

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, DECEMBER 6, 2016

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, December 6, 2016 in the conference room at the District Offices located at 71 Water Street in Kennebunk.

Trustees present were:     John E. **Price III**, Chairman  
                                  Mark K. **Allenwood**, Vice Chairman  
                                  James A. **Oppert**, Clerk  
                                  Wayne A. **Brockway**, Treasurer  
                                  Edward **Sharood**, Member

KSD Staff present was:    Michael **Bolduc**, KSD District Manager  
                                  Patrick **Wiley**, PhD, KSD Assistant Manager

AGENDA:

1. Reading of the Minutes for the November 1, 2016 Monthly Meetings
2. Final Draft of the District Operations and Maintenance Budget for 2017
3. Presentation on the Progress on Staff Objectives for 2016 and 2017
4. Other Business...
5. Adjournment

The meeting was called to order by Chairman **Price** at 6:58 p.m.

Agenda Item #1: Reading of the Minutes for the November 1, 2016 Monthly Meetings

**Price** dispensed with the reading of the minutes and asked the Board for comments regarding the minutes of November 1, 2016.

**Sharood** submitted the following correction:

- Page 1, 1<sup>st</sup> paragraph, line 2: “room 300” should read “room 306”

**Oppert** submitted the following corrections/amendments:

- Page 2, Item #1, 1<sup>st</sup> paragraph, line 2: “future expansion capabilities” should read “future upgrade capabilities”
- Page 2, Item #1, 1<sup>st</sup> paragraph, line 5: “treatment capability growth” should read “treatment modifications”
- Page 3, Item #4, 1<sup>st</sup> paragraph, line 8: “agreement is a 6 year contract for 5 years” should read “agreement is a contract effective for 5 years”
- Page 4, Item #6, 2<sup>nd</sup> paragraph, line 3: “converted to foreclose on” should read “converted to foreclosure on”
- Page 5, Item #6, 2<sup>nd</sup> paragraph, line 4: “**Brown Street**” should read “**Brown Street Pump Station**”

**Bolduc** submitted the following corrections/amendments:

- Page 5, Action Item History List: Remove item “Jan 5, 2016”, “Agenda Item #2.”

There being no further corrections, revisions, or additions to come before the Board regarding this issue, **Price** asked for a motion.

**A motion was made to accept the minutes of November 1, 2016 as amended.**

**MOVED:**            **Allenwood**

**SECONDED:**     **Oppert**

**DISCUSSION:**   **None**

**MODS:**            **As noted**

**VOTE:**             **5 for, 0 opposed; the motion carried.**

Agenda Item #2: Final Draft of the District Operations and Maintenance Budget for 2017

Referring to Agenda Item Commentary of the December, 2016 Trustee's Meeting hand out, **Bolduc** summarized the details of Attachment # 5 (Final Draft of the Operation and Maintenance Budget for 2017), highlights included:

- 4301 Health Insurance:
  - Non-union employees covered by Maine Municipal Employee's Health Trust (MMEHT) POS- C plan switched to a MMEHT PPO500 plan; and
  - Cost breakdown is detailed on page 15 of the report.
- Salaries and Wages:
  - A 2.0% increase was included for all non union salaries and the scheduled union increase and longevity increases per the union contract; and
  - The union has not ratified their contract yet.
- 4360 Seminars & Education:
  - Additional funds are included for course work at USM for Ian Carter; and
  - A six month Operator Training Course for Shelby Carver.

**Allenwood** noted that the "Date of Hire" listed for Ian Carter (03/05/90) on page 14 is probably his birth date.

Continuing his budget summary, **Bolduc** discussed the new billing software implementation, highlights included:

- The software is being developed by Ray **Corson** of "Corson GIS Solutions;"
- Implementation is planned for mid 2017;
- The old and new billing software will be run concurrently until the new plan is evaluated and approved; and
- The first billing cycle of 2018 will be conducted using the new software.

There being no further comments or remarks to come before the Board regarding this issue, **Price** asked for a motion.

**A motion was made to adopt the proposed 2017 Operation and Maintenance budget.**

**MOVED: Oppert**

**SECONDED: Brockway**

**DISCUSSION: None.**

**MODS: None.**

**VOTE: 5 for, 0 opposed; the motion carried.**

**Price** moved to the next agenda item.

Agenda Item #3: Presentation on the Progress on Staff Objectives for 2016 and 2017

Referring to Agenda Item Commentary of the December, 2016 Trustee's Meeting hand out, **Bolduc** asked the Board members if they had any questions regarding the details of Attachment # 6 for 2016 Staff Objectives.

Referring to "**Technology / Digitizing data collection with applications / Manhole inspections – not started**" sub-section on page 35, **Brockway** asked for details on the number of manholes in the system.

A discussion developed regarding how to schedule a large number of inspections over a multiyear period.

Referring to "**Technology / Digitizing data collection with applications / Laboratory – not started**" sub-section on page 35, **Brockway** asked if the data collection effort would begin when the new lab was in place.

**Bolduc** replied that the data collection is an ongoing process.

Referring to "**Asset Management**" on page 35, **Bolduc** provided an overview of progress to date.

**Price** asked if a system was in place to check on the status of completed tasks.

**Bolduc** replied that occasional checks are conducted on a random basis and that tasks are rotated among different personnel.

Referring to Agenda Item Commentary of the December, 2016 Trustee's Meeting hand out, **Bolduc** began a review of Attachment # 6 for **2017 Potential Objectives List**, highlights included:

- **WWTP Upgrade;**
  - Treatment method decision;
  - Trustees presentation in January 2017; and
  - Anticipate project start by the end of 2018.

Referring to “**WWTP Upgrade / Develop a interim plan**” sub-section on page 38, **Brockway** asked details on the plan for keeping the existing system operational at minimum cost pending the plant modifications - by end of 2017.

A discussion developed regarding how to keep costs at an acceptable limit.

Continuing his review of Attachment # 6 for 2017 Potential Objectives List, **Bolduc** summarized the following:

- **Brown Street Pumping Station;**
  - Purchase generator, pumps and electrical panel directly; and
  - Construct a building to house the equipment with KSD acting as GC using Brex and Stevens Electric to accomplish the task and Underwood Engineers to supervise and inspect the project.

**Sharood** submitted the following correction to the document:

- Page 38, 2<sup>nd</sup> paragraph, line 5: “Conversation” should read “Conversion”

Continuing his review of Attachment # 6 for 2017 Potential Objectives List, **Bolduc** summarized the following:

- **Technology;**
  - Integrating the communications between the two campuses;
    - ✓ SCADA (Supervisory Control and Data Acquisition), telephone, and internet connections;
    - ✓ CCD consultants;
    - ✓ Invoice Cloud to allow electronic payment options and billing;
    - ✓ Work with the Town, KLP, and KKWWD on GIS collaboration for Website and base maps; and
    - ✓ Revising the office file structure.
- **Financing;**
  - Long term financing models.
- **Customer Service;**
  - Backup prevention;
  - Minimizing annual increases; and
  - GIS improvement.
- **Policies;**
  - Approve and implement a new Personnel Policy with assistance from Maine Rural Water Association.

**Sharood** submitted the following correction to the document:

- Page 39, 5<sup>th</sup> paragraph, line 2: “Personal” should read “Personnel”

Continuing his review of Attachment # 6 for 2017 Potential Objectives List, **Bolduc** summarized the following:

- **Personnel;**
  - Negotiating a new union contract; and
  - Safety Inspections scheduled by the Department of Labor.

A discussion developed regarding the benefits of acquiring (and sharing with other utilities) a “Load Bank” for electrical testing of the generators.

**Brockway** submitted the following correction to the document:

- Page 42, 1<sup>st</sup> paragraph, line 4: “condition is assted” should read “condition is assessed”

There being no further comments or remarks to come before the Board regarding this issue, **Price** moved to the next agenda item.

Agenda Item #4: Other Business...

### **Manager’s Report for December 2016**

**Bolduc** provided a summary of selected items from the Manager’s Report as detailed in Attachment #2 (Manager’s Report), of the December, 2016 Trustee’s Packet. His comments included the following topics and highlights:

#### **Financial and Administrative**

##### ***Foreclosures***

One Elm Street resident made a payment but has had no contact with KSD since.

##### **Personnel Issues**

##### ***Teamster Contract***

KSD received a 10 day notice that the union reps want to have a meeting. 2 prior agreements have been rejected by the union.

##### ***New Operator***

Shelby Carver completed a 3 day instruction course and passed her certification exam for Grade 2 Collection Systems Operator.

##### ***Surplus Sale***

The surplus auction took place on Wednesday, November 23.

##### ***Solid Waste Disposal Issues***

The contract with Casella has been finalized and sent to Casella for signatures.

#### **Operational Issues**

##### ***Equipment Issues***

The new automatic transfer switch ordered for the Lakebrook pump station is scheduled to arrive on December 9<sup>th</sup>.

#### **Collection Systems**

##### ***Storer Street***

This project will be reviewed with Brex in the spring of 2017.

##### ***Odor and Corrosion Control***

3 of 5 manholes have been spray coated.

##### ***Safety***

The final safety training session for 2016 will occur in December. Brex Corp has ordered the precast bases for the davit arms, with installation to begin in December.

#### **2016 Capital Improvement Projects**

##### ***Doanes, Beach, and Grove***

KSD will participate in the Town’s Grove Street reclamation project in the spring by raising the manhole structures.

##### ***K&E Building***

The first meeting with Bennett Engineering and Benchmark to discuss mechanical details is scheduled for this week. A completed package will be submitted on December 15 for consideration by the Town’s Site Plan Review Board in January.

Geotech borings were conducted on November 19.

### **Flexible Spending Accounts**

**Bolduc** provided a summary of the Flexible Spending Account hand out distributed to the Board Members.

**A motion was made to authorize the Manager to establish Flexible Spending Accounts for employee medical and health care costs to be administered by Group Dynamic Inc.**

**MOVED: Brockway**

**SECONDED: Oppert**

**DISCUSSION: None.**

**MODS: None.**

**VOTE: 5 for, 0 opposed; the motion carried.**

Price moved to the next agenda item.

Agenda Item #5: Adjournment

There being no further business to come before the Board at this time **Price** asked for a motion to adjourn.

**A motion was made to adjourn the meeting at 8:12 p.m.**

**MOVED: Oppert**

**SECONDED: Brockway**

**DISCUSSION: None.**

**VOTE: 5 for, 0 opposed; the motion carried.**

Date Signed \_\_\_\_\_

James A. Oppert, Clerk \_\_\_\_\_

**KSD Board of Trustee Monthly Meeting Action Items History List**

<b><u>Request Date</u></b>	<b><u>Action Item</u></b>
	None