

## MINUTES OF THE BOARD OF TRUSTEES

November 18, 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, recently-hired Facilities Tech Brendan Messier and Administrative Assistant Cindy Rounds.

### **Acceptance of Robert Emmons' Certificate of Election**

President Burrows indicated that Trustee Emmons did not have the opportunity of acquiring his election certificate and therefore this item will be addressed at the next meeting.

### **Minutes – October 28, 2020 Regular Meeting**

On a motion by Trustee Oliver, seconded by Trustee Lynk, it was unanimously voted to approve the Minutes of the October 28, 2020 meeting as presented.

### **Public Comment**

There was no public comment.

### **Treasurer's Report**

#### October 2020 Financial Update

The Treasurer reported that annual metered account revenues were \$4,280,263, indicating a 10% favorable variance of \$389,070. Seasonal metered account revenues totaled \$1,010,190 indicating a 13.9% unfavorable budget variance of \$163,715. Total metered revenues were \$5,290,453, indicating a 4.4% favorable budget variance of \$225,355 and an 6.5% increase in the year-to-date billed usage from 2019. Total operating revenues were \$6,521,655, indicating a 3.4% favorable budget variance of \$215,143.

### **Project and Operations Updates**

#### COVID-19 Operational Update

The Superintendent reported that not much has changed since last month's update of the protocol revisions made as a result of the Governor's declaration and modifications to the pandemic guidelines. He explained that staff continues the practice of wearing facial coverings when they are away from their work station. He noted that it is necessary to remain vigilant and diligent especially with the increase in exposure that has been seen in York County. He added that a number of other utilities have used the District's Covid-19 Exposure and Return to Work Policy as a basis to develop their own.

### Monthly Water Production Report

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

He reported that water production for October was 93.06MG which is 7.46MG (7.71%) behind October 2019. The supply source summary indicated that 44.032MG (47.3%) came from Branch Brook and 48.644MG (52.3%) from groundwater supplies and 0.384 from the Biddeford (Maine Water Company) interconnection. So far, the 2020 YTD production of 1,000.18MG ranks the second highest in the past 17 years, exceeded only by 2016. With a preview of November production through yesterday, the Plant Manager anticipates production will be around 58MG, making it a record for November production, exceeding both the 2016 and 2019 respective November totals.

The liquid precipitation equivalent for October was 4.89" which included nine days of measurable precipitation. The 2020 YTD precipitation total of 32.64" is the lowest in the last 17 years and notably lower than the 17-year group average of 44.45". Drought improved throughout much of Maine with the exception of the District's entire service area within York County which remains under classification *D3 – Extreme Drought*.

Groundwater production in October was 48.64MG which included 18.81MG from the Merriland River well and 29.83MG from the Kennebunk River well. There is currently a 38.32MG (10.10%) decrease YTD from 2019 due primarily to the late startup of the Kennebunk River well. He noted that the Kennebunk River well was shut down last week to accommodate the Fletcher Street main replacement project.

The surface water versus groundwater production and chemical cost comparison chart revealed the chemical cost of treating surface water was \$299.46/MG in October and the combined October groundwater chemical cost from all sources was \$149.30/MG. This resulted in a blended surface and groundwater chemical cost of \$220.65/MG for the month of October. The YTD blended surface and groundwater chemical cost is \$196.76/MG, which is running \$23.38/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 October (2020) metered revenues of \$812,121 are higher than those in 2018 and 2019 and likely an all-time monthly record. 2020 YTD metered revenue is running \$525,869 higher than during the same period for 2019.

### AMI Meters

The Treasurer reported that another 160 installations were completed in October bringing the 2020 year-to-date total to 1,232 and the cumulative total to 11,368, representing approximately 80% of all customer accounts, 32% seasonal accounts and 94% of annual accounts. Installations in November as of yesterday stand at 129 bringing the total installations

to 11,497. Trustee Lynk reported that his AMI meter was installed shortly after the last meeting.

The Superintendent took the opportunity to highlight the Utility staff for adapting processes in order to continue to work effectively with the constraints that the pandemic has imposed.

#### Arundel-Biddeford Flow Control Vault

The Facilities Manager reported that two 5/8" AMI meters have been installed and were put on line at the Arundel-Biddeford flow control vault today. Once the SCADA antenna is installed at the Arundel North booster station (which will allow communication between the flow control vault and the Arundel North booster station) the project will be complete.

#### GAC Facility

The Assistant Superintendent reported that he was pleased to report that the system is working as well as anticipated. The October 22<sup>nd</sup> water quality report showed the Kennebunk River production well recording the lowest level of PFAS ever at 29.9 parts per trillion (ppt). Through October 22<sup>nd</sup>, the GAC Filtration Facility has processed 124.5MG of groundwater while filter effluent levels remain non-detect for PFAS. The Assistant Superintendent reiterated the District's goal is to treat 500MG of groundwater before the GAC media needs to be replaced.

The Plant Manager outlined the work that will be undertaken at the GAC Treatment Facility during the planned 20-day shutdown which includes some labor-intensive painting of the pressure filters, piping and appurtenances.

#### Update on Governor's PFAS Task Force Report

In response to Trustee Lynk's inquiry at the last meeting, the Superintendent reported that he looked into the status of the Task Force Report. The report was finalized in early 2020 and it appears that it was submitted to the Environmental Resources Committee. At this point the only legislation that has come out of it is a statute of limitation bill that went through the Judiciary Committee.

#### Sodium Aluminate Project

The Facilities Manager reported that this project commenced last week and he outlined the progress that's been made. He anticipates that he will be able to complete this project before the end of the year.

#### Arundel 1.5MG Tank Construction Project

The District Engineer reported that BREX has excavated the trench up to the wall of the flow control vault for the 16" inlet/outlet pipe. The Facilities crew will then come in and complete the piping and related work inside the vault.

Main Extension – Bayberry Road, Biddeford

Connecting to the end of the existing 6-inch main in Bayberry Road, install approximately 250 feet of 6-inch main along Bayberry Road, ending at a point perpendicular to the center of the existing house at 27 Bayberry Road.

Reference is made to Sheet 1 of 2 of a set of plans entitled '#27 BAYBERRY RD MAIN EXTENSION' – prepared for Steven Silverman – last revised 11/12/2020.

The applicant, Steven Silverman, 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.

Sales to York Water District

The Plant Manager reported the District has been moving water through the interconnection to York Water District to supplement their supply. Currently approximately 100,000 GPD are being supplied. He anticipates that YWD will purchase approximately 50,000 to 100,000 GPD until spring.

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

The Assistant Superintendent reported that the Phase I Prehistoric Archeological investigation, requested by the Maine State Historic Preservation Commission, was conducted for a portion of the project area where the 720' directional drilling installation of new 16-inch main will be installed. The investigation resulted in the discovery of only two heavily corroded nails of no historic significance. On November 9<sup>th</sup>, the District received approval for the Environmental Submission component of this SRF project. He also indicated the Engineering Design and Specification component had been approved earlier in the day prior to the meeting. He outlined the 30-day public notification process that remains open for public comment until December 12<sup>th</sup>, after which the District can begin construction. He added that on November 11<sup>th</sup>, a \$137,930 contract was signed with Enterprise Electric to install 720 feet of 16" HDPE pipe by the directional drilling method under the causeway section of the project. He brought the Board's attention to the tabulation of the Contract 2020-09 (pipe, valves, fittings, hydrants and appurtenances) material bids that were submitted by E.J. Prescott, Inc. (\$92,324.96) and Ferguson Waterworks (\$94,114.39). E.J. Prescott was awarded the bid. He also indicated that an on-site meeting has been scheduled for November 24<sup>th</sup> with Paul Dest from Wells Reserve to discuss the final project details before the work begins.

Main Replacement Project – Fletcher Street (Kennebunk)

The Distribution Manager provided an update on the status of this project stating that the remaining work in the spring will be essentially loaming and seeding areas that need attention.

## **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 elaborated on the research conducted of the Old County Road which strongly suggests that the District now owns the land and there is no longer a legal right-of-way via Old County Road.

### Trail Erosion Work

The GIS/Asset Management Coordinator reported that the Watershed Committee is also working with a landscaper who works with Nature Conservancy maintaining trails on their other properties to look at options to address the severe erosion on the trail that goes to Rattling Bridge.

## **Other Business**

### New Employee Brendan Messier

The Facilities Manager introduced the District's newest employee, Brendan Messier, who will undertake the duties of a Facilities Tech I. He gave a brief overview of Brendan's experience and qualifications. The Superintendent introduced the Board and welcomed Brendan to the KKW team.

### Employee Recognition

The Superintendent was pleased to applaud staff, that includes the Accountant, Treasurer, the Customer Service team and the GIS Coordinator, that has been involved in the successful Munis upgrade. The Accountant gave a brief overview of some of the new features. She was pleased with the smooth transition.

### 2021 Board of Trustee Meeting Schedule

The Board reviewed a proposed schedule of 2021 meeting dates. After a brief review, consensus was reached to accept the schedule that was comprised of the last Wednesday during January through October and the third Wednesday in November and December.

### 2021 Holiday Schedule

The Board reviewed the 2021 holiday schedule which represents the ten designated holidays and a floating holiday on July 2<sup>nd</sup>.

Year-end Pay Supplement

The Superintendent noted that this agenda item is traditionally addressed at the discretion of the Board at their November meeting. He explained the current budget has 1.5% allocated for this expenditure.

On a motion by Trustee Emmons, seconded by Mr. Oliver, it was unanimously voted to award a 1.5% year-end pay supplement to District employees.

It was suggested that employees be reminded that the year-end supplement depends highly on the financial success of the District and should not be perceived as an expected benefit.

Modification to the 2021 Capital Budget

The Assistant Superintendent requested a modification to the Capital budget that included upgrades to the Biddeford Pool interconnection with the Maine Water Company in order to improve water quality for both systems. The upgrades are estimated not to exceed \$10,000.

On a motion by Trustee Emmons, seconded by Trustee Oliver, it was unanimously voted to approve the modification request for an amount not to exceed \$10,000.

Winter 2021 Newsletter

The Superintendent introduced the Administrative Assistant who gave an overview of the articles that are planned for the upcoming Winter 2021. A tentative mailing date is the end of January.

**Administrative Updates**

Workload Strategy Committee

The Superintendent invited comments from the Board regarding their perceptions from viewing the Workload Strategy Committee (Zoom) meeting recording. The Board accepted the Superintendent's offer to schedule a workshop with the Committee between Thanksgiving and the December Trustees' meeting.

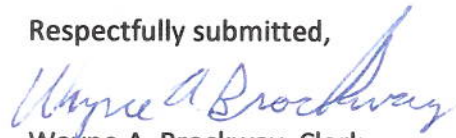
Next Regular Meeting

The next regular meeting of the Board of Trustees will be held on Wednesday, December 30, 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 November 28, 2020 meeting at 3:17 pm.

Respectfully submitted,

  
Wayne A. Brockway, Clerk