

MINUTES OF THE BOARD OF TRUSTEES

March 30, 2022

EXECUTIVE SESSION

On a motion by Trustee Oliver, seconded by Trustee Emmons, it was unanimously voted to go into Executive Session at 1:01pm to discuss a real estate matter pursuant to 1 M.R.S.A. §405(6)(C) and personnel matters pursuant to 1 M.R.S.A. §405(6)(A). In attendance were Trustees Fred Lynk, Tom Oliver, Jim Burrows and Bob Emmons along with Superintendent Steve Cox.

On a motion by Trustee Burrows, seconded by Trustee Oliver, it was unanimously voted to come out of Executive Session at 2:05 pm with no action taken.

REGULAR MEETING

The regular meeting of the Board of Trustees was called to order by President Fred Lynk at 2:07 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, GIS Asset Management Coordinator Justin Richardson, Distribution Manager Keith Archibald (joined later in the meeting), Plant Manager Bill Snyder, Facilities Manager Rob Weymouth, District Engineer Jamie Paschal and Administrative Assistant Cindy Rounds.

MINUTES — February 23, 2022 Meeting

Due to technical difficulties with the transcription equipment, the Minutes were not composed in time for approval at this meeting.

PUBLIC COMMENT

There was no public comment.

TREASURER'S REPORT

Financial Report

The Treasurer presented the February revenue analysis and comparison to budget financial report. He reported that annual metered account revenues were \$531,458 indicating a 4.4% favorable variance of \$22,604. Seasonal metered account revenues totaled \$9,687 indicating a 0.1% unfavorable budget variance of \$13. Total metered revenues were \$541,145 indicating a 4.4% favorable budget variance of \$22,591 and a 3.0% decrease in the year-to-date billed usage from 2021. He stated that there were 9 Year to date System Development Charges thru February (\$13,905) compared to 10 (\$13,256) in 2021.

Update on Status of Proposed Rate Increase

The Treasurer reported that he received PUC's approval of the rate increase earlier in the day. The increase becomes effective April 1, 2022.

Project and Operations Updates

COVID-19 Operational Update

The Superintendent reported that the restriction of not allowing the public into the Front Office has been withdrawn.

Water Supply, Production and Updates

The Assistant Superintendent gave a brief presentation of the monthly precipitation, water production statistics and water production cost charts for February.

He reported that 101.12MG of water has produced in the first two months of 2022, up by 3.69MG (3.7%) from 2021 and 7.23MG (7.4%) from 2016 (year of record). The supply source summary for February indicated that Branch Brook provided 28.57MG while 19.19MG of groundwater was supplied by the Kennebunk River well (shut down March 2nd) with 0.8MG of water purchased via the system interconnections.

Liquid precipitation recorded at the Filtration Plant was 4.01" (6 rain, 3 snow events) for the month of February. The YTD liquid precipitation stands at 6.97" which trails modestly behind the 18-year group average of 8.36".

He noted that the chemical cost of treating surface water for February increased from \$282.58/MG the previous month to \$341.49/MG (highest ever), while groundwater experienced an increase from \$181.53/MG to \$196.25/MG. This resulted in a blended water cost of \$283.14/MG for the month of February. The YTD blended water cost stands at \$261.35/MG compared to \$206.82/MG in 2021.

He brought the Board's attention to the (2020-2022) monthly water production versus metered revenue comparison chart which indicated that February's \$154,233 metered revenue was \$61,812 lower than 2021 and \$56,854 lower than 2020. The \$541,144 YTD metered revenue is \$40,798 more than 2020 and \$65,183 less than 2021.

AMI Meters

The Treasurer reported that 64 meters were installed in February, bringing the cumulative total to 14,157, representing approximately 97.0% of all customer accounts, including 89.6% of seasonal accounts and 99.0% of annual accounts. The remaining changeovers are comprised of 110 annual (that include 30 opt-outs) and 313 seasonal (180 are on summer lines) accounts. He stated that once the Cost of Service Study is completed, determination of the opt-out fee can be made.

The Superintendent noted that a letter is being sent to customers and plumbers informing them of the new approach that will be used to get the remainder of the accounts transferred to AMI meters.

GAC Facility

The Assistant Superintendent reported that the final round PFAS tests were conducted on March 2nd after 450.5MG of water had been processed, prior to the well being shut down. The shutdown was initiated to begin the GAC media replacement process and to allow for aquifer recharge before the high demand summer season begins.

The test results revealed that in the top 25% zone of Filter #1, PFAS levels were detected at 26.65ppt. The PFAS levels in the water leaving Filter #1 contained 21.40ppt while the water in the bottom 25% zone of Filter #2 contained 18.72ppt and the water leaving Filter #2 contained 10.62ppt. The finished water entering the system after leaving the Kimball Lane Treatment Facility showed PFAS levels of 11.30ppt which remains well below the District's maximum goal of 15ppt and Maine's maximum allowed level of 20.0ppt. An additional chart illustrated the running percentage of PFAS removal from each of the measured zones while operating in series (lead-lag). He explained the process that will be followed to replace the GAC material in Filter #1 with new GAC while the GAC in Filter #2 will be replaced with a new resin product (CalRes 2301) provided by Calgon Drinking Water Solutions (a Kuraray Company). Although significantly more expensive than GAC, the resin is not only designed for a much longer life span but should also render non-detect levels of PFAS for most of its life span.

Sodium Hypochlorite Conversion at the Filtration Plant

The Facilities Manager reported that it has been a challenge to keep the Plant running on chlorine gas while building the hypo system. Currently the Plant is still running on chlorine gas. The hypo bulk storage tanks with fill and vent piping have been installed. The transfer pumps have been installed. The Facilities crew is currently working on installation of the day tanks. The chemical feed pumps and emergency shower/eyewash stations are being installed. The Facilities Manager expects the system to be close to finished, but not on-line yet, by the next meeting. The Drinking Water Program will then be scheduled to inspect the system before it goes on-line. The District Engineer also reported that progress has been made on the programming for the new system.

Other Business

Ocean Avenue & Colony Avenue (K'port) Water Main Replacement

The District Engineer reported that the plan was to start the project two weeks ago. The District went under contract with the pipe supplier on December 8th, but material has still not been delivered. The District had a commitment to the Colony Hotel, but may be unable to meet the commitment due to supply chain issues. The District Engineer met with contractors and construction managers for the Colony Hotel this morning to talk about scheduling options. As

soon as there is a confirmed delivery date for the pipe, he will sit back down with the construction team to talk about options and iron out a realistic schedule given the time remaining before the hotel opens for business. Trustee Lynk asked about options to borrow material from another district, but the Superintendent noted that we are one of the few districts in the area to use PVC pipe (MWC and PWD specify ductile iron pipe only). The District Engineer noted that we explored other pipe materials, but the availability was no better.

Spring Flushing Program

The Distribution Manager reported that the annual water main flushing process will begin in Wells and Ogunquit on April 11th followed by Kennebunk from April 21st through May 6th and finishing up in Kennebunkport and coastal Biddeford during the week of May 9th.

Changes to Seasonal and Summer Line Turn On/Turn Off Procedures

The Distribution Manager outlined the new streamlined process that will be followed for the seasonal and summer line turn-ons that included hard dates of turning on and off. Lines will be turned on by April 15 and meters set the following week. All Summer lines will be turned off the Tuesday after Columbus/Indigenous People's Day and meters removed in preparation for winter.

Main Extension – Dorfield Lane (Wesley by the Sea Phase 4), Wells

Connecting to the end of the existing 8-inch main in Dorfield Lane, install approximately 440 feet of 4-inch main along Dorfield Lane, ending at the cul-de-sac.

Reference is made to Sheet 4 of a set of plans titled 'WESLEY BY THE SEA PHASE IV' – prepared for Preachers Aid Society of New England – last revised 1/26/2022.

The applicant, Preachers Aid Society of New England, will be required to deposit \$2,100.00, plus furnish *all* trench, *all* material and *all* labor to complete the installation in accordance with Water District specifications.

Main Extension – Ridge Top Lane, Wells (Town Project)

Connecting to the end of the 8" main in Ridge Top Lane, install approximately 150 feet of 8-inch main along Ridge Top Lane.

Reference is made to Sheet G-8 of a set of plans titled 'PINE LEDGE DRIVE & ROBINSON ROAD DRAINAGE IMPROVEMENT PROJECT' – prepared for Town of Wells Public Works – dated January, 2022.

The applicant, Town of Wells, will be required to deposit \$2,100.00, plus furnish *all* trench, *all* material and *all* labor to complete the installation in accordance with Water District specifications.

Main Extension – Ridge Top Lane, Wells (Private Project)

Connecting to the main in Ridge Top Lane, install approximately 1,300 feet of 4-inch main along an unnamed private way.

Reference is made to Sheets G-1 and G-2 of a set of plans titled 'CHASE PROPERTY WATER LINE EXTENSION PROJECT' – prepared for Chris Chase – dated September, 2021.

The applicant, Chris Chase, will be required to deposit \$4,100.00, plus furnish *all* trench, *all* material and *all* labor to complete the installation in accordance with Water District specifications.

Employee Recognition

The Superintendent recognized that on April 1st, Filtration Plant Operator Lynn Mankin will retire after 26 years with the District. He was pleased to announce that Operator Brian McBride will assume the new position of Assistant Filtration Plant Manager on April 4th.

Winter 2022 Newsletter

The Superintendent brought the Board's attention to the recently mailed Winter 2022 newsletter. He thanked those staff members who contributed articles making it another interesting newsletter.

Newsletter Comments

The Superintendent was pleased to share an email he received from a Kennebunk customer the day after the newsletters were mailed. It read, *'I just want to say thanks to you and your team for what you do so well, but also for keeping us posted. I have to tell you that in my 85 years and having lived in eight states, I have never received such an informative and fun to read report from the folks who keep us safe and healthy'*.

Phone System Auto-attendant

Upon Trustee Oliver inquiry about the phone system auto-attendant, the Superintendent and Treasurer explained the purpose of the change to an automatic message and how the system helps in directing customers to the department they are calling for.

WATERSHED

CMP Transmission Line Erosion

GIS/Asset Management Coordinator gave an update on the temporary fix to the CMP erosion. He noted that CMP has already invested over \$70,000 on this repair. This summer they will invest a significant amount of money on a permanent solution to this erosion. He also mentioned that CMP invited him to participate in several community events aimed to educate

the public about the erosion dangers in the Kennebunk Plans. He also mentioned that CMP is also looking into purchasing land to create an ATV bypass trail to avoid the areas prone to erosion. CMP invited the GIS/Asset Management Coordinator to help write some newsletters and press releases for further outreach to the public.

Branch Brook Watershed Coalition

GIS/Asset Management Coordinator provided an update on the last Branch Brook Watershed Coalition meeting. He said that CMP participated in the meeting and showed interest in joining the coalition. During the meeting it was agreed that a focus meeting would be scheduled in 2 weeks to identify and prioritize property to purchase for conservation or a conservation easement.

Old County Road(Kennebunk) Erosion

GIS/Asset Management Coordinator reported that Jones Associates will be starting Phase 2 of the three-phase project to repair erosion on Old County Road. He also announced that The Nature Conservancy will be donating \$10,000 to the District to help offset the cost of the project.

Trustee Oliver mentioned that the Town of Wells is in the process of updating their Comprehensive Plan. The GIS/Asset Management Coordinator commented that he has been working with Maggie Mills of FB Environmental Associates, who has been developing the new Comp Plan for the Town.

Administrative Updates

Business Platform Discovery

The Superintendent reported that he was advised today that the Paycom platform process has moved from the implementation stage to long-term care management. A long-term care manager has been assigned to the District account. Upon inquiry, the Superintendent responded that the issue of accurate accruals has been resolved.

The Superintendent then reported that the other three platforms (Munilink, Elements and Sage) are in the middle of migrating data. He applauded the Customer Service team for their engagement during the integration components of the MuniLink platform.

The Superintendent is confident that the District will successfully go live on the three of the four platforms this year.

Campus Evaluation Committee

The Assistant Superintendent reported that WBRC had been hacked by ransomware which has delayed their final report preparation which will include the cost estimate from their third party estimator. WBRC anticipates having this matter resolved within the next week or so after which

they will provide the final Concept Narrative Report with cost estimate. A virtual 3-D flyover of the conceptual building exterior along with some conceptual photos of the conference room were shared with the Board.

Outcome of Executive Sessions

There was no action taken from the Executive Session.

May 7th Kennebunk May Day Celebration and KKWWD and Open House

The Administrative Assistant outlined the activities that will be available during the Open House.

Miscellaneous Items

The Superintendent recognized that the 100-Year Anniversary banners will be taken down on April 9th.

Trustee Oliver suggested that consideration be given to the concept of offering employees a day off when they reach an anniversary of their time with the District. A brief discussion ensued. The Superintendent suggested that be considered next year during the annual review of the Personnel Handbook.

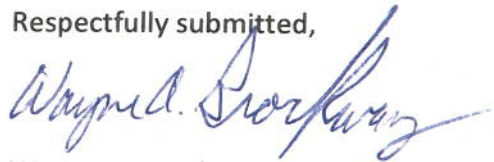
Next Regular Meeting

The next regular Board of Trustees meeting will be held on Wednesday, April 27, 2022 at 2:00 pm in the Conference Room.

ADJOURNMENT

On a motion by Trustee Emmons, seconded by Trustee Burrows, it was unanimously voted to adjourn the March 30, 2022 meeting at 3:38 pm.

Respectfully submitted,



Wayne A. Brockway