

MINUTES OF THE BOARD OF TRUSTEES

August 26, 2020

The meeting of the Board of Trustees, which was remotely held via Zoom, was called to order by President Jim Burrows at 1:30 pm. Trustees Bob Emmons, Tom Oliver and Fred Lynk attended along with Superintendent Steve Cox.

1:30 – EXECUTIVE SESSION – Personnel Matter

On a motion by Trustee Oliver, seconded by Trustee Lynk, it was unanimously voted to go into Executive Session to discuss a personnel matter regarding clarifications around Exempt employment status.

On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to come out of Executive Session at 2:09 pm with no action taken.

2:00 pm – REGULAR MEETING via Zoom

The regular meeting of the Board of Trustees was called to order by President Jim Burrows at 2:10 pm. Trustees Tom Oliver, Fred Lynk and Bob Emmons attended along with Superintendent Steve Cox, Assistant Superintendent Scott Minor, Treasurer Wayne Brockway, Distribution Manager Keith Archibald, Accountant Cathy McLeod, Plant Manager Bill Snyder, Chief Operator Greg Pargellis, Facilities Manager Rob Weymouth, District Engineer Jamie Paschal and Administrative Assistant Cindy Rounds.

Minutes – July 29, 2020 Regular and Annual Meetings

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

On a motion by Trustee Lynk, seconded by Trustee Emmons, it was unanimously voted to approve the Minutes of the July 29, 2020 Annual Meeting as presented.

Public Comment

There was no public comment.

Treasurer's Report

July 2020 Financial Report

The Treasurer reported that annual metered account revenues were \$2,140,847, indicating a 3% favorable variance of \$62,634. Seasonal metered account revenues totaled \$684,554 indicating an 7.7% unfavorable budget variance of \$57,385. Total metered revenues were \$2,825,401, indicating a 0.2% favorable budget variance of \$5,249 and a 2.8% increase in the year-to-date billed usage from 2019. Total operating revenues were \$3,671,456, indicating a

0.1% unfavorable budget variance of \$3,448. There were 9 System Development Charges collected in July (\$14,047). A total of 97 SDCs (\$159,761.50) have been collected through July compared to 98 (\$146,285) in 2019. The Treasurer further elaborated on the revenue trends.

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

Bond Application Status

The Treasurer reported that since the last meeting, the Bond Bank approved the application for \$500,000 for the AMI project. He anticipates PUC approval for this bond and the SRF bond in September.

Project and Operations Updates

On a motion by Trustee Lynk, seconded by Trustee Emmons, it was unanimously voted to take the three main extensions out of order since one of the applicants was remotely attending the meeting.

Main Extension – Bayberry Lane, Biddeford

Connecting to the end of the existing 6-inch main in Bayberry Road, install approximately 25 feet of 6-inch main along Bayberry Road, ending at a point perpendicular to the center of the existing house at 24 Bayberry Road.

Reference is made to Sheet 1 of 2 of a set of plans entitled 'BAYBERRY RD MAIN EXTENSION' – prepared for Silas James Allen – last revised 12/2/2019.

The applicant, Silas James Allen, will be required to deposit \$1,056, 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 Lynk, it was unanimously voted to approve this main extension.

Main Extension – Hickory Lane, Kennebunk

Connecting to the existing 8" main in Ridge Avenue, install approximately 160 feet of 2-inch main along Hickory Lane, ending at a point perpendicular to the center of the existing house at 4 Hickory Lane.

Reference is made to Sheet 1 of 2 of a set of plans entitled 'HICKORY LANE MAIN EXTENSION' – prepared for Rick Puckette – last revised 8/7/2020.

The applicant, Rick Puckette, will be required to deposit \$1,056, plus furnish *all* trench, *all* material and *all* labor to complete the installation in accordance with Water District specifications.

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

Main Extension – Colby Lane, Wells

Connecting to the end of the existing 8-inch main in Colby Lane, install approximately 120 feet of 2-inch main along Colby Lane, ending at a point perpendicular to the center of the proposed house at Lot 15 Colby Lane.

Reference is made to Sheet 1 of 2 of a set of plans entitled 'COLBY LANE MAIN EXTENSION' – prepared for Ken Ahern – last revised 8/7/2020.

The applicant, Ken Ahern, will be required to deposit \$1,056, 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 Emmons, it was unanimously voted to approve this main extension.

COVID-19 Operational Update

The Superintendent gave an update of the recent revisions to the pandemic guidelines. He elaborated on the District's *Return to Work* policy that was modified to call on "current CDC recommendations". In addition, a temporary *Telecommute* policy has been implemented to formalize remote working.

Monthly Water Production Report

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

He reported that water production for July was 168.11MG which is 2.65MG (1.56%) ahead of 2019. The supply source summary indicated that 88.65MG (52.7%) came from Branch Brook, 77.26MG from groundwater supplies and 2.198MG was purchased from both interconnections. So far, 2020 production is 25.21MG (4.4%) ahead of 2019 but 26.28MG (4.39%) lower than 2016 (record year). Total production of 585.52MG ranks fifth highest in the past 17 years. A preview of August production through yesterday indicates that production is just below 150MG, about 15MG more than 2019 and potentially will be higher than August 2016 totals. He added that the Plant staff has been doing an outstanding job balancing the

The liquid precipitation equivalent for July was 2.40" which included tens of measurable precipitation, five of which were virtually insignificant. The 2020 YTD precipitation totals 24.7" which is notably lower than the 17-year group average of 31.39". He displayed the map illustrating drought conditions in Maine which indicated that 64% of the state is in the severe drought (D2) classification.

Groundwater production in July was 77.26MG which included 36.53MG from the Merriland River well, 3.74MG from Harriseckett Road well, 5.32MG from the Plant wells and 31.68MG from the Kennebunk River well. There was a 77.26MG (35.45%) decrease YTD from 2019.

The surface water versus groundwater production and chemical cost comparison chart revealed the cost of treating surface water was \$221.52/MG in July and the combined groundwater chemical cost from all sources was \$115.79/MG. This resulted in a YTD blended surface and groundwater chemical cost of \$193.52/MG. He further elaborated on the individual chemical costs from each groundwater source which now includes the estimated \$94.60/Mg GAC filtration cost for the Kennebunk River well.

The Assistant Superintendent then brought the Board's attention to the monthly water production versus revenue comparison chart. It indicated that July (2020) revenues were higher than those in 2018 and 2019.

A brief discussion ensued questioning the potential need for issuing water restrictions on irrigation and outside watering. The Assistant Superintendent stated the surface and groundwater supplies are being closely monitored and remain of sufficient capacity to meet all customer needs at this time, including irrigation and outside watering. A status update will be provided at the next meeting. The Superintendent added that York Water District has asked their customers to voluntarily conserve their water use.

AMI Meters

The Treasurer reported that another 42 installations were completed in July bringing the 2020 year-to-date total to 998 and the cumulative total to 11,134, representing approximately 78% of all customer accounts, which includes 27% of seasonal accounts and 93% of annual accounts. Installations in August as of yesterday stand at 45. The Assistant Superintendent added that through July 31st, \$338,000 of the \$983,000 budgeted has been spent.

Arundel-Biddeford Flow Control Vault

The Facilities Manager reported that the motorized valve, solar collectors, control panels, sump pump, and the back-up sump pump have been installed. The electronics in the vault will be completed once all the necessary materials arrive.

GAC Facility Project

The Facilities Manager reported that the GAC Facility is up and running. Basically complete, the Operators are spending free time painting and completing other touch-ups. The Assistant Superintendent reported on the recent PFAS test results that indicated no detectable levels of PFAS in the treated water.

Sodium Aluminate Project

The Facilities Manager reported that his crew is getting prepared to take the tanks out of storage and slide them into place.

Arundel 1.5MG Tank Construction Project

The District Engineer reported that progress continues with the winding of wire around the tank that which will fortify the integrity of the tank. He anticipates that the tank will be put on line by November provided he can secure a contractor to pour the foundation for the vault.

Lagoon Drainage/Vehicle & Equipment Storage Building Site Work

The Distribution Manager reported that installation of the lagoon and pipe yard complex drainage system has been completed. Pavement bids are being solicited and once the bid is awarded, paving will be undertaken. He took the opportunity to compliment his staff for an outstanding job installing the drainage and completing the site work. The Superintendent asked that his gratitude be conveyed to the distribution staff for their diverse talents.

Main Replacement Project – Fletcher Street (Kennebunk)

The Distribution Manager reported that the project is anticipated to commence the week of September 21st.

Watershed

Branch Brook Clean-up

The Superintendent reported that Jones Associates confirmed that DEP does not require a Natural Resources Protection Act (NRPA) permit to remove debris and dead branches from Branch Brook. They consider that activity for a drinking water supply to be exempt under the public works exemption. Therefore, the District will not have to undergo a long approval process to proceed.

Wood Salvage from Burn Area

The Superintendent reported that Jones Associates evaluated the burn area and is concerned with the standing dead wood that creates an added fuel source in the event of any future fires. Jones Associates received a determination from a forester that there is little salvage or fiber value from the trees lost in the fire area. However, Jones Associates did identify a few nearby areas needing thinning that could help offset the (cost of the) effort.

Other Business

Employee Recognition

The Superintendent was pleased to recognize the Customer Service team. The team has been engaged in looking for new ways to improve efficiency. In recent weeks, automation of the phone system has been developed and successfully implemented. In addition, customer forms (i.e., new customer, work order, change of address, change of ownership) have been created

electronically and are now accessible from the website. Both these initiatives provide increased efficiency to the Customer Service department especially during the remote work situation.

Preliminary 2021 Proposed Vehicle Fleet and Equipment Capital Budget

The Assistant Superintendent introduced the proposed items to be purchased. They include: 1) replacement of Truck #23 (4x4 mini-dump truck); 2) replacement of Truck #4 (Ford Transit); 3) replacement of Truck #25 (excavator); and 4) replacement of Truck #26 (Bobcat Skidsteer). He elaborated on the value of each piece of equipment (using the equipment costs of previous projects) and the benefits afforded with their replacement.

On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to approve the preliminary 2021 proposed Vehicle Fleet and Equipment Capital budget as presented at an estimated cost of \$351,000.

2020 Capital Budget Modification

The Assistant Superintendent explained to the Board that the variable frequency drive (VFD) at the Merriland River well has failed and needs to be replaced. The Facilities Manager stated that the VFD, which had an expected service life of 15 to 20 years, was installed approximately 16 years ago and withstood a lightning strike 10 years ago. An estimate to repair the VFD is in the range of \$2,200 while the cost for a new one is \$4,200.

On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to replace the failed variable frequency drive at the Merriland River well for a cost not to exceed \$5,000.

Temporary Telecommuting Policy

The Superintendent informed the Board that a temporary Telecommuting Policy has been developed and implemented. The intent of the Policy is to provide employees with expectations while working remotely. The next revision of the Personnel Handbook will likely include a Telecommuting policy.

September 25th Rollout of Personnel Handbook and Administrative Procedures Manual

The Superintendent reaffirmed that the new Personnel Handbook and Administrative Procedures Manual will be presented at the September 25th Annual Employees Meeting at the new Pipeyard building. A safety program will also be presented by Alexis Flink, the District's MEMIC Worker's Compensation representative. The presentations will be followed by an employee appreciation.

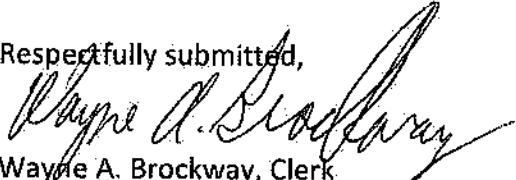
Next Regular Meeting

The next regular meeting of the Board of Trustees will be held on Wednesday, September 30, 2020 at 2:00 pm (possible remote via Zoom).

ADJOURNMENT

On a motion by Trustee Oliver, seconded by Trustee Burrows, it was unanimously voted to adjourn the August 26, 2020 meeting at 3:11 pm.

Respectfully submitted,


Wayne A. Brockway, Clerk