

MINUTES OF THE BOARD OF TRUSTEES

December 30, 2020

A meeting of the Board of Trustees was called to order by President Jim Burrows at 1:06 pm. Trustees Tom Oliver, Fred Lynk and Bob Emmons attended along with Superintendent Steve Cox.

EXECUTIVE SESSION – Personnel Issues

On a motion by Trustee Lynk, seconded by Trustee Oliver, it was unanimously voted to go into Executive Session to discuss personnel issues pursuant to 1 M.R.S.A. § 405(6)(A).

On a motion by Trustee Lynk, seconded by Trustee Emmons, it was unanimously voted to come out of Executive Session at 1:38 pm with no action taken.

REGULAR MEETING

The regular meeting of the Board of Trustees was called to order by President Jim Burrows at 2:02 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, Front Office Supervisor Kathleen Chapin and Administrative Assistant Cindy Rounds.

Personnel Issues – Action from Executive Session

On a motion by Trustee Lynk, seconded by Trustee Oliver, it was unanimously voted to approve the additional Maine State Retirement contribution of approximately \$1,700 resulting from removing all Exempt employees from the Merit Plan eligibility.

On a motion by Trustee Oliver, seconded by Trustee Lynk, it was unanimously voted to award a one-time 2.5% merit payment to the Assistant Superintendent for his high performance recognizing his 2020 increase was less than 1% due to his position within the wage range.

On a motion by Trustee Oliver, seconded by Trustee Lynk, it was unanimously voted to award the Superintendent \$1,000 and an additional week of vacation to be taken during 2021.

Acceptance of Robert Emmons' Certificate of Election

On a motion by Trustee Oliver, seconded by Trustee Lynk, it was unanimously voted to accept Robert Emmons' Certificate of Election for a three-year term as a Trustee representing the Town of Kennebunk.

Minutes – November 18, 2020 Regular & December 17, 2020 Workshop

On a motion by Trustee Oliver, seconded by Trustee Lynk, it was unanimously voted to approve the Minutes of the November 18, 2020 meeting and the December 17, 2020 Workshop as presented.

Public Comment

There was no public comment.

Treasurer's Report

October and November 2020 Financial Updates

The Treasurer presented the October and November financial reports and budget versus actual comparison reports. He gave a brief overview of the October reports and gave a more detailed accounting of the November reports. In November, annual metered account revenues were \$4,712,239, indicating a 11.3% favorable variance of \$477,544. Seasonal metered account revenues totaled \$1,405,298 indicating a 5.9% unfavorable budget variance of \$87,756. Total metered revenues were \$6,117,537, indicating a 6.8% favorable budget variance of \$389,788 and an 8.1% increase in the year-to-date billed usage from 2019. Total operating revenues were \$7,451,619, indicating a 5.4% favorable budget variance of \$381,436.

There were five System Development Charges collected in November (\$12,477). A total of 138 SDCs (\$231,896.50) have been collected through November compared to 163 (\$347,737) in 2019.

On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to accept the October and November financial reports.

2021 Operations Budget Review and Approval

The Treasurer presented a detailed analysis of the proposed 2021 Operating Budget and the estimated 2021 cash flow summary. The Superintendent further elaborated on some details of the budget and addressed questions from the Board.

The Superintendent recognized the scope of work required to develop this budget and thanked the Accountant and Treasurer for their hard work. Trustee Oliver echoed those sentiments.

On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to approve the 2021 Operations Budget as presented.

2021 Capital Budget Review and Approval

The Assistant Superintendent presented the proposed 2021 Capital budget that was compiled after a comprehensive and lengthy collaborative effort involving all departments. A summary

sheet that illustrated the budget categories and proposed funding sources accompanied the detailed budget. The Assistant Superintendent further explained the potential of SRF (State Revolving Funding) availability noting that none of the District's four project requests were approved for the Primary Project list but were included on the Secondary Project list. He noted, however, that some projects on the Primary Project list are historically withdrawn allowing for projects on the Secondary list to receive funding. He also noted that additional Federal stimulus funding could also be a mechanism whereby projects on the Secondary list could receive funding.

The Superintendent joined Trustee Oliver as he thanked the Assistant Superintendent for providing this comprehensive budget. The Superintendent also thanked the Department Managers for their timely response and involvement during the budget development.

On a motion by Trustee Oliver, seconded by Trustee Emmons, the 2021 Capital budget as presented was unanimously approved reserving the opportunity to reconsider the budget amount once the SRF project lists are released by the DWP.

Project and Operations Updates

COVID-19 Operational Update

The Superintendent reported that a Standard Operating Procedure (SOP) is being developed for when employees enter customer homes. A companion COVID-19 questionnaire is also being developed that will be utilized to screen customers prior to any appointments being made where District employees are required to enter the customer's home or business. The Health & Safety Committee is currently working on both of these initiatives, including the need to enter a positive COVID-19 environment to conduct emergency work.

December 17, 2020 Workshop with Workload Strategy Committee

The Superintendent thanked the Trustees for their input during this productive meeting. He noted that future meetings of the Workload Strategy Committee will be recorded and made available to the Board to keep them abreast of the progress.

Monthly Water Supply & Production Report

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

He reported that water production for November was 57.82MG, which is 4.63MG (8.34%) ahead of November 2019, becoming the fourth record month in 2020, following June, August and September. The supply source summary indicated that 46.659MG (80.7%) came from Branch Brook, 11.014MG (19.1%) from groundwater supplies and 0.147MG from the Biddeford (Maine Water Company) interconnection. So far, the 2020 YTD production total of 1,058MG ranks the second highest in the past 17 years, exceeded only by 2016 (year of record). December production through yesterday was 49.58MG.

The liquid precipitation equivalent for November was 5.44" which included nine days of measurable precipitation. The 2020 YTD precipitation total of 38.08" is the third lowest in the last 17 years and notably lower than the 17-year group average of 49.04". Drought conditions improved throughout much of York County to a classification D1-Moderate Drought.

Groundwater production in November was comprised of 11.01MG from the Kennebunk River well, which was shut down earlier in the month on November 12th 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 \$237.35/MG in November while the groundwater chemical cost from the Kennebunk River Well (the only source) was \$174.21/MG. This resulted in a blended surface and groundwater chemical cost of \$225.29/MG for the month. The YTD blended surface and groundwater chemical cost is \$198.32/MG, which is running \$17.45/MG higher than 2019 due to the added cost of using GAC to treat the Kennebunk River well.

He reported that from June 16th, when the Kennebunk River well was started, through December 29th, the GAC Filtration Facility has processed a total of 167.2MG through the GAC filters with the filter effluent level remaining 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 Assistant Superintendent then brought the Board's attention to the monthly water production versus metered revenue comparison chart. It indicated that November (2020) metered revenues of \$827,084 are higher than those in 2018 and 2019 and likely an all-time monthly record. 2020 YTD metered revenue is running \$742,930 higher than during the same period for 2019, representing a 12.9% increase.

AMI Meters

The Treasurer reported that another 199 installations were completed in November bringing the 2020 year-to-date total to 1,431 and the cumulative total to 11,567, representing approximately 81% of all customer accounts, 40% seasonal accounts and 95% of annual accounts. Installations in December as of yesterday stand at 239 bringing the total installations to 11,806.

Sodium Aluminate Project

The Facilities Manager reported that this project is basically completed and will begin operating once the existing sodium aluminate in the old storage tanks has been depleted. A delivery for filling the new tanks is anticipated within the next few weeks. He added that Brendan Messier, the newest member of the Facilities Department was assigned to run lead on this project and did an outstanding job.

Arundel 1.5MG Tank Construction Project

The District Engineer reported that the concrete walls of the valve vault have been poured. The leak test is being completed. The initial measurement on the full tank was taken today and the final measurement will be taken tomorrow to confirm that water loss is below the allowable volume, at which point the tank will be considered substantially complete and the retainage will be released to DN Tanks. BREX Corp (site contractor) is finishing site grading and backfill and will then demobilize from the site until spring.

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

The Distribution Manager reported that the directional drilling phase of this project has been successfully completed, although not as smoothly as hoped for due to equipment breakdowns and the unanticipated presence of large boulders that were placed to construct the causeway portion of Old Farm Lane. He elaborated on how these events resulted in extending an anticipated three-day project to almost two weeks.

Main Extension – 144 Agamenticus Road, Ogunquit

Connecting to the end of the existing 8-inch main in Agamenticus Road, install approximately 120 feet of 12-inch main along Agamenticus Road, ending at a point perpendicular to the center of the existing lot at #144 Agamenticus Road.

Reference is made to Sheet 1 of 2 of a set of plans entitled 'AGAMENTICUS ROAD MAIN EXTENSION' – prepared for Catherine Carmody – last revised 11/26/2020.

The applicant, Catherine Carmody, will be required to deposit \$2,112.00, 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 accept this main extension.

Main Extension – Brown Street and Conservation Drive, Kennebunk

Connecting to the end of the existing 8" water main in Brown Street near its intersection with Quedgley Court, install approximately 260 feet of 8-inch main along Brown Street to its intersection with Conservation Drive. Then install approximately 1,000 feet of 8-inch main followed by 200 ft of 4-inch main along Conservation Drive, ending at its terminus.

Reference is made to Sheets 3, 6, 7, 8 and 13 of a set of plans entitled 'BROOKS LANDING SUBDIVISION', prepared for Joe Falzone – last revised 11/13/2020.

The applicant, Chinburg Development, LLC., 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 Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to accept this main extension.

Watershed

Watershed Committee Meeting Update

The GIS/Asset Management Coordinator reported on the tree removal work being conducted in the area of the watershed that was involved in the 2018 fire. He noted that the District's consultant, Rick Jones, reached out to the Town of Kennebunk to gauge their interest in cleanup of the portion of the fire damage extending onto Town property.

He gave a shout-out to the Distribution crew, that included Eddie Thyng, Steve Allen, Mike Austin, Fred Smith and Kevin Howard, who did an outstanding job of dismantling three active beaver dams that were causing erosion along Branch Brook last week.

He reported that there has been no progress in the sale negotiations between Inland Fisheries & Wildlife and Mike Brown for land within the watershed. There is still debate about a deeded right-of-way to the property. No progress is anticipated until the right-of-way issue is resolved.

So. Maine Regional Water Council Update

The Superintendent reported that the next meeting of the Council is scheduled for January 14th.

Other Business

Employee Recognition

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

He reiterated the GIS Coordinator's recognition of the Distribution crew and their dam-removal skills. Trustee Oliver asked that a note of gratitude be sent to them on behalf of the Board. He noted that this is an example of District employees going above and beyond.

The Assistant Superintendent recognized staff that contributed to achieve a successful outcome of the GAC completion. He noted that the project was nominated for the EPA's Aquarius Award and qualified for two (*Excellence in Environmental and Public Health Protection* and *Excellence in Problem Solving*) of the five categories. The project was ultimately awarded an Honorable Mention. The District is honored to have been recognized nationally.

KKWWD 100th Anniversary

President Burrows noted that the District's 100th anniversary will occur on April 9th. He requested that an event be planned to mark the occasion. The invitation list should include current and former District employees, former Board members and the former Superintendent.

The scope of the event will largely depend on COVID restrictions. Ideas for the event are welcome. The Superintendent noted that the anniversary will be publicized with banners that will be located at the Filtration Plant and the Main Office location.

Administrative Updates

2021 Winter Newsletter

The Administrative Assistant reported that the development of the Winter 2021 edition of *What's On Tap* customer newsletter is underway. A tentative mailing date is the end of January.

Rocky Way Response Letter

The Superintendent shared his response letter to a complaint filed by a neighbor (of the water tank property) on Rocky Way, Biddeford. Consensus among the Board agreed the response letter is appropriate and may be sent.

Employee Farewell

The GIS Coordinator took the opportunity to mention that (Billing Clerk) Jody Harrison will be leaving the District's employment and wished to recognize her seven years' service in the Customer Service department.

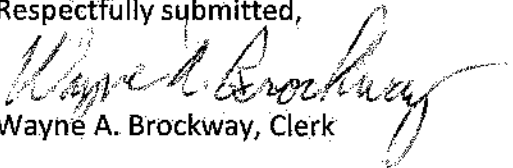
Next Regular Meeting

The next regular meeting of the Board of Trustees will be held on Wednesday, January 27, 2021 at 2:00 pm (remote via Zoom).

ADJOURNMENT

On a motion by Trustee Lynk, seconded by Trustee Oliver, it was unanimously voted to adjourn the December 30, 2020 meeting at 3:58 pm.

Respectfully submitted,


Wayne A. Brockway, Clerk