

08 October 2024

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 24 September 2024

The Board of Trustees convened at 1900 hours. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Anthony, Boothbay (Clerk); Trustee Blakeslee, Boothbay Harbor; Trustee Tibbetts, Boothbay Harbor; Marcia Wilson Administrative Manager (AM); Weston Alley (GM elect); Jonathan E. Ziegler, Manager **Guests:** Rebecca Jacobs (Natural Resources). **Absent:** Trustee Stover, Boothbay; Trustee Tharpe, At-Large (Treasurer)

1. The board approved the minutes of 10 September 2024.
Trustee Climo motioned, Trustee Blakeslee second, Yea: Gamage, Anthony, Tibbitts. Nae: None; Abstain: Stover, Tharpe.
 2. The board approved payroll for 10 September 2024 & 17 September 2024.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.
 3. The board approved transactions for 11 September 2024 through 24 September 2024.
Trustee Climo motioned, Trustee Blakeslee second, Yea: unanimous.
 4. The board went into Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) (Personnel Matters) at 1954 hour.
Trustee Climo motioned, Trustee Anthony second, Yea: unanimous.
 5. The board exited Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) (Personnel Matters) at 1957 hour.
Trustee Climo motioned, Trustee Anthony second, Yea: unanimous.
1. **ADMINISTRATION** – Attached is Table 1 – *Boothbay Region Water District Cash Account Status Report as of 24 September 2024*. The value of routes 1 & 2 billing is \$131,333.39 During the previous period we received one (1) new service application and had added zero (0) new accounts to the system.
 - a. **Labor Negotiations** – The district negotiating team met with the unions negotiating team on September 16, 2024, to discuss the union contracts and what both parties are expecting/wanting. After discussions with each other the district team decided that there needs to be some calculations made and some more thought to some of the requests that were presented. There will be another meeting on October 2, 2024.
 - b. **GM Change of Command Process Update** - Sense the last meeting the outgoing manager and manager elect have met with Craig Douglas at the Brunswick & Topsham Water District, met with Dirigo Engineering, held a 5 rivers meeting at our facility, and visited Denise Douin at the Maine Department of Health and Human Services to assign the new manager as the Primary Designated Operator. September 24, 2024, was Jon's last trustee meeting and will be on terminal leave starting tomorrow until December 31, 2024, unless needed between then and now. Jon has done an excellent job showing me the ropes and has gone above and beyond what

most people would do to help me transition into his position by introducing me to the people that are going to help me along the way and assigning mentors to do the same.

- c. **BRWD Budget Performance Report as of August 31, 2024-** The AM provided details on the report.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 24 September 2024	
Account	Balance
Business Checking	\$ 25,208.91
Deposit Sweep Account	\$ 557,886.98
Liquidity Total	\$ 583,095.89
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,352.77
Land Acquisition Fund	\$ 2,517.67
Capital Reinvestment Fund	\$ 483,320.78
Mt Dora Easement Escrow	\$ 4,791.72
Southport Sinking Fund	\$ 74,678.09
EBB Upgrade 91-20	\$ 62,330.18
Bank of Maine Unemployment CD	\$ 17,383.14
Designated Fund Total	\$ 665,374.35
TOTAL CASH RESERVES	\$ 1,248,470.24

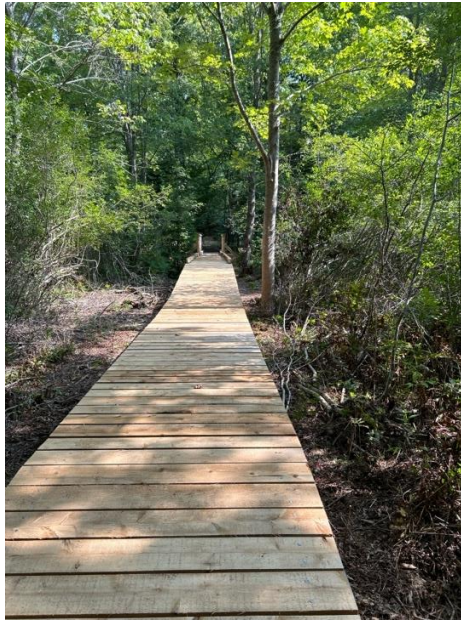
- 2. **NATURAL RESOURCES** – The Natural Resources Program Manager (NRPM) prepared the following report and submitted it in writing.

Natural Resources Program Manager
Updates August 2024

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - Contract updates completed. Waiting for signatures from Boothbay town manager following selectboard meeting on Wednesday, September 25 (7pm town office)
 - I am putting together an order of plants for the former roadbed buffer planting. Bareroot plants will be ordered through Knox-Lincoln Soil & Water Conservation District who has supplied plants for many buffer projects in the past. Order will be completed no later than

December of this year to secure varieties and volumes necessary for the scale of this project.

- **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.
 - Met with the CDWI working group on September 17th. Goal of 3 part speaker series this winter. Coastal Maine Botanical Gardens is willing to host these programs.
- **Knickerbocker NPS concerns**
 - Met with Camp Knickerbocker for their trail expansion/improvement plan. The new trail provides a large buffer between it and the shoreline! There is a fantastic bridge across a wetland and stream. This structure is being paid for by the Stormwater Protection Grant funds (\$10,000) through the water district. Invoice is forthcoming.



- **Adams Pond NPS concerns**
 - Kipp scheduled to repair perched culver behind Patrice Connelly's property. Paid through grant funding.
 - Owners across from BRWD office are converting several sections of lawn to meadow and are working on removal of invasive species after meeting with them in July and volleying emails since
- **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.
 - Met with Bigelow Team to learn more about their lab testing opportunities, current partnership, etc. on Friday, September 20. Bailey Charron from the CDWI/BRLT joined me. The entire team presented their role and findings. Discussion around opportunities to do more testing on PFAS, streams, pilot projects on remediation and more. This is such a fantastic team and resource here in Boothbay. We are so lucky to have them in our "backyard"! I look forward to meeting with the team again soon to discuss expanded opportunities which will provide substantial data and potentially prevent expensive remediation and plant upgrades in the future.
 - *Rebecca will present the slides and opportunities at the October 8th meeting*
- **Water Quality Testing**

- Bi-weekly testing as scheduled, nothing new to report
- **Outreach**
 - Presenting on the Adams Pond Road re-alignment project at the Rotary Club meeting on Thursday, November 14
 - Asked to take part on panel discussion at ME Rural Water Annual Conference in Bangor, Cross Insurance Center, December 10th
- **Trainings**
 - MWUA: Managing Your Water Source & Adapting to Changes was a great training. I have several contacts, particularly at Portland Water District to follow-up with for more information on their programs, outreach and some funding opportunities I hadn't considered.
- **Other**
 - Maine Conservation Corps September 30 to October 7. Focus will be on invasive plant removal. Work will start along new trail at Camp Y, next the new section of road on Adams Pond. Efforts then will go from behind the water district counterclockwise. Piles of plants will be burned in the winter months.

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 had been hired and will start work for the Boothbay Region Water District on October 7, 2024, Cody Brown was certified as a licensed backflow tester.

b) **Training Update** – No change in status.

4. **TREATMENT DIVISION (TD)** – Raw water quality is still improving allowing gains in filter and clarifier performance. Currently clarifier performance is 100% and filter performance has improved to 93%. For the previous period, finish water production averaged 0.7318 MGD, way ahead of that recorded in the same period of 2023 which averaged 0.5678 MGD. Key chemical additions have significantly dropped with improvement in raw water quality, to approximately 50% of average, but this will likely change today as we are switching our raw water source back to Knickerbocker Lake so we can get another PFAS sample for state compliance, and also will stay on for a while so we can give Adams Pond a much needed break. Required sampling for both process and permit compliance are current.

a. **Knickerbocker Lake Withdrawal Report** – Withdrawals were re-started September 24, 2024. Table 2 illustrates the balance of available raw water left to district by permit.

b. **Water Reserve & Drought Status Report** – The Boothbay region is in a D zero drought (abnormally dry). Adams Pond has 192.6 MG usable, with Adams Pond at 77% usable capacity.

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
Total Withdrawn		37,183,300	14,316,700

5. **DISTRIBUTION DIVISION (DD)** – The DD continued 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.
6. **FIVE RIVERS REGIONAL WATER COUNCIL** – The last Superintendents meeting was held here on 17 September 2024. Besides meeting and hazing Weston, legislative actions were a topic of conversation. PUC was a hot topic and in that discussion, there was talk about trying propose payment of dues to change from income to service connections, deregulation, and a RAP program.
7. **LAND ACQUISITION UPDATE** – No change in status.
8. **CAMERON POINT SEASONAL WATER MAINS** – I need to meet with a specific landowner with Gerry prior to the district commencing this project to confirm construction and town property.
9. **FILTER WASTE RECYCLING PROJECT** – The SRF application is still being worked on and being updated day by day, and Dirigo is moving forward every day. The design for this project is full speed with a final design forthcoming. I have copies of the plans on hand and can share with the board if they want to see what is in the making.
10. **FILTER WASTE RECYCLING PROJECT** – The SRF application is still being worked on and being updated day by day, and Dirigo is moving forward every day. The design for this project is full speed with a final design forthcoming. I had copies of the plans on hand that I shared with the board so they could see the plans for the purposed project.
11. **SOLAR POWER** – No change in status

12. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – Staff is playing “catch up”. The vac trailer is going to be picked up by the Vermeer company and brought to their facility so they can take a better look at why it isn’t performing the way it should.
13. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC) WATER MAIN REPLACEMENT PROJECT** – The chairman was setting up possible dates for this initial meeting with the board of overseers. Staff will attend any meeting, any time that is convenient for the chairman.
14. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YMCA INFRASTRUCTURE REQUEST** – No change in status.
15. **AFFORDABLE HOUSING PROJECTS** – See below,
 - a. **Boothbay** –No change in status.
 - b. **Boothbay Harbor** – No change in status.
16. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – No change in status, and I will be going to meet with Eric Wood to discuss the project.
17. **MAINE DEPARTMENT OF TRANSPORTATION (DOT) PROJECT – RT 27 REHABILITATION** – No change in status.
18. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT**. Jim Lord with Dirigo Engineering has been added to our Grants.gov account and is helping us (AM) work through the application process
19. The meeting was adjourned at 1957 hr.
Trustee Gamage motioned, Trustee Climo seconded, vote: Yea unanimous.

END OF MINUTES

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