

## MINUTES OF THE BOARD OF TRUSTEES November 28, 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 Tom Oliver at 2:00 pm. Trustees Bob Emmons, Jim Burrows and Fred Lynk attended along with Superintendent Norm Labbe, Assistant Superintendent Scott Minor, Treasurer Wayne Brockway, Plant Manager Bill Snyder, Chief Operator Greg Pargellis, GIS/Asset Management Coordinator Justin Richardson, Accountant Cathy McLeod, Distribution Manager Keith Archibald, Facilities Manager Rob Weymouth and Administrative Assistant Cindy Rounds.

### Minutes – October 31, 2018 Meeting

On a motion by Mr. Burrows, seconded by Mr. Emmons, it was unanimously voted to approve the Minutes of the October 31, 2018 regular meeting as written.

### Public Comment

There was no public comment.

### Treasurer's Report

The Treasurer presented the October financial report along with the actual to budget comparisons. Annual metered account revenues were \$3,792,333, indicating a 5.9% favorable variance of \$209,917. Seasonal metered account revenues totaled \$1,188,566 indicating a 3.5% favorable budget variance of \$39,806. Total metered revenues were \$4,980,900, indicating a 5.3% favorable budget variance of \$249,724 and a 5.3% increase in the year-to-date billed usage from 2017. Total operating revenues were \$6,138,221, indicating a 4.3% favorable budget variance of \$251,897. Fourteen SDCs were collected (\$21,183) in October and 126 year to date (\$198,018).

On a motion by Mr. Burrows, seconded by Mr. Lynk, it was unanimously voted to accept the October financial reports.

### Monthly Water Production Report

The Assistant Superintendent presented the monthly precipitation, water production details and water production cost charts for October.

He reported that water production for October was 70.1 MG (25.7% decrease from 2017) which brings the 2018 YTD production total to 966.8 MG (0.8% increase over 2017, 5.5% decrease over 2016 which is the year of record production). October production comes in as the second lowest since 2009 which was the year of the recession. A look at November so far shows that the 1 BG mark will be hit.

The liquid precipitation equivalent for October was 5.22", which places the YTD total of 45.50", slightly above the 16 year running average of 44.96". He added that there were ten separate rain events in October.

Groundwater production for October was 39.8 MG, comprised of 9.5 MG from the Merriland River well (shut down on 10/11) and 30.3 MG from the Kennebunk River well. The YTD groundwater production total is 341.9 MG (68.9 MG increase over 2017). He predicts that just over 400 MG will be produced for 2018.

The October surface water chemical cost increased to \$262.49 per MG from \$236.79 in September with the 2018 YTD monthly average cost now at \$241.95 per MG. The groundwater chemical cost for October was \$61.70 per MG with the YTD monthly average groundwater chemical cost at \$73.41 per MG. The YTD monthly average for the blended surface water and groundwater chemical cost is \$197.47 per MG. October marked the first time this year that the blended chemical cost was below \$200 per MG

Utilizing the USGS Branch Brook flow chart, the Assistant Superintendent illustrated the peak flow of 162.8 MGD resulting from yesterday's 2.25" of rain which is the second highest over the past four years. He noted that when the Brook is running at a pace of more than 10 CFS, water could be withdrawn and pumped and stored to another location such as for artificial recharge which the District plans to pilot in 2019.

#### Kennebunk River Well

The Superintendent reported that the most recent round of test results were better than anticipated. There was no detectable amount of PFAS in the 25%-50% level of the second (lag) filter. There was a small amount (10ppt) coming out of the first (lead) filter with a raw level of 37ppt. More samples were collected today for testing. Overall, the results are good. As an outcome of the cold snap over the weekend, the Facilities Department temporarily winterized the filter piping with heat tape and insulation. The temporary structure is scheduled to be delivered within a couple of weeks and will be erected soon thereafter.

The Superintendent noted that the Plant Manager recently received a preliminary estimate to reactivate the GAC (Granular Activated Carbon) for the Kennebunk River Well, which will be about \$150-\$170 per MG if the anticipated amount of 250 MG of water is treated by the GAC filters. When added to the KRW's other chemical costs, it is close to the same total chemical cost as for the treatment of surface water from Branch Brook. Although these figures do not include the capital cost of the filter equipment and structures, this cost is considerably lower than originally estimated.

#### Biddeford Pool Tank

The Superintendent reconfirmed that the painting project has stopped for this year and will resume in the spring. Following an evaluation by the contractor, it was determined that the tank interior needs a complete blast and recoat also. The total cost to paint the inside and outside of the tank will be slightly higher than \$500,000, with \$150,000 of the work having already been completed. The remainder of the project will be included in the 2019 Capital budget. The new Verizon-funded

ladder has not been installed yet. The abutters have been notified that the job has been shut down for the winter.

#### Arundel Tank Site

The Superintendent reported that an engineer has been hired to design the drainage and erosion control plan for the access road and tank site for the conditional use permit application with the Town of Arundel. He summarized the meeting with one of the two tank manufacturers to develop generic tank specifications. As the tank is now scheduled for construction in 2020, the proposed 2019 Capital budget will only include the access road, tank pre-engineering, site work and possibly some of the underground piping on the tank site.

#### SDC Update

The Superintendent reported that the PUC approved the previously reported modifications to the System Develop Charge. The modified SDC will go into effect on December 1, 2018.

#### AMI Meters

The Treasurer reported that as of yesterday, 37 meters have been installed in November, bringing the YTD total to 2,793 and the cumulative total to 6,960 (approximately 50% of all metered customers and 64% of annual customers). The Superintendent explained that, as also reported in October, the low number of installations is attributed to the work load from seasonal turn-offs and the loss of an AMI installer who is shadow training for another position to which he was promoted to.

#### Pipe Yard Vehicle and Equipment Storage Building

The Assistant Superintendent reported that the Site Plan Review Board (SPRB) granted final approval for this project following the November 8<sup>th</sup> public hearing. PATCO is close to finalizing their design for the foundation and the building. They will apply for the building permit Friday and anticipate receiving the permit the following week. PATCO is hoping to begin the foundation work (excavating and placing concrete) in the week of December 10<sup>th</sup>. Gorham Sand & Gravel has started removing their large sand stockpile from the District's property where the new building will be constructed.

#### West Kennebunk Booster Station

The Assistant Superintendent reported that this property was put on the market November 16<sup>th</sup>. He added that PATCO has contacted the realtor and offered to supply a design/build proposal to make the property more marketable.

#### Main Replacement – Lands End, Kennebunkport

The Assistant Superintendent reported that this (summer line) project, comprised of 2,000' of double walled galvanized pipe, will be undertaken before the construction season ends.

### Main Extension – Tequila Sunrise Drive, Wells

Connecting to the end of the existing 8" stub for Ridings Road (former name) from Sea Mist Lane in Wells at a point approximately 750 feet easterly of the intersection of Sea Mist Lane and Post Road, install approximately 500 feet of 8-inch main and 85 feet of 2-inch main along Tequila Sunrise Drive, ending at its terminus.

Reference is made to Sheet C-102 of a set of plans entitled 'HIDDEN TREASURES, WELLS, MAINE' – prepared for Scott McLeod – last revised 11/15/18.

The applicant, Scott McLeod, will be required to deposit \$5,280, plus furnish *all* trench, *all* material and *all* labor to complete the installation in accordance with Water District specifications.

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

### Year-end Pay Supplement

The Superintendent indicated that the matter of a year-end supplement for District employees is typically considered at the Trustees' November meeting. A brief discussion ensued.

On a motion by Mr. Burrows, seconded by Mr. Emmons, it was unanimously voted to award a 1.5% year-end pay supplement to all eligible employees.

### Proposed 2019 Capital Improvement Budget

The Assistant Superintendent outlined the capital budget being presented to the Board. Discussion ensued during the elaboration of many of the components of the proposed budget.

On a motion by Mr. Burrows, seconded by Mr. Lynk, it was unanimously voted to approve the 2019 Capital Budget as proposed.

### Proposed 2019 Trustees' Meeting Schedule

A calendar of proposed meeting dates was presented and reviewed by the Board. There was no objection to the meeting dates that were proposed. The meetings will be held on the last Wednesday during January through October and on the third Wednesday during November and December.

### Other Business

- The Superintendent requested the Board's consideration for a \$2,500 modification to this year's capital budget in order to purchase two brush cutters that will be utilized for watershed maintenance related to remediation from the May 2, 2018 forest fire.

On a motion by Mr. Emmons, seconded by Mr. Burrows, it was unanimously voted to approve this capital budget modification.

- The Superintendent reported that the District is hosting the December MWUA meeting in Wells at the Old Marsh Country Club on Thursday, December 13<sup>th</sup>. Lunch will be provided. The Board was invited to attend.
- The Superintendent was pleased to share a couple complimentary letters he received. The first was in regards to the positive experience a customer had with Plant Manager Bill Snyder and Operator Randy Nichols during a recent visit to the Filtration Plant. The second note praised the District crew for being so considerate of the residents during the recent construction on North Street, Kennebunkport.
- Mr. Burrows inquired about the extent of participation that the Trustees will have in the upcoming search for the Superintendent's replacement. After a brief discussion, it was decided that the full Board would be included in the interview process of the final (approximately three to five) candidates being considered.
- The Assistant Superintendent mentioned that a storage facility being built on Route One in the vicinity of Garrett Pillsbury Plumbing Supply is named Kennebunk, Kennebunkport and Wells Safe Storage. He made the Board aware of this in the event they are approached by the public who thinks that it is part of the District when it is not.

#### Next Meeting

The next meeting of the Board of Trustees will be held on Wednesday, December 19, 2018 in the Conference Room, 92 Main Street, Kennebunk at 2:00 pm.

#### Adjournment

On a motion by Mr. Burrows, seconded by Mr. Emmons, it was unanimously voted to adjourn the November 28, 2018 meeting at 3:21 pm.

Normand R. Labbe, Clerk Pro Tem