

25 June 2024

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 11 JUNE 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; Marcia Wilson, Administrative Manager (AM); Jonathan Ziegler, Manager. Guests: Mr. Troy Gauthier, Customer Service Representative (CSR); Mr. Trevor Morin, CSR; Mr. A. J. Nelson. Absent: None.

1. The board approved the minutes of 28 May 2024.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.
2. The board approved payroll for 28 May 2024 & 4 June 2024.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
3. The board approved transactions for 27 May 2024 through 7 June 2024.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
4. **ADMINISTRATION**– The manager provided the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 11 June 2024*. Billing for routes 1 & 2, to be released on 1 July 2024, were still in-process and would be reported at the 25 June 2024 trustee meeting. During the previous period the district received seven (7) new service applications and added no new annual accounts but did add two (2) new seasonal accounts to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 11 June 2024	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 1,226,712.73
Liquidity Total	\$ 1,251,712.73
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,351.74
Land Acquisition Fund	\$ 2,517.54
Capital Reinvestment Fund	\$ 483,296.49
Mt Dora Easement Escrow	\$ 4,791.40
Southport Sinking Fund	\$ 74,674.42
EBB Upgrade 91-20	\$ 62,327.04
Bank of Maine Unemployment CD	\$ 17,383.14
Designated Fund Total	\$ 665,341.77
TOTAL CASH RESERVES	\$ 1,917,054.50

- a. **General Manager Search** – The AM provided the trustees with a letter from Ms. Kirsten Hebert, Executive Director, Maine Rural Water Association (MRWA), providing the board with a status report to the executive search. The AM confirmed a meeting with the search committee to take place on 25 June 2024, at 1800 hours in the BRWD Administration Office Conference Room with Ms. Hebert.
 - b. **New Billing Software “Go Live” Status Report** – The manager introduced the district’s two CSR’s, Mr. Gauthier and Mr. Morin, who provided the board with a status report concerning the final installation of the new billing software package, its functionality and overall improvement to servicing all of the district customers both external and internal. The manager explained to the board how excellent a job these two individuals had done in creating this new platform, stating the amount of work was “above and beyond”. The board asked many questions and were pleased with this final report concerning the new billing software system.
5. **NATURAL RESOURCES** - The manager reported that the Natural Resources Program Manager (NRPM) prepared the following report:

319 grant Adams Pond Realignment: We provided the relevant deed and survey to the Town’s attorney. She reviewed these and concluded that the property belongs to the District and the Town has only a proscriptive easement for the road. She spoke with Dan Bryer and told him the same thing. We have nothing in writing. We will attend tomorrow’s night selectboard meeting to get a definitive answer on where we are with this project.

Water quality sampling: We heard from a Knickerbocker Lake resident of an abundance of slimy algae in front of their property that they had not seen before. During routine lake sampling, we surveyed the nearshore and found a lot of filamentous algae at the site and downstream from the site but not elsewhere (this was not an exhaustive survey). The upstream next door neighbor has a pre-1970s septic field within 20’ of the lake shore. This neighbor had reached out to me last year about a lake grant to replace the septic system and had also contacted Code Enforcement about a permit to replace the septic tank. According to Code Enforcement, the permit was never completed and I did not hear from them again. The property sold last winter in a private sale. The new owner said the previous owner told her the leaking system had been fixed.

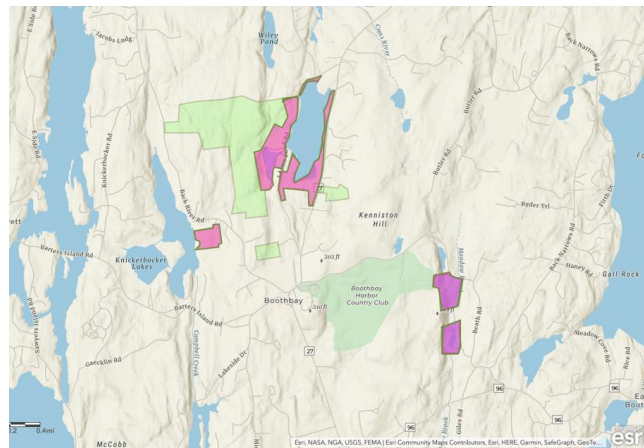
We sampled for coliform bacteria the next day and sampled for Bigelow’s Microbial Source Tracking project the day after (those results not yet available but Bigelow reported there were cyanobacteria in the sample). I also spoke with Code Enforcement and the property owner with the aim to getting the system inspected/ tested. We will do broader cyanobacteria sampling today to see if its distribution is widespread in the lake or is associated with the compromised site. We will continue to follow up with the CEO and property owner.

BRWD Conservation Easement proposal: The Board proposed last year that we investigate the costs of placing conservation easements on BRWD land in the watersheds and the East Boothbay wellfields. Figure 1 shows all potential conservation properties in Adams Pond and Knickerbocker Lake watersheds and East Boothbay wellfields. The Boothbay Region Land Trust estimated that placing conservation easements over all these properties would result in an endowment cost (what BRWD would need to pay BRLT) of \$90,000. The high cost of endowment sent us back to reconsider options.

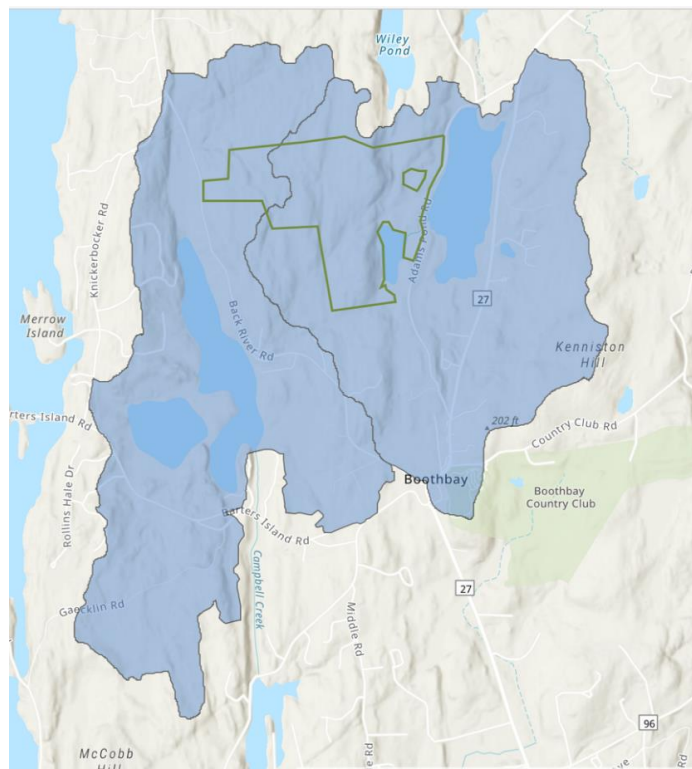
We have now deleted from consideration all properties with BRWD infrastructure, those outside of the watersheds, those at low risk for any future development (Route 27 shoreline property), properties not connected to other conservation parcels, and those where deed restrictions are held by previous owners. We now propose that BRWD pursue conservation easements over 134 acres to the west of Adams Pond. These properties are contiguous with the former Hamrin parcel currently protected by a conservation easement. This would bring the total area protected by conservation easement to 202 acres. BRLT has estimated an endowment cost of roughly \$18,000 to place conservation easements on this area.

We would like to proceed with this modified proposal and request the Board's approval. To reduce endowment costs, we will ask our attorneys to combine property deeds in this area (fewer borders reduces monitoring costs). BRLT will work on CE language/process from their end (it may be possible to amend the Hamrin easement by adding these properties to it). BRWD would be responsible for an environmental baseline of the property (we did this for Hamrin) and marking boundaries. We would expect that this conservation easement project would be completed in 2025.

FIGURE 1. BRWD land in Adams Pond and Knickerbocker Lake watersheds and East Boothbay wellfields. Green-shaded properties are protected by deed restrictions or conservation easement. Pink-shaded properties have no conservation protections in place.



1. **FIGURE 2.** BRWD properties proposed for conservation easement outlined in green.



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 search for a replacement UT remains at the top of the list with no new applicants as of this time.

I will be interviewed by the *Boothbay Register* tomorrow to review my career here, anybody want anything said during that interview.
 - b. **Training Update** – Several individuals are taking Class IV license training. Starting last week and continuing through 25 June 2024 we will be sporadically short staffed until the course is completed, and licenses have been tested.
7. **TREATMENT DIVISION (TD)** – The manager reported raw water quality continued to improve with the onset of drier conditions, allowing filter and clarifier performance to remain at 100%. For the previous period, finish water production averaged 0.6336 MGD, ahead of that recorded in the same period of 2023 which averaged 0.6230 MGD. Again, with drier conditions one could expect more finish water demand. Key chemical additions are approximately averaging 50% below normal. Required sampling for both process and permit compliance are current.
8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD was dealing with the normal, high number of summer job orders, continued improvement to the year-round water system and focused regulatory compliance activities. Additionally, many small improvements to the seasonal system were now being addressed with improvements completed system wide.
 - a. **Supporting DOT in Route 27** – Staff was still working out a plan for the excavation and lowering of the valve boxes in the construction zone. The bypass, skirting the construction area required for the Railway Village culvert replacement, was now complete and tied in.
9. **5 RIVERS REGIONAL WATER COUNCIL** – A superintendents’ meeting was held on 29 May 2024 in Wiscasset. The manager was unable to attend but after reaching out to some of the attendee’s, he reported that current legislation was discussed with changes to the Family Medical Leave Act being considered by the legislature was the main topic of conversation due to the negative effect it will have on the water industry. The manager informed the board that other districts within 5-Rivers were lead on fighting this legislation. Most importantly, an update as to Wiscasset’s study and project for developing the Rt. 1 and Rt 27 corridor was discussed.
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 since the previous meeting, the water system had been tested and was clear of any pathogens. Rt 96 had been repaved, but the manager stated the district had received many complaints as to its poor quality between Back Narrows Road and Bradley Road. The manager informed the board that he had submitted a comment concerning the situation to *Dirigo Engineering* as to the possible substandard paving installation by the contractor. Tomorrow, the next progress meeting will occur, and I will pass along those proceedings' minutes at the next trustee meeting.
13. **FILTER WASTE RECYCLING PROJECT** – No change in status.
14. **SOLAR POWER** –No change in status.
15. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – No change in status.
16. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status.
17. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – The manager attended another meeting concerning this project the previous day. The manager informed the board that CMBG was very interested in getting out in front of this project with the public. On 20 June 2024 at 1800 hrs. a public meeting was scheduled at the Boothbay Town Office to discuss the concept for the extension of sewer and water service to the gardens and beyond. District personnel were prepared for any questions or statements presented by the public.
18. **AFFORDABLE HOUSING PROJECTS** – The manager reported:
 - a. **Boothbay** – Since the previous meeting the new water main had been successfully pressure tested and with the required pathogen still in process with the lab.
 - b. **Boothbay Harbor** – No change in status.
19. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status
20. The meeting was adjourned at 2000 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.

END OF MINUTES

