

MINUTES OF THE BOARD OF TRUSTEES

September 29, 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, Front Office Supervisor Kathleen Chapin and Administrative Assistant Cindy Rounds.

MINUTES — August 25th, September 13th, September 20th and September 22nd Meetings.

On a motion by Trustee Burrows, seconded by Trustee Oliver, it was unanimously voted to approve the Minutes of the August 25, 2021, September 13, 2021, September 20, 2021 and September 22, 2021 meetings as written.

PUBLIC COMMENT

There was no public comment.

TREASURER'S REPORT

Financial Update

Ahead of his presentation, the Treasurer took the opportunity to thank Accountant Cathy McLeod for her hard work and diligence in preparing the financial report after participating in a few days of business platform meetings. He proceeded to present a detailed August financial report. He reported that annual metered account revenues were \$2,817,075 indicating an 10.9% favorable variance of \$275,788. Seasonal metered account revenues totaled \$1,282,953 indicating a 5.5% favorable budget variance of \$67,449. Total metered revenues were \$3,756,791 indicating a 9.1% favorable budget variance of \$343,237 and a 20.0% increase in the year-to-date billed usage from 2020. There were three System Development Charges (SDC) collected in August (\$4,971). The year-to-date total of 101 (\$166,349) compared to 104 (\$171,360) in 2020. The Treasurer noted that September 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 August financial report as presented.

Project and Operations Updates

COVID-19 Operational Update

The Superintendent reported that the indoor mask requirements have been relaxed. Although no longer required, staff has been encouraged to continue wearing a mask indoors if they prefer to. He will continue to monitor 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 162.11MG of water was produced in August, down by 21.64MG (12.5%) from 2020, which was an all-time record month. Production through September 27th was 111.3.5MG, down 18.9MG from 2020.

The YTD total of 802.89MG for 2021 was 33.99MG, (4.33%) higher than 2020 and 11.66MG (1.46%) higher than 2016 (year of record). Looking at the annual water production rankings, 2021 is still trending to become a new all-time high.

The supply source summary for August indicated that Branch Brook provided 83.327MG (51.44%) while 69.907MG of groundwater (43.1%) was supplied primarily by the Kennebunk River well and the Merriland River well, with the remaining 8.889MG (5.5%) supplied from system interconnections.

Liquid precipitation equivalent recorded at the Filtration Plant was 5.10" (6 rain events) for the month of August. The monthly average in August over the last 18 years is 4.03". He pointed out that the 18-year group YTD average was 35.45", which is 10.2% above the current 2021 YTD total of 32.01". He indicated that the USGS stream gauge shows that Branch Brook is very healthy with ample water for this time of year.. He noted that the chemical cost of surface water for August increased to \$302.55/MG while groundwater decreased to \$103.61/MG, resulting in a blended water cost of \$211.84/MG for the month. Year to date, the surface water cost increased slightly to \$246.30/MG while the groundwater cost is \$143.45, resulting in a blended water cost of \$208.18/MG.

He brought the Board's attention to the (2019-2021) monthly water production versus metered revenue comparison chart that indicated that August metered revenue was \$277,529 higher than 2020 and \$439,795 above 2019 while August production was lower than both 2019 and 2020. The 2021 YTD metered revenue total of \$4,100,028 was the first time that revenues had exceeded \$4M through August, posting gains of \$541,928 over 2020 and \$833,555 over 2019, respectively.

AMI Meters

The Front Office Supervisor reported that 176 meters were installed in August followed by 109 meters so far in September; bringing the cumulative total to 13,839 (year to date 2,009), representing approximately 95.2% of all customer accounts, including 86.9% of seasonal accounts and 97.4% of annual accounts. She noted that there are 300 annual and 400 seasonal

accounts that remain to be replaced with an AMI meter. There are 31 accounts that have indicated they do not want an AMI meter.

GAC Facility

The Assistant Superintendent began his report by distributing photos of the new large block retaining wall that was built by the Distribution crew at the GAC Facility. Paving is anticipated to be placed in October.

The Assistant Superintendent displayed an illustration of the performance from the most recent sample results taken on August 12th with the GAC filters operating in lead-lag mode. For GAC pressure vessel #1, PFAS levels of 22.40ppt were observed leaving the top 25% zone and 20.74ppt leaving the 100% zone before entering GAC pressure vessel #2. In GAC pressure vessel #2, PFAS levels of 14.39ppt were observed leaving the top 25% zone and 7.95ppt leaving the 100% zone before the water was sent on to Kimball Lane Treatment Facility where the finished water effluent tested at 7.97ppt PFAS. These results were achieved following the treatment of 330.5MG of well water since the GAC filters first went on line. The 330.5MG represents 66.1% of the District's desired treatment goal of 500MG.

He also noted that a \$146,000 grant request had been submitted to the DWP to replace the GAC in pressure vessel #2 with resin which the District has been pilot testing for many months with excellent results; no detectable levels of PFAS. The Plant Manager elaborated on who is presently using resin in the drinking water industry, how the resin treatment process works and how spent resin is disposed of and the associated costs for said disposal.

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 gas feed system in the PTR is complete other than the small amount of wiring/controls work to make it flow-pace. The sales rep from Environmental Instrument Services, the company that sold the chlorine gas equipment to the District, inspected the installation and gave a training on its operation.

All preparation work that can be completed prior to shutting down the one-ton chlorine cylinder equipment has been completed. At this time, the Facilities staff is waiting until the Plant's current supply of chlorine gas is exhausted before switching over to the new feed system in the PTR so that the old chlorine gas room can be fully converted to a sodium hypochlorite (liquid) storage and pumping room.

The containment liner has been ordered and is expected to be received within a few weeks. The next steps will include removal of the old equipment, finishing construction of the containment wall, and installation of the liner.

The Plant Manager and Assistant Superintendent explained that after the completion of the hypo conversion project, the 150-lb gas cylinders will remain in service to treat the smell from the trace amounts of hydrogen sulfide from the Merriland River Well.

Island Beach Road (Wells) Main Replacement

The Distribution Manager reported that Phase 3 (final phase) of the project has begun and should be completed by the third week of October. Once completed, the crews will continue replacing approximately 650' of obsolete 6" CI main on Drakes Island Road with new 16" main, from the intersection of Island Beach Road and connecting with the existing 10" AC pipe at the intersection of Eaton Avenue.

Arundel Tank Flow/Meter Control Vault

The Facility Manager reported that they had finished filling the tank for the second time and reported on the chlorine testing process at that point. The chlorine residual would not hold during the first disinfection/filling process so the tank was drained and the water was dechlorinated. The second filling was completed in stages, the last of which was finished at 1pm today. If the chlorine residual holds per AWWA requirements then the next step will be sampling for VOC and bacteria tests. If those successfully pass then the tank will be put on-line.

Interconnection Use and Planning

The Superintendent noted that the District continues to have productive meetings with York and Kittery Water Districts on the interconnections. The Facilities Manager reported that all the water quality testing systems are up and running at both interconnections. He noted that York Water had a few issues with a drop in chlorine residuals so the intent to move water from York that was planned for September was postponed until October.

The Superintendent again acknowledged that the involvement of the Facilities Manager and Plant Manager has been vital in assuring the water quality is compatible and hydraulic capacity is maintained.

Watershed

Outcome of Recent Land Auctions

The District was successful in acquiring a landlocked parcel of significant watershed value on Maguire Road in Kennebunk, comprised of 40 acres that abuts another District property. The Superintendent indicated that the District expressed interest in the second auctioned parcel if the successful bidder for some reason does not follow through. The District will also have discussions with the winning bidder to attempt to minimize impacts to Branch Brook. There was also a suggestion that the Wells Planning Board be made aware of the District's interest in protecting the watershed.

In response to an inquiry at the last meeting, the GIS/Asset Management Coordinator reported that he has begun the process to identify properties with significant watershed value and work with the Watershed Coalition Committee to develop and send a letter of inquiry to the landowner regarding the District's interest in possibly securing easements and/or development rights.

Trail Restoration Work

The GIS/Asset Management Coordinator reiterated the conclusions of the meeting that he coordinated with representatives of Central Maine Power (CMP) to make them aware of and assess the erosion along their transmission line right-of-way. The Superintendent also attended.

The Superintendent was pleased that CMP recognized the severity of the erosion and the potential vulnerability along the transmission lines.

Other Business

Employee Recognition

The Superintendent repeated the acknowledgement of Accountant Cathy McLeod for processing the payroll prior to going on vacation, attending two days of business platform meetings in the days following her return from vacation and still getting the financial reports done for the Trustees' meeting. He also expressed his appreciation to the Board of Trustees for their involvement in attending three extra meetings leading up to the land auction. Trustee Oliver thanked Filtration Plant Manager Bill Snyder for the attention and explanation to a water issue he experienced and for the lesson in chemical balance. The Superintendent also thanked the members of the Business Platform Committee for their participation in seeking the best solution to overcome the weaknesses in the current system. He added that Raybern reps have been impressed with the knowledge of our staff and their participation during the platform interviews.

Potential Groundwater Sources

The Assistant Superintendent reported that he learned that in 2001-2002, the Maguire Road property was identified in a sand/gravel aquifer map (SG 12 and SG 13) that was developed for the District's entire service area by former consultant Earth Tech. He elaborated on the potential for this parcel to serve as a future groundwater source and its relatively close proximity to the existing distribution system.

Administrative Updates

Business Platform Discovery

The Superintendent summarized the progress in evaluating different business platforms. He reported that three of the four different platforms have been identified. Solutions for work orders, inventory and project accounting remain to be selected. Once all platforms have been identified, workflows unique to KKW will be created so final integration scope can be determined. Once that is done it will be brought to the Board for consideration.

Campus Relocation Evaluation

The Assistant Superintendent began by announcing that the Campus Relocation Evaluation Committee is working just as hard as the Business Platform Committee. He reported that progress is on a fast track. Requests for Proposals (RFP) have been sent to two Architectural and Engineering firms (WBRC and SMRT) with a due date of October 12th.

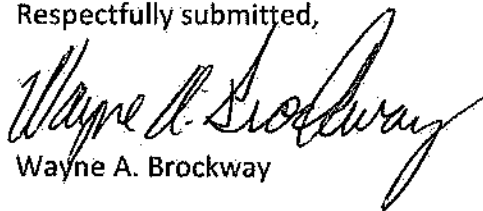
Next Regular Meeting

The next regular meeting of the Board of Trustees will be held at 2:00 pm on Wednesday, October 27, 2021 in the Conference Room.

ADJOURNMENT

On a motion by Trustee Oliver, seconded by Trustee Burrows, it was unanimously voted to adjourn the September 29, 2021 meeting at 3:18 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