

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

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, March 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

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AGENDA:

Public Comment

1. District Meeting: Public Hearing on Setting Rates and Fees for 2019

New Business

1. Reading of the Minutes for the February 5, 2019 Monthly Meeting

Unfinished Business

2. Review and Adoption of the District Bylaws (3rd Draft)

Other Business...

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

Agenda Item – (Public Comment) #1: District Meeting: Public Hearing on Setting Rates and Fees for 2019

A motion was made to open the meeting for the public.

MOVED: **Oppert**

SECONDED: **Allenwood**

DISCUSSION: **None**

MODS: **None**

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

Noting that no representative from the public was present Chairman **Price** asked if any public correspondence had been received.

Bolduc replied in the negative.

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

A motion was made to close the Public Meeting and approve the rates and fees as published in the Rate Notice dated February 6, 2019 from James Oppert, Clerk of Kennebunk Sewer District.

MOVED: Oppert

SECONDED: Allenwood

DISCUSSION: None

MODS: None

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

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

Agenda Item – Public Comment

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

Agenda Item – (New Business) #1: Reading of the Minutes for the February 5, 2019 Monthly Meeting

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the February 5, 2019 monthly meeting.

Oppert submitted the following revision:

- Page 3, Item #3, 3rd paragraph, line 1: “A permanent date” should read “A confirmed date”

Allenwood submitted the following correction:

- Page 3, Item #3, 4th last paragraph, line 3: “MOVED: Brockway” should read “MOVED: Allenwood”
- Page 3, Item #3, 4th last paragraph, line 4: “SECONDED: Allenwood” should read “SECONDED: Brockway”

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 February 5, 2019 as amended.

MOVED: Oppert

SECONDED: Allenwood

DISCUSSION: None

MODS: As noted

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

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

Agenda Item – (Unfinished Business) #2: Review and Adoption of the District Bylaws (3rd Draft)

Referring to the March 5, 2019 Trustee's Meeting hand out and Attachment #6 (Proposed Bylaws), **Bolduc** opened a discussion regarding Bylaw revisions, which included the following highlights;

- Revision of the Indemnification Article (VIII) to comply with State law;
- Definition of the term “Board of Trustees”;
- Salaries and Compensation Article (IV), annual formal vote; and
- Participation and Voting Article (VI), definition of “Abstain”.

Chairman **Price** recommended having one more document revision incorporating the latest comments and revisions discussed.

All present agreed.

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

Agenda Item – (Other Business) a: Manager’s Report for March 2019

Bolduc provided a summary of selected items from the Manager’s Report as detailed in Attachment #3 (Manager’s Report), of the March 5, 2019 Trustee's Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Account Billing Software

- The 1st quarter billing is due to go out next week running both the new and old billing programs.

Strategic Plan

- District Manager **Bolduc** reminded the Board that the meeting date and time of 4:00 P.M. on Thursday, March 14, 2019, has been set.

EQUIPMENT ISSUES

Polymer System

- Conduit installation is in progress; and
- Project completion is scheduled for end of winter.

Step Screen

- Gearbox damage will need repair; and
- Replacement parts delivery is expected to take 13 weeks.

Problems with BOD testing

- Staff has been able to continue successful testing.

COLLECTION SYSTEMS

Cressy Cross Country Line

- Work continues on the upgrade of an undersized 8 inch cross-country line to a 15 inch line.

Dane Street

- Replacement of the existing (850 feet) 16 inch clay line is being considered as an alternate project in conjunction with the Town’s planned street rehabilitation; and
- The work is expected to go out for bid in the spring.

SAFETY

- The four quarterly safety meetings have been scheduled for 2019 with tentative dates February 14, May 14, July 18, and November 19;
- Topics include:
 - Confined Space;
 - Lock-out Tag-out; and
 - Trenching and excavation.

2019 CAPITAL IMPROVEMENT PROJECTS

WWTF Design

- Valerie **Giguere**, Underwood Engineers, Inc is scheduled to address the Board at the next meeting with topics of “Phasing” and “Construction Cost Estimates.”

Wet Well Covers

- Pricing has been received and is in budget; and
- Work will begin on the two stations when the weather breaks.

Replacement of the Jet Rodder

- Equipment has been ordered; and
- Delivery is expected in April or May.

Water Street Sewer

- Brex will be able to work this project (remove a slight incline) into their winter schedule.

Admirals Way Pumping Station

- Staff is collecting pricing for this project.

Larboard Lane Pumping Station

- Waiting for favorable weather.

SCADA Software and Programming for the Pumping Stations

- Pump stations are 98% complete.

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

Agenda Item – (Other Business) b: Annual Report

Bolduc opened a discussion regarding changes or corrections to the Annual Report. Comments included the following topics and highlights:

- Graph color scheme;
- Various grammatical revisions;
- Edward **Sharood** departure details;
- Arnold H. **Reim** arrival details; and
- Projected costs.

Agenda Item – (Other Business) c: Alternate Rate Charts

Bolduc presented a comparison of attenuated and unattenuated rate increases.

Agenda Item – (Other Business) d: RBC inspection

Bolduc reported on the RBC inspection results which included the following highlights:

- The gearboxes, shafts, and framework all looked fine;
- The media may not last the needed 7 years;
- Media replacement could be as high as \$1M;
- The current media was installed in 1984

Agenda Item – (Other Business) e: Utility Management Guidebook

Bolduc provided copies of a U.S. EPA document titled “*Rural and Small Systems Guidebook to Sustainable Utility Management*” and presented a review which included the following highlights:

- The Kennebunk Sewer District Assessment Sheet addition (attached to the back of the document) will be inserted at page 24; and
- Assessment Sheet results will be reviewed at the next meeting.

Agenda Item – (Other Business) f: Arundel tie-in

Bolduc reported that discussions are ongoing regarding the Town of Arundel's desire to connect to the treatment plant.

Agenda Item – (Other Business) #3: 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 8:12 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>
Date	Agenda Item # __: Topic _____; Description _____.