

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

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, December 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
 Arnold H. **Reim**

Trustees absent were: Wayne A. **Brockway**, Treasurer

KSD Staff present was: Michael **Bolduc**, KSD District Manager
 Chris **Gallant**, KSD Assistant Manager

AGENDA:

1. Reading of the Minutes for the October 2, 2018 and November 6, 2018 Monthly Meetings and Public Hearing
2. Adoption of the District Bylaws
3. Adoption of the 2019 Operation and Maintenance Budget
4. Award of Jet Rodder
5. Annual Updates for the District's Accounting Systems Operation Manual
6. Other Business...
7. Adjournment

The meeting was called to order by Chairman **Price** at 7:01 p.m.

Agenda Item #1: Reading of the Minutes for the October 2, 2018 and November 6, 2018 Monthly Meetings and Public Hearing

a) Minutes for October 2, 2018

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the October 2, 2018 monthly meeting.

There being no 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 October 2, 2018 as amended.

MOVED: **Oppert**
SECONDED: **Allenwood**
DISCUSSION: **None**
MODS: **As noted**
VOTE: **4 for, 0 opposed; the motion carried.**

b) Minutes for November 6, 2018

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the November 6, 2018 monthly meeting.

Oppert submitted the following revision:

- Page 3, Item #4, 2nd paragraph, line 3: "financing to be August" should read "financing to be August 2019"

Allenwood submitted the following correction:

- Page 4, Item #5, 1st paragraph, line 4: "Steve Clifford" should read "W. Steven Clifton, P.E., Vice President, Underwood Engineers, Inc"

Bolduc suggested agenda item headings (i.e. Agenda Item #) be highlighted and /or made bold to enhance recognition on printed pages.

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

A motion was made to accept the minutes of November 6, 2018 as amended.

MOVED: Oppert
SECONDED: Allenwood
DISCUSSION: None
MODS: As noted
VOTE: 4 for, 0 opposed; the motion carried.

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

Agenda Item #2: Adoption of the District Bylaws

Referring to Agenda Item Commentary of the December, 2018 Trustee's Meeting hand out and Attachment #5 (Kennebunk Board of Trustees Bylaws), Chairman **Price** asked the Board for any comments, corrections, revisions, or additions.

Oppert submitted the following revision:

- Page 23, Article II, 3rd paragraph, line 1: “The Board of Trustee shall” should read “The Board of Trustees shall”

Bolduc defined the editing marks.

Reim submitted the following comments:

- Page 25, Article V, 8th paragraph, line 5 & 6: “Unfinished Business” should follow “Public Comment”

A discussion developed regarding clarification of the term “Public Comment” as it pertains to meetings specifically anticipating public participation versus unscheduled and unannounced public attendees desiring to address a particular topic. The two definitions determine where “Public Comment” will appear in the order of business at regular and special meetings as follows:

- “Public Comment” should appear as an agenda item prior to “Unfinished Business” (in the agenda order of business) for unannounced public attendees desiring to address a particular topic; and
- “Public Comment” should appear as part of an agenda item for meetings specifically anticipating public participation.

Reim expressed concern that the term “may” in the following text is vague as opposed to the way it was previously written:

- Page 26, Article VIII, 1st paragraph, line 11: “may indemnify a Trustee against”

A discussion developed regarding the selected text of Article VIII, comments & suggestions included the following:

- The statement should be a commitment that is clear;
- The term “shall” is more defining than “may”;
- Obligation of the District to indemnify a Trustee’s actions during his/her official duties versus actions during his/her own behalf;
- Definition of the term “District”, Board of Trustees or public vote; and the individual who represents the “District”;
- Responsibility of the “District” to indemnify a former Trustee; and
- An explanation of reference 14 M.R.S.A. §8112.

Bolduc recommended having counsel attend a future meeting to answer questions, define terms, and collect the Board’s comments and suggestions for a document revision.

All present agreed that a January or February meeting would be acceptable.

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

Agenda Item #3: Adoption of the 2019 Operation and Maintenance Budget

Referring to Agenda Item Commentary of the December, 2018 Trustee's Meeting hand out and Attachment #6 (Second Draft of the 2019 Operation and Maintenance Budget), **Bolduc** stated that other than remarks, there were no revisions or changes from the First Draft (reviewed at the last meeting) of the proposed budget submitted in October 2018.

There being no further comments to come before the Board regarding this agenda item, Chairman **Price** asked for a motion.

A motion was made to adopt the 2019 Kennebunk Sewer District Budget package as presented.

MOVED: Oppert
SECONDED: Allenwood
DISCUSSION: None
MODS: None
VOTE: 4 for, 0 opposed; the motion carried.

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

Agenda Item #4: Award of Jet Rodder

Referring to Agenda Item Commentary of the December, 2018 Trustee's Meeting hand out and Attachment #7 (Jet Rodder Bids and recommendation), **Bolduc** provided a status report which included the following topics and highlights:

- Of the two bids received, Collection System Foreman, Daniel **Boissonneault**, recommended purchase of Sewer Equipment Co of America's 747-FR2000 ECO unit from J.F. McDermott Corp. for \$93,107.65;
- The unit is a newer model of KSD's current equipment;
- A trade-in of the existing Jet Rodder of \$11,000 was allowed, resulting in a net price of \$82,107.65; and
- A lead time of 16 weeks is estimated.

There being no further comments to come before the Board regarding this agenda item, Chairman **Price** asked for a motion.

A motion was made to accept the quote from J.F. McDermott Corp. for the trailer mounted jet flusher for a total price of \$82,107.65.

MOVED: Allenwood
SECONDED: Oppert
DISCUSSION: None
MODS: None
VOTE: 4 for, 0 opposed; the motion carried.

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

Agenda Item #5: Annual Updates for the District's Accounting Systems Operation Manual

Referring to Agenda Item Commentary of the December, 2018 Trustee's Meeting hand out and Attachment #8 (Accounting Systems Operation Manual), **Bolduc** provided a status report which included the following highlights:

- Items were changed to reflect actual practices; i.e. page 2, section **4.1. DATA BACKUP**; and
- Incorrect items were updated.

Reim noted that section **4.1. DATA BACKUP** on page 2 does not indicate how often a backup is accomplished. **Bolduc** pointed out that the first sentence of section **4.1. DATA BACKUP** states that a backup is done daily and he provided an explanation of how the backup is completed. **Bolduc** clarified that the reference to “every 6 months” described the time period when a consultant checks the daily backups to ensure that a correct backup was accomplished. In order to obtain a current copy prior to the audit, Chairman **Price** recommended the agenda item (accounting systems operation manual annual update) come before the Board in December, even if there are no changes. **Bolduc** agreed.

Continuing his report of Agenda Item #5: Annual Updates for the District’s Accounting Systems Operation Manual, **Bolduc** provided the following highlights:

- Estimating the life of assets;
- Removal of unidentifiable assets; i.e. “Sundry Items;”
- Recording, tracking, and disposal policy of fixed asset items; and
- Annual inventory of all equipment.

Reim asked for an explanation of section **6.3.1 EMPLOYEE LEAVE: VACATION AND SICK LEAVE**, last paragraph, line 1, on page 11, “*If an employee is sick the whole pay period, the leave is charged to the cost centers that would be normally charged by the employee.*”

Bolduc replied that the entire paragraph (bullet point) should be removed because sick leave is not charged to an account and the sentence that **Reim** referred to is vague and does not apply to sick leave.

Oppert asked for an explanation of section **6.3.3.5. BOARD OF TRUSTEES TRAVEL AND REIMBURSEMENTS**, last paragraph, line 1, on page 12, “*Claims for reimbursement must be approved by the District Manager.*”

Bolduc replied that the topic is covered in the District Bylaws and the District Charter.

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

Agenda Item #6: Other Business...

1. Manager’s Report for December 2018

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

FINANCIAL AND ADMINISTRATIVE

Account Billing Software

- Fourth quarter billing will run and go out as planned with the new billing program.

Personnel

- Office Manager, Cathy Reim, will be retiring on December 7, 2018.

Strategic Plan

- Objectives from last year have been updated; and
- A Trustee, 2 year, bi-annual strategy workshop is planned for January or February.

EQUIPMENT ISSUES

Polymer System

- Expected to be fully operational in February.

Emergency Generator

- Adjustments to one of the shunt breakers have been completed; and
- The generator is operating normally.

COLLECTION SYSTEMS

Boothby Road Pump Station

- A faulty check valve and a faulty shut off valve are scheduled for replacement as soon as weather permits.

Brown Street Pump Station

- Construction of the station is final with completion of the landscaping.

Problems with BOD testing

- Staff has been unable to find a solution to the problem that produces invalid QA testing;
- Samples have been taken to other labs with positive results;
- Other lab technicians have come to KSD to conduct testing with negative results;
- Ongoing troubleshooting points to an environmental issue;
- Samples are currently being sent out to a private lab to obtain reportable results; and
- The next step is to have W. Steven **Clifton**, P.E., Vice President, Underwood Engineers, Inc. or another expert take a look at KSD BOD testing and provide advice.

SAFETY

Quarterly safety training (asbestos and respiratory protection) was completed on November 13, 2018.

2018 CAPITAL IMPROVEMENT PROJECTS

Pumping Station Capital Improvements

WWTF Design

Phase 1b Headworks Project

- Equipment selection and proposed layout planning are in progress.

Pumping Station Capital Improvements

- **Waterford Green**
 - The station is operational and being winterized for the season.
- **Storer Street**
 - The project is complete.
- **Doanes Wharf**
 - The project is complete.
- **Larboard Lane PS**
 - The project is scheduled to begin in the spring of 2019.

2. Town of Arundel Sewer connection interest

Bolduc reported that the Town of Arundel is still interested in connecting to the KSD system and suggested a meeting with two KSD Board members, two Town of Arundel council members, and KSD staff to discuss issues from both groups. The purpose of the meeting would be to:

- Determine the feasibility of going forward knowing that no commitment can be made prior to the new license issue of 2021;

- Establish what the possible KSD treatment plant buy-in fee cost might be for the Town of Arundel;
- Conduct a workshop with no formal decisions being made;
- Issues for discussion might be:
 - Unknown cost of an upgrade to meet an anticipated nitrogen level;
 - Appraised value of the District property; and
 - Collection system costs.

Allenwood and **Oppert** volunteered to be the two KSD Board members to attend the meeting.

3. Security Cameras and SCADA System Updates

Gallant provided a Power Point presentation of the new security camera system installation and the new Pump Stations SCADA System (Ignition).

a) Security Camera System Installation

The following information was provided:

- 9 cameras were purchased from Autologics;
- 6 cameras have been installed to date;
- Camera audio and video is continuously recorded and stored both locally and remotely; and
- Camera output is also available to cell phones.

b) Pump Stations SCADA System (Ignition)

The following information was provided:

- Various displays (incorporating all pump stations) are provided, including; map, dashboard, button, and station views;
- Data avail at the station view level includes:
 - Wet well level;
 - Set points;
 - Pump status;
 - Data graphs;
 - Alarm status;
 - Remote control;
 - Station inside air temperature; and
 - Check valve sensors.
- All station view layouts are staff designed;
- Future updates will include generator status;
- All comm. links are radio based;

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

Agenda Item #7: Adjournment

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

A motion was made to adjourn the meeting at 8:35 p.m.

MOVED: Oppert

SECONDED: Allenwood

DISCUSSION: None.

VOTE: 4 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 _____.