

MINUTES OF THE BOARD OF TRUSTEES May 30, 2018

The regular meeting of the Board of Trustees, which was held at the Filtration Plant, 135 York Street, Kennebunk, was called to order by President Jim Burrows at 2:00 pm. Trustees 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. Trustee Tom Oliver was absent.

Minutes – April 18, 2018 Meeting

On a motion by Mr. Littlefield, 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 presented the February and March financial reports. He outlined the March report noting 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 13.9% 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. Five SDCs were collected (\$6,164) in March.

The Treasurer distributed the April year to date (YTD) actual to budget comparison for operating revenues. He reported that annual metered account revenues were \$1,095,220, indicating a 3.3% favorable variance of \$35,386. Seasonal metered account revenues totaled \$293,081, indicating a temporary 16.0% unfavorable budget variance of \$56,018 attributed to later than expected seasonal service activations, causing a delay in the issuance of up-front seasonal minimum bills. Total metered revenues were \$1,388,301, indicating a 1.5% unfavorable budget variance of \$20,632 and an 11.3% increase in the year-to-date billed usage from 2017. Total operating revenues were \$1,830,316, indicating a 1.0% unfavorable budget variance of \$17,741.

On a motion by Mr. Littlefield, seconded by Mr. Emmons, it was unanimously voted to accept the February and March financial reports.

Monthly Water Production Report

The Assistant Superintendent presented the monthly precipitation, water production details and water production cost charts for April. He reported that April water production was 59.6MG (2.1%

increase over 2017) which brings the 2018 YTD production total to 213.6 MG (5.3% increase over 2017). A look at May totals as of two days ago shows an increase of 8 MG (10.6%) from 2017. Liquid precipitation equivalent in April was 7.32", which was the fourth highest April precipitation since 2003. However, the YTD precipitation shows a 4.0" decrease from the same period in 2017. He added that the groundwater aquifers are still low and additional rain is needed. The Merriland River Well was put on line April 24th. Therefore only 6.4 MG of groundwater was produced in April YTD as compared to 50.5 MG in 2017. The surface water chemical cost decreased to \$249.18 per MG from \$252.94 in March. The 2018 YTD monthly average surface water chemical cost of \$255.08 per MG is significantly higher than the \$214.18 per MG for the same period in 2017 due to increases in chemical costs. The YTD monthly average groundwater chemical cost was \$122.40 per MG, which resulted in a blended chemical cost of \$252.48 per MG.

The water main renewal program analysis (1994-2017) chart illustrated that 9,396' of the distribution system was retired and 19,938' of new main was installed in 2017. It indicated that 0.81% of the distribution infrastructure was replaced during 2017, slightly below the 1% goal and the District's 24-year average of 0.88%.

AMI Meters

The Treasurer reported that in April, a total of 457 meters were installed, which included 220 at a Wells seasonal cottage complex as part of the pilot program to evaluate a new type of ultrasonic meter (Badger E-series). As of the 24th, 295 meters were installed in May, bringing the year to date total to 1, 538 and the cumulative total to 5,705 (40% of customer base).

Spring Flushing Program

The Assistant Superintendent reported that the flushing program was completed in 20 days, the quickest ever (23 days last fall and 27 days last spring). It is likely attributed to filtering (removing iron and manganese) of the Merriland River Well for the past two years. There was also a decrease of 1.4 MG used during the flushing process. He was also pleased to report that, for the first time, there was not one customer complaint from the system-wide flushing program.

Kennebunk River Well

The Superintendent reported that EPA has announced that they would begin working on the development of maximum contamination levels for PFOS and PFOA, which will be undertaken in a multi-year process.

The Facilities Manager reported that the full-scale GAC pressure filters have been installed and the carbon media loaded. The filters will be backwashed tomorrow. The State Drinking Water Program inspector is scheduled to visit on June 7th. He distributed photos that illustrated the carbon filter array being set in place. Once the inspection has been conducted, the 1 MGD PFOS and PFOA removal system will be put on line.

Fletcher Street Booster Station

The Superintendent distributed a photo of the outside of the facility. The Facilities Manager reported that the interior (concrete) floor was completed today. The installation of the 3-phase transformer and power pole will take place in June, after the school year ends.

Cape Arundel Cottage Preserve – Seasonal Booster Station

The Superintendent reported that the construction of this seasonal booster station has been completed, other than for the provision of electrical power. Due to the developer's timing (phasing) of the construction of the project, power may not be available until the late summer.

Arundel Tank Site

The Superintendent reported that the scope of the survey has been expanded to include more wetland delineation along the easement. The report is expected soon. Once that is completed, permits will be applied for to build the access road and the tank. Road construction and tank site design work should proceed later this year.

Biddeford Pool Tank

The Superintendent reported that some of the cell carriers have begun installing their new antennas. The Facilities Manager is meeting with the contractor to develop the painting specifications.

Main Replacement – Oak Street & West Street, Kennebunkport

The Assistant Superintendent reported that this project, which utilized the pipe bursting method, is basically complete; the new pavement that the Town will apply is scheduled for later this summer. He anticipates the project will come in approximately \$75,000 under budget. The results of a flow test showed a substantial increase in available fire flows. Two 'red-capped' (<500 GPM at 20 psi residual pressure) hydrants within the project area were improved to 'blue-capped' (>1,500 GPM).

Main Replacement – Wildes District Road, Kennebunkport

The District Engineer reported that this project, 1,700' of 12" PVC pipe, commenced with the installation of the temporary lines that are being disinfected today. He noted that this project was moved up to the SRF primary list and will receive funding.

Materials bids were solicited from four vendors. Submitting bids were Maine Waterworks Supply (\$47,088.43); Core & Main (\$49,467.64) whose bid was not AIS compliant and was rejected; and E.J. Prescott (\$52,116.35). Ferguson Waterworks did not submit a bid. Aggregate bids were solicited from three vendors. Pike Industries and Hissong Aggregates did not submit bids; Labbe Construction submitted the only aggregate bid in the amount of \$73,610.

Main Replacement – Storer Street, Kennebunk

The Assistant Superintendent was pleased to report that the EPA increased the Maine SRF grant by 35%, from \$8.2M to \$11.1M. As a result, this project along with the previously reported Wildes District Road project were promoted to the SRF primary list and will receive funding, bringing the total eligible funding for 2017 to \$2.7M. He added that the AMI and Biddeford Pool tank painting projects are still on the backup list.

He reported that after meeting with Kennebunk Sewer District, the scope of the District's project has been scaled back to 1,300' (from 1,900'), to primarily within the area of the sewer main replacement project and the Town's road/sidewalk paving project. The existing 10" cast iron main will be pipe burst and replaced with 12" HDPE pipe. There are 28 service connections and 2 hydrants included within the scope of work. The project is anticipated to commence by mid-July and be completed within five weeks. Kennebunk Sewer District will follow and the Town will come in last to undertake their pavement and sidewalk construction. Ted Berry Co. will be supplying an updated cost proposal.

Main Extension – Norseman Lane, Ogunquit

The District Engineer reported that this project has been completed and is on line.

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

The District Engineer reported that this project, off Port Road, is completed and tested. The height of the new hydrant at the intersection of Port Road will be adjusted.

Main Extension – Webhannet Drive, Kennebunk

The District Engineer reported that this main extension is installed and is scheduled to be pressure tested tomorrow.

Main Extension – Main Street, Wells

The District Engineer reported that a preconstruction meeting on this main extension that will serve the new Public Safety complex is scheduled for next week.

New Equipment Storage Building @ the Pipeyard

The Assistant Superintendent provided an overview of the design for a new metal building with a footprint of 6,700 s.f., with an additional 1,200 s.f. of covered storage for pipe inventory. He noted that the original design was modified after collaboration with the Distribution Department staff. Patco was invited to compile a package that includes cost factors and building specifications that can be used in a competitive bid process. Once the plans are completed, local permits will be applied for. Construction of the project is anticipated to begin in September.

Summer 2018 Newsletter

The Superintendent reported that the newsletter is nearly final and is expected to be sent to the printers by the end of the week for delivery to customers prior to the July 1, 2018 deadline. He outlined some of the test results in the Water Quality Report and gave a brief overview of the articles.

Main Extension – Alcott Lane, Biddeford

Connecting to the existing 12-inch main along Bridge Road in Biddeford at a point approximately 500 feet northwesterly of the intersection of Bridge Road and Winter Harbor Lane, install approximately 310 feet of 2-inch main along Alcott Lane, ending at its terminus.

Reference is made to Sheet PP-1 of a set of plans entitled '15 BRIDGE ROAD SUBDIVISION, BIDDEFORD POOL, MAINE' – prepared for 15 Bridge Road, LLC – last revised 01/09/18.

The applicant, 15 Bridge Road, LLC, will be required to deposit \$2,640, plus furnish *all* trench, *all* material and *all* labor to complete the installation in accordance with Water District specifications.

On a motion by Mr. Littlefield, seconded by Mr. Emmons, it was unanimously voted to approve this main extension as presented.

Recent Brush Fire on the Branch Brook Watershed

The Superintendent summarized the fire event that occurred along the Branch Brook watershed. An aerial map that outlined the area of the fire was distributed for viewing. The accidental fire engulfed approximately 250 acres of District-owned land along the Kennebunk/Wells town line near the junction of the Sanford line. The District's forester is compiling a damage summary report that will be used to quantify potential compensation.

Annual System Development Charge (SDC) Update

The Superintendent explained the proposed modifications that, if approved by the Board, will be filed with the PUC later in the week. The document was distributed for the Board's review. One of the two proposed revisions is an annual inflationary adjustment; a \$14 increase for a 5/8" meter. The other revision proposes to expand the applicability of the SDC to campgrounds and other complexes that significantly increase their water demand after a redevelopment or expansion of the premises, with or without a meter size change. He explained the purpose for the revision.

On a motion by Mr. Littlefield, seconded by Mr. Emmons, it was unanimously voted to approve the proposed SDC changes as presented.

Other Business

- The Superintendent announced that the District's Terms and Conditions are scheduled to be revised in two areas. The metering policy will be modified to ease the requirement of

individual metering for existing campgrounds that migrate toward less transient park model RVs. Another revision will include language that puts the cost for the abandonment of an existing water service line onto the party that is redeveloping the previously served property and will not utilize the existing line by installing a new one. The modified Terms and Conditions will be presented to the Board for their consideration and action at their next meeting.

- The Administrative Assistant reported on the success of the (5/5/18) Open House and summarized the attractions and activities that were offered to the public. The Superintendent was pleased to share a note from the Downtown Committee thanking the District for their participation.
- The Superintendent was pleased to share a kudos letter complimenting Customer Service Technician Mike LeBlanc.
- The Superintendent reported that Facilities Technician II Gerry Goulden will fill the new Engineering Services Technician position as soon as the GAC filter installation project is on line. Distribution/Customer Service Technician Abraham Damuth was promoted to the Facilities Technician I position.
- Upon inquiry, the financial arrangement regarding the supply of water during the Kittery Filtration Plant remodeling project was summarized.

Next Meeting

The next meeting of the Board of Trustees will be held on Wednesday, June 27, 2018 in the Conference Room, 92 Main Street, Kennebunk at 2:00 pm.

Adjournment

On a motion by Mr. Emmons, seconded by Mr. Littlefield, it was unanimously voted to adjourn the May 30, 2018 meeting at 3:26 pm.

Wayne A. Brockway, Clerk