

MINUTES OF THE BOARD OF TRUSTEES

October 27, 2021

The regular meeting of the Board of Trustees was called to order by President Fred Lynk at 2:01 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, District Engineer Jamie Paschal, Front Office Supervisor Kathleen Chapin and Administrative Assistant Cindy Rounds.

MINUTES — September 29, 2021 Meeting

On a motion by Trustee Oliver, seconded by Trustee Burrows, it was unanimously voted to approve the Minutes of the September 29, 2021 meeting amended with the addition of Front Office Supervisor Kathleen Chapin in attendance.

PUBLIC COMMENT

There was no public comment.

TREASURER'S REPORT

Financial Update

The Treasurer presented a detailed September financial report. He reported that annual metered account revenues were \$3,721,262 indicating a 10.5% favorable variance of \$353,684. Seasonal metered account revenues totaled \$1,281,315 indicating a 5.4% favorable budget variance of \$65,811. Total metered revenues were \$5,002,577 indicating a 9.2% favorable budget variance of \$419,495 and a 15.5% increase in the year-to-date billed usage from 2020. There were 12 System Development Charges (SDC) collected in September (\$19,884). The year-to-date total of 113 (\$186,233) compared to 125 (\$212,863.46) in 2020. The Treasurer noted that October's monthly annual metered revenues appear to be about \$100,000 under budget.

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

Project and Operations Updates

COVID-19 Operational Update

The Superintendent noted that there was little new to report.

Water Supply & Production

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

He reported that 122.05MG of water was produced in September, down by 20.15MG (15.3%) from 2020, which was a record month. Production through October 25th was 71.4MG, down 2.79MG from 2020 and 11.0MG from 2016 (year of record).

The YTD total of 924.94MG for 2021 was 13.84MG, (1.51%) higher than 2020 and 0.27MG (0.03%) higher than 2016 (year of record). Looking at the annual water production rankings, 2021 is likely to finish as either #1 (new all-time high) or #2.

The supply source summary for September indicated that Branch Brook provided 65.680MG (53.81%) while 54.655MG of groundwater (44.8%) was supplied primarily by the Kennebunk River well and the Merriland River well, with the remaining 1.715MG (1.4%) supplied from system interconnections. Merriland River well was shut down on October 21st due to a reduction in demand and to allow for aquifer recharge.

Liquid precipitation equivalent recorded at the Filtration Plant was 4.7" (9 rain events) for the month of September. The monthly average in September over the last 18 years is 3.65". He pointed out that the 18-year group YTD average was 39.04", which is 2.33" (6.0%) above the current 2021 YTD total of 36.71". He noted that the chemical cost of treating surface water for September decreased significantly to \$218.92/MG (August was \$302.65/MG) while groundwater experienced a modest increase to \$120.90/MG (August was \$103.61), resulting in a blended water cost of \$174.40/MG for the month. Year to date, the surface water cost decreased slightly to \$243.05/MG while the groundwater cost is \$139.84, resulting in a blended water cost of \$203.64/MG.

He brought the Board's attention to the (2019-2021) monthly water production versus metered revenue comparison chart that indicated that September's \$902,549 metered revenue was \$17,683 lower than 2020 and \$150,409 above 2019. The 2021 YTD metered revenue total of \$5,002,577 was the first time that revenues had exceeded \$5M through September, posting gains of \$524,245 over 2020 and \$983,964 over 2019, respectively.

AMI Meters

The Front Office Supervisor reported that 119 meters were installed in September, bringing the cumulative total to 13,849 (year to date 2,019), representing approximately 95.4% of all customer accounts, including 87.7% of seasonal accounts and 97.5% of annual accounts. She added that 30 meters have been installed so far in October and that 662 total accounts (annual and seasonal combined) remain to be switched over to an AMI meter. She explained that Customer Service has developed a letter of instruction on how to properly winterize an AMI meter. In addition to the letter, a video that illustrates the method has been produced and added to the website. Trustee Lynk noted that the Ogunquit community produces a

newsletter several times a year and suggested that it could be another method of informing customers of District notices.

GAC Facility

The Assistant Superintendent displayed detailed illustrations of the GAC filters performance from the most recent sample results taken on October 7th with the GAC filters operating in lead-lag mode. For GAC pressure vessel #1, the incoming raw water PFAS level of 36.29ppt was reduced to 20.95ppt after leaving the top 25% zone and further reduced to 18.06ppt leaving the 100% zone before entering GAC pressure vessel #2. In GAC pressure vessel #2, the 18.06ppt PFAS level was reduced to 13.48ppt leaving the top 25% zone and further reduced to 8.09ppt leaving the 100% zone before the water was sent on to Kimball Lane Treatment Facility where the finished water effluent tested at 7.50ppt PFAS. These results were achieved following the treatment of 351.0MG of well water since the GAC filters first went on line (June 16, 2020). The 351.0MG represents 70.2% of the District's desired treatment goal of 500MG before the GAC needs to be replaced.

The Assistant Superintendent reiterated the District's desire to replace the GAC in pressure vessel #2 with a more effective resin product that has been undergoing pilot testing with exceptional results. He restated the District's prior request to the Drinking Water Program to obtain \$146,000 in grant funding for the cost difference between the resin and GAC media and remains optimistic in the District's chances of acquiring grant funding. The Superintendent added that the District's success in PFAS removal and how the information has been widely shared with many concerned parties was clearly stated in the grant application. Award notification is expected after December 1st.

Sodium Hypochlorite Conversion at the Filtration Plant

The Plant Manager and District Engineer summarized the progress of the current scope of work being undertaken with the construction of the new chlorine gas room. The Plant Manager reported that the containment liner has been received. As soon as the last one-ton chlorine cylinder is used, up we will switch to the small chlorine gas system built earlier this year on the back of the PTR while the old chlorine gas storage room is gutted. The containment liner and the sodium hypochlorite tanks, pumps, and piping will then be installed. At this point we are still on schedule to start work in the hypo room around mid-November and to be on-line with hypo around the start of 2022.

Island Beach Road (Wells) Main Replacement

The Distribution Manager reported that installation of this main replacement has reached the intersection of Drakes Island Road where the crew 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. The Town of Wells has agreed to cost share in the repaving of Island Beach Road which will benefit the residents and traveling public with a significant improvement over the prior road surface condition. The Assistant Superintendent explained how some driveway

entrances along the replacement area were disturbed to a greater degree (pavers installed in the right-of-way) and in some cases will be restored by the owners (owner's contractor) with the District paying for the restoration work. Once the new Drakes Island Road water main installation is complete, the District will be repaving its trench portion which is approximately half the roadway width. Pavement on the adjacent undisturbed half of the road is in good condition so the Town of Wells will not be replacing that section of pavement.

The Superintendent was pleased to share an email from a resident along the project area who recognized the difficulty in working in such a densely populated area. She wrote (in part), *Your staff working on Drakes Island all summer and fall are terrific. From the equipment operators to the laborers to the supervisors, the workers are amazing. Hats off to all the people working on this extensive project.*

Arundel Tank

The Superintendent noted that not much has transpired to necessitate a report at this time.

Interconnection Use and Planning

In the Facilities Manager's absence, the Plant Manager summarized the method of utilizing the Rt 1 MWC interconnection and how it works with the Arundel Tank.

Annual Seasonal Line turn-offs

The Distribution Manager reported the annual seasonal line turn-offs is underway. To date, 23 of the 33 summer lines have been done with a completion of those remaining anticipated by the first or second week in November.

Annual System Hydrant Winterization

The Distribution Manager reported that testing and winterization of the District's 1,026 hydrants is underway and nearly complete.

Main Replacement – Colony Avenue/Ocean Avenue, Kennebunkport

The Assistant Superintendent explained that this 2021 CIP approved project is included in the list of projects being requested for 2022 SRF funding. He believed that the Board had been asked to vote to formally authorize this project's deferral to 2022 at an earlier meeting, but upon further investigation, realized that no such formal authorization had been made. Therefore, in view of the substantial lead/lag time for material delivery, the District Engineer informed the Board that he is seeking material bids prior to the end of the year and the project will be deferred until 2022 and included in the 2022 CIP budget proposal.

Main Extension -- Goosefair Road, Kennebunkport

The District Engineer presented an illustration of the proposed main extension. The project is comprised of connecting to the existing 8-inch cross-country main at a point approximately 1,600 feet from Mills Road (Rt 9), install approximately 400 feet of 8-inch main and 180 feet of 4-inch main along Goosefair Road, ending at the perpendicular midpoint of house #24.

Reference is made to Sheet 1 of 2 of a set of plans entitled 'Goosefair Road, Kennebunkport -- Water Main Extension' -- last revised 10/25/2021.

Other Business

Employee Recognition

The Superintendent was pleased to bestow recognition to staff. The **Main Line Crew** for the recognition of their professionalism during the Drakes Island main replacement project; **Administrative Assistant Cindy Rounds** for her work with the Annual Employee Meeting and Appreciation Luncheon; and **GIS/Asset Management Coordinator Justin Richardson and Technician Gerry Goulden** for their technical expertise and for arranging a group photo with the drone, capturing the employee event.

He continued by pointing out that the 2019 Annual Report has been distributed. In addition, he informed the Board that the District had been discharged from the lawsuit in which a property suffered damage during a 2019 main break. The District's insurer was successful in the mediation of the claim.

Administrative Updates

Business Platform Discovery

The Superintendent summarized the progress in evaluating different business platforms. He presented a video in which Raybern Utility Solutions outlined how anticipated operational changes will improve customer service, asset management, inventory and project accounting. The Superintendent then detailed the cost of each platform, comparing those to the current costs and functionality of Munis services.

On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to authorize the Superintendent to proceed with the project as he had outlined.

Campus Relocation Evaluation

The Assistant Superintendent summarized the progress of the Campus Relocation Evaluation Committee working on the campus relocation. He noted that two architectural firms, WRBC and SMRT, submitted proposals for the architectural and engineering design services which will include concept design, schematic design, design development, construction document, bidding and contract award and construction administration and project closeout. He

elaborated on the differences between the proposals and the extent of each presentation. After careful review of each proposal, the Committee unanimously preferred the WBRC proposal. Trustee Emmons (who sits on the Committee) stated he was confident with the choice and was impressed with the WBRC presentation.

On a motion by Trustee Oliver, seconded by Trustee Burrows, it was unanimously voted to enter into an Agreement with WBRC for the concept design for an amount not to exceed \$40,000.

Next Regular Meeting

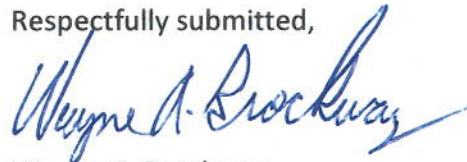
The next regular meeting of the Board of Trustees will be held on Wednesday, November 17, 2021 at 2:00pm in the Conference Room.

The Investment Committee will meet prior to the Board meeting, at noon.

ADJOURNMENT

On a motion by Trustee Burrows, seconded by Trustee Oliver, it was unanimously voted to adjourn the October 27, 2021 meeting at 3:50 pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Wayne A. Brockway". The signature is written in a cursive style with a long, sweeping underline.

Wayne A. Brockway