watershed.*

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** – Annual safety training to be provided by New England Water and Wastewater Training Associates (NEWWTA) has been postponed due to personal issues with the contractor. The AM was working on rescheduling. The annual Maine Water Utilities Association (MWUA) Lobster Bake was scheduled for 10 August 2023 at the Cumberland Fairgrounds. Trustees were encouraged to attend.
  
7. **TREATMENT DIVISION (TD)** – The manager reported filter train efficiency had dropped to 67% efficiency for filter performance but remained at 100% for clarifier performance. For the previous period, finish water production averaged 0.7879 MGD, coming in under that recorded for the same period in 2022 which averaged 0.9647 MGD. Key chemical additions were well above average, averaging 80% above normal, a condition directly linked to higher-than-average rainfall thus far into the summer season. Adams Pond remains well over 100% of total usable capacity.
  - a. **Raw Water Pump #1 (RWP1) Variable Frequency Drive (VFD)** – *Stultz Electric* will be here this week installing the new VFD.
  - b. **Knickerbocker Lake Operations** - The district began to draw from Knickerbocker Lake on 20 July 2023. As of that morning, the district had withdrawn 4,729,200 gallons. A website total would be posted that week and continue through withdrawal operations. The Knickerbocker Lake Association (KLA) had been notified on 19 July 2023 of the resumption of Knickerbocker operations by the district.
  
8. **DISTRIBUTION DIVISION (DD)** – The manager reported normal work evolutions continued with all routine work current. Further actions by the DD will be discussed below.
  
9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that on 19 July 2023 the region’s superintendents met for a brief meeting in Wiscasset. Items discussed included an update of the Wiscasset Water District (WWD) efforts with the pending amalgamation with Edgecomb, the interconnection study status report, PFOA & PFAS regulatory insanity, and a wrap up of legislative affairs. The manager then briefed the board as at to the status of LD 75 (the Maine bill that would lower PFOA/PFAS in drinking water to a theoretical zero) stating that instead of killing this bill, the legislature tabled it, effectively allowing it to remain alive into the next legislative session which has put the industry on high alert due to the devastating financial consequences it would have on drinking water utilities across the state. As an aside, this bill is listed as having “no economic impact”, if passed, would cost the regions rate payers \$4M if enacted.
  
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** – The manager reported that a preconstruction meeting was held on 12 July 2023. The project was scheduled to begin on 24 July 2023. All contracts were current with the preconstruction meeting minutes presented to the board separately.
13. **FILTER WASTE RECYCLING PROJECT** – the manager reported that design work continues. *Krofta*, a consultant to *Dirigo Engineering*, was scheduled to be on-site 26 & 27 July 2023 to evaluate the districts filter waste stream and jar test thickening polymers, in specific concentrations, to choose the right polymer at the right concentration to base the final design. Overall, the project was moving significantly forward.
14. **SOLAR POWER** –The manager reported that he would be meeting with a solar power contractor the following week to discuss solar options for the district.
15. **BARTERS ISLAND WATER MAIN IMPROVEMENT PROJECT** – The manager reminded the board that this project was the priority for the DD currently. Staff were nearly through the area currently served and almost in an area where they could begin some open field running. The total project is about 30% complete but making great strides forward.
16. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – The manager reported, since the previous meeting, DD staff had dedicated approximately 80 man-hours to begin populating the “known” information, with approximately 1,000 of the existing 3,800 customers recorded successfully within the EPA reporting matrix. The manager explained that this evolution needed to be completed first to direct staff as to where to begin exposing services.
17. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status
18. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – The manager reported, both CMBG and YMCA had jointly hired *Dirigo Engineering* to complete the design and funding portion of the proposed project. The next meeting where district staff were invited was scheduled for 23 August 2023.
19. **AFFORDABLE HOUSING PROJECTS** – No change in status.
20. **WATER MAIN EXTENSION GEACKLIN ROAD** – The manager reported that on 12 July 2023 the DD completed this 1,400 ft., two-inch, high-density polyethylene (HDPE) water main extension. The water main had successfully passed both disinfection testing and pressure testing, with workmanship of the highest quality. All accounts were settled with no outstanding balances noted. The manager recommended the board accept the new water main. The board accepted the new water main.  
*Trustee Climo motioned, Trustee Blakeslee, second, vote: Yea unanimous.*

21. **MCDONALD QUESTIONS** – The manager presented the board with a report listing the answers to the series questions presented to the district by Mr. McDonald, on behalf of Mr. Cozzi, which were delivered to Mr. McDonald on 21 July 2023 as promised. Additionally, the manager presented to the board a of an e-mail directed to the manager, and answered by the manager, from and to Ms. Paula Arsenault, President, Knickerbocker Lake Association (KLA), which she had submitted to the district on behalf of Mr. Cozzi as well.
22. The meeting was adjourned at 1947 hr.  
*Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.*

END OF MINUTES