

## MINUTES OF THE BOARD OF TRUSTEES

February 24, 2021

A meeting of the Board of Trustees was called to order by President Jim Burrows at 12:00 noon. Trustees Tom Oliver, Fred Lynk and Bob Emmons attended along with Superintendent Steve Cox.

### **EXECUTIVE SESSION – Performance Evaluations**

On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to go into Executive Session at 12:01 pm to discuss Officer performance evaluations.

On a motion by Trustee Lynk, seconded by Trustee Oliver, it was unanimously voted to come out of Executive Session at 1:33 pm with no action taken.

### **REGULAR MEETING**

The regular meeting of the Board of Trustees was called to order by President Jim Burrows at 2:01 pm. Trustees Tom Oliver, Fred Lynk and Bob Emmons attended along with Superintendent Steve Cox, Assistant Superintendent Scott Minor, Treasurer Wayne Brockway, Accountant Cathy McLeod, Plant Manager Bill Snyder, Chief Operator Greg Pargellis, Facilities Manager Rob Weymouth, GIS/Asset Management Coordinator Justin Richardson, Front Office Supervisor Kathleen Chapin, District Engineer Jamie Paschal and Administrative Assistant Cindy Rounds.

### **Action from Executive Session**

On a motion by Trustee Emmons, seconded by Trustee Oliver, it was unanimously voted to increase the Treasurer's wage by 2.5% and increase the Assistant Superintendent's wage by 1.36% with a 1.14% single payment in recognition of position in wage range and high performance throughout 2020.

### **Minutes – December 30, 2020 Meeting**

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

### **Public Comment**

There was no public comment.

### **Treasurer's Report**

#### January 2021 Financial Updates

The Treasurer presented the January budget versus actual comparison reports. Annual metered account revenues were \$356,541, indicating a 7.8% unfavorable variance of \$30,017.

Seasonal metered account revenues totaled \$33,741 indicating a 47.3% unfavorable budget variance of \$30,295. Total metered revenues were \$390,281, indicating a 13.4% unfavorable budget variance of \$60,313 and an 6.7% increase in the year-to-date billed usage from 2020. Total operating revenues were \$539,370, indicating a 10.0% unfavorable budget variance of \$60,260. There were seven System Development Charges collected in January (\$11,599) compared to five (\$8,285) in 2020.

A discussion followed an inquiry into whether there were any effects of the pandemic on District revenues and delinquency of payments.

## **Project and Operations Updates**

### COVID-19 Operational Update

The Superintendent was pleased to report that, by the end of the week, 17 employees will have received their second dose of the vaccine which significantly reduces the risk to the District's business continuity. He added that there was increased optimism among the members of the local Covid Task Force also.

### Water Supply & Production

The Assistant Superintendent presented a brief report that included monthly precipitation, water production statistics and water production cost charts.

He reported that water production for January was 52.14MG compared to 46.85MG in 2020. The supply source summary for January indicated that Branch Brook provided 30.818MG while 21.32MG was supplied by the Kennebunk River well. The liquid precipitation equivalent recorded at the Filtration Plant was 1.88" making it the second driest January in the past 18 years.

For January, the chemical cost of surface water was \$211.11/MG, groundwater was \$161.99/MG and blended water was \$191.02MG.

### AMI Meters

The Treasurer reported that 222 installations were completed in January bringing the cumulative total to 12,052, representing approximately 85% of all customer accounts, including 52% of seasonal accounts and 94% of annual accounts. Installations in February, as of yesterday, stand at 165 bringing the total installations to 12,217. He explained that a large number of the meters installed were seasonal accounts in which the Utility staff coordinated the installation with area plumbers that service the customer's properties.

### Hydrosolids Management Program

The Distribution Manager reported that the Distribution crew took advantage of the very cold (sub 10 degrees Fahrenheit) weather earlier in the month that is required to freeze dry the hydrosolids that are removed from the holding lagoons. He reported that between 400-500

yards of hydrosolids were freeze-dried. The freeze-dried hydrosolids will later be blended with sanitary compost and sandy topsoil generating a loam material that will be stockpiled and used on District projects where loaming and seeding restoration is required.

#### GAC Facility

The Assistant Superintendent used a diagram of the GAC filter system components to explain the performance of the filters through January 19<sup>th</sup> when the most recent PFAS samples were taken. He reported PFAS levels of 5.7ppt found within the top 25% zone of GAC pressure filter #1 with non-detects (<2.0ppt) within the 50% zone of GAC pressure filter #1 as well as the top 25% zone of GAC pressure filter #2 after 181.2MG of water was processed. The Plant Manager elaborated on the performance of the filters as related to using differing flow rates. He anticipates the PFAS levels in the top 25% zone of GAC pressure filter #1 will decline in relation to the recent reduction in flow to better align with the lower winter time customer demands.

The results of the samples taken yesterday after processing approximately 200MG (40% of the minimum goal of 500MG) should be available within 12 to 14 days. The Superintendent added that significant legislation is finding its way into the Health & Human Services Committee and he anticipates that an MCL may be administered by statute rather than rulemaking.

Upon an inquiry by Trustee Lynk, an elaboration on the treatment process, results and performance of the GAC filters continued with the Plant Manager and Facilities Manager adding their insight and knowledge.

The Superintendent noted that the District is in the forefront of PFAS treatment. The District continues to present our story at training sessions for others to learn from our valuable experience. He added that the Plant Manager is often contacted by other utilities for guidance with PFAS issues.

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

The Distribution Manager reported that the final 240' of 16" PVC pipe, along with two service connections, has been installed, pressure tested and chlorinated since the last meeting. The Superintendent gave the Distribution Crew a shout-out for a job well done and added that Laudholm Trust Manager Paul Dest was very complimentary on the installation of this project.

The Assistant Superintendent also noted that the excellent weather conditions during the recently completed Phase IA installation was a significant factor for the project being completed ahead of schedule. He outlined the schedule for the next phase of this project (Phase IB) that is scheduled to commence in late April and will include replacing the obsolete pipe on Island Beach Road with ~2,450 feet of new 16" pipe

#### Sodium Aluminate Conversion at the Filtration Plant

Photos were displayed as the Plant Manager and Facilities Manager outlined the scope and progress of this project. It was reported that the sodium aluminate conversion will be ready to

go online once the inventory of old sodium aluminate has been used up. They were pleased that the conversion went very smoothly.

The Superintendent extended kudos to the District Engineer, Plant and Facilities Departments. This is just another example of capabilities of the District to keep both design and construction in house.

#### Sodium Hypochlorite Conversion at the Filtration Plant

The Plant Manager, District Engineer and Facilities Manager outlined the components of this project. The design of the feed system, alarms, sensors and measuring devices are underway along with the relocation of some cables. The Facilities Manager indicated he anticipates completion of the project in phases. The first phase involves SCADA programming in preparation for the following phases. The second phase will be the installation of a small chlorine gas system for the long-term treatment of Merriland River Well water and short-term use as the plant is switched over to sodium hypochlorite. The third phase will be the construction of the sodium hypochlorite storage and pumping room, which will be located where the one-ton chlorine gas cylinders are currently stored. The Superintendent added that the ultimate goal is to eliminate the need for one-ton cylinders of chlorine gas. Although chlorine in gaseous form is a great disinfectant, it is also the most dangerous. The District is the last water utility in Maine utilizing one-ton cylinders, making it time to change to a liquid disinfectant. Discontinuing the storage and use of one-ton chlorine gas cylinders will eliminate the District's need to maintain many of its costly, time consuming and administratively burdensome safety policies, procedures and training programs that are currently required.

#### New Truck #23 – Ford 4x4 F450 Mini-dump

The District recently took delivery of a new Ford 4x4 F450 mini-dump which has already been put into service.

#### Arundel Tank Flow/Meter Control Vault

The District Engineer provided an update of the progress. He reported that the Facilities crew has been working to cover the vault so they can work inside it when the weather is good. They will be installing the piping and valves over the next month. The Facilities Manager indicated that he anticipates completion of this project before June.

#### **Capital Budget Modifications**

The Assistant Superintendent outlined the 2021 CIP budget modifications being requested. The first proposal is to remove Phase II of II of the Laudholm Farm Road main replacement project from the budget since it's doubtful there will be any funding assistance from the SRF program. He then outlined the scope of work planned for the Merrifield Drive project and proposed that the project be expanded by installing an additional 400' to complete the hydraulic loop and eliminate a dead-end. It would also improve fire flow to the area which will have two additional hydrants as requested by the Town. Lastly, he summarized the need for an upgrade to the electrical service at the Arundel North booster in order to install the larger 3,000gpm pump that

was approved in the 2021 CIP Budget. The 1979-designed booster currently runs on an undersized 280-volt service. The estimated cost for an upgraded 450-volt service is \$30,000, on the high side, which would increase the approved project amount from \$50,000 to \$80,000. Therefore, the request is to increase the budget by \$30,000 in order to achieve the upgrade.

Laudholm Farm Road – On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to remove Laudholm Farm Road Phase II (\$966,570) from the budget.

Merrifield Drive – On a motion by Trustee Emmons, seconded by Trustee Oliver, it was unanimously voted to increase the \$366,760 budget on this project by an amount not to exceed \$25,000 for the additional 400' main extension to complete the hydraulic loop.

Arundel North Booster Station Pump and Appurtenances Upgrade – On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to increase the budget for this project by an amount not to exceed \$30,000 to a new total of \$80,000.

## **Watershed**

### Status of Land Purchase (IF&W) Negotiations

The GIS/Asset Management Coordinator reported that there hasn't been any change since the last Trustee's meeting. IFW is having difficulty finding a surveyor and legal access rights to the property.

### Branch Brook Watershed Coalition Meeting

GIS/Asset Management Coordinator named those that attended the meeting which included the Kennebunk Land Trust, Wells Reserve, and TNC, and summarized a few of the items that were discussed which included removing the beaver dams, the Brook walk and a discussion about addressing the erosion issue within our conservation easement with TNC.

### Watershed Drainage Improvements

With a photograph being displayed, the GIS/Asset Management Coordinator gave an overview of a culvert project that was undertaken to repair a failed culvert. The Distribution Manager provided additional details of the installation.

The Superintendent recognized the Distribution crew for successfully accomplishing the project for a fraction of the time and cost that is traditionally completed through a design, bid, build process by outside contracts.

## **Other Business**

### Employee Recognition

The Superintendent brought the Board's attention to the Employee Spotlight article in the current issue of *What's On Tap* in which Plant Operator Brian McBride was recognized for

completing studies for an advanced water degree. The Superintendent continued by conveying the appreciation of Brian McBride and Jen Bridges for the Board's support of the tuition reimbursement benefit while pursuing an advanced degree.

The Superintendent then read an email from a customer who, after reading the newsletter, praised the District for all that is done to provide safe drinking water.

#### Southern Maine Regional Water Council (SMRWC)

The Superintendent informed the Board that the SMRWC Annual Meeting has been scheduled for April 8<sup>th</sup> via Zoom. A link to the meeting will be sent to the Board. The Superintendent noted that the meeting will be opened one hour prior to the start time for a 'Meet & Greet'.

#### Atlantic Avenue (Wells) Litigation

The Superintendent made the Board aware of litigation that the District has been named in related to damages incurred to a Wells residence from a main break back in 2019. The District's insurance carrier will be handling the litigation.

#### Legislative Activity

The Superintendent reported that legislative activity relating to PFAS has increased. He is also monitoring a recent proposal to modify the assessment from PUC to water utilities.

#### **Administrative Updates**

#### Water Accountability for 2020

The Superintendent brought the Board's attention to the detailed spreadsheet developed to track and improve water accountability. He explained the method being used to determine the ratio between metered and unaccounted for water. He noted that in 2020, the metered water ratio percentage reached 83.5%, compared to the 18 year average of 78.6%. He noted that an 85% ratio is exceptional. He added that once the full extent of the AMI meters is installed and the consumption lag is no longer an issue, more timely information will be available. Upon inquiry, the Superintendent indicated that it is a goal to make all river crossing lines testable by installing isolation valves on each end.

#### Winter 2021 Newsletter

The Superintendent reported that delivery of the Winter 2021 issue of *What's On Tap* has been made. He applauded District staff who contribute articles and continues to be amazed at the positive feedback from our customers.

#### KKWWD's 100<sup>th</sup> Anniversary

The Superintendent reported that banners advertising the District's 100 year anniversary will be installed on the signs at 92 Main Street and the Filtration Plant. He added that the

Administrative Assistant is coordinating a poster project, that will show the progress of the District over the past 100 years and be offered to municipalities to be displayed in public places throughout the service territory.

Annual Employee Wages and Benefits

The Superintendent introduced his recommendation of a 2.5% employee wage increase. He noted that there was no increase to health insurance costs and that CPI was only 1.36%. Trustee Oliver asked that employees be made aware that the wage increase is 1.14% above the CPI.

On a motion by Trustee Emmons, seconded by Trustee Oliver, it was unanimously voted to increase wages of non-Officer employees by 2.5%.

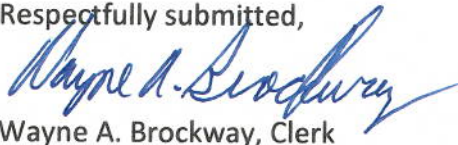
Next Regular Meeting

The next regular meeting of the Board of Trustees will be held on Wednesday, March 31, 2021 at 2:00 pm (remote via Zoom). A tentative Executive Session will be scheduled.

**ADJOURNMENT**

On a motion by Trustee Emmons, seconded by Trustee Lynk, it was unanimously voted to adjourn the February 24, 2021 meeting at 3:32 pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Wayne A. Brockway". The signature is fluid and cursive, with a long horizontal stroke at the end.

Wayne A. Brockway, Clerk