

**MINUTES OF THE BOARD OF TRUSTEES**  
**October 28, 2020**

The regular meeting of the Board of Trustees was called to order by President Jim Burrows at 2:00 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, Facilities Manager Rob Weymouth, District Engineer Jamie Paschal, GIS/Asset Management Coordinator Justin Richardson and Administrative Assistant Cindy Rounds.

**Minutes – September 30, 2020 Regular Meeting**

On a motion by Trustee Lynk, seconded by Trustee Oliver, it was unanimously voted to approve the Minutes of the September 30, 2020 meeting as presented.

**Public Comment**

There was no public comment.

**Treasurer's Report**

September 2020 Financial Report

The Treasurer reported that annual metered account revenues were \$3,470,597, indicating a 7.5% favorable variance of \$241,448. Seasonal metered account revenues totaled \$1,007,734 indicating an 1.8% unfavorable budget variance of \$17,973. Total metered revenues were \$4,478,332, indicating a 5.3% favorable budget variance of \$223,476 and an 8.7% increase in the year-to-date billed usage from 2019. Total operating revenues were \$5,560,593, indicating a 4.0% favorable budget variance of \$214,013. There were 21 System Development Charges collected in September (\$34,797). A total of 125 SDCs (\$193,441.40) have been collected through September compared to 169 (\$397,409.19) in 2019. The Treasurer further elaborated on the revenue trends.

At the conclusion of the Treasurer's report, the Superintendent applauded the Customer Service team for their efforts in minimizing the number of late payments by making soft calls to customers with delinquent accounts and successfully arranging payment schedules with them. He was pleased to report that, in speaking with other water utilities, it appears that KKWWD has the lowest rate of delinquent accounts among them.

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

Bond Application Status

The Treasurer reported that two bonds are closing this week. The \$1.3 million GAC bond closes today at 1% interest and the first payment will be due in June. The \$500,000 AMI bond closes tomorrow at an interest rate of 2.22%.

### Modification to the 2021 Capital Budget

The Treasurer explained that an oversight from the August meeting was recently discovered. He explained that the Trustees voted to approve only the vehicle and equipment portion of the 2021 Capital budget. However, the motion did not elaborate that if the vehicles were available in 2020, they could be purchased.

On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to approve modifications of the 2020 Capital budget to allow for the purchase of the pre-approved 2021 Vehicle and Equipment if they become available in late 2020.

### 2021 Excavator Purchase Options

The Distribution Manager was pleased to report that the recently-purchased excavator arrived and has been put to work. He explained the reasons why the quote for the new 2020 JD245LC machine was chosen over the used 2019 JD245LC unit with 642 hours and provided a brief analysis of the features, benefits and functions of the new machine.

### Quarterly Capital Spending Update

The Accountant presented the 2020 Capital Project Budget & Spending report through 9/30/2020. She explained the components of the report and the modifications she made since the last meeting. Discussion ensued as she elaborated on the status of the projects and responded to questions.

### **Project and Operations Updates**

#### COVID-19 Operational Update

The Superintendent gave an update of the protocol revisions made as a result of the Governor's recent declaration and modifications to the pandemic guidelines. He explained that staff are now required to wear facial coverings when they are away from their work station. He summarized five incidents that related to staff exposures/symptoms from the virus. He emphasized that none have resulted in positive COVID 19 test results. He noted that he continues to have discussions and operational comparisons with members of southern Maine utilities. There is agreement among them that it is necessary to remain vigilant and diligent especially with the increase in exposure that has been seen in York County.

#### Monthly Water Production Report

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

He reported that water production for September was 141.29MG (a monthly record) which is 12.07MG (9.34%) ahead of 2019. The supply source summary indicated that 83.280MG (58.9%) came from Branch Brook and 58.01MG (41.1%) from groundwater supplies with no water purchases from either utility interconnection. So far, 2020 YTD production of 907.12MG ranks

third highest in the past 17 years. A preview of October production through yesterday indicates that production is 84.93MG, about 8.4MG less than 2019.

The liquid precipitation equivalent for September was 1.04" which included five days of measurable precipitation. The 2020 YTD precipitation total of 27.73" is notably lower than the 17-year group average of 39.04". He displayed the map illustrating drought conditions in Maine which indicated that 2.2% of the state remains in the extreme drought (D3) classification.

Groundwater production in September was 58.01MG which included 27.23MG from the Merriland River well, 1.82MG from the Harriseckett Road well, 0.04MG from the Plant wells and 28.91MG from the Kennebunk River well. There is currently a 63.14MG (16.88%) decrease YTD from 2019 due primarily to the late startup of the Kennebunk River well. He noted that, on October 22<sup>nd</sup>, the Merriland River well was shut down in order to allow the aquifer to begin recharging.

The surface water versus groundwater production and chemical cost comparison chart revealed the chemical cost of treating surface water was \$203.87/MG in September and the combined September groundwater chemical cost from all sources was \$157.89/MG. This resulted in a blended surface and groundwater chemical cost of \$184.99/MG for the month of September. The YTD blended surface and groundwater chemical cost is \$194.32/MG which is running \$22.27/MG higher than 2019 due to the added cost of using GAC to treat the Kennebunk River well. He further elaborated on the individual chemical costs from each groundwater source.

The Assistant Superintendent then brought the Board's attention to the monthly water production versus metered revenue comparison chart. It indicated that September (2020) metered revenues of \$920,232 are higher than those in 2018 and 2019 and likely an all-time monthly record.

#### AMI Meters

The Treasurer reported that another 25 installations were completed in September bringing the 2020 year-to-date total to 1,072 and the cumulative total to 11,208, representing approximately 79% of all customer accounts. Installations in October as of yesterday stand at 112. Upon inquiry, the Distribution Manager responded that during the slowdown in AMI installations, staff took on other tasks such as hydrant painting. He stated this is the first time in his memory that all District hydrants were painted in a single year as opposed to the traditional three-year cycle. Trustee Lynk's inquiry about the action a customer should take after receiving an AMI letter led to a brief discussion and clarification.

#### Arundel-Biddeford Flow Control Vault

The Facilities Manager reported that the Arundel-Biddeford flow control vault is basically completed. He is waiting for the availability of a bucket truck in order to install the antenna onto the Arundel North booster tower (which will provide communication between the vault and the Arundel North booster station) which will complete the project.

### Wells Tank

Upon inquiry, the Facilities Manager reported that finally, after a 15-month delay by CMP, the upgrade to a three-phase service was finally hooked up allowing the installation of the new pump to be completed. He stated that he is impressed with the performance of the new pump.

### PFAS Results

The Plant Manager was pleased to report the latest PFAS test results from the GAC Facility. The report showed the production well recording the lowest level of PFAS ever recorded at 29.9 parts per trillion. The finished water after the GAC filtration is at non-detect levels. The Assistant Superintendent elaborated on the amount of water that had been treated at the time of the most recent PFAS test. A detailed discussion was held after an inquiry about testing levels and results.

He also reported that the final regulatory component of the GAC facility culminated with a determination by DEP that a discharge permit would not be required. He gave a brief overview of the elements of the discharge.

Trustee Lynk asked about the status of the Governor's Task Force report. The Superintendent was uncertain but agreed to provide a status update at the next Board meeting.

### Sodium Aluminate Project

The Facilities Manager reported that a number of projects are underway with his department staff and are in sight of being completed. Once that occurs, his focus will be shifted to this project.

### Arundel 1.5MG Tank Construction Project

The District Engineer reported that DN Tanks completed their portion of the project last week and demobilized. BREX is on site with the rock hammer preparing to install the 16" inlet/outlet pipe and undertaking the final site work. He explained that the tank will be filled and tested before winter but will not be put into service until spring.

### Main Replacement Project – Fletcher Street (Kennebunk)

The Distribution Manager reported that to date, 2,200' of the new 16-inch main replacement has been installed and is being pressure-tested then chlorinated. Phase 2 of the project will commence once the Kennebunk River well can be taken off line after the next round of PFAS testing is completed. Upon inquiry, the Superintendent responded that he believes the traffic signal at the intersection with the northbound Turnpike entrance would be in service by November 20<sup>th</sup>. He added Town Manager Mike Pardue was very complimentary of the Trustees and the crew working on the project.

Main Extension – Hickory Lane, Kennebunk

The District Engineer reported that the installation of 120' of 2" main extension commenced earlier last week. He noted it was pleasant to learn no blasting would be required.

Lords Point Road, Kennebunk Update

The District Engineer reported that the residents hired Foglio, Inc. to update all utilities along the road including water pipe supplied by the District. He gave an overview of the project.

Sales to York Water District

The Plant Manager reported that over recent months, the District has been moving water through the interconnection to York Water District to supplement their supply. During the peak of their dry period, between 250,000 and 500,000 GPD was being supplied. During October, he anticipates that YWD will purchase approximately 200,000 GPD.

Laudholm Farm Road/Old Farm lane – Main Replacement/Installation

The Assistant Superintendent reported on the status of the Environmental Review Submission component for Phase IA of this project. He reiterated that Phase IB was previously submitted and approved. The Phase IA Environmental Review Submission was sent out on October 1<sup>st</sup> to the Drinking Water Program along with nine cross-cutter agencies who are involved in different areas of review. To date, three have responded. One of those was Maine State Historic Preservation Commission, who requests the District to conduct a Phase 1 Archeological Prehistoric survey in a portion of the project area where 720' directional drilling installation of new 16-inch main will take place. The District has hired an archeologist that previously did work for the District on the Lagoon Drainage project at the Pipe Yard. Her \$3,825 fee was an unexpected cost not included in the original project budget. He also reported that the cost of the directional drilling portion of the project undertaken by Enterprise Electric came in at \$137,930, \$191 per linear foot for the 16" pipe.

Quarterly Water Accountability Update

The Superintendent summarized the detailed spreadsheets that illustrated water accountability gathered by staff. He elaborated on the results and the metered ratios. He thanked the staff involved in gathering this information to develop the detailed report. The consumption lag makes it difficult to predict the metered ratio and unaccounted water for the year but based on comparative trends it appears to be improving over last year.

**Watershed**

Brown Property Negotiations with IF&W

The GIS/Asset Management Coordinator reported that IF&W has continued negotiations with Mr. Brown to purchase a portion of his land for conservation and watershed protection.

He also stated that he received a positive report from the Chief Operator who visited the burn site that is being harvested to removed standing deadwood. The Superintendent added that he has had contact with Jones Associates who is coordinating the operation. They indicated that most of the wood has been harvested and they will periodically chip the material when the market calls for it. He added that beaver activity on a tributary on the Wells' side of Branch Brook that is causing flooding and erosion has been improved by removal of two beavers. Jones Associates estimated that there are probably another three or four more beavers left to trap.

The Superintendent indicated the research conducted of the Old County Road that was discontinued in the 1920s, strongly suggests that the District now owns the land and there is no longer a legal right-of-way. An investigation of deeds indicates that the so-called Logging Road may be the legal deeded access to Mr. Brown's property. This discovery may impact the value of the portion of Mr. Brown's property that is under negotiations.

#### The Nature Conservancy Lease – Wire Road (Wells) Facility

The Superintendent reported that the District will renew the lease of the Wire Road facility to the Nature Conservancy beginning January 1, 2021. We have confirmation from the Maine Public Utilities Commission that the lease does not require the Commission's approval.

#### **Other Business**

#### Schedule Trustee Workshop with Workload Strategy Committee

The Superintendent described the progress of the Workload Strategy Committee (WSC). The Committee is essentially performing a Business Practices Brainstorming exercise to evaluate and prioritize upcoming administrative initiatives. He suggested that it may be appropriate to record the next WSC meeting for the Trustees to view at their convenience. The Board may want to then schedule a workshop for further discussions and questions. There was agreement among the Board to follow the Superintendent's suggestion.

#### Employee Recognition

The Superintendent was pleased to applaud Plant Manager Bill Snyder who assisted the resolution of a customer's concern with a low-pressure issue. She sent an email thanking and complimenting the District and staff who are responsive and helpful.

The Superintendent also acknowledged another email that was received complimenting Customer Service Billing Clerk Jody Harrison for providing helpful advice during a water main break on Sea Road a few days prior. The email noted, *'it is always a pleasure to have a friendly, knowledgeable voice at the end of the line'*.

The Superintendent also recognized Admin Assistant Cindy Rounds for the successful coordination and implementation of the October 16<sup>th</sup> Annual Employee Meeting. He noted that strict adherence to social distancing guidelines was followed during the duration of the event.

The Superintendent reiterated the outstanding work on the Fletcher Street project by the Distribution crew who continued to maintain a positive public impact during the project.

The Assistant Superintendent added his acknowledgement to Chief Operator Greg Pargellis for the time he spends to gather data from the monitoring wells at the Merriland River well and Kennebunk River well.

New Employee – Brendan Messier

The Superintendent noted that Brendan Messier has joined the Facilities Department as a Facilities Technician. He will be introduced to the Board at the next meeting.

Vehicle Bids

The Assistant Superintendent presented the results of two vehicle bids that were submitted by Arundel Ford (Arundel) and Key Ford (York).

*Vehicle #1 - 2021 Ford Transit Cargo van 4X2 (with trade-in).* Arundel Ford submitted a net price of \$28,432 and Key Ford submitted a net price of \$31,420.

On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to award the bid of Vehicle #1 to Arundel Ford.

*Vehicle #2 -2021 1.5-ton 4X4 truck with a dump body and 9.5' plow (with trade-in)* – Key Ford submitted a net price of \$43,531 and Arundel Ford submitted a net price of \$47,644.

On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to award the bid of Vehicle #2 to Key Ford.

Administrative Updates

10/16/2020 Annual Employee Meeting -- The Superintendent gave an overview of the meeting that took place in Bldg. 2 at the Pipeyard complex. The Personnel Handbook was reviewed and discussed. Staff was encouraged to submit questions and concerns to the Superintendent ahead of the meeting. A list of those questions was developed for discussion and clarification at the meeting. The concerns that were introduced were resolved.

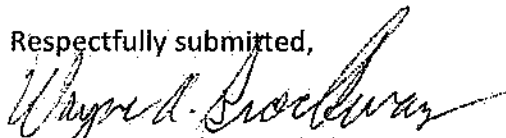
Next Regular Meeting

The next regular meeting of the Board of Trustees will be held on Wednesday, November 18, 2020 at 2:00 pm (possible remote via Zoom).

**ADJOURNMENT**

On a motion by Trustee Emmons, seconded by Trustee Lynk, it was unanimously voted to adjourn the October 28, 2020 meeting at 3:34 pm.

Respectfully submitted,

  
Wayne A. Brockway, Clerk