

17 December 2024

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 26 November 2024

The Board of Trustees convened at 1800 hours. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tharpe, At-Large (Treasurer); Trustee Stover, Boothbay; Trustee Tibbetts, Boothbay Harbor; Trustee Blakeslee, Boothbay Harbor; Marcia Wilson, Administrative Manager (AM); Weston Alley, Manager (GM); **Guests:** Isabelle Curtis (Boothbay Register) **Absent:** Trustee Anthony, Boothbay (Clerk)

1. The board approved the minutes of 12 November 2024.
Trustee Climo motioned, Trustee Blakeslee second, Yea: Gamage, Stover, Tibbits, Tharpe, Nea: None
2. The board approved payroll for 12 November 2024 & 19 November 2024.
Trustee Climo motioned, Trustee Blakeslee second Yea: unanimous.
3. The board approved transactions for 12 November 2024 through 25 November 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 1826 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 1837 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 26 November 2024. The seasonal overage billing for the 2024 season was \$492,321.92, the upcoming Dec 1st annual billing for books 5+6 was \$79,393.89. During the previous period we received zero (0) new service applications and have added two (2) new accounts to the system.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 26 November 2024	
Account	Balance
Business Checking	\$ 36,669.50
Deposit Sweep Account	\$ 434,844.76
Liquidity Total	\$ 471,514.26
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,353.44
Land Acquisition Fund	\$ 2,517.75
Capital Reinvestment Fund	\$ 483,336.90
Mt Dora Easement Escrow	\$ 4,791.88
Southport Sinking Fund	\$ 74,681.81
EBB Upgrade 91-20	\$ 62,332.25
Bank of Maine Unemployment CD	\$ 17,383.14
Designated Fund Total	\$ 665,397.17
TOTAL CASH RESERVES	\$ 1,136,911.43

- a. **Labor Negotiations** – No change in status.
 - b. **Debt Limit increase**- No change in status.
 - c. **BRWD Budget performance report**- The Administration Manager (AM) will provide the 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**
 - Cost share agreement signed; DEP has made the contract official; work can begin!
 - Semi-annual progress report submitted on November 13
- **Clean Drinking Water Initiative**
 - Education meeting December 3
 - Initiative represented at Coastal Maine Botanical Gardens public event

- **Knickerbocker NPS concerns**
 - Camp Knickerbocker trail work phase 3 planning with John Copeland and Rosita Mooney.
 - Lake Friendly grant for Stanley Peterson’s septic update. \$1,000 total to cover permits for town and remainder towards cost of system.
- **Adams Pond NPS concerns**
- **Bigelow Labs**
- **Water Quality Testing**
 - Field forms submitted to Lake Stewards of Maine for volunteer lake monitoring
- **Outreach**
 - Presenting on the Adams Pond Road re-alignment project at the Rotary Club meeting on Thursday, November 14th—Over 60 people in attendance including reporter Fritz Freudenberger from the Boothbay Register. He will be putting an article together for early December publication.
 - Asked to take part on panel discussion at ME Rural Water Annual Conference in Bangor, Cross Insurance Center, December 10th
- **Trainings**
 - Watershed Managers Roundtable, November 22nd in Augusta was an excellent networking and educational opportunity. Interesting projects, funding opportunities and more. Asked to present at next year’s roundtable on the Adams Pond Road Re-alignment project.
- **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 Harmon and Marcia Wilson 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).
 - Scheduling a meeting with Tom Berry to discuss possible acquisition of his acreage on 393 Back River Road. This is a priority property within the watersheds. Plan to meet mid-December.
 - Planning to attend Wednesday sessions for Maine Rural Water Annual Conference on December 12.

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** – Gauge Seavey had completed an initial safety training and is now in compliance with required training for Maine Department of Labor standards. This training was offered for free as a part of being a VAS (Value Added Service) customer with EJP (E.J. Prescott), moving forward he will attend annual safety training with the rest of the crew that usually takes place around April every year.

- c) **MRWA Conference**- The annual MRWA Conference will be held in Bangor 12/9-12/11/24, the BRWD staff will be attending at least one day to take classes that support their licenses, view the trade show to learn more about new technologies, and enhance their networking skills. Also, Jon Ziegler will be attending one last time before retirement. The manager had asked trustees if they would like to attend the conference, please let Marcia know and she could assist in registering you.
4. **TREATMENT DIVISION (TD)**- The Treatment Division had been conducting routine maintenance, repairs to the pre-bicarb injection pump/system, and collecting various quotes to aid in the 2025 budget.
- a. **Chemical Dosing & Water Usage** –
- Finish water flow average this past week is 0.2807 MGD. Last year the flow average was 0.3009 MGD.
 - The current alum dose is 7.2 Mg/l. Last year was 10.8 Mg/l.
 - The current caustic dose is 1.6 Mg/l. Last year was 3.9 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). Adams Pond had 184.5 MG of water above the raw water intake, with Adams Pond at 74% usable capacity.
- c. **Backwash Pumps**- The backwash pumps over the last 6-8 months had been having issues with the breakers allowing them to run, the prior week Jim Sorenson (VFD specialist) and the Districts electrician worked together to correct the issue.
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**- The Vac trailer had been repaired according to Vermeer then returned to the District, after using the machine for about 30 minutes the crew found the machine to be leaking oil out of a check valve, the same problem that it was sent out for. After contacting Vermeer they sent a technician to again replace the same part. We were notified that there was a “bad batch” of parts that had been used throughout the company and they replaced it with another from a new batch.
- b. **Boats and Floats**- The crew pulled the boats and floats from the ponds and has winterized the outboards for the winter.
- c. **Winter Damage Prevention**- Over the last few days with the vac trailer up and running the crew has been lowering gate and service boxes that have been pushed up by the frost last winter.
6. **5 RIVERS REGIONAL WATER COUNCIL** – November 19, 2024, 5 Rivers Regional Water Council met at the Brunswick Topsham Water District. During that meeting the council agreed to send a letter to the Office of the Public Advocate (Bill Harwood) regarding our position on the Ratepayers Assistance Program (RAP).
7. **LAND ACQUISITION UPDATE** – No change in status.

8. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
9. **FILTER WASTE RECYCLING PROJECT** – Currently waiting for approval of Maine Municipal Bond Bank (MMBB). We will hear from them after their December board meeting.
10. **SOLAR POWER** – No change in status
11. **2022 REVISIONS OF THE LEAD AND COPPER RULE** – The Distribution department continues to update the inventory report when possible.
12. **SIVC WATER MAIN REPLACEMENT PROJECT** – No change in status.
13. **COASTAL MAINE BOTANICAL GARDENS (CMBG) AND YOUNG MENS CHRISTANS ASSOCIATION (YMCA) INFRASTRUCTURE REQUEST** – No change in Status.
14. **AFFORDABLE HOUSING PROJECTS** – See below,
 - a. **Boothbay** – The Distribution Department completed flow tests on the hydrant for the incoming housing development. The manager approved proposed plans to supply 5 units that are going to be built. The start date was still to be determined.
 - b. **Boothbay Harbor** – No change in status.
15. **JOPPA ROAD WATER MAIN UPGRADE PROJECT** – See attached estimate.
16. **MAINE DEPARTMENT OF TRANSPORTATION (DOT) PROJECT – RT 27 REHABILITATION** – No Change in Status.
17. **HENDRICKS HILL ROAD WATER MAIN REPLACEMENT PROJECT.** – Marcia and I will be completing required training in December for the EPA.
18. **DISASTER RESPONSE/ ACTION PLAN**- I will be attending a class at the MRWA conference to point me in the right direction to put a plan in place for the BRWD.
19. The meeting was adjourned at 1839 hr.
Trustee Gamage motioned, Trustee Climo second Yea: unanimous

END OF MINUTES

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