

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, DECEMBER 5, 2017

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, December 5, 2017 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 7, 2017 Monthly Meeting
2. Status Report on the Administrative and Maintenance Building
3. Restructuring the 2015 State Revolving Loan Fund Bond
4. Other Business...
5. Adjournment

The meeting was called to order by Chairman **Price** at 7:00 p.m.

Agenda Item #1: Reading of the Minutes for the November 7, 2017 Monthly Meeting

Dispensing with a reading of the minutes, **Price** asked the Board for comments regarding the minutes of November 7, 2017 monthly meeting.

Oppert submitted the following revisions:

- Page 2, Item #5, 2nd paragraph, line 1: “**Bolduc** recommended funding” should read “**Bolduc** recommended to the Board funding”
- Page 5, Item #6, 7th paragraph, line 3: “The eccentric services” should read “The eccentric fittings for both services”

Brockway submitted the following revisions:

- Page 6, Item #6-2, 1st paragraph, line 4: “Insurance rates increased” should read “Health insurance rates increased”

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 7, 2017 as amended.

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

Price moved to the next agenda item.

Agenda Item #2: Status Report on the Administrative and Maintenance Building

Referring to Agenda Item Commentary of the December, 2017 Trustee's Meeting hand out and Attachment #5 (Administrative Building Schedule and Financial Projections), **Bolduc** opened a discussion and distributed an updated project schedule dated 12/5/17 (provided as enclosure (1), which is incorporated by reference into these minutes). His comments regarding the project schedule and financial projections included the following topics and highlights:

- Project deadline - end of February;
- Occupancy - first week of March;
- Added change orders include:
 - Drywall to roof deck;
 - Propane tank bollards; and
 - Electric door strikes.
- Total change orders = \$32,647;
- Sheetrock, counter tops, shed roof;
- Signage is permitted and ordered; and
- Gate locking.

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

Agenda Item #3: Restructuring the 2015 State Revolving Loan Fund Bond

Referring to Agenda Item Commentary of the December, 2017 Trustee's Meeting hand out and Attachment #6 (Memorandum from Manager on Restructuring of the 3.75 M Bond), **Bolduc** opened a discussion summarizing the agenda item. Highlights included:

- Total funds spent to date = \$1,139,388;
- Pending future projects = \$1,483,000;
- Bond balance remaining = \$1,127,612;
- Restructure from \$3,750,00 to \$2,750,00; and
- Cost to restructure is unknown at this time.

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

Agenda Item #4: Other Business...

1. Manager's Report for December 2017

Bolduc provided a summary of selected items from the Manager's Report as detailed in Attachment #2 (Manager's Report), of the December, 2017 Trustee's Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Account Billing Software

- The new billing program is still behind schedule. An update letter was received from Ray Corson which will be forwarded to the Board members.

Personnel

- Chief Operator, Ian Carter, will be resigning and relocating to the Atlanta area.

Strategic Plan

- SWOT analysis;
- Benchmarking;
- Scoring sheet returns; and
- Staff will be scheduling a workshop in the near future with staff and the trustees to conduct a gap analysis.

PLANT OPERATIONS

Equipment Issues

- The lower bearing on the Influent Screw pump seized on November 3rd 2017. A new bearing has been received and repairs have been accomplished.

COLLECTION SYSTEMS

Storm Issues

- Damage reimbursement under the storm declarations has been submitted to FEMA.

2017 CAPITAL IMPROVEMENT PROJECTS

WWTF Design

- Phase 1 and Phase 2 design is underway for the Headworks and Control Building; and
- All designs should be complete within the next two weeks.

Storer Street

- The project is on hold until next year.

Wells Road Force Main Repairs

- Completed.

Alewive Road Sewer Repairs

- Upgrading 660 feet of 8" pipe to 15;
- Additional lengths will be replaced yearly as the budget allows;
- Total remaining line is 1,500 to 2,000 feet.

Brown Street Pump Station Upgrade

- Most of the electrical work has been completed;
- An additional fitting was required for the pump skid connection, it was ordered and will arrive on December 11, 2017;
- Anticipated completion is December 19, 2017;
- One abutter sustained minor driveway undermining which has been repaired; and
- A patch and overlay driveway repair is anticipated.

Pumping Station Capital Improvements

- The pumps and panel have been specified and ordered for the Waterford Green pump station upgrade.

2. Monthly Meeting Action Items History List Update

Referring to the Monthly Meeting Action Items History List located on page 9 of the November 7, 2017 meeting minutes, **Bolduc** provided a status update which included the following:

- Item #1, Jun 6, 2017, Total Nitrogen Testing:
 - Testing is only required from May 1st to October 31st ; therefore, November numbers were collected from "in house" data.
- Item #2, Oct 3, 2017, Annual Sewer Rate Projections model:
 - Model is complete, needs updating with new numbers.
- Item #3, Oct 3, 2017, Caustic Solution in Plastic tanks:
 - Calculations showed an increase of 10 deg. C. which presents no danger of damage to the tanks; and
 - Remove from Action Items History List.

- Item #4, Nov 7, 2017, Review of 2018 O&M Budget “Treatment Plant Expenses”:
 - Updated calculations provided in handout, attached as enclosure 2 (which is incorporated by reference into these minutes); and
 - Remove from Action Items History List.
- Item #5, Nov 7, 2017, Explanation of “Other Sewer Services” under the heading of “Operating Revenues” of the KSD Quarterly Budget Report of “3rd Quarter 2017”:
 - Details provided in memo from Cathy **Reim**, 11/30/2017, attached as enclosure 3 (which is incorporated by reference into these minutes); and
 - Remove from Action Items History List.
- Item #6, Nov 7, 2017, Provide contact information and training package material for Maine Rural Water Association and Maine Municipal Association:
 - Completed; and
 - Remove from Action Items History List.
- Item #7, Nov 7, 2017, Provide a preliminary training program outline for new Board members:
 - Sample training program Power Point presented; and
 - Ongoing updates to continue.

3. Insurance reimbursement

Bolduc reported receiving a reimbursement of \$1,494.00 from MEMIC for the 2014 accident free period.

There being no further discussion to come before the Board regarding this agenda item, **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 7:50 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>
Jun 6, 2017	Agenda Item #5: <u>Other Business; Manager’s Report for June 2017; Operational Issues; <i>Plant Operations</i></u> ; Bolduc agreed to include a running monthly update of the total nitrogen testing in the Action Item History List.
Oct 3, 2017	Agenda Item #5: <u>Review of the Draft 2018 Operations and Maintenance Budget</u> Bolduc agreed to present the model used to create the “KSD Annual Sewer Rate Projections” graph to give the Board members a better understanding of all the variables used to create the graph.
Nov 7, 2017	Agenda Item #6: <u>Other Business...; Training Programs for new Board of Trustee Members</u> Sharood agreed to provide a preliminary training program outline for Board review.