

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, JANUARY 2, 2018

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, January 2, 2018 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 December 5, 2017 Monthly Meeting
2. Status Report on the Administrative and Maintenance Building
3. Restructuring the 2015 State Revolving Loan Fund Bond
4. End of year Transfers
5. Executive Session -Personnel Matters
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 December 5, 2017 Monthly Meeting

Dispensing with a reading of the minutes, **Price** asked the Board for comments regarding the minutes of December 5, 2017 monthly meeting.

Brockway submitted the following corrections:

- Page 2, Item #3, 1st paragraph, line 2: “Memorandum from Manger” should read “Memorandum from Manager”
- Page 4, Item #4, 5th paragraph, line 1: “from NEMEC for the” should read “from MEMIC for the”

Sharood submitted the following corrections:

- Page 4, Item #4, 4th paragraph, line 2: “training program video” should read “training program Power Point”

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 December 5, 2017 as amended.

MOVED: **Oppert**
SECONDED: **Allenwood**
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 January, 2018 Trustee's Meeting hand out and Attachment #5 (Administrative Building Schedule and Financial Projections), **Bolduc** opened a discussion and distributed an updated Construction Manager Contract dated September 25, 2017 (provided as enclosure (1), which is incorporated by reference into these minutes). His comments regarding the project included the following topics and highlights:

- Status of paint, lighting, interior doors;
- Items on order include furniture, window treatment, garage equipment, parts room shelving;
- Move in is planned for March 1st; and
- No new change orders have occurred.

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 January, 2018 Trustee's Meeting hand out and Attachment #6 (Bond Resolution for Restructuring of the 3.75 M Bond), **Bolduc** opened a discussion summarizing the agenda item which included a review of the Kennebunk Sewer District Resolution Authorizing Reduction In 2015 SRF Loan document.

Allenwood submitted the following corrections:

- Page 1, Item #1, 2nd paragraph, line 2: "to pursue certain of the projects" should read "to pursue certain parts of the projects"

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

A motion was made to accept the resolution as modified.

MOVED: Allenwood

SECONDED: Sharood

DISCUSSION: None

MODS: As noted

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

Price moved to the next agenda item.

Agenda Item #4: End of year Transfers

Referring to Agenda Item Commentary of the January, 2018 Trustee's Meeting hand out, **Bolduc** opened a discussion summarizing the agenda item. Highlights included:

- Account explanations; and
- Rate Stabilization account calculation method.

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

A motion was made to authorize the manager to make the inter-fund transfers described in the 2017 Inter-Fund Transfer Table.

MOVED: Brockway

SECONDED: Oppert

DISCUSSION: None

MODS: None

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

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 January 2018

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

FINANCIAL AND ADMINISTRATIVE

Account Billing Software

- The new billing program is 85% complete.
- Completion is expected to be in mid-March.

Personnel

- The Chief Operator position has been advertised.

Brockway recommended listing with the Web Site "Indeed.com."

Strategic Plan

- Met with senior staff to review objectives for next year; and
- Shelved project temporarily.

CIP Financing

- Complete; and
- Scheduled for Trustee presentation for the next rate setting meeting.

PLANT OPERATIONS

Equipment Issues

- Review of the Influent Screw pump lower bearing replacement effort.

COLLECTION SYSTEMS

Equipment Issues

Boothby Road PS Electrical Issue

- Major work needed, scheduled to be addressed this year as time permits.

Safety

- Received new safety equipment at year's end consisting of:
 - A small portable generator;
 - Personal harnesses;
 - A davit arm base;
 - Davit arm protective covers; and
 - Conducted 4th quarter respirator training.

2017 CAPITAL IMPROVEMENT PROJECTS

WWTF Design

- Phase 1a and 1b design is underway;
- The control building (Phase 1a) lab equipment and floor plan are finalized, but work still needs to be done on the HVAC; and
- The target date for moving is 1 March.

Storer Street

- The project is on hold until next year.

Woodhaven Avenue

- The project is complete; and
- The total cost for the project was less than expected.

Alewive Road Sewer Repairs

- Replaced approximately 600 feet of line from Garrison Oaks to the end of Maine Shellfish parking lot using 15 inch line; and
- KSD intends to have more sections of this line replaced next year.

Brown Street Pump Station Upgrade

- The force main tie over was installed using a “Tee” fitting that allowed both stations to be connected to the force main simultaneously;
- Remaining work includes:
 - Filling the existing dry pit with flowable fill;
 - Final grading and paving;
 - Alarm system relocation;
 - Electrical outlets; and
 - Water service connection.

Ross Road Sewer Tie-in at 63 Portland Road

- A preliminary meeting was held with all owners of the common line;
- **Bolduc** recommended either a force main or a gravity line since either one will work;
- The common line will need repairs prior to tie in or a 2 inch force main would have to be installed;
- Anticipated cost for the 41 common line owners should be \$35,000 to \$40,000; and
- When it connects into the KSD system, it will be a gravity line.

Out for Bids

- Truck 18; and
- Generator 6

2. Training Report

Sharood provided a status update of the training program for new Board members which included the following comments and topics:

- Create a mentor program for new members, meeting one-on-one (to avoid a quorum) prior to the first meeting and after the first few meetings;
- Provide a full tour of the entire treatment plant process;
- Meet and greet KSD staff members; and
- Create a set of by-laws by checking with other agencies such as Maine Rural Water that already have them.

3. Budget

Brockway asked if the rate increase has been established.

Bolduc replied in the negative, explaining that he is waiting for final bond figures and Water District numbers.

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 7:36 p.m. a motion was made to enter into Executive Session to discuss: Non-Union Personnel evaluations, 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 8:10 p.m. a motion was made to come out of Executive Session.

MOVED: Oppert
SECONDED: Brockway
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 have the Chair meet with the District Manager to review his performance evaluation.

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 8:12 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

<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; Plant Operations;</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.

KSD Administrative and Maintenance Building

Monday, September 25, 2017

Construction Manger Contract

BenchMark Costs		March 2017		
Item	BenchMark	Adjustments	% of Original	Over (Under)
BenchMark GMP	\$ 2,632,623			
Adjustments per Change Orders		\$ 32,647		
Revised Contract Price	\$ 2,632,623	\$ 2,665,270	101%	\$ 36,000

KSD Items					
Item	Original	Expected	% of Original	Over (Under)	
Architectual Design	\$ 55,000	\$ 58,000	105%	\$	3,000
Environmental Consultant	\$ 36,000	\$ 38,000	106%	\$	2,000
Misc. Testing (geotech)	(in UEI Site Design)				
Equipment	\$ 50,000	\$ 55,000	110%	\$	5,000
Office furnishings	\$ 76,340	\$ 77,000	101%	\$	660
Telephone,security and network	\$ 58,685	\$ 60,000	102%	\$	1,315
Builders Risk	\$ 2,020	\$ 2,000	99%	\$	(20)
Site Design (Underwood)	\$ 77,200	\$ 78,000	101%	\$	800
CM Costs				\$	-
Total KSD	\$ 355,245	\$ 368,000	104%	\$	12,755

Environmental Remediation					
Item	Original	Expected	% of Original	Over (Under)	
Asbestos	\$ 3,000	\$ 2,000	67%	\$	(1,000)
PCB	\$ 27,000	\$ 33,013	122%	\$	6,013
	\$ 30,000	\$ 35,013	117%	\$	5,013

Miscellaneous Costs					
Item	Original	Expected	% of Original	Over (Under)	
Testing, Permitting, Legal, Utility	\$ -	\$ 20,000		\$	20,000

Grand Total for the K&E Project	Approved Budget	Projection	% of Original	Over (Under)	
Project Budget	\$ 3,065,756	\$ 3,088,283	100.73%	\$	22,527

Notes					
Change Order History					
Change Order 1	\$ 12,153	Asbestos (approved)			
Change Order 2	\$ (8,359)	Curbing substitution (approved)			
Change Order 3	\$ 7,113	Misc Site work (approved)			
Change Order 4	\$ 6,463	Over Excavation due to soils (approved)			
Change Order 6	\$ 3,366	Box Cut (approved)			
Change Order 7	\$ 6,267	Sewer couplings and pipe (pending)		6267.95	
Change Order 8	\$ 1,952	Drywall to roof deck (approved)			
Change Order 9	\$ 2,356	Propane tank bollards (approved)			
Change Order 11	\$ 1,334	Electric door strikes			
Total	\$ 32,647				