

MINUTES OF THE BOARD OF TRUSTEES

June 30, 2021

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, GIS/Asset Management Coordinator Justin Richardson, District Engineer Jamie Paschal, Front Office Supervisor Kathleen Chapin and Administrative Assistant Cindy Rounds.

Minutes — May 20th Workshop and May 26, 2021 Meetings

On a motion by Trustee Oliver, seconded by Trustee Lynk, it was unanimously voted to approve the Minutes of the May 20th Workshop and May 26, 2021 meetings as written.

Public Comment

There was no public comment.

Treasurer's Report

Status of 2020 Audit

The Accountant brought the Board's attention to the 2020 audit report that was distributed to the Board. She noted that there were no adjustments required.

Financial Update

The Treasurer provided a brief overview of the January, February and March financial reports.

On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to approve the January, February and March financial reports as presented.

He proceeded to present the May financial report in more detail. He reported that annual metered account revenues were \$1,322,749, indicating a 3.7% unfavorable variance of \$50,582. Seasonal metered account revenues totaled \$678,202 indicating a 0.6% unfavorable budget variance of \$4,281. Total metered revenues were \$2,000,952 indicating a 2.7% unfavorable budget variance of \$54,862 and a 1.8% increase in the year-to-date billed usage from 2020. There were 44 System Development Charges (SDC) collected in May (\$72,908). The year to date total of 77 (\$126,581) compared to 42 (\$70,500) in 2020.

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

Amendment to July 6, 2020 Short-term Loan Agreement

The Treasurer explained that the amendment is simply an extension to the maturity date of the note from July 6, 2021 to July 6, 2022 due to the fact that the three projects being funded have not been completed within a one-year period.

On a motion by Trustee Lynk, seconded by Trustee Oliver, it was unanimously voted to amend the \$3,477,430 Revenue Obligation Note dated July 6, 2020 and issued to the Maine Municipal Bond Bank, by changing the maturity date from July 6, 2021 to a date no later than July 6, 2022, and further to authorize the Treasurer and President of the Board of Trustees to execute an Allonge accomplishing this amendment and all other documents necessary to complete said amendment. All other terms and conditions as stated in said Revenue Obligation Note will remain the same.

Project and Operations Updates

COVID-19 Operational Update

The Superintendent briefly summarized the changes to the COVID-19 guidelines and the operational status of staff. Being consistent with the changes, all staff will return to 'in person' attendance. A few administrative changes will likely occur once we modify business platforms. In terms of current office traffic, consultants and visitors are asked to mask up if they're not vaccinated and the public is being asked to phone ahead if they need in-person service. He anticipates that regular foot traffic will resume 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 an all-time May water production record of 110.78MG was set surpassing the previous high of 108.0MG in 2015. Comparing it to the 87.20MG produced in May of 2020, it represented an increase of 23.58MG (23.82%). The YTD total of 320.06MG for 2021 was 45.07MG (15.15%) higher than 2020 and 21.82MG (7.06%) higher than 2016 (year of record). Looking ahead, production in June thru yesterday was 160.29MG which is running 21.86MG (14.6%) ahead of 2020. He also noted that two days ago, production reached an all-time daily record of 7.5MGD compared to the prior record of 7.1MGD set in 2003. He briefly elaborated on the factors that are contributing to the high production. The supply source summary for May indicated that Branch Brook provided 77.063MG while 32.500MG of groundwater was supplied by the Kennebunk River well and the Merriland River well with 1.220MG supplied from interconnections.

Liquid precipitation equivalent recorded at the Filtration Plant was 3.35" (ten rain events) for the month of May. The monthly average in May over the last 18 years is 4.39". He pointed out that the 18-year group YTD average was 22.49", which is 35% above the current 2021 average

of 15.79". He added that there is presently a sufficient supply but cautioned that if the current drought conditions continue, steps may be required to reduce customer demand. He went on to mention that the District has assembled an internal Drought Committee to closely monitor and evaluate when and if any drought remediation steps might be required. He also noted that the South Berwick Water District recently enacted a ban on all outdoor water use.

He displayed the 6/24/21 Drought Monitoring chart that illustrated the District's service area remains under a D1 Moderate Drought classification. He outlined some preliminary measures being implemented to preserve water in the system, such as reducing bleeder flow rates, etc.

The Superintendent summarized the partnership arrangements that the District has fortified with Maine Water Company, York Water District and Kittery Water District to prepare for the potential of a prolonged drought and outlined their capability to contribute to the District's supply if necessary. The Assistant Superintendent also noted that the spring that exists on the District-owned former Marsh property on Route 109 could potentially be pumped into Branch Brook at an approximate rate of 150 gallons per minute to increase supply. The (Maine Water) Biddeford Pool interconnection is also being reconfigured to take up to 150 gallons per minute for use in the Biddeford Pool high pressure zone part of the system.

He noted that the chemical cost of surface water for May increased to \$234.18/MG while groundwater decreased to \$174.88/MG, resulting in a blended water cost of \$216.59/MG for the month. Year to date, the surface water cost is running \$233.75/MG while the groundwater cost is \$174.60, resulting in a blended water cost of \$216.01/MG.

He brought the Board's attention to the (2019-2021) monthly water production versus metered revenue comparison chart that indicated that May production was significantly higher than 2019 and 2020, and May revenues were significantly higher than 2019 and 2020. The higher May revenue figure is partly attributed to the changes in the season customer billing cycle.

GAC Facility

The Assistant Superintendent, using a diagram of the GAC filter system components, explained the performance of the filters through June 14th, when the most recent PFAS samples were taken. He reported PFAS levels of 15.65ppt were found within the top 25% zone of GAC pressure filter #1, with 3.0ppt within the 50% zone. In the top 25% zone of GAC pressure filter #2 there were 8.81ppt with non-detects (<2.0ppt) within the 50% zone after 263.4MG of water was processed. He noted that the 263.4MG processed through the filters represents 52.7% of the minimum 500MG goal. In an unexpected development, the effluent (100% zone) for GAC pressure filter #1 yielded a PFAS result of 6.04ppt while the effluent (100% zone) for GAC filter #2 yielded a PFAS result of 4.87ppt (combined average yield of 5.46ppt) which are both higher than their respective 50% zone test results. Although these results are well below the new Maine MCL of 20ppt, the reliability of these test results remain uncertain. Therefore, the decision has been made to retest all four sample port zones (25%, 50%, 75% and 100%) for each of the GAC filters as well as treated effluent leaving the Kimball Lane Treatment Facility before

the water enters the distribution system. In addition, the District will send split samples to two separate laboratories (Alpha Analytical and Eurofins) as a cross reference to eliminate the potential for laboratory error. With regard to laboratory error, it was confirmed, as expected, that the 4.22ppt of PFHxA (Perfluorohexonic Acid — one of the eleven PFAS chemicals that are tested for) was an anomaly as that PFAS chemical did not show up in the most recent round of testing.

AMI Meters

The Front Office Supervisor reported that 167 installations were completed in May and 186 so far in June; bringing the cumulative total to 13,336 (year to date 1506), representing approximately 92.8% of all customer accounts, including 80.3% of seasonal accounts and 95.1% of annual accounts. She noted that there are 1,152 accounts remaining without an AMI meter.

Sodium Hypochlorite Conversion at the Filtration Plant

The Facilities Manager reported on the construction of the new chlorine gas room on the back of the PTR. He noted that they were waiting for a 150 lb cylinder so they can complete the connection configurations. Most of the other PTR components of the project are complete. He elaborated on the sodium hypochlorite tanks and containment liner as well as other miscellaneous work that remains in the chlorine room.

Island Beach Road (Wells) Main Replacement

The Distribution Manager reported that the first section (~1,000') of the replacement has been installed and bacteria testing is underway. The crew will attempt to complete all the service transfers. Phase 2, which includes replacing the remaining 1,450' before connecting to the main in Drakes Island Road, will commence the week of July 12th.

Arundel Tank Flow/Meter Control Vault

A photo of the tank was displayed as the District Engineer reported that BREX (site contractor) is leaving the project site today. They will return to install the gravel shoulders along the driveway, pavement and the concrete pad that goes under the overflow. He added that the tank has not yet been filled because the water used to disinfect the tank will be wasted off, which is not a good idea when water supply is low and demand is high. There is still a delivery delay of the valve actuators for the Arundel South Booster that will allow more flexibility in operating the tank. After the Arundel South modifications are completed, the tank will be disinfected and place on-line.

The Superintendent took the opportunity to congratulate the District Engineer with a 'job well done' on his first tank installation.

Biddeford Pool Interconnection Upgrade

The Facilities Manager was pleased to report that all the equipment for this project has finally arrived. He outlined the scope of work currently being undertaken with respect to the pumps, conduit and drivers. He anticipates that, although the facility is not completed, the District will have the ability to move 150MG/minute by next week.

Cat Mousam Road Booster Fire Pump Upgrade

The Facilities Manager reported that the project is complete.

Branch Brook Impoundment/Fishway Annual Update

The Facilities Manager explained the process and purpose of installing boards and screens to the impoundment dam annually each spring. That task has been completed for this year. He noted that due to the decrease in the flow from Branch Brook, the fishway was shut down after notification to Jake Aman from the Wells National Estuarine Research Reserve.

Water Supply Vulnerability Assessment Update

The GIS Asset Management Coordinator reported that as a result of recent legislation, St. Germaine Associates was hired to update the District's Vulnerability Assessment. That has been completed and filed with the EPA. The Assessment is updated every five years.

Annual Summer Newsletter with Consumer Confidence Report

The Superintendent was pleased to report that the summer edition of *What's on Tap* was mailed a few weeks ago and met the July 1st deadline. He noted that an omission in the Chief Operator's article was discovered after the publication was mailed; he offered an apology to the Chief Operator for the oversight.

Lead and Copper Testing

The Assistant Superintendent reported that the next round of lead and copper testing will commence in July.

Watershed

Warden Service, Trail Signage, Gates and Game Cameras

The GIS/Asset Management Coordinator reported that two weeks ago he met with a Maine Game Warden on the watershed to discuss the erosion problem caused by the significant increase in ATV and motorcycle activity. As a result, they agreed that an increase in patrolling the area may reduce ATV and motorcycle access along with the installation of additional

signage. The District has implemented use of a cellular data trail camera that detects and immediately forwards images of activity.

Other Business

Employee Recognition

The Superintendent was pleased to acknowledge the Filtration Plant staff who are managing all of our sources and working with neighboring utilities to maintain service without the need for conservation during the drought. He also shared his new appreciation for the Distribution crew for the work they have performed in the recent heat wave and high humidity.

An updated Water Accountability report will be presented at the next meeting.

Administrative Updates

Business Platform Discovery

The Superintendent reported that he was very impressed with the detail and recommendations in the report from Raybern Utility Solutions in the discovery process. The report was also reviewed by Trustee Lynk who was equally impressed with the detail of the comprehensive report. He is confident that the effort will result in significant efficiencies and enhancements and may create immediate savings from the current Munis platform. The next step will be that Raybern will be scheduling demos with different platforms for the staff to evaluate in the next few weeks. The Superintendent will work with the Treasurer to eliminate certain Munis modules in order to fund progress in Phase 2 of Raybern's work without delay.

Campus Evaluation

The Superintendent reported the Assistant Superintendent will begin scheduling committee meetings and gathering the input from staff on the conceptual plans that have been distributed to each department.

Performance Evaluation Factors

The Superintendent reported on the staff's meeting with HR Consultant Betsy Oulton to fine tune each category to a more realistic and objective measurement of expectations. There will be a mid-year check-in conducted with employees next month.

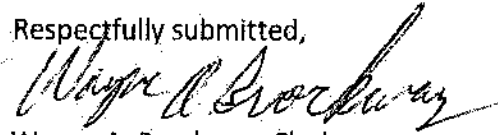
Next Regular Meeting

The next regular meeting of the Board of Trustees will be held at 2:00 pm on Wednesday, July 28, 2021 at the GAC Facility.

ADJOURNMENT

On a motion by Trustee Oliver, seconded by Trustee Lynk, it was unanimously voted to adjourn the June 30, 2021 regular meeting at 3:36 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Wayne A. Brockway". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Wayne A. Brockway, Clerk