

MINUTES OF THE BOARD OF TRUSTEES
August 25, 2021

The regular meeting of the Board of Trustees was called to order by President Fred Lynk at 2:00 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, GIS/Asset Management Coordinator Justin Richardson Plant Manager Bill Snyder, Facilities Manager Rob Weymouth, District Engineer Jamie Paschal and Administrative Assistant Cindy Rounds.

MINUTES — July 28, 2021 Meeting

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

ADMINISTRATIVE

Remote Participation Policy

On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to move agenda item 7C (Remote Participation Policy) out of order.

The Superintendent explained the purpose for developing a Remote Meeting Policy stating that 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 need a policy in place. The Board was presented with a modified version of the remote policies that the Boards of Selectmen in Ogunquit and Kennebunk had adopted. The Superintendent outlined the details of the proposed policy and a discussion followed.

On a motion by Trustee Oliver, seconded by Trustee Burrows, it was unanimously voted to adopt the Remote Participation Policy as amended.

PUBLIC COMMENT

There was no public comment.

TREASURER'S REPORT

Financial Update

The Treasurer proceeded to present a detailed July financial report. He reported that annual metered account revenues were \$2,395,120 indicating an 8.9% favorable variance of \$195,340.

Seasonal metered account revenues totaled \$694,679 indicating a 7.8% unfavorable budget variance of \$59,086. Total metered revenues were \$3,089,800 indicating a 4.6% favorable budget variance of \$136,254 and a 12.9% increase in the year-to-date billed usage from 2020. There were eight System Development Charges (SDC) collected in July (\$13,256). The year-to-date total of 98 (\$161,378) compared to 97 (\$159,761) in 2020. The Treasurer noted that August annual metered revenues appear to be \$80,000 over budget.

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

Project and Operations Updates

COVID-19 Operational Update

The Superintendent reported that a staff member has tested positive as a result of a breakthrough infection and is following a 10-day quarantine. Employees, including vaccinated individuals, are being asked to wear face coverings when they are away from their workstations. The Superintendent will continue monitoring the guidelines and consider the direction of other municipalities.

Water Supply & Production

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

He reported that 154.18MG of water was produced in July, making it the fifth lowest July production total in 18 years. Production in August, thru the 23rd, was 122.5MG, down 24MG (16.4%) from 2020.

The YTD total of 640.77MG for 2021 was 55.62MG (9.07%) higher than 2020 and 28.97MG (4.63%) higher than 2016 (year of record). It was also 3.1% higher (18.99MG) than the previous 18-year YTD high of 621.78MG 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 July indicated that Branch Brook provided 80.616MG (52.3%) while 64.064MG of groundwater (41.6%) 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 9.50MG (6.1%) was supplied from system interconnections.

Liquid precipitation equivalent recorded at the Filtration Plant was 10.26" (18 rain events) for the month of July, making it the highest July rainfall over the last 18 years. The monthly average in July over the last 18 years is 4.70". He pointed out that the 18-year group YTD

average was 31.49", which is 17.0% above the current 2021 average of 26.91". Looking ahead into August, as of yesterday, 5.10" of rain so far.

He indicated that the USGS shows that Branch Brook is extremely healthy and there appears to be plenty of water. A drone video illustrated the high turbidity and color due to all of the recent rain. He noted that the chemical cost of surface water for July increased to \$257.58/MG while groundwater decreased to \$136.29/MG, resulting in a blended water cost of \$203.87MG for the month. Year to date, the surface water cost increased slightly to \$234.70/MG while the groundwater cost is \$156.24, resulting in a blended water cost of \$207.27/MG.

He brought the Board's attention to the (2019-2021) monthly water production versus metered revenue comparison chart that indicated that July metered revenue was \$95,586 higher than 2020 and \$220,873 above 2019 while July production was lower than both 2019 and 2020.

AMI Meters

The Front Office Supervisor reported that 214 installations were completed in July and 173 so far in August; bringing the cumulative total to 13,554 (year to date 1,724), representing approximately 96.6% of all customer accounts, including 85.0% of seasonal accounts and 94.1% of annual accounts. She noted that there are 846 total accounts remaining without an AMI meter.

GAC Facility

The Assistant Superintendent displayed an illustration of the performance results while he provided an overview of the components and scope of the GAC process. He summarized the information that was collected from a meeting he attended at the Facility with Dr. Adam Redding (formerly of Evoqua) along with the Superintendent, Plant Manager, Chief Operator and Facilities Manager. Dr. Ready suggested that the GAC pressure filters be converted from running in parallel to running in series (lead-lag mode) as was done during the original full-scale long-term pilot test. He also recommended that Tank #1 be backwashed to improve exposure of the unused GAC. Following that advice, the Assistant Superintendent reported PFAS levels of 23.97ppt were found within the top 25% zone of GAC pressure filter #1, with 18.81ppt within the 100% (effluent) zone. In the top 25% zone of GAC pressure filter #2 there were 15.30ppt with 8.15ppt within the 100% zone. He noted that these test results occurred with 308.2MG of water being processed, representing 61.6% of the desired 500MG goal.

Sodium Hypochlorite Conversion at the Filtration Plant

The Facilities Manager reported the progress on the current scope of work being undertaken toward the construction of the new chlorine gas room. The Facilities crew is currently working in the chlorine gas room. A portion of the concrete block containment wall has been

constructed. The doorway to the room has been raised 14" and a new landing and stairs have been constructed. The aluminum block-off plates for the existing window and door openings have been installed. The Facilities Manager is reviewing the drawings of the containment liner before placing the order. Shortly, the chlorine gas system will be demolished and the one-ton cylinders will be removed from the Filtration Plant.

Island Beach Road (Wells) Main Replacement

The Distribution Manager reported that once the temporary water services were connected, installation commenced on Phase 2 of 3 for the Island Beach Road project. He reported that since Monday of this week, 214' of pipe has been replaced adding that 100' was installed both today and yesterday. He commented about the recent rain and how it affected the project area by slowing down the work.

Arundel Tank Flow/Meter Control Vault

The Superintendent addressed the August 18th ceremony that was held to introduce the District's newest tank. It was attended by Trustees Lynk and Burrows, District Officers, former Superintendent Norm Labbe, retired Trustee Richard Littlefield, representatives from DN Tanks, State Drinking Water Program staff, utility association members and neighbors. He thanked his Administrative Assistant for coordinating the celebration and also recognized the District Engineer for all the work in successfully planning and completing his first tank project. He then shared photos that were taken during the event.

The Facilities Manager reported that this project is basically complete and expects that the tank will be filled in September and may possibly be on line by the next Trustees' meeting.

Interconnection Use and Planning

The Superintendent reported that the District continues to have productive meetings with York and Kittery Water Districts on the interconnections. The involvement of the Facilities Manager and Plant Manager has been vital in assuring the water quality is compatible and hydraulic capacity is maintained. He emphasized that water operators are the best at crisis management.

Main Replacement –School Street (Kennebunkport)

The Distribution Manager reported that this project has been completed. The Assistant Superintendent noted that he will be conducting fire flow tests in the near future to assess the improvement.

Lead and Copper Testing

The Plant Manager was pleased to report that lead and copper testing was recently undertaken. He elaborated on the successful results that were achieved. He recognized Operator Brian McBride and Assistant Customer Service Technician Paul Dolewa for their efforts in conducting the tests. The Superintendent thanked the Plant Manager for offering the opportunity for staff to cross train.

Watershed

Meeting (on site) with Central Maine Power

The Superintendent reported that he and the GIS/Asset Management Coordinator met with representatives of Central Maine Power (CMP) to make them aware of and assess the erosion along their transmission line right-of-way. A comparison of aerial photos over the past seven years illustrates the significant increase in damage caused by ATVs and other motorized vehicles. As a result of the meeting, CMP realizes that the stability of their transmission lines is in jeopardy and is a problem that needs to be addressed. The Superintendent suggested that resources from the District, CMP and Nature Conservancy be pooled to talk about the solution. Recreational traffic along the transmission lines will likely be terminated as part of the solution.

Trail Restoration Work

The Superintendent reported that material has been delivered to the site in preparation for restoration work to commence in the fall.

Watershed Land Auction

The District recently has become aware that a parcel of significant watershed value is slated to be auctioned. The landlocked parcel on Maguire Road in Kennebunk is comprised of 40 acres and abuts District property. There was consensus among the Board that a special meeting (Executive Session) should be considered to discuss details relating to acquiring the property. The Superintendent agreed to inquire about the specific 'rules' of the auction process and to contact the Trustees by email to schedule a special meeting.

Other Business

Employee Recognition

The Superintendent was pleased to acknowledge the Filtration Plant and Facilities Department staff for their event readiness during the recent Plant failure. He expressed thanks also to Trustee Lynk and Trustee Emmons for their involvement on the Business Platform Committee and the Campus Relocation Committee.

Preliminary 2022 CIP Proposed Vehicle Approval

The Superintendent reported that he's learned that at this time, dealers are not offering quotes on new vehicles. Any progress in that effort will be reported at the next meeting.

Administrative Updates

Business Platform Discovery

The Superintendent summarized the progress in evaluating different business platforms. He reported that three vendors are currently being evaluated for their ability to provide solutions for work orders, inventory and project accounting.

Campus Relocation Evaluation

The Assistant Superintendent reported that the kick-off meeting of the Committee was held on August 11th that included ten staff members who brought their enthusiasm and ideas for tackling this project. Trustee Emmons attended as the Board's liaison. Preliminary plans and expectations were discussed with the next meeting scheduled for September 1st.

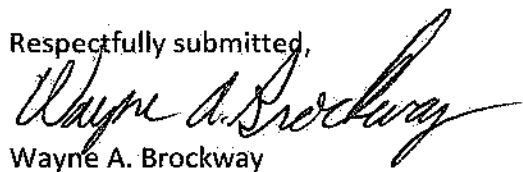
Next Regular Meeting

The next regular meeting of the Board of Trustees will be held at 2:00 pm on Wednesday, September 29, 2021 in the Conference Room.

ADJOURNMENT

On a motion by Trustee Oliver, seconded by Trustee Burrows, it was unanimously voted to adjourn the August 25, 2021 meeting at 3:34 pm.

Respectfully submitted,



Wayne A. Brockway