

13 August 2024

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 13 AUGUST 2023

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

1. The board approved the minutes of 23 July 2024.  
*Trusted Climo motioned, Trustee Blakeslee second, Yea: Stover, Tharpe, Gamage, Blakeslee. Nea: None; Abstain: Tibbetts.*
2. The board approved payroll for 23 July 2024, 30 July 2024 & 6 August 2024.  
*Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.*
3. The board approved transactions for 22 July 2024 through 13 August 2024.  
*Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.*
4. **ADMINISTRATION** – The administrative manager provided the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 13 August 2024*. The values of Routes 5 and 6 billing, are yet to be read and tabulated. During the previous period we received two (2) new service applications and have added three (3) new seasonal accounts to the system.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 13 August 2024</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 613,907.88
<b>Liquidity Total</b>	<b>\$ 638,907.88</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,352.42
Land Acquisition Fund	\$ 2,517.62
Capital Reinvestment Fund	\$ 483,312.60
Mt Dora Easement Escrow	\$ 4,791.56
Southport Sinking Fund	\$ 74,676.79
EBB Upgrade 91-20	\$ 62,329.12
Bank of Maine Unemployment CD	\$ 17,383.14
<b>Designated Fund Total</b>	<b>\$ 665,363.25</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 1,265,089.96</b>

- a. **New GM Announcement** – We welcome Weston Alley (present) who will assume the General Manager position as of September 3, 2024. Congratulations, Weston.

5. **NATURAL RESOURCES** – The Natural Resources Program Manager (NRPM) prepared the following report and submitted it in writing.

### **Natural Resources Program Manager**

**Updates August 2024-** The Natural Resources Program Manager (NRPM) prepared the following report and submitted it in writing.

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
  - Met with Addie Halligan from DEP and Mike Alley from DPW to review engineered plans on site. Addie and I also did the required in person annual review and adjusted the final contract. Waiting for final approval from Addie then signatures from Town Manager and BBRWD General Manager
  - Aaron Dyer, Dirigo Engineer, dropped off stamped copies of the plan
  - Mike Alley is ready to start once the contract is signed. Road re-alignment is the first piece of the project to be done.
  - Contract/project completion is November 2025
- **Clean Drinking Water Initiative**
  - Assisted with the Camp Knickerbocker programs on Tuesdays, August 6 and 13. Brought DO meter and Secchi Disk to demonstrate with the campers.
- **Knickerbocker NPS concerns**
  - Working with CEO Dan Feeney to ensure Stanley Peterson installs a new septic system. Currently using a holding tank. Dan spoke with Stanley the first week of August as well as contractor Kipp. Told the septic is scheduled to be updated. I will stay in touch.
  - Susan Angle and I will meet regarding nps concerns on August 21.
- **Bigelow Labs**
  - Continue to collect HABS samples monthly for testing at Bigelow on Knickerbocker and Adams
  - Scheduled to meet the team in late September to review work, discuss opportunities, etc.
- **Water Quality Testing**
  - Settling into the routine of bi-weekly testing
  - Sue is meeting with Aaron and I on Wednesday, August 14 to review protocols and “dry run” tests to ensure continuity of work
- **Outreach**
  - Putting press release in late August for the matching grant up to \$1000 for landowners in watersheds to improve best practices and/or mitigate any concerns
  - Presenting on the Adams Pond Road re-alignment project at the Rotary Club meeting on Thursday, November 14.

There was discussion regarding the Adams Pond Road Re-alignment and road improvements, specifically the 100-foot requirement from the shoreline and the impact that might have. The discussion was tabled for follow up at a future meeting. Trustee Tharpe asked if the NRPM could attend future Trustee meeting monthly to allow for additional Q&A.

6. **SAFETY & TRAINING UPDATE** – The administrative manager reported that there had been no safety violations or known missed inspections during the previous period.
- a. **Human Resources (HR)** – Union Negotiations are set to begin soon after Jon Ziegler’s vacation. We have reached out to our attorney – Doug Currier with Verrill Dana. Smith Climo will be doing the negotiations along with Jon/Weston, this is scheduled to begin in early September 2024.
  - b. **Training Update** – Trevor Morin and Aaron Durgan have recertified their licensing for backflow prevention. Aaron Durgan is testing today for his Treatment III and IV, Tyler Campbell is testing today for his Distribution and Treatment II.

7. **TREATMENT DIVISION (TD)** – Last Raw water quality continues to remain good, allowing filter and clarifier performance to stay at 100%. For the previous period, finish water production averaged 0.7999 MGD, very much ahead of that recorded in the same period of 2023 which averaged 0.7376 MGD. Key chemical additions are lower than last year at this time.

- Finish water flow average this past week is 0.7999 MGD. Last year the flow average was 0.7376 MGD.
- The current alum dose is 13.0 Mg/l on Knickerbocker. Last year it was 15.1 Mg/l on Adams Pond. Less rainfall this year.
- The current caustic dose is 5.4 Mg/l last year was 7.2 Mg/l
- The filter run time is at 77%. Last year it was 72%.
- The clarifier run time is at 91%. Last year it was 73%.
- Over the weekend the lead backwash pump failed to run, and the lag backwash pump tripped as well. This was due to a power surge from CMP power outage.

I had Arron reset breakers and reset buttons on the motor starters. Still not operating. Called Eric Reed and discussed the issue with him. Ultimately, we got the pumps to run by jarring the motor starters from outside the cabinet.

Eric came on Monday morning to gather model numbers on the starters so they can be replaced.

Required sampling for both process and permit compliance are current. Withdrawals from Knickerbocker Lake. As of this morning 19,000,000 gallons have been withdrawn from Knickerbocker Lake.

- a. **Knickerbocker Lake Withdrawal Report – please see below:**

<b>Table 2</b>			
<b>Boothbay Region Water District</b>			
<b>2024 Knickerbocker Lake Water Withdrawal Report</b>			
<b>Start Date</b>	<b>End Date</b>	<b>Gallons Pumped</b>	<b>Gallons Remaining</b>
Gallons Allowed to be Withdrawn by NRPA Permit			51,500,000
22-Jul-24	28-Jul-24	4,591,800	46,908,200
29-Jul-24	4-Aug-24	6,696,800	40,211,400
5-Aug-24	11-Aug-24	5,944,800	34,266,600
<b>Total Withdrawn</b>		<b>17,233,400</b>	<b>34,266,600</b>

- a. **Drought Status Report** – Please see correspondence.
  - b. **Seaplanes on the District’s Water Resources** – Please see Correspondence.
8. **DISTRIBUTION DIVISION (DD)** – The DD continues to deal with normal job orders, continuous improvement to the year-round water system and regulatory compliance activities. See below for specific status on projects and efforts.
- a. **Red Water Problem in Ocean Point** – After our night work completed over three nights conducting the hard flush, the issue was resolved, and we have had no further complaints.
9. **5 RIVERS REGIONAL WATER COUNCIL** –No change in status
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** – No change in status
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** – As soon as the required work is completed, MAINE DEPARTMENT OF TRANSPORTATION (DOT) PROJECT – RT 27 REHABILITATION, a crew, led by Shawn Simmons, is assigned to complete the final push with uncovering a few hundred services.

- 16. SIVC WATER MAIN REPLACEMENT PROJECT** –*Chairman, Gamage, mentioned that he had a meeting to share facts and thoughts with Debbie Kerr, and BRWD will follow up with Manager to discuss proposed future dates for a follow up meeting.*
- 17. COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** –No change in status
- 18. AFFORDABLE HOUSING PROJECTS** – See below,
- a. **Boothbay** –No change in status
  - b. **Boothbay Harbor** – **Since** the previous meeting the manager reported that he had been contacted by the attorney representing the resident of 1 Alexander Way inquiring if the district could use an undersized easement from Kenney filed Drive. The district’s attorney is addressing the request.
- 19. JOPPA ROAD WATER MAIN UPGRADE PROJECT** – On 10 & 18 July 2024 the manager attended public hearings at the town of Southport concerning the possible adoption of a blasting ordinance exemption for utilities in the public way of Southport. The vote is scheduled for 24 July 2024 with results to be provided to the board at the 13 August 2024 trustee meeting. *Chairman Gamage indicated that this exemption had passed.*
- 20. MAINE DEPARTMENT OF TRANSPORTATION (DOT) PROJECT – RT 27 REHABILITATION** – Since the previous meeting all the valves North of Boothbay Center have been lowered. All that remains are the gate boxes between Boothbay Center and the lights adjacent to Hannaford, with the valves under the lights already lowered.
- 21. CAMPBELL COVE LANE – No change in status (see attached correspondence)**
- Executive Session:** Trustee Smith motioned to go into Executive Session at 7:34 which was seconded by Trustee Blakeslee.
- Trustee Smith motioned to go out of Executive Session at 7:47 pm, which was seconded by Trustee Blakeslee.
- 22.** The meeting was adjourned at 19:48 hr.  
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.

Marcia Wilson  
Administrative Manager

END OF MINUTES

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