

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, NOVEMBER 6, 2018

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, November 6, 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
 Arnold H. **Reim**

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 Monthly Meeting and Public Hearing
2. Proposed District Bylaws
3. First Draft of the 2019 Operation and Maintenance Budget
4. Bond Status
5. Other Business...
6. Adjournment

The meeting was called to order by Chairman **Price** at 6:54 p.m.

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

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

Allenwood submitted the following correction/revisions:

- Page 1, Item #1, last paragraph, line 7: “Step screens” should read “Step screen”
- Page 2, Item #1, 3rd paragraph, line 3 & 5: “replace headworks now” should read “replace headworks equipment now”
- Page 3, Item #1, 8th paragraph, line 7: “**in the Town charter**” should read “**in the Sewer District charter**”

Brockway submitted the following revisions:

- Page 2, Item #1, 3rd paragraph, line 3: “and \$8M at next permit” should read “and \$____M at next permit” (the exact number to be provided by **Gallant** at a later date)
- Page 2, Item #1, 3rd paragraph, line 5: “and \$8M at next permit” should read “and \$____M at next permit” (the exact number to be provided by **Gallant** at a later date)

Oppert submitted the following corrections:

- Page 5, Item #4, 2nd paragraph, line 4: “Collection Systems Forman” should read “Collection Systems Foreman”
- Page 6, Item #4, 3rd paragraph, line 3: “A larger VFD have to be” should read “A larger VFD has to be”

Gallant submitted the following correction:

- Page 1, Item #1, last paragraph, line 7: “(replaced in 1995” should read “(replaced in 1995)”

There being no further corrections, revisions, or additions to come before the Board regarding this agenda item, Chairman **Price** recommended delaying the vote on the minutes of the October 2, 2018 until the next meeting to allow time for the dollar amounts to be entered on Page 2, Item #1, 3rd paragraph, lines 3 & 5 as noted above. All present agreed.

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

Agenda Item #2: Proposed District Bylaws

Referring to Agenda Item Commentary of the November, 2018 Trustee's Meeting hand out and Attachment #5 (Proposed Bylaws), **Gallant** opened a dialogue of the agenda item which included the following topics & highlights:

- Verification of Treasurer authority and power to collect the rates, assessments and other charges established under the District Charter and MRSA Title 38, Chapter 11, Section 1202;
- Article IV: Salaries and Compensation;
- Public comment period designation and time limit;
- Publishing executive session intentions in the agenda;
- Regular, special, and emergency meeting definitions;
- Article VII: Decisions;
 - Reconsideration of previous decisions;
 - Recording of split votes;
- Article II: Composition of Board;
 - Staggered membership definition (2,2,1);
- Article VIII: Indemnification;
- Signature blocks; and
- Public access to the document.

There being no further corrections, revisions, or additions to come before the Board regarding this agenda item, Chairman **Price** recommended incorporating the changes discussed and reviewing the revised document at the next meeting.

All present agreed.

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

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

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

- The proposed budget for 2019 is \$3,017,788;
- The increase over last year's budget is 4.4%;
- Noted expenditures that warranted an explanation included;
 - 4000 Salaries and Wages;
 - 6030 Tires;
 - 7011 Equipment Maintenance & Repair;
 - 7220 Heating Fuel;
 - 7290 Lab Analysis;
 - 8110 Pump Station Repairs;
 - 232X Headworks Bond;
- Rates explanation and structure;
 - Fixed and variable;
 - Top 10 users listed;
- Subscription fees;
- Explanation of Expense Component Graphs including;
 - Budget Component History – Debt Retirement;
 - Administrative, Automotive, WWTP, and Pump Station Costs;
 - Electrical (KWH) usage;
 - Pump station costs;
 - Heating fuel costs;
 - Sludge production;
- Digital data collection using operator tablets; and

- Attenuated rate structure.

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

Agenda Item #4: Bond Status

Referring to Agenda Item Commentary of the November, 2018 Trustee's Meeting hand out, **Bolduc** provided a bond status report which included the following topics and highlights:

- Recommended closing month for interim financing to be August 2019;
- Review of proposed project timeline for Phase 1B improvements; and
- Conversion timing options from interim to permanent financing.

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

Agenda Item #5: Other Business...

1. Manager's Report for November 6, 2018

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

FINANCIAL AND ADMINISTRATIVE

Account Billing Software

- 3rd quarter bills did not go out with the new billing program as planned;
- 4th quarter bills are scheduled to utilize the new billing program; and
- Kris Barbour will be retained for the 2019 account consumption transfer with KKWWD.

Personnel

- Maurice **Bedard** will be retiring on November 30, 2018.

Strategic Plan

- Staff has started working on updating the Plan; and
- A scoring sheet for Board member input is planned for the next meeting.

EQUIPMENT ISSUES

Control Building

- Michael **Cleary**, Project Manager, Benchmark, will be updating the punch list items this week.

Emergency Generator

- One of the shunt breakers will probably need replacement.

COLLECTION SYSTEMS

Boothby Road Pump Station

- A faulty check valve and shut off valve will need replacement.

Brown Street Pump Station

- The bi-annual wet well cleaning produced no blue rags.

Beach Street Back up

- A back up occurred in the basement of the Twigg property at 69 Beach Street on October 26th;
- Pictures of the damaged area were reviewed;

- Servpro was called to conducted a cleanup; and
- KSD's attorney has been notified and will resolve the issue with the owner's attorney.

Problems with BOD testing

- Invalid testing is occurring for BOD's due to QA/QC issues on blanks and GGA tests;
- No license violation;
- W. Steven **Clifton**, P.E., Vice President, Underwood Engineers, Inc and ME DEP have investigated the problem with no resolution; and
- Troubleshooting is ongoing.

SAFETY

The next safety training is scheduled for November 13, 2018.

2018 CAPITAL IMPROVEMENT PROJECTS

Pumping Station Capital Improvements

- **Waterford Green**
 - The project is complete and operational; and
 - Remaining landscaping includes fencing and ornamental grasses.
- **Storer Street**
 - The project is complete; and
 - The downstream invert will be rebuilt in the spring.

2. Cathy Reim retirement

Bolduc reported that a going away party for Cathy is scheduled for 4:00 p.m. Thursday, November 29, 2018 at Duffy's Tavern, Kennebunk.

3. Portland Road Leak

Bolduc reported that the owner of 58 Portland Rd. overloaded the sewer by connecting a sump pump into the line to drain a backyard.

Brockway suggested using the incident in the newsletter as an illustration as to what can happen when illegal connections are made to the sewer system.

Bolduc agreed.

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

Agenda Item #6: 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 8:45 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>
Date	Agenda Item #__: Topic _____; Description _____.