

## MINUTES OF THE BOARD OF TRUSTEES

May 27, 2020

The meeting of the Board of Trustees, which was remotely held via Zoom, was called to order by President Bob Emmons at 2:00 pm. Trustees Jim Burrows, Tom Oliver and Fred Lynk attended along with Superintendent Steve Cox, Assistant Superintendent Scott Minor, Treasurer Wayne Brockway, GIS/Asset Management Coordinator Justin Richardson, Distribution Manager Keith Archibald, Accountant Cathy McLeod, Plant Manager Bill Snyder, Chief Operator Greg Pargellis, Facilities Manager Rob Weymouth and Administrative Assistant Cindy Rounds.

### **Introduction to the Remote Meeting (Rules)**

The Superintendent provided an overview of the guidelines that will be followed during a remote (virtual) meeting.

### **Minutes – April 29, 2020 Meeting**

On a motion by Trustee Burrows, seconded by Trustee Oliver, it was unanimously voted to approve the Minutes of the April 29, 2020 meeting as presented.

### **Public Comment**

There was no public comment.

### **Treasurer's Report**

#### Audit Status/Year-end 2019 Financial Update

The Accountant reported that the final Audit has been issued and the process was conducted completely through virtual remote. She was pleased to report that the process went very well and was only two days later than last year. She will now begin to develop the 2020 spreadsheets and undertake the financial report from February through May for the Board's approval.

A motion by Trustee Oliver, seconded by Trustee Burrows, to approve the Audit was withdrawn. On a motion by Trustee Oliver, seconded by Trustee Burrows, it was unanimously voted to receive the final Audit.

#### January 2020 Financial Report

The Treasurer presented the January financial report and the January budget comparison. Annual metered account revenues were \$338,805, indicating a 5.6% unfavorable variance of \$20,107. Seasonal metered account revenues totaled \$32,049 indicating a 45.9% unfavorable budget variance of \$27,178. Total metered revenues were \$370,855, indicating a 11.3% unfavorable budget variance of \$47,284 and a 10.4% decrease in the year-to-date billed usage from 2019. Total operating revenues were \$512,779, indicating an 8.4% unfavorable budget

variance of \$47,001. A total of five SDCs (\$8,285) were collected in January compared to nine (\$13,289) in 2019.

On a motion by Trustee Oliver, seconded by Trustee Burrows, it was unanimously voted to approve the January financial report.

The Treasurer presented the April year to date actual revenue to budget comparison. Annual metered account revenues were \$1,121,690, indicating a 1.3% unfavorable variance of \$14,398. Seasonal metered account revenues totaled \$351,961 indicating a 34.3% unfavorable budget variance of \$184,005. Total metered revenues were \$1,473,651 indicating an 11.9% unfavorable budget variance of \$198,403 and a 0.4% increase in the year-to-date billed usage from 2019. Total operating revenues were \$1,947,624, indicating a 9.4% unfavorable budget variance of \$201,199.

#### Capital Budget Modification (Fletcher Street & Arundel Tank

The Assistant Superintendent explained that the day after last month's meeting when the Board voted to eliminate \$452,480 for the Fletcher Street water main replacement project from the Capital Budget, the Drinking Water Program (Bill Dawson) notified him that a number of projects that received SRF funding had rescinded their request for funding and as a result the District's Fletcher Street water main replacement has now advanced to the Primary Project list and therefore eligible for SRF funding. During the discussion, Mr. Dawson indicated that as long as the project started in 2020, the remainder could be carried over and completed in 2021. The Assistant Superintendent has also been in touch with Town of Kennebunk Director of Community Development and Engineer who confirmed with the Public Services Department who agreed to delay their planned reclaiming/paving project on Fletcher Street within the District's project area (from Gendron Lane to the on ramp of the Maine Turnpike) until after the District completes its water main replacement in 2021.

On an amended motion by Trustee Oliver, seconded by Trustee Burrows, it was unanimously voted to reauthorize the Fletcher Street Project (\$452,480) .

#### Borrowing Resolutions

The Treasurer presented the bond resolution to fund the 2020 Fletcher Street project.

On an amended motion by Trustee Oliver, seconded by Trustee Burrows, it was unanimously voted to authorize the bond resolution that will include Trustee Lynk's recommendation to include additional language regarding the reauthorization date.

That under and pursuant to the provisions of Title 35-A, Section 907 of the Maine Revised Statutes, as amended and supplemented to date, and the Charter of the Kennebunk, Kennebunkport and Wells Water District (the "District"), a public water facility improvement project consisting of the design, construction and equipping of the **FLETCHER STREET MAIN REPLACEMENT PROJECT** in Kennebunk (the "Project"), is hereby approved; and

That a sum not to exceed \$452,480 is hereby appropriated to provide for the costs of the Project (this appropriation was originally included in the 2020 CIP Budget approved on December 18, 2019, was then deauthorized by the Board of Trustees on April 29, 2020, and has now been reauthorized on May 27<sup>th</sup>, 2020 for financing now); and

To fund said appropriation, the Treasurer and the President of the Board of Trustees are hereby authorized to issue, at one time or from time to time, bonds, notes or other evidences of indebtedness of the District (the "securities"), including temporary notes in anticipation of the sale thereof, in an aggregate principal amount not to exceed \$452,480 and the discretion to fix the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment call(s) for redemption, form(s), and other details of said securities, including execution and delivery of said securities against payment therefor, and to provide for the sale thereof, is hereby delegated to the Treasurer and the President of the Board of Trustees.

## **Project and Operations Updates**

### COVID-19 Operational update

The Assistant Superintendent provided operational updates from the past month during the pandemic and the protocols that are being followed. In general, staff morale remains high. The Facilities Department is back to full operation and will be returning to the GAC facility working towards its completion. The Health and Safety Committee, Treasurer and Superintendent have been working to develop a COVID-19 Exposure and Return to Work Policy. Alexis Flink-Westin (MEMIC) and Betsy Oulton (HR Maine Consultants) are also contributing with their expertise. Once the Policy is finalized, it will be rolled out to employees. Presently, the plan is to bring employees back to regular on-site work in the reverse order in which their department began working remotely. Fortunately, no employees have had any indication of COVID-19 illness or symptoms. However, one employee had flu-like symptoms but has tested negative for COVID-19.

The Superintendent reported that he has been (remotely) meeting regularly with local officials and members of Southern Maine Regional Water Council to be consistent with protocols for the workplace. Some utilities that have successfully transitioned to remote work have indicated that they will probably not return to normal work practices in a hurry. He noted the Governor has announced that June 11<sup>th</sup> is the date that the civil emergency restrictions will begin to ease up. Upon inquiry, the Superintendent outlined how Customer Service is conducting business remotely.

### Monthly Water Production Report

The Assistant Superintendent presented the monthly precipitation, water production statistics and water production cost charts for April.

He reported that water production for April was 52.30MG which is 6.51MG (11.1%) lower than 2019. He elaborated on the factors that contributed to April production being the lowest in the past 17 years. April year to date production (188.72MG) was also the lowest in the past 17 years at 10.3% (19.6MG) below the 17-year group average of 208.3MG. He added that so far May production is tracking higher than last year.

The liquid precipitation equivalent for April was 6.30" and included nine days of recorded precipitation. Year to date total thru April of 16.05" is slightly lower than the group average of 17.94".

There was no groundwater production in April. The Chief Operator has acquired readings from the monitoring wells of the Kennebunk River well and the Merrilland River well aquifers. The readings indicated that both aquifers are full, based on historic data.

#### AMI Meters

The Treasurer reported that the final installation total for the month of April totaled 60. As of yesterday, another 70 installations have been completed in May bringing the 2020 total to 830 and the cumulative total to 10,966 representing 77.4% of all (14,166) accounts, 23.4% of seasonal and 92.6% of annual accounts.

#### Summer Line Replacement Projects -- Kennebunkport

The Distribution Manager reported that the summer line replacement projects have all been completed. The landscaping work on Prescott Drive was completed shortly after the last meeting.

The Assistant Superintendent made the Board aware of a voice mail from a Prescott Drive resident complimenting the crew's activity on the job and for the great job grading the roadway.

#### Main Replacement Project -- Western Avenue, Kennebunk

The Distribution Manager reported that this 1,000' main replacement project has been tied in to the existing main and he hopes the project will be wrapped up next week. The decrease in the traffic in the area helped accelerate the progress of the installation.

#### GAC Facility Project

The Facilities Manager gave an overview of the progress at the GAC Facility. He reported that approximately 90% of the electrical system has been completed; 80% of the domestic water system is completed; and the recycle tank system is 100% completed. The focus will now be installing the large piping that connects the three pressure filters together. He anticipated that the facility will be receiving a carbon delivery on June 9<sup>th</sup> and the facility could possibly be put on-line by the end of that week.

#### Sodium Aluminate Project

The Plant Manager provided a brief summarization of the progress in developing the sodium aluminate storage and transfer area. He elaborated on the process that is being undertaken. He described the difficulty in obtaining the correct equipment (transfer pump and casing).

### Arundel 1.5MG Tank Construction Project

The Assistant Superintendent reported that progress on this project is slightly delayed. The tank pad is finished as far as the crushed stone sub base. The contractor (DN Tanks) is currently building the panel forms in order to start casting those at the end of the week. He noted that the area was over blasted, an issue that will be resolved between the subcontractors.

He described the drone video that was recorded by the GIS Department that illustrates the preliminary progress in the construction area. Subsequent videos will be taken as the phases of construction progress.

### Hydrant/Main Spring Flushing Program

The Distribution Manager reported that the hydrant/main flushing in Wells and Ogunquit has been completed. Focus is currently in Kennebunk and will then head to Kennebunkport and Biddeford Pool. He was pleased to report that the new flushing team has done a great job, attributed in part to the guidance and communication provided by Operator Matt Sampson who usually manages the flushing. Water quality is great and there haven't been any complaints. He anticipates that the entire system will be completed within a week and a half.

### Main Replacement Project -- Lord's Point Road (Kennebunk)

The Assistant Superintendent reported that this project is underway with the initial phase comprised of the pipe-bursting component undertaken by the Ted Berry Co. Foglio Construction will follow later this fall replacing the remainder of the water main and all of the sewer replacement installation. He intends to provide an updated Capital Project Schedule at the next Trustees' meeting.

### Main Replacement Project – Ocean Avenue (Kennebunkport)

The Assistant Superintendent reported that the Town commenced their road work yesterday ahead of the District's water pipe (open trench) installation. The project will involve three separate shutdowns to install various valve and fitting complexes. The Distribution Manager added the road work in the intersection (with East Avenue) is anticipated to be complete and ready for the pipe installation to start next week.

## **Watershed**

### KKW, The Nature Conservancy & State Officials Site Walk of Watershed Parcels

The GIS/Asset Management Coordinator reported that there's a site walk scheduled for tomorrow to evaluate a ±123-acre parcel that is within our watershed and is currently on the market. The owner will retain approximately 20 acres (with a pond) to develop into his personal residential compound. He stated that the District is investigating a three-way partnership with The Nature Conservancy and Maine Department of Inland Fisheries and Wildlife to purchase the property. He indicated that mitigation funds from the Sanford Solar

Project may be applicable. Upon inquiry, he stated that the property is being listed for \$350,000. In the past, the owner offered the entire property to the District for \$500,000.

### Jones Associates Update

The Superintendent reported that Jones Associates has been working with the District to secure the necessary permitting to remove blown-down trees and dead wood within the watershed along Branch Brook particularly in the areas where the dead wood/trees change the course of the Brook and cause the most erosion.

### **Other Business**

#### Employee Recognition

The Superintendent thanked Plant Manager **Bill Snyder**, Chief Operator **Greg Pargellis** and Facilities Manager **Rob Weymouth** for their prompt response to Maine Water Company when they had to shut down their Plant on a Sunday. Maine Water was very grateful. Also recognized were Distribution Manager **Keith Archibald** and Foreman **Eddie Thyng** for their patience in successfully dealing with a challenging resident along one of our projects. **Gerry Goulden** was acknowledged for his remote work during the pandemic period and how he's juggled some personal obligations and continued to be very productive.

#### Old Marsh Golf Course Maine Extension Possibility

The Superintendent reported that he has been in discussions with Old Marsh Golf Course who are interested in researching the potential for bringing water to their development, which is west of the Turnpike, because their on-site source has shown its limitations. The main extension would involve directional drilling under the Turnpike from where the main ends east of the Turnpike along Littlefield Road (Route 9B).

#### Main Extension – Briggs Way, Kennebunkport

Connecting to the existing 12-inch main in Main Street at a point approximately 1,500 feet westerly of the intersection with Wildes District Road, install approximately 290 feet of 2-inch main along Briggs Way, ending at its terminus.

Reference is made to Sheet 4 of 7 of a set of plans entitled 'HERITAGE WOODS RESIDENTIAL SUBDIVISION' – prepared for Kennebunkport Heritage Housing Trust 2 – last revised 5/20/2020.

The applicant, Kennebunkport Heritage Housing Trust 2, will be required to deposit \$2,112, plus furnish *all* trench, *all* material and *all* labor to complete the installation in accordance with Water District specifications.

On a motion by Trustee Oliver, seconded by Trustee Burrows, it was unanimously voted to accept this main extension.

Proposed schedule to rollout the new Personnel Handbook and Administrative Procedures Manual

The April 1, 2020 scheduled meeting with Staff to present the new Personnel Handbook and Administrative Procedure Manual was abruptly postponed due to the COVID 19 virus. The meeting is anticipated to be held once the June 11<sup>th</sup> the civil emergency restrictions expire. Preliminary plans are to conduct the session at either the GAC facility or the new Pipeyard Building both of which would allow adequate social distancing during the presentation.

Next Regular Meeting

The next regular meeting of the Board of Trustees will be held on Wednesday, June 24, 2020 at 2:00 pm (possible remote via Zoom). A brief discussion was held regarding the upcoming Board of Trustees Annual Meeting during which Trustee reappointments are made. This year, the election date has been delayed until July 14<sup>th</sup> because of the pandemic restrictions. The Superintendent will research the issue of delaying the Annual Meeting until the July Trustees' meeting. Trustee Oliver strongly recommended that the Officer performance evaluations be conducted in person and not remotely.

**ADJOURNMENT**

On a motion by Trustee Burrows, seconded by Trustee Oliver, it was unanimously voted to adjourn the May 27, 2020 meeting at 3:15 pm.

Respectfully submitted,



Wayne A. Brockway, Clerk