

14 January 2025

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 17 December 2024

The Board of Trustees convened at 1800 hours. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Anthony, Boothbay (Clerk); Trustee Stover, Boothbay; Trustee Tibbetts, Boothbay Harbor; Marcia Wilson, Administrative Manager (AM); Weston Alley, Manager (GM); **Absent:** Trustee Tharpe, At-Large (Treasurer); Trustee Blakeslee, Boothbay Harbor; **Guests:** None

1. The board approved the minutes of 26 November 2024.
Trustee Climo motioned, Trustee Tibbetts second, Yea: Gamage, Stover. Abstain: Anthony. Nea: None
2. The board approved payroll for 26 November 2024, 3 December, 10 December 2024.
Trustee Climo motioned, Trustee Anthony second Yea: unanimous.
3. The board approved transactions for 27 November 2024 through 17 December 2024.
Trustee Climo motioned, Trustee Anthony second Yea: unanimous.
4. The board went into Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) (Personnel Matters) at 1850 hour.
Trustee Climo motioned, Trustee Gamage second, Yea: unanimous.
5. The board exited Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) (Personnel Matters) at 1905 hour.
Trustee Climo motioned, Trustee Gamage second, Yea: unanimous.

1. **ADMINISTRATION** – Attached is Table 1 – Boothbay Region Water District Cash Account Status Report as of 17 December 2024. We are in the process of reviewing the reads for books 1+2, billing totals will be reported in the next trustees meeting. During the previous period we received two (2) new service applications and have added zero (0) new accounts to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 17 November 2024	
Account	Balance
Business Checking	\$ 9,459.34
Deposit Sweep Account	\$ 550,843.32
Liquidity Total	\$ 560,302.66
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,353.78
Land Acquisition Fund	\$ 2,517.79
Capital Reinvestment Fund	\$ 483,344.82
Mt Dora Easement Escrow	\$ 4,791.88
Southport Sinking Fund	\$ 74,681.81
EBB Upgrade 91-20	\$ 62,332.28
Bank of Maine Unemployment CD	\$ 17,400.56
Designated Fund Total	\$ 665,422.92
TOTAL CASH RESERVES	\$ 1,225,725.58

- a. **Labor Negotiations** – The Union contract was finalized and signed for the period of January 2025 to December 2028.
- b. **Debt Limit increase/Removal**- No change in status.
- c. **BRWD Budget performance report**- The Administration Manager (AM) provided the details to the attached report.
- d. **2025 Budget and Year End Summary**- The Manager and Administration Manager provided details to the attached report.

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

Natural Resources Program Manager
Updates November 26, 2024

- **NPS GRANT: Adams Pond Road Re-alignment and road improvements**
 - Tree removal started for new section of road
 - Plant orders placed with Cold Stream Farm and Rebel Hill Farm for buffer installation.
- **Clean Drinking Water Initiative**
 - 3 programs to be held at Coastal Maine Botanical Gardens: March 11 TBD (PFAS or Water Quality) with Bigelow Labs; April 8 Build Better Buffers with Rebecca Jacobs BRWD, and May 6 Nature Based Solutions to Shoreline Management with John MacLaine Maine DEP
 - Plant Paddle with Lake Stewards of Maine at Knickerbocker Lake on June 3
 - Bailey Charron is sole coordinator for CDWI now. Jenn Cusick has resigned her position as co-coordinator. This was part of the training/exit plan.
 - Meeting with Tom Berry from Back River Road on Dec. 18th to discuss possible sale of his property to the water district. This is a “top five” priority property in the watershed. Just an information session. Nick Ullo and Bailey Charron will be attending as well.
- **Knickerbocker NPS concerns**
 - Camp Knickerbocker work continues. Will be meeting with Rosita Mooney again in December to review projects for 2025.
- **Adams Pond NPS concerns**
- **Bigelow Labs**
 - Lab Tech went out during rain event between December 10-11 and again a few days following for PFAS samples
- **Water Quality Testing**
- **Outreach**
 - Participated in the panel discussion on impacts of climate change at ME Rural Water Annual Conference in Bangor, Cross Insurance Center, December 10th. I think the conversation went well. There were good questions and something for every specialist to address on the panel.
- **Trainings**
 - Attended the MRWA conference on December 12 to attend the programs on PFAS.
- **Other**
 - Continue to search for funding opportunities. Found one for the lead line inventory assistance that has remaining funds for the 2024 year. Working with Dale and Marcia to collect appropriate numbers to submit application for reimbursement for work completed on this in between January 1 and October 16, 2024 (up to \$25,000).
 - Working on the End of Year Report on Knickerbocker Lake to ME Department of Environmental Protection. Due no later than December 31. I will hand deliver the report as requested by December 20. I have received the binder of data from Plant Operations. The report is well underway and will be ready for delivery by the end of the week.
 - Started a 2025 work plan

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)** – No change in status.
 - b) **Training Update** – No change in status.
 - c) **MRWA Conference**- Jon Ziegler was selected to accept the award for Outstanding Water Operations on behalf of the Five Rivers Regional Water Council, for being one of the founders of the organization and the amount of work he has put into interconnecting bordering water districts to ensure adequate, safe, clean drinking water for its residents.

4. **TREATMENT DIVISION (TD)**- Raw water quality was on a slow decline, likely due to the declining water levels, then a fast recharge of the pond due to heavy rainfall. See below for more details on plant performance.
 - a. **Chemical Dosing & Water Usage** –
 - Finished water flow average this past week is 0.2982 MGD. Last year the flow average was 0.2811 MGD.
 - The current alum dose is 12.5 Mg/l. Last year was 11.8 Mg/l.
 - The current caustic dose is 2.7 Mg/l. Last year was 3.3 Mg/l.
 - The filter run time is at 77%. Last year was 70%.
 - The clarifier run time is the same as last year at 91%.
 - b. **Water Reserve & Drought Status Report** – The Boothbay region was currently in a D1 Drought (moderate drought) as of December 12, 2024. Adams Pond had 230.9 MG of water above the raw water intake, with Adams Pond at 92.66% usable capacity.

5. **DISTRIBUTION DIVISION (DD)** – The DD was currently in the process of locating a potential water main break on Country Club Rd. after discovering an abandoned service line leaking in that area. See below for specific status on projects and efforts.
 - a. **Vac trailer**- Since the last repair the trailer seemed to be performing as it should.

6. **5 RIVERS REGIONAL WATER COUNCIL** – Attached was an executive summary of phase 1 planning for the Five Rivers Regional water supply project. I will have more details on what is next after the next meeting with the council.

7. **LAND ACQUISITION UPDATE** – No change in status.

8. **CAMERON POINT SEASONAL WATER MAINS** – Was Still waiting for an easement that will allow the district to complete the work.

9. **FILTER WASTE RECYCLING PROJECT** – Currently waiting for approval of Maine Municipal Bond Bank (MMBB). On December 18, 2025, MMBB will be having a board meeting, and the districts Program Officer with the Drinking Water State Revolving Fund (DWSRF) will be presenting the loan application to the MMBB board and notifying the district of the outcome.

10. **SOLAR POWER** – No change in status
11. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – The Distribution department continued to investigate services and update the inventory report when possible.
12. **SIVC WATER MAIN REPLACEMENT PROJECT** – Dirigo engineering was in the process of creating plans that will outline our options for relocating the service line that feeds SIVC, and Justin Wood should be getting me an estimate on construction costs for bringing year round water to the Capitol Island bridge.
13. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YOUNG MENS CHRISTIANS ASSOCIATION (YMCA) INFRASTRUCTURE REQUEST** – No change in Status.
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** – No change in status.
16. **MAINE DEPARTMENT OF TRANSPORTATION (DOT) PROJECT – RT 27 REHABILITATION** – No Change in Status.
17. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT**. – The BBRWD received a notice of award from the USEPA on December 12, 2025, and will be completing the rest of the enrollment forms that are associated before the end of the month.
18. **DISASTER RESPONSE/ACTION PLAN**- The manager notified the trustees that he would be working with the members in the 5 Rivers group to start moving forward with a plan that will be able to help all neighboring water districts that could be affected by the same event, the GM will continue to work on this in January 2025.
19. The meeting was adjourned at 1912 hr.
Trustee Gamage motioned, Trustee Climo second Yea: unanimous

END OF MINUTES

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