

22 October 2024

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 08 October 2024

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 Stover, Boothbay; Trustee Tibbetts, Boothbay Harbor; Marcia Wilson, Administrative Manager (AM); Weston Alley, Manager (GM); **Guests:** Rick Pershken (Dirigo Engineering). **Absent:** Trustee Anthony, Boothbay (Clerk); Trustee Blakeslee, Boothbay Harbor

1. The board approved the minutes of 24 September 2024.
Trustee Climo motioned, Trustee Tibbetts second, Yea: Gamage, Stover. Nea: None; Abstain: Tharpe.
 2. The board approved payroll for 24 September 2024 & 1 October 2024.
Trustee Climo motioned, Trustee Tibbetts second Yea: unanimous.
 3. The board approved transactions for 25 September 2024 through 7 October 2024.
Trustee Climo motioned, Trustee Tibbetts second Yea: unanimous.
1. **ADMINISTRATION** – Attached is Table 1 – *Boothbay Region Water District Cash Account Status Report as of 24 September 2024*. We are in the process of reading books 3,4 and 13 and will have totals for October 22, 2024 trustee’s meeting. During the previous period we had received one (1) new service application and had added one (1) new account to the system.
 - a. **Labor Negotiations** – The district negotiating team met with the unions negotiating team on October 2, 2024, to negotiate the union contract. After discussions with each other the union team decided that they must present items that were discussed to the rest of the union to vote together on. There will be another meeting on October 21, 2024.
 - a. **Debt Limit increase**- Is the board in favor of raising the Boothbay Region Water District Debt Limit from \$12,000,000 to \$19,000,000, per the acceptance of the referendum voted on by the towns of Boothbay, Boothbay Harbor, and Southport Island in May 2023. (refer to table 2 for official count by town) (*Trustee Climo motioned, Trustee Tharpe second Yea: unanimous.*)
 - b.

Municipality	Yes	No	%
Boothbay	415	156	73%
Boothbay Harbor	337	151	69%
Southport	24	6	80%
TOTAL	776	313	71%

- c. **Report on the Audit of the Financial Statements for 2023**- Attached to this report is a letter to the Board of Trustees and Management. There is also a copy of the audit report for everyone to review, and if there are any questions I will note them and get answers from Haverlock, Estey & Curran, LLC.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 24 September 2024	
Account	Balance
Business Checking	\$ 25,601.89
Deposit Sweep Account	\$ 264,635.10
Liquidity Total	\$ 290,236.99
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,353.10
Land Acquisition Fund	\$ 2,517.71
Capital Reinvestment Fund	\$ 483,328.71
Mt Dora Easement Escrow	\$ 4,791.72
Southport Sinking Fund	\$ 74,679.32
EBB Upgrade 91-20	\$ 62,331.20
Bank of Maine Unemployment CD	\$ 17,383.14
Designated Fund Total	\$ 665,384.90
TOTAL CASH RESERVES	\$ 955,621.89

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

Natural Resources Program Manager
Updates October 7, 2024

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - Contract updates completed. Waiting for signatures from Boothbay town manager, contacted Oct 6th to determine when we'll get the signed contract returned
 - Contacted Jen Dunlap at Coastal Maine Botanical Gardens. Hoping to use their wholesale account with Pierson and other regional nurseries for accessing some larger plants to create more diversity in the new planting. Finalizing Knox-Lincoln SWCD plant order.
 - All payments for 319 grant to be paid first by BRWD then reimbursed monthly or quarterly by the 319 grant funds (ME DEP).
- **Clean Drinking Water Initiative**
 - Waiting for a date to meet with Nick Ullo and Bailey Charron at BRLT on next steps for the conservation easement.

- Nick reviewed new easement proposal (properties directly abutting Hamrin easement). This will create an amendment to the existing easement, easier than creating new ones for each parcel. Estimate for this amendment is between \$10,000-\$20,000. Does the Trustees wish to proceed with this? (the board needed follow up in person next meeting)
- **Knickerbocker NPS concerns**
 - New meeting for trail and other Camp Knickerbocker work in 2025 on Nov 5th
 - Site visits with Dan Feeney, Boothbay CEO; septic, driveway and more in next week or two
- **Adams Pond NPS concerns**
 - Annual review of the Hamrin Conservation Easement. Walked part of the property with Scott and Bailey from Boothbay Region Land Trust on Friday, October 4. After I left, they found recent ATV activity. This is strictly forbidden in the terms of the conservation easement. I will look to increase visible signage as well as drag brush across trails to discourage activity.
- **Bigelow Labs**
 - HABS samples monthly for testing at Bigelow on Knickerbocker and Adams. Testing through October 2024. Will start back up in April or May of 2025.
 - Meeting with Bigelow Team along with Weston and Bailey (CDWI/BRLT) to discuss additional PFAS testing and possible pilot project(s) October 16th
- **Water Quality Testing**
 - Bi-weekly testing as scheduled, October last month for testing 2024
- **Outreach**
 - Presenting on the Adams Pond Road re-alignment project at the Rotary Club meeting on Thursday, November 14
 - Asked to take part in a panel discussion at ME Rural Water Annual Conference in Bangor, Cross Insurance Center, December 10th—sent bio to Kate Warner this week.
- **Trainings**
 - ME DEP: Inland Shoreland Stabilization Practices, October 24, David Moses Education Center, Coastal Conservancy
 - Know Your Milfoils, Lake Stewards of Maine, webinar, November 6th
- **Other**
 - Maine Conservation Corps September 30 to October 7
 - Removed invasive plants along Camp Knickerbocker new trail, Adams Pond Road, Route 27, microburst site, and property line of BRWD’s conservation easement and property of Jeanne Hamrin
 - Piles of debris to be moved to mowed fields near garage or across from plant and burned in the winter

3. **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)** – Gage Seavey started work October 7, 2024.

b) **Training Update** – Cody Brown and Tyler Campbell will be attending a Class I & Class II water treatment and distribution licensing class once a week for five weeks starting this last week.

4. **TREATMENT DIVISION (TD)** –Raw water quality is on a slow decline, probably due to dropping water levels, causing a drop in filter and clarifier performance. Currently clarifier performance has declined to 91% and filter performance has declined to 80%. For the previous period, finish water production averaged 0.6325 MGD, ahead of that recorded in the same period of 2023 which averaged 0.5976 MGD.
- b. **Knickerbocker Lake Withdrawal Report** – Table 2 illustrates the balance of available raw water left to district by permit.
 - c. **Water Reserve & Drought Status Report** – The Boothbay region is currently in a D1 Drought (moderate drought). Adams Pond has 192.6 MG usable, with Adams Pond at 77% usable capacity.
 - d. **Backwash recycling**- After reading the attached authorizing resolution titled **2024 Water bonds- Drinking Water SRF- \$2,631,000.00**, (Backwash recycling project) and seeing the notice of award for the DWSRF, **is the board in favor of moving forward with the Backwash Recycling project?** (*Trustee Climo motioned, Trustee Thorpe second Yea: unanimous.*)

Table 2			
Boothbay Region Water District			
2024 Knickerbocker Lake Water Withdrawal Report			
Start Date	End Date	Gallons Pumped	Gallons Remaining
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
12-Aug-24	18-Aug-24	6,204,300	28,062,300
19-Aug-24	25-Aug-24	5,984,400	22,077,900
26-Aug-24	3-Sep-24	7,761,200	14,316,700
24-Sep-24	29-Sep-24	3,667,000	10,649,700
30-Sep-24	6-Oct-24	4,789,400	5,860,300
Total Withdrawn		45,639,700	5,860,300

5. **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. **Vac trailer**- Vermeer currently has our vac trailer and found what they thought has been causing the issues with it not running properly, it should be returned to us by the end of the week.
 - b. **Seasonal Water Shutdown**- Turn off day is October 17, Dalton had been learning his new route and Gauge was getting a crash course before the 17th and will be assisted by Aaron to walk him through the process.

6. **5 RIVERS REGIONAL WATER COUNCIL** – No change in Status.
7. **LAND ACQUISITION UPDATE** – No change in status.
8. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
9. **FILTER WASTE RECYCLING PROJECT – Backwash recycling**- After reading the attached authorizing resolution titled **2024 Water bonds- Drinking Water SRF- \$2,631,000.00**, (Backwash recycling project) and seeing the notice of award for the DWSRF, **is the board in favor of moving forward with the Backwash Recycling project?** (*Trustee Climo motioned, Trustee Tharpe second Yea: unanimous.*)
10. **SOLAR POWER** – No change in status
11. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – The deadline to submit our inventory report is October 16, 2024. The distribution department is aware of this and is working diligently to have an acceptable form for me to submit by that date. We will not be complete, but we will fill in the blanks as required by the EPA and produce a plan to complete the “unknowns” within the time allowed by the EPA.
12. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status.
13. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – Dirigo Engineering is working on plans to install water main to a pump house in CMBG’s facility.
14. **AFFORDABLE HOUSING PROJECTS** – See below,
 - a. **Boothbay** –No change in status.
 - b. **Boothbay Harbor** – No change in status.
15. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – I will be meeting with Justin Wood this week to discuss the project.
16. **MAINE DEPARTMENT OF TRANSPORTATION (DOT) PROJECT – RT 27 REHABILITATION** – No change in status.
17. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT.** – As you all know we are moving forward with this project. We are currently applying for \$1,432,500 through the DWSRF to meet the EPA’s match requirements. Increasing the SRF will also give us an extra 700’ of main in the ground. After looking at the hydraulics our engineers informed us that installing a 12” HDPE main will give us approximately 850gpm at 20psi because of the inside diameter (10.3”), if we install a 16” HDPE pipe it increases the inside diameter to 12.9” and will increase the flow to 1150gpm. So, moving forward we are planning on installing 16” HDPE instead of 12” HDPE.

END OF MINUTES

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