

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, SEPTEMBER 4, 2018

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, September 4, 2018 in the conference room at the District Offices located at 44 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
 Chris **Gallant**, KSD Assistant Manager

Others present were: Nicholas N. **Branchina**, Resident

AGENDA:

1. Reading of the Minutes for the August 7, 2018 Monthly Meeting
2. Status Report on Phase 1A, Control Building Modifications and Phase 1B, Headworks Design
3. First Draft of the 2019 Capital Improvement Program
4. Special Meeting Bond Notice
5. Executive Session – Personnel Matters
6. Other Business...
7. Adjournment

The meeting was called to order by Chairman **Price** at 7:03 p.m.

Agenda Item #1: Reading of the Minutes for the August 7, 2018 Monthly Meeting

Dispensing with a reading of the minutes, **Price** asked the Board for comments regarding the minutes of the August 7, 2018 monthly meeting.

Oppert submitted the following revision:

- Page 4, Item #6, 3rd paragraph from the bottom, line 1: “Site visits to identify equipment” should read “Site visits to evaluate equipment”

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

A motion was made to accept the minutes of August 7, 2018 as revised.

MOVED: Oppert

SECONDED: Allenwood

DISCUSSION: None

MODS: As noted

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

Trexler (Recording Secretary) reported that the motion second on page 4, Item #5, 3rd paragraph, line 3 of the July 2, 2018 minutes has been corrected to reflect “**SECONDED: Brockway.**” A smooth copy of the revised minutes was forwarded to KSD staff for printing and inclusion in the signature file in preparation for a vote and signature at tonight’s meeting.

Price acknowledged and asked for a motion.

A motion was made to accept the minutes of July 2, 2018 as corrected.

MOVED: Sharood

SECONDED: Oppert

DISCUSSION: None

MODS: As noted

VOTE: 4 for, 0 opposed, 1 abstained (Allenwood); the motion carried.

Price moved to the next agenda item.

Agenda Item #2: Status Report on Phase 1A, Control Building Modifications and Phase 1B, Headworks Design

Phase 1A, Control Building Modifications

Referring to Agenda Item Commentary of the September, 2018 Trustee's Meeting hand out and Attachment #5 (Phase 1A Punch List items), **Bolduc** opened a discussion regarding the project which included the following topics and highlights:

- The Control Building is complete except for the items noted on the punch list (pg. 16 of 28); and
- The project cost over budget is approximately \$6,000 or 0.06%.

Phase 1B, Headworks Design

Bolduc reported that site visits for equipment evaluation are on-going and the design completion is anticipated for mid February 2019.

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

Agenda Item #3: First Draft of the 2019 Capital Improvement Program

Referring to Agenda Item Commentary of the September, 2018 Trustee's Meeting hand out and Attachment #6 (First Draft of the 2019 Capital Improvement Program), **Bolduc** opened a discussion regarding the project which included the following topics and highlights:

- Construction of the WWTF improvements phase 1B, headworks – \$8,000,000;
- Construction administration and design - \$700,000 was carried over from the previous \$3.5M bond but is not included in the 2019 annual Capital Improvement Program;
- Replacement of wet well covers - \$25,000;
- Replacement of the jet rodder - \$90,000;
- Water Street sewer repairs – \$25,000;
- Doanes Wharf stationary generator - \$60,000;
- Asset management upgrade – \$10,000;
- Pumping station capital improvements - \$59,500;
- Replacement of portable air compressor – \$45,000; and
- Investigation and spot repairs in the collection system - \$55,000.

Oppert noted that CIP item “Investigation and spot repairs in the collection system” did not appear in the 2021 and 2022 projection and asked if it was needed.

Bolduc replied in the affirmative and noted the correction.

Continuing his discussion, **Bolduc** reviewed the following topics and highlights:

- Pumping Station Capital Improvements;
 - 28 pump stations with a 15 year life (on the submersible pumps) requires yearly attention on selected stations based on condition assessments;
 - The pumps are not identical but are different makes and models; and
 - The goal for pump replacement is 2 per year.

- Cash flow;
 - Impact fees use for specific geographic areas;
 - Equity Buy In fee use for pump station improvements; and
 - Capital Reserves use for plant improvements.
- Pump Station CIP;
 - New controls and pump at Admirals Way;
 - Driveway construction at Cedar Woods; and
 - Misc hardware upgrades.
- The benefits of merging GIS and asset management.

Price asked how and when an inspection could be conducted on the line with the previous leak running from the beach to the plant.

A discussion developed regarding various methods for conducting a long distance pipe inspection, comments and recommendations included the following:

- Bypass with a parallel line;
- Sonar probe;
- Ultrasonic wrap spot checks; and
- Total line replacement.

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

Agenda Item #4: Special Meeting Bond Notice

Chairman **Price** recognized resident **Branchina** and asked for his comments.

Branchina stated that the purpose of his visit was to learn about the bond issue.

Referring to Agenda Item Commentary of the September, 2018 Trustee's Meeting hand out and Attachment #7 (Special District Meeting Notice for October 2, 2018), **Bolduc** provided a summary of the notice which included the following topics and highlights:

- The bond resolution, consisting of the upper portion of Attachment 7, was approved at a previous meeting;
- The lower portion provides an explanation of the project;
- The notice will be mailed to the rate payers with the 3rd quarter billing; and
- The KSD Board of Trustees will vote on the bond issue at the October 2, 2018 meeting.

Allenwood submitted the following revisions to Attachment #7:

- Page 27, 2nd paragraph, line 3: "We know that our discharge location in the Mousam River is impaired" should read "Regulators have deemed that our discharge location in the Mousam River may be impaired"
- Page 27, 2nd paragraph, line 4: "The primary concern is nitrogen enrichment" should read "Their primary concern is nitrogen enrichment"
- Page 28, 1st paragraph, line 1: "As part of that plan" should read "As part of this plan"

Sharood submitted the following revisions to Attachment #7:

- Page 28, 2nd paragraph, line 2: "the plant commonly known at the headworks" should read "the plant commonly known as the headworks"

Branchina asked for the bond amount needed to cover the overall plant upgrade cost.

Bolduc stated that a new bond issue would be required and that the amount will be determined by the permit requirements.

Branchina asked if a ballpark figure has been determined.

Bolduc stated that \$22M is being estimated as a required amount 10 years from now.

Branchina expressed concern regarding any rate increase and asked if alternative financing for future anticipated cost had been considered, such as a Town contribution.

Allenwood reminded **Branchina** that KSD, by law, cannot receive funds from the Town tax base because it is a district funded by the users only.

Branchina noted that the rate payers could object to a Board of Trustees decision with a petition signed by 5% of the users.

Chairman **Price** agreed that the charter does allow for users to contest any decision by the Board and thanked **Branchina** for his input.

Having no objection from the Board members, and in consideration of executive session, **Price** moved ahead to agenda item #6.

Agenda Item #6: Other Business...

1. Manager's Report for September 2018

Bolduc provided a summary of selected items from the Manager's Report as detailed in Attachment #2 (Manager's Report), of the September, 2018 Trustee's Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Personnel

- Interviews were conducted for the office manager position. A candidate has been selected and will be discussed in Executive Session; and
- Maurice **Bedard** is scheduled to be back next week.

Finance

- The application for the SRF loan has been submitted to the Maine Bond Bank.

PLANT OPERATIONS

Equipment Issues

Polymer System

- Staff has moved this project to the winter months.

COLLECTION SYSTEMS

Boothby Road Pump Station

- This project is 95% complete with the remaining work scheduled for 2019.

Brown Street Pump Station

- The project has been completed at budget; and
- The Blue Rag issue remains.

A discussion developed regarding the blue rag issue, comments and recommendations included the following:

- No comments were received after posting the door hangers;
- Caregiver organization education will be evaluated; and
- Possible properties responsible for creating the clogs have been narrowed down to 120 connected to 5 or 6 branches feeding the pump station.

2018 CAPITAL IMPROVEMENT PROJECTS

Storer Street

- Excavation work is scheduled to begin on September 10.

Pumping Station Capital Improvements

- **Waterford Green**
 - The replacement control panel has been set; and
 - The project completion is anticipated to be end of the year 2018.
- **Doanes Wharf**
 - One of the new pumps is scheduled for installation during October; and
 - The project completion is anticipated to be end of the year 2018.
- **Larboard Lane**
 - The equipment for this job has been received; and
 - The project is scheduled to begin in the spring of 2019.

There being no further discussion to come before the Board regarding this issue, **Price** moved back to agenda item #5.

Agenda Item #5: Executive Session – Personnel Matters

Price asked for a motion to enter Executive Session.

At 8:00 p.m. a motion was made to enter into Executive Session to discuss: employee hiring and compensation matters, pursuant to [M.R.S.A. Chapter 18, Subchapter 1, §405 (6) (A)].

MOVED: Allenwood
SECONDED: Brockway
DISCUSSION: None.
MODS: None.
VOTE: 5 for, 0 opposed; the motion carried.

Price asked for a motion to come out of Executive Session.

At 8:30 p.m. a motion was made to come out of Executive Session.

MOVED: Oppert
SECONDED: Allenwood
DISCUSSION: None.
MODS: None.
VOTE: 5 for, 0 opposed; the motion carried.

Price asked if any motions were desired as a result of the Executive Session.

A motion was made to accept the manager's recommendations on a compensation adjustment for the manager's salary.

MOVED: Brockway
SECONDED: Oppert
DISCUSSION: None.
MODS: None.
VOTE: 5 for, 0 opposed; the motion carried.

A motion was made to accept staff's recommendations on offering Susan Richards the Office Manager position.

MOVED: Oppert
SECONDED: Brockway
DISCUSSION: None.
MODS: None.
VOTE: 5 for, 0 opposed; the motion carried.

There being no further motions to come before the Board regarding this issue, **Price** moved ahead to agenda item #7.

Agenda Item #7: 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 8:34 p.m.

MOVED: Oppert

SECONDED: Allenwood

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

<u>Request Date</u>	<u>Action Item</u>
Date	Agenda Item # __: Topic _____; Description _____.