

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, FEBRUARY 5, 2019

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, February 5, 2019 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  
                                  Wayne A. **Brockway**, Treasurer  
                                  James A. **Oppert**, Clerk  
                                  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 January 22, 2019 Monthly Meeting

**Public Comment**

**Unfinished Business**

**New Business**

2. Proposed Rates for 2019  
3. End of Year Transfers  
4. Executive Session: Economic Development Matters

**Other Business...**

a) Manager's Report

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 January 22, 2019 Monthly Meeting

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the January 22, 2019 monthly meeting.

**Oppert** submitted the following correction:

- Page 3, Item #7, 2<sup>nd</sup> paragraph, line 2: "program with no know error" should read "program with no known errors"

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 January 22, 2019 as amended.**

**MOVED:**           **Oppert**

**SECONDED:**   **Brockway**

**DISCUSSION:** **None**

**MODS:**           **As noted**

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

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

**Public Comment**

Chairman **Price** opened the meeting for public comment.

Noting that no representative from the public was present and/or no public correspondence had been received; Chairman **Price** closed the meeting for public comment and moved to the next agenda item.

**Agenda Item #2: Proposed Rates for 2019**

Referring to the February 5, 2019 Trustee's Meeting hand out and Attachment #6 (Sewer User Rate Calculation), #7 (Equity Buy-In and Impact Fee Calculation), and #8 (2019 Rate Notice), **Bolduc** opened a discussion regarding the 2019 proposed rates.

Sewer User Rate calculation comments included the following remarks and highlights:

- Consumption comparisons;
- Meter reading techniques;
- Average User Rate Increase is \$26.50;
- Attenuation fund purpose and function; and
- Water consumption yearly growth is projected to be 0.5%.

Equity Buy-In fee calculation comments included the following remarks and highlights:

- Last year's rate was maintained at the previous level;
- Average Residential GPD should be set to 180 – 200 instead of 250 if supported by evaluation;
- EBIF per Equivalent Dwelling Unit should remain at \$4,423.00;
- Vacant lot fee should remain at \$1.30 instead of increasing to \$1.59;

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

**A motion was made to authorize the manager to make all required public notifications according the District Charter and establish a district meeting for the purpose of setting rates and fees for Tuesday, March 5, 2019 at the District Main Offices at 44 Water Street based on the Rates and Fees attached in the proposed Rate Notice with the exception of the vacant lot fee which will remain at \$1.30 per foot of frontage.**

**MOVED: Allenwood**

**SECONDED: Oppert**

**DISCUSSION: None**

**MODS: As noted**

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

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

**Agenda Item #3: End of Year Transfers**

Referring to the February 5, 2019 Trustee's Meeting hand out Attachment #3 (Agenda Item Commentary), **Bolduc** detailed the Inter-fund Transfer amounts as contained in Table 3.

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

**A motion was made to authorize the manager to conduct the transfers in the 2018 End-of-Year Inter-fund Transfers as indicated in Table 3.**

**MOVED: Brockway**

**SECONDED: Allenwood**

**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, Chairman **Price** moved ahead to Other Business.

**Other Business...**

a) **Manager's Report for February 2019**

**Bolduc** provided a summary of selected items from the Manager's Report as detailed in Attachment #2 (Manager's Report), of the February 5, 2019 Trustee's Packet. His comments included the following topics and highlights:

**FINANCIAL AND ADMINISTRATIVE**

**Strategic Plan**

- A confirmed date and time of 4:00 P.M. on March 14, 2019, has been set for the SWOT meeting.

**EQUIPMENT ISSUES**

**Step Screen**

- Repair parts delivery is expected by Wednesday, February 6th.

**Problems with BOD testing**

- Staff has been able to pass the last 5 of 5 BOD tests.

**COLLECTION SYSTEMS**

- Brex will begin work on WC Cressey property to upgrade an undersized (8 inch) cross-country line to a 15 inch line. The project is expected to begin the first week of February.

There being no further business to come before the Board regarding this issue, Chairman **Price** moved back to agenda item #4.

**Agenda Item #4: Executive Session: Economic Development Matters**

Chairman **Price** asked for a motion to enter Executive Session.

**At 8:04 p.m. a motion was made to enter into Executive Session to discuss: Economic Development matters Pursuant to [M.R.S.A. Chapter 13, Subchapter 1, §405 (6) (C)].**

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

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

**At 8:52 p.m. a motion was made to come out of Executive Session with the trustees authorizing the Manager to pursue a Request for Qualifications to assess the value of District property.**

**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, Chairman **Price** moved ahead to agenda item #5.

**Agenda Item #5:** 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 8:53 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**

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