

**MINUTES OF THE BOARD OF TRUSTEES**  
**May 26, 2021**

A meeting of the Board of Trustees was called to order by President Jim Burrows at 1:00 pm. Trustees Tom Oliver, Fred Lynk and Bob Emmons attended along with Superintendent Steve Cox.

**EXECUTIVE SESSION – Personnel Issues**

On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to go into Executive Session at 1:00 pm to conduct the Superintendent's performance evaluation.

On a motion by Trustee Lynk, seconded by Trustee Oliver, it was unanimously voted to come out of Executive Session at 1:25 pm with no action taken.

**REGULAR MEETING**

The regular meeting of the Board of Trustees was called to order by President Jim Burrows at 2:00 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, Distribution Manager Keith Archibald, Plant Manager Bill Snyder, Chief Operator Greg Pargellis, Facilities Manager Rob Weymouth, District Engineer Jamie Paschal, Front Office Supervisor Kathleen Chapin and Administrative Assistant Cindy Rounds.

**Minutes – April 28, 2021 Meeting**

On a motion by Trustee Oliver, seconded by Trustee Lynk, it was unanimously voted to approve the Minutes of the April 28, 2021 meeting as written.

**Public Comment**

There was no public comment.

**Treasurer's Report**

Status of 2020 Audit

The Accountant reported that the completion of the audit has been delayed slightly due to staff departures at the auditing firm. However, up until this point, there has been no indication that there will be any adjustments.

Status of Annual PUC Report

The Accountant was pleased to report that the PUC Report has been completed and filed.

### April Financial Update

The Treasurer provided an overview of the April financial report. He reported that annual metered account revenues were \$1,168,912, indicating a 4.5% unfavorable variance of \$55,072. Seasonal metered account revenues totaled \$105,733 indicating a 2.8% unfavorable budget variance of \$3,084. Total metered revenues were \$1,274,645 indicating a 4.4% unfavorable budget variance of \$58,156 and a 0.4% increase in the year-to-date billed usage from 2020. There were 33 System Development Charges collected in April (\$53,673) compared to 27 (\$46,645) in 2020. Through yesterday, 41 System Development Charges have been collected so far in May in the sum of \$67,000. He reported that the January, February and March financial reports will be presented at the next meeting.

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

The Treasurer reported that he has received the funds from the final reimbursement request (approximately \$452,000) from the Drinking Water Program for the SRF funds for the Fletcher Street project.

### Seasonal Billing Update

The Front Office Supervisor gave an overview of the modified, more efficient process of billing seasonal accounts. She gave a shout out to Billing Clerk Jennifer Bridges who developed and implemented the new billing method. She then elaborated on the success of the modified process that was utilized for the May 18<sup>th</sup> billing of 2,836 seasonal customers, totaling approximately \$550,000. She was pleased to report that the Office didn't experience many calls regarding the new billing method which was likely due to the introductory letter sent to all seasonal accounts explaining the process.

### **Project and Operations Updates**

#### COVID-19 Operational Update

The Superintendent briefly reported that COVID-19 guidelines are changing quickly. He stated that, although the Governor has lifted the mask mandate, the District will observe a week's delay before implementing change to the District's COVID-19 Pandemic Policy.

#### 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 April was 59.28MG (45.819MG surface water, 13.262MG groundwater from the Kennebunk River well and 0.197MG from interconnections) compared to 51.91MG in 2020, representing a difference of 7.73MG (13.26%). The YTD total of 209.28MG

for 2021 was 21.49MG (10.82%) higher than 2020 and 5.33MG (2.58%) higher than 2016 (year of record). Looking ahead, production in May thru the 25<sup>th</sup> was 79.29MG which is running 15.82MG (24.9%) ahead of 2020. The supply source summary for April indicated that Branch Brook provided 45.819MG while 13.262MG was supplied by the Kennebunk River well. Liquid precipitation equivalent recorded at the Filtration Plant was 4.55" (eight rain events) for the month of April. He displayed the Drought Monitoring chart that illustrated the District's service area remains under an Abnormally Dry classification; whereas during April 2020, the service area was being classified as Normal. He also referenced the USGS Branch Brook chart during his explanation, illustrating that the flow rate is significantly below the 12-year median.

He noted that the chemical cost of surface water for April decreased to \$225.50/MG while groundwater increased to \$184.72/MG, resulting in a blended water cost of \$216.35/MG for the month. Year to date, the surface water cost is running \$233.52/MG while the groundwater cost is \$174.45, resulting in a blended water cost of \$215.70/MG.

He brought the Board's attention to the (2019-2021) monthly water production versus revenue comparison chart that indicated that April production was higher than 2019 and 2020, but that April revenues were lower than 2019 and 2020. The lower April revenue figure is attributed to a change in the seasonal billing process which should be reflected in a higher May revenue figure. The fourth straight month of increased water production should result in comparatively higher revenue in the coming months.

The Superintendent mentioned that he has arranged a meeting to bring KKWWD, York Water District, Maine Water Company and Kittery Water District together to discuss source water in an effort to prepare for the potential of a prolonged drought.

#### AMI Meters

The Front Office Supervisor reported that 450 installations were completed in April and 131 so far in May; bringing the cumulative total to 13,114 (year to date 1,284), representing approximately 91.5% of all customer accounts, including 79% of seasonal accounts and 94.1% of annual accounts. The Superintendent pointed out that the Customer Service Technicians are doing a great job of reaching out to customers and continuing the push for installations.

#### GAC Facility

The Assistant Superintendent, using a diagram of the GAC filter system components, explained the performance of the filters through May 11<sup>th</sup>, when the most recent PFAS samples were taken. He reported PFAS levels of 11.73ppt were 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 in the top 25% zone of GAC pressure filter #2 and within the 50% zone of GAC pressure filter #2 after 235.3MG of water was processed. He elaborated further on the breakdown of the results that were illustrated in the GAC filtration data chart. He noted that the 235MG processed through the filters represents 47.1% of the minimum 500MG goal. The combined GAC filter effluent yielded a test result of 4.22ppt for PFHxA (Perfluorohexonic Acid – one of the

eleven PFAS chemicals that are tested for). This anomaly appears to be a lab error given that no PFHxA was detectable within the top 25% zone of either GAC filter. The next round of testing will confirm whether or not this was a laboratory error.

He added that he conducted a tour of the GAC facility with the Greater Augusta Utilities District General Manager and Engineer who were very impressed with the new GAC facility, success of the treatment process, and the cost-efficient manner in which the District remediated its PFAS contamination.

The Facilities Manager reported that the small paddle-wheel meters are in the process of being installed in line for each pressure filter in order to assure the flow rate entering each pressure filter is essentially equal.

The Plant Manager reported on his meeting with ECC2 and that replacement resin used to treat the holding tank effluent should be available in a few weeks.

The Assistant Superintendent noted that the test results from the two monitoring wells on the Stone Farm property (MW #5-09 and MW #14-09) are showing a noticeable decline in contamination levels over the past few months.

#### Merrifield Drive, Kennebunk – Main Replacement/Installation

The Distribution Manager reported that following the pipe installation and the lines having been chlorinated and tested, the 23 service tie overs were completed. The Town will follow this project with the sidewalk installation.

#### Sodium Hypochlorite Conversion at the Filtration Plant

The Facilities Manager and Plant Manager reported on the construction of the new chlorine gas room on the back of the PTR. The Plant Manager provided a summary of the progress regarding the bulk container tanks, pumps, equipment being assembled and installed. The Facilities Manager detailed the components that his staff is undertaking. He anticipates the conversion to be completed in the fall. The Plant Manager confirmed that the District is the last water utility to eliminate the use of one-ton chlorine cylinders.

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

The Distribution Manager reported that 2,400 yards of manufactured topsoil was placed over the entire 3,950' long project area within two and one half days as part of the final site restoration process. However, there will be a delay in hydroseeding the topsoil until a contractor becomes available.

#### Island Beach Road (Wells) Main Replacement

The Distribution Manager reported that temporary yellow mine lines have been installed in preparation for the commencement of the Phase 1 pipe replacement next week. The isolation valve is currently being installed. Phase 1 of the project is comprised of replacing ~1,000' beginning at the end of Island Beach Road and working to Drakes Island Road. This will be followed by Phase 2 which includes replacing the remaining 1,450' before connecting to the main in Drakes Island Road.

#### Arundel Tank Flow/Meter Control Vault

The District Engineer reported that BREX has almost completed the site work on the project. The Facilities Manager reported that the inside of the vault is about 75% completed; the power is connected, and the antenna for the AMI meter has been installed. He still anticipates that the tank will be on-line by the end of June. The Superintendent is looking forward to holding a 'tank opening' ceremony once it's completed.

#### Spring Flushing Program

The Distribution Manager reported that the annual hydrant flushing program was completed successfully without any complications or complaints for the new team conducting the flushing. Only two hydrants in the service territory were found to need replacement.

#### Cat Mousam Road Booster Fire Pump Upgrade

The Facilities Manager reported that the new pump, pump controls and drives were installed. The project is complete.

#### Branch Brook Impoundment/Fishway Annual Update

The Chief Operator explained the process and purpose of installing boards and screens to the impoundment annually each spring. The Plant Manager added that he conducted an inspection of the drained impoundment and was pleased to report that the level of sediment was less than expected, meaning that the next cycle of impoundment dredging will most likely not be required for two years.

#### Health and Safety Policy (HSP) Manual

The Assistant Superintendent reported that an updated HSP Manual was distributed to all District staff earlier this month. He thanked the Administrative Assistant to the Superintendent for her work in the revision and printing process. Staff will submit a signed acknowledgement form confirming that they have reviewed and understand the revised HSP Manual.

## **Watershed**

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

The Superintendent and GIS/Asset Management Coordinator reported on the watershed issues. The Superintendent acknowledged that it is highly unlikely that IF&W will be purchasing the property because of the discrepancy between the appraised value and access issues. He will continue exploring the opportunity for the District to purchase the property.

### Trail Signage, Gates and Game Cameras

The GIS/Asset Management Coordinator reported that there has been a significant increase in ATV and motorcycle activity which is causing significant erosion. He noted that we'll be putting up more signs, gates and a cellular based trail cam. He also mentioned that he will be meeting with the State of Maine Warden Service to discuss action to reduce ATV and motorcycle access.

### Trail Erosion Restoration Work

The GIS/Asset Management Coordinator reported that the trail erosion restoration work will be done in phases.

### Harvest Update

The GIS/Asset Management Coordinator gave an update on the latest timber harvest and thinning project near Route 99. He said that the harvest at Davidsons Way came out nice with all of the slash and debris moved off site. The next harvest location will be southwest of the area of the 'Brown fire' where some thinning will help the forest grow and stay healthy.

The Superintendent took the opportunity to thank the GIS/Asset Management Coordinator and Chief Operator for their efforts in focusing on maintaining a healthy watershed. He added that it is very unusual for a Sanitary Survey to include only a comment to 'keep up your attention to the watershed'.

## **Other Business**

### Employee Recognition

The Superintendent was pleased to repeat the recognitions already made during the meeting. He noted Trustee Oliver's acknowledgement of great customer service during his recent change in service location; kudos to Jen Bridges for the solution to a tedious seasonal billing method; and he thanked his Administrative Assistant for her contribution to the revision and delivery of the Health and Safety Manual.

## **Administrative Updates**

### Business Platform Discovery

The Superintendent outlined the discovery process to determine if the current platform (Munis) is the appropriate solution for the District's needs. He noted that this is an opportunity to look at things differently and how we serve our customers. The preliminary in-person meeting with Raybern Utility Solutions and District staff is planned for next week and will dig deep into the needs of each department. From those meetings, Raybern will generate a recommendation report. He recommended that a committee be formed to navigate options and include a Trustee representative. Trustee Lynk expressed his interest to participate.

### Cell Phone Lease Renewal

The Superintendent reported that he has received a request for a third-party cell phone lease renewal. He and the Treasurer will be evaluating the proposal.

### Campus Evaluation

As a follow-up to the discussion held at the May 20, 2021 Workshop, the Superintendent asked for a consensus from the Board that supports a more in-depth investigation evaluating the upcoming capital needs at the 92 Main Street campus. In addition, he recommended forming a committee, including one Trustee, to evaluate alternatives to a 92 Main Street campus. Trustee Emmons expressed his interest.

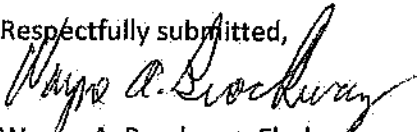
### Next Regular Meeting

The next regular meeting of the Board of Trustees and the Annual Meeting that will immediately follow, will be held on Wednesday, June 30, 2021 at 2:00 pm. There was no objection when the Superintendent suggested that the July meeting be held at the GAC Facility.

## **ADJOURNMENT**

On a motion by Trustee Oliver, seconded by Trustee Lynk, it was unanimously voted to adjourn the May 26, 2021 meeting at 3:22 pm.

Respectfully submitted,



Wayne A. Brockway, Clerk