

MINUTES OF THE BOARD OF TRUSTEES

July 28, 2021

The regular meeting of the Board of Trustees being held at the District's GAC Facility, Kimball Lane, Kennebunk was called to order by President Fred Lynk at 2:02 pm. Trustees Tom Oliver, Jim Burrows 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 and Administrative Assistant Cindy Rounds.

GAC FACILITY TOUR – The Plant Manager, Chief Operator, Facilities Manager and Assistant Superintendent were on hand prior to the start of and following the meeting; they provided an overview of the facility and answered questions.

MINUTES — June 30, 2021 Regular Meeting and June 30, 2021 Annual Meeting

On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to approve the Minutes of the June 30th Regular Meeting and June 30, 2021 Annual Meeting as written.

PUBLIC COMMENT

There was no public comment.

TREASURER'S REPORT

Financial Update

He proceeded to present a detailed June financial report. He reported that annual metered account revenues were \$1,775,584, indicating a 0.8% favorable variance of \$14,365. Seasonal metered account revenues totaled \$692,453 indicating a 7.3% unfavorable budget variance of \$54,692. Total metered revenues were \$2,468,037 indicating a 1.6% unfavorable budget variance of \$40,326 and an 8.6% increase in the year-to-date billed usage from 2020. There were 13 System Development Charges (SDC) collected in June (\$21,541). The year to date total of 90 (\$148,122) compared to 88 (\$145,714) in 2020.

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

Project and Operations Updates

COVID-19 Operational Update

The Superintendent reported that at the end of last week, the CDC issued a recommendation (for York County), that face coverings should be worn indoors by everyone including vaccinated

individuals. He will continue monitoring the guidelines and consider the direction of other municipalities. The Office staff has returned to 'in person' attendance. Consultants and visitors are currently being asked to mask up if they're not vaccinated; masks are available at the front entrance.

Trustee Lynk noted that since March, the town of Ogunquit has been testing their wastewater for any presence of COVID.

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 a new all-time June record was set in 2021 with 166.53MG of water produced surpassing the previous high of 142.05MG in 2020, by 24.48MG (15.87%). He briefly elaborated on the factors that are contributing to the high production. Production in July thru yesterday was 135.4MG, compared to 145.1MG in 2020, a difference of 9% with four days remaining in the month.

The YTD total of 486.59MG for 2021 was 69.55MG (15.39%) higher than 2020 and 50.82MG (11.02%) higher than 2016 (year of record). It was also 6.1% higher (28.98MG) than the previous 18-year YTD high of 457.61MG set in 2015. Looking at the annual water production rankings, 2021 is trending to become a new all-time high.

The supply source summary for June indicated that Branch Brook provided 101.258MG while 58.034MG of groundwater was supplied primarily by the Kennebunk River well and the Merriland River well with minimal contributions from the Plant well and Harriseckett Road wells. The remaining 7.235MG was supplied from system interconnections.

Liquid precipitation equivalent recorded at the Filtration Plant was 0.86" (six rain events) for the month of June, making it the lowest June rainfall in 18 years of tracking. The monthly average in June over the last 18 years is 4.42". He pointed out that the 18-year group YTD average was 27.11", which is 47.8% above the current 2021 average of 16.65". Looking ahead into July, as of yesterday, 7.95" of rain so far. That already exceeds all but 2009 July totals.

He indicated that the USGS shows that Branch Brook is extremely healthy and there appears to be plenty of water, improving the drought classification to none in accordance with the July 20, 2021 US Drought Monitor report. He noted that the chemical cost of surface water for June decreased to \$218.60/MG and groundwater decreased to \$148.03/MG, resulting in a blended water cost of \$192.89/MG for the month. Year to date, the surface water cost decreased slightly to \$229.02/MG while the groundwater cost is \$164.56, resulting in a blended water cost of \$208.30/MG.

He brought the Board's attention to the (2019-2021) monthly water production versus metered revenue comparison chart that indicated that June revenue was slightly lower than 2020 and above 2019 while June production was significantly higher than both 2019 and 2020.

AMI Meters

The Treasurer reported that 191 installations were completed in June and 173 so far in July; bringing the cumulative total to 13,514 (year to date 1,684), representing approximately 94% of all customer accounts, including 82.6% of seasonal accounts and 97.4% of annual accounts. He noted that there are 865 accounts remaining without an AMI meter. There was a suggestion to submit a notice on the community websites within the service territory that the AMI project is still underway and those customers that haven't transitioned should contact the District.

GAC Facility

The Assistant Superintendent and Plant Manager provided an overview of the components and scope of the GAC process. He outlined the comparison of tests results from the split samples that were sent to two separate laboratories (Alpha Analytical and Eurofins) as a cross reference to determine the accuracy of the Alpha Analytical test results. The results between the two laboratories were within the statistical margin of error, confirming the validity of the tests and instilling confidence with the continued use of Alpha Analytical. They elaborated on the findings in further detail and answered the field of questions that were asked during the presentation. He also stated that the GAC pressure filters will be converted from running in parallel to running in series as was done during the original full-scale long-term pilot test.

He reported PFAS levels of 20.36ppt were found within the top 25% zone of GAC pressure filter #1, with 6.0ppt, <2.0ppt and 6.90ppt within the 50%, 75% and 100% (effluent) zones, respectively. In the top 25% zone of GAC pressure filter #2 there were 11.16ppt with 2.13ppt, <2.0ppt and 5.89ppt within the 50%, 75% and 100% zones, respectively. He noted that these test results occurred with 285.7MG of water being processed, representing 57.1% of the minimum 500MG goal.

Sodium Hypochlorite Conversion at the Filtration Plant

The Facilities Manager reported the progress on the construction of the new chlorine gas room on the back of the PTR. The PTR gas room is nearly complete. The Facilities Department is trying to find an empty 150-lb chlorine gas cylinder for mocking up the equipment. They have been working on the hypo pumping and storage room – removing conduit, constructing containment walls, and working with the District Engineer on the design of the containment liner. It was decided to go with a custom-made containment liner as an alternative to sealing and painting the containment area. It is an easier, less labor-intensive way to make a liquid-tight space, for approximately the same price as coatings. The Facilities Manager still anticipates the conversion to be complete by the end of the year despite the delay in the delivery of material.

Island Beach Road (Wells) Main Replacement

The Distribution Manager reported that service transfers in Phase 1 were completed following the last meeting. In the meantime, a number of small projects were undertaken. During the week of August 4th they'll be starting on the yellow mine in preparation of installing the remaining 1,450' before connecting to the main in Drakes Island Road. The Assistant

Superintendent noted that the bid opening for the material being used on the 650' section of main to be replaced on Drakes Island Road is Monday.

Arundel Tank Flow/Meter Control Vault

The Superintendent announced that the Arundel Tank will be introduced at a ceremony on August 18th.

The Facilities Manager reported that he is awaiting delivery of the antenna for the AMI system. 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 placed on-line.

Biddeford Pool Interconnection Upgrade

The Facilities Manager reported the District successfully moved water from Biddeford into the distribution system. Currently, he is addressing programming and flow issues.

Main Replacement – Pine Hill North (York)

The Distribution Manager reported that a break in the schedule provided an opportunity to install this seasonal (1,000') main replacement ahead of the Town of York paving project. The project was completed (installed, pressure-tested, chlorinated) in under a week despite hitting a section of ledge.

Main Replacement – School Street (Kennebunkport)

The Distribution Manager summarized the commencement of this project. He anticipates completion within a week.

Recent Main Breaks

The Distribution Manager recalled the three events that all occurred in the past week. The first was a 13' long break in the 10" cast iron main (circa 1895) on Port Road in Kennebunk that was found in the early morning hours. It's estimated this leak occurred approximately three hours before it was discovered. The Superintendent suspects that the line was struck by lightning during the storm the previous night.

The second break occurred along Granite Point Road in Biddeford (Pool). The Distribution Manager estimated this leak occurred an hour before the location was identified.

The final break was located along the front of the Wells Public Library. Originally, the Library staff believed the break was in the irrigation system and didn't realize the duration or extent of the leak. Upon further inspection by District staff, a ¼" hole was found in the compression joint on the District's side of the pipe. It was estimated that this leak could have been up to 3MG of water in just 2021.

Main Extension – Calesa Estates (Kennebunk)

Connecting to the end of the existing 8-inch main in Warren's Way at a point approximately 825 feet northeasterly of the intersection with Alfred Road, install approximately 440 feet of 8-inch main along Warren's Way, ending at the entrance to the proposed development, then install approximately 965 feet of 8-inch main along the proposed street named Adena Way and approximately 1,050 feet of 8-inch main along proposed streets named Belfast Lane and Camden Drive.

Reference is made to Sheets C2.1 and C2.2 of a set of plans titled 'CALESA ESTATES' – prepared for Robert Fortier – last revised 6/28/2021.

The applicant, Robert Fortier, will be required to deposit \$6,336.00, plus furnish *all* trench, *all* material and *all* labor to complete the installation in accordance with Water District specifications.

On a motion by Trustee Emmons, seconded by Trustee Oliver, it was unanimously voted to accept this main extension contingent upon installation to district standards.

Main Extension – West Meadow (Kennebunk)

Connecting to the existing 16-inch main in Alewife Road at a point approximately 450 feet northerly of the intersection of Thompson Road and Alewife Road, install approximately 310 feet of 8-inch main along Woodridge Circle, ending at the cul-de-sac.

Reference is made to Sheet 5 of 12 of a set of plans titled 'THE HOMES AT WEST MEADOW' – prepared for Chinburg Development, LLC – last revised 6/25/2021.

The applicant, Chinburg Development, LLC, will be required to deposit \$2,640.00, plus furnish *all* trench, *all* material and *all* labor to complete the installation in accordance with Water District specifications.

On a motion by Trustee Emmons, seconded by Trustee Oliver, it was unanimously voted to approve this main extension.

Watershed

Surveillance and Gates

The Superintendent reported new access control gates are being fabricated to be placed at some trail entrances to the watershed. The utilization of a cellular data trail camera is working out well especially since it can be moved to monitor different parts of the watershed.

Other Business

Employee Recognition

The Superintendent was pleased to acknowledge the Distribution Crew. While repairing one of the previously mentioned main breaks, an impacted resident was extremely impressed with the crew's communication and dedication.

He announced that Billing Clerk Jen Bridges has completed a Dale Carnegie leadership session after which her classmates voted her to be awarded the Highest Award of Achievement.

Kittery Charter Changes

The Superintendent noted that Kittery Water District recently repealed and replaced the Water District Charter. He elaborated on the circumstances that prompted the proposal and suggested that KKW may want to periodically review the charter for amendment considerations.

Remote Meeting Policy

The Superintendent explained the purpose for developing a Remote Meeting Policy. The State legislature has approved allowing remote attendance for public meetings. Towns or districts wishing to continue with the ability to hold remote public meetings will need a policy in place. The District Officers will present a policy for Board consideration.

Administrative Updates

Business Platform Discovery

The Superintendent provided a detailed account of the recent demos with different platforms, in which staff participated, to evaluate the functionality that is offered by each. Trustee Lynk also attended and offered his overview of the demos. The Raybern report indicates that Munis is not providing the essential functionality that delivers the highest efficiency and their product support is unacceptable.

Campus Evaluation

The Assistant Superintendent reported that 10 staff members have indicated their interest in participating with evaluating a new campus. Trustee Emmons will attend as the Board's liaison. As a result of the departmental reviews, the preliminary plans have been modified and will be reviewed further by the Committee.

Water Accountability

The Superintendent summarized the quarterly water accountability report. Unaccounted for water is tracking slightly worse than 2020; however, that is no surprise with the higher than

normal production rates of May and June. That is expected to normalize with the next two billing cycles.

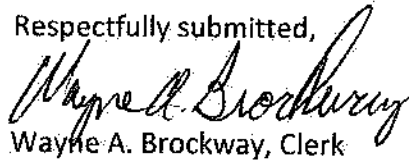
Next Regular Meeting

The next regular meeting of the Board of Trustees will be held at 2:00 pm on Wednesday, August 25th, 2021 in the Conference Room.

ADJOURNMENT

On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to adjourn the July 28, 2021 regular meeting at 3:53 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Wayne A. Brockway". The signature is written in black ink and is positioned above the printed name.

Wayne A. Brockway, Clerk