

## MINUTES OF THE BOARD OF TRUSTEES April 18, 2018

The regular meeting of the Board of Trustees, which was held in the Conference Room at the Office Complex, 92 Main Street, Kennebunk, was called to order by President Jim Burrows at 2:00 pm. Trustees Tom Oliver, Richard Littlefield and Bob Emmons attended along with Superintendent Norm Labbe, Assistant Superintendent Scott Minor, Treasurer Wayne Brockway, Distribution Manager Keith Archibald, Plant Manager Bill Snyder, Chief Operator Greg Pargellis, GIS & Asset Management Coordinator Justin Richardson, Accountant Cathy McLeod, District Engineer Jamie Paschal, Facilities Manager Rob Weymouth and Administrative Assistant Cindy Rounds.

### Minutes – March 29, 2018 Meeting

On a motion by Mr. Oliver, seconded by Mr. Emmons, it was unanimously voted to approve the Minutes of the April 18, 2018 meeting as written.

### Public Comment

There was no public comment.

### Treasurer's Report

The Treasurer was pleased to report that on April 2<sup>nd</sup>, the audit was finalized without any adjustments. The Superintendent asserted that it is highly uncommon to have an audit become final without adjustments. He elaborated on the improvement of inventory control and accounting that contributed to the outcome of the audit. On behalf of the Board, Mr. Oliver extended congratulations for this noteworthy accomplishment.

The Treasurer presented the January financial report. He reported that annual metered account revenues were \$351,843, indicating a 6.1% favorable variance of \$20,245. Seasonal metered account revenues totaled \$38,521, indicating a 6.7% favorable budget variance of \$2,410. Total metered revenues were \$390,364, indicating a 6.2% favorable budget variance of \$22,655 and a 13.0% increase in the year-to-date billed usage from 2017. Total operating revenues were \$520,938, indicating a 4.5% favorable budget variance of \$22,611. Nine SDCs were collected (\$20,806) in January, which exceeds the 16-year January average of seven.

The Treasurer distributed the March year to date (YTD) actual to budget comparison for operating revenues. He reported that annual metered account revenues were \$792,665, indicating a 5.4% favorable variance of \$40,906. Seasonal metered account revenues totaled \$88,892, indicating a 10.7% favorable budget variance of \$8,572. Total metered revenues were \$881,557, indicating a 5.9% favorable budget variance of \$49,478 and a 14.0% increase in the year-to-date billed usage from 2017. Total operating revenues were \$1,187,215, indicating a 4.5% favorable budget variance of \$50,923.

On a motion by Mr. Oliver, seconded by Mr. Emmons, it was unanimously voted to accept the January financial report.

### Monthly Water Production Report

The Assistant Superintendent presented the monthly precipitation, water production details and water production cost charts for March. He reported that March water production was 50.1MG (1.8% decrease over 2017) which brings the 2018 YTD production total to 154.0 MG (6.6% increase over 2017). A look at April production as of yesterday shows a decrease of 7.5% from 2017. Liquid precipitation equivalent in March was 4.24", indicating a 4.74" decrease from the same period in 2017. Two USGS graphs illustrating the flow of Branch Brook and the ground water level at the Sanford monitoring well were distributed. The Branch Brook chart illustrated the third highest brook flow (300cfs) in the last eight years resulting from a short duration 3.8" rain event. Despite the high flowrate, there was no flooding at the Treatment Plant, which is attributed to the recent widening of the Route 1 Bridge by MDOT. The Sanford monitoring well however, showed that the groundwater level was well below historical levels for this time of year which could impact water availability during the normally dryer summer months.

There was no groundwater produced in March (50.5 MG in 2017) and the surface water chemical cost decreased to \$252.94 per MG from \$277.89 in February. The 2018 year-to-date monthly average surface water chemical cost of \$257.11 per MG is significantly higher than the \$201.19 per MG for the same period in 2017 due to increases in chemical costs.

### AMI Meters

The Treasurer reported that as of earlier today, a total of 339 meters have been installed in April bringing the year to date total to 1,126 and the cumulative total to over 5,293. Included with the April numbers were 135 meters installed at a Wells seasonal cottage complex as part of the pilot program to evaluate a new type of ultrasonic meter (Badger E-series), with the anticipated goal of leaving them in year round (provided the water is removed from the service plumbing at the end of the season).

### Kennebunk River Well

The Superintendent reported that the full-scale pilot GAC filter equipment has been ordered and the reinforced structural concrete pad that will serve as the foundation for the pressure vessels of the temporary system (and later as a driveway for the Kennebunk River Well) is being prepared. The filter equipment delivery is scheduled for early May.

The Superintendent noted that during the past month there has not been any legal or regulatory activity of note relating to the PFAS issue.

### Fletcher Street Booster Station

The Superintendent reported that the installation of the 3-phase transformer and power pole will take place once the school year ends. This is because the transformer would encroach into the existing driveway exit, which is scheduled to be relocated after school lets out for the summer. The conduit layout of the future car charging station is being designed with RSU21's engineers. The Facilities Manager reported that the inner skin of the building has recently been completed and the installation of the interior trim is underway. Placement of the cupola is scheduled for next week.

### Cape Arundel Cottage Preserve – Seasonal Booster Station

The Superintendent reported that the construction of this seasonal booster station is expected to be complete by the end of the week. Due to the developer's timing (phasing) of the construction of the project, electrical power may not be available until the late summer.

### Arundel Tank Site

The Superintendent reported that a local surveying firm has been hired to locate the pins and flag the boundary lines of the District's tank site lot and the Easement to Route 1, including wetland delineation. Once that is completed, permits will be applied for to build the road later this year and proceed with design work for the new tank.

### Department of Labor – SHAPE Award Renewal Inspection

The Assistant Superintendent was pleased to report that the Department of Labor inspection conducted on April 6<sup>th</sup> for renewal of the SHAPE award went very well. The outcome of the day-long inspection cited only two items that needed correction. The prior inspection in 2015 resulted in 32 such items. Once the corrections are made and the requirements are met, the District will likely be approved for an extension (to a four year cycle) for the next SHAPE renewal. Ms. Matthews praised the District for their attention to continuous safety training and the comprehensive Health & Safety manual. She was also pleased to note that much of the training that is required for some staff is also offered to all employees (i.e. annual hearing assessment). The Assistant Superintendent also attributed the fact that the District did not have any work-related safety/injury claims during 2017 to the favorable report.

### Spring Flushing

The Assistant Superintendent reported that flushing began Monday and is progressing. Approximately 40 hydrants are being flushed each day. It was reported to him that the system is showing a marked improvement from years past with the water clearing up much quicker than ever before, which should shorten the flushing cycle. This is likely attributed to filtering (removing iron and manganese) of the Merriland River for the past two years.

### Main Replacement – Oak Street & West Street, Kennebunkport

The Assistant Superintendent reported that this project, which will utilize the pipe bursting method, commenced Tuesday. The initial two entry pits have been dug in preparation for the first pull of approximately 500' along West Street. Local residents have expressed their appreciation for this main replacement which will improve aesthetic water quality during the low use winter months.

### Main Replacement – Wildes District Road, Kennebunkport

The District Engineer reported that this project, being undertaken with the open trench method, will commence after the completion of the Oak and West Street project. The project is expected to take five weeks to complete.

Main Extension – Norseman Lane, Ogunquit

The District Engineer reported that 170 feet of 8-inch main has been installed in (the public portion) Beach Street and is progressing into the private portion of the project.

Main Extension – Lake Brook Drive, Lake Brook Subdivision, Kennebunk

The District Engineer reported that this project, comprised of installing approximately 365' of 8-inch main and approximately 70 feet of 4-inch main southwesterly along Lake Brook Drive is scheduled to start within the next two weeks.

Main Extension – Webhannet Drive, Kennebunk

The District Engineer reported that the contractor, BREX, has to date installed several hundred feet of the private water main within Webhannet Place.

Storer Street, Kennebunk

The Assistant Superintendent provided an update to the status of this project. He indicated that he had met with Kennebunk Sewer District (KSD) and the Town of Kennebunk to plan this project which will likely move up to the SRF primary list. The tentative plans are for the Water District to begin its main replacement work in early July. Once completed, the KSD will begin their sewer main replacement project followed by the Town reconstructing sidewalks and repaving a portion of the road.

Main Extension – Main Street, Wells

Connecting to the end of the existing 8-inch main along Main Street in Wells at the intersection of Main Street and Central Avenue, install approximately 20 feet of 8-inch main northerly along Main Street.

Reference is made to Sheet C-5.0 of a set of plans entitled WELLS PUBLIC SAFETY FACILITY, 1563 POST ROAD, WELLS, ME. – Prepared for the TOWN OF WELLS, MAINE – last revised 02/28/18.

The applicant, Town of Wells, Maine, will be required to deposit \$500, plus furnish *all* trench, *all* material and *all* labor to complete the installation in accordance with Water District specifications.

On a motion by Mr. Oliver, seconded by Mr. Emmons, it was unanimously voted to approve this main extension for Main Street, Wells.

Watershed Land

The Superintendent outlined a meeting arranged by District staff that included himself, the GIS Coordinator, the Chief Operator and attended by representatives of a local snowmobile club and an ATV club to discuss collaboration on a concept to provide oversight and maintenance of the trails

along the watershed land. Staff was encouraged by the offer of cooperation from these clubs to improve and monitor the trails while protecting the watershed.

#### Other Business

- The Administrative Assistant highlighted the planned activities for the upcoming (5/5/18) Open House being held in conjunction with the Town of Kennebunk's May Day celebration.
- The Superintendent noted that the Treasurer will be undergoing knee replacement surgery next week. He will be away from the office until he gradually regains his mobility.
- The Superintendent brought the Board's attention to a 1995 photograph of District employees that was recently discovered. As a result, an updated employee group photo was very recently taken.
- The Superintendent announced that internal posting of the newly developed Engineering Services Technician is being initiated.
- The Assistant Superintendent mentioned that 11 beavers have been removed from the Branch Brook watershed so far this year.

#### Next Meeting

The next meeting of the Board of Trustees will be held on Wednesday, May 30, 2018 at the Filtration Plant, 135 York Main Street, Kennebunk at 2:00 pm.

#### Adjournment

On a motion by Mr. Oliver, seconded by Mr. Littlefield, it was unanimously voted to adjourn the April 18, 2018 meeting at 3:05 pm.

Wayne A. Brockway, Clerk