

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, APRIL 30, 2019

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, April 30, 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

New Business

1. Reading of the Minutes for the April 2, 2019 Monthly Meeting
2. Strategic Plan Status

Unfinished Business

3. Review and Approval of the District Bylaws
4. Review and Approval of Recommended Changes to the Personnel Policy
5. Review and Approval of Recommended Changes to the Sewer Extension Policy

Other Business...

6. Adjournment
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The meeting was called to order by Chairman **Price** at 6:58 p.m.

Agenda Item – Public Comment

Noting that no representatives from the public were 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 April 2, 2019 Monthly Meeting

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the April 2, 2019 monthly meeting.

Oppert submitted the following correction:

- Page 2, Item #2: 1st paragraph, line 11: “of abandon pipe” should read “of abandoned pipe”
- Page 2, Item #2: 1st paragraph, line 10: “Measurement error reconciliation” should read “Site elevation datum measurement error reconciliation”

Brockway submitted the following revision:

- Page 7, Meeting Action Items: Add the following action item to the list: “Ongoing impact fee recalculation”

Gallant submitted the following revision:

- Page 3, Item (New Business) #3: 4th paragraph, line 2: “recalculate the remaining work needed” should read “recalculate the project cost for the remaining work needed”

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 April 2, 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 – (New Business) #2: Strategic Plan Status

Referring to the April 30, 2019 Trustee's Meeting hand out and Attachment #5 (Gap Analysis Summary and Sample Strategic Plan), District Manager **Bolduc** opened a discussion summarizing the Strategic Plan progress, which included the following highlights;

- All previous comments and revisions have been incorporated into the document under the various headings;
- The completion date is expected to be sometime in June; and
- The historical record was addressed.

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

Agenda Item – (Unfinished Business) #3: Review and Approval of the District Bylaws

Referring to the April 30, 2019 Trustee's Meeting hand out and Attachment #6 (Proposed District Bylaws), District Manager **Bolduc** opened a discussion regarding the revised District Bylaws, which included the following highlights;

- A proposal to add a Treasurer’s report to the agenda on an “as needed” basis;
- Review of Article VIII: Indemnification;
- Removal of the last sentence “All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chairman for good cause shown.” of Article VI: Participation and Voting; and
- Various punctuation corrections.

A motion was made to accept the proposed District Bylaws as amended.

MOVED: Brockway
SECONDED: Oppert
DISCUSSION: Chairman **Price** expressed reservations about approving Bylaws which might still need revisions and suggested waiting on a vote until all members agree that the document is final; rather than having to amend the document after the vote.
MODS: Brockway withdrew the motion.
VOTE: None.

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

Agenda Item – (Unfinished Business) #4: Review and Approval of Recommended Changes to the Personnel Policy

Referring to the April 30, 2019 Trustee's Meeting hand out and Attachment #7 (Proposed Modifications to the Personnel Policy), District Manager **Bolduc** opened a discussion regarding the revised Personnel Policy, which included the following highlights;

- General Employment Policies, Section 7 Workplace Violence, Paragraph 7.5 Firearms policy;
- General Employment Policies, Section 18 Worker's Compensation, Paragraph 18.2 Injury reporting;
- General Employment Policies, Section 18 Worker's Compensation, Paragraph 18.3 Holiday pay;
- Employee Leaves and Benefits (Leaves), Section 2 Vacation, Paragraph 2.2 Vacation during probationary period;
- Employee Leaves and Benefits (Leaves), Section 2 Vacation, Paragraph 2.3 Vacation leave request submittal;
- Rules and Regulations (Conduct Expectations), Section 2 Use of District Vehicles, Supplies, and Equipment;
- General Employment Policies, Standards And Operations, Section 5 Office Hours;
- General Employment Policies, Standards And Operations, Section 8 Compensation, Paragraph 8.3 Spelling corrections;
- General Employment Policies, Standards And Operations, Section 9 Pay Policies; and
- General Employment Policies, Section 1 Introduction, Paragraph 1.8 Exceptions.

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

Agenda Item – (Unfinished Business) #5: Review and Approval of Recommended Changes to the Sewer Extension Policy

Referring to the April 30, 2019 Trustee's Meeting hand out and Attachment #8 (Recommended Changes to the Sewer Extension Policy), Assistant Manager **Gallant** opened a discussion regarding the revised Sewer Extension Policy, which included the following highlights;

- Public Sewer Extensions, Section 5, Non-participating properties;
- Private Sewer Extensions; Section 5, Insurance showing minimum liability coverage or \$1,000,000 for bodily injury and \$100,000; and
- Transfer of Ownership of Private Sewer Systems.

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

Agenda Item – (Other Business) a: Manager's Report for May 2019

District Manager **Bolduc** provided a summary of selected items from the Manager's Report as detailed in Attachment #2 (Manager's Report for May 2019), of the April 30, 2019 Trustee's Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Personnel

- 10 respondents have answered the summer intern/labor position notice.

Asset Management

- A meeting with the Town, KLPD, and KKWWD has resulted in a proposed collaborative effort to manage assets in the field (including storm drains and sewer manhole condition assessments), updating the GIS data base with Capital Improvement Projects, uploading all sub-division plans to “cloud” storage, and collecting volunteer groups’ data bases (including sampling data and location information) for incorporation into the GIS. Two summer interns will be shared to do the work. The effort is expected to commence in July.

EQUIPMENT ISSUES

Polymer System

- The project has been put on hold.

Step Screen

- Delivery of repair parts is due on May 23.

Huber Press

- The project is complete.

RBCs

- Mountain Machine (Auburn) conducted a condition assessment and provided a repair estimate (labor only) of \$75,000 per unit. Parts (media) pricing is being researched.

PFOA/PFOS Testing

- Katadin is scheduled to perform the sampling this week.

COLLECTION SYSTEMS

Dane Street

- Work is scheduled to commence in May.

Semi Annual Wet Well Cleaning

- Work is scheduled to be completed by mid May.

Odor and Corrosion Control

- The system has been turned on and calibrated. H2S meters will continue to monitor for the summer.

Equipment Issues

- **Cat Mousam P/S**
 - Level sensor replaced.
- **Fieldcrest P/S**
 - Check valves need to be replaced;
 - Parts are on order; and
 - Work is scheduled for May.
- **Radio Signal Issues**
 - Stations affected include Powdermills, Summer Street, Route 1 S, and Cedarwoods.

2019 CAPITAL IMPROVEMENT PROJECTS

WWTF Design

- **Phase 1b Headworks Project**
 - The review meeting for HVAC and electrical distribution pathway is scheduled for Jun.

Admirals Way Pumping Station

- Site work (conduit, pad) has begun.

Larboard Lane Pumping Station

- Site work (conduit, pad) has begun.

SCADA Software and Programming for the Pumping Stations

- Work is in progress on CP1.

2018 PROJECTS

Waterford Greene

- The fence should be up within the next two days with landscaping to follow.

Storer Street

- Downstream invert to be completed in the spring.

Agenda Item – (Other Business) b: Berry Court Boat Ramp

District manager **Bolduc** reported that an effort is underway to install a boat ramp on KSD property at the end of Berry Court on top of the pump station and next to the control panel.

A discussion developed regarding the negative impact a boat ramp would present to KSD operations at the site.

District manager **Bolduc** said he would report on future developments.

Agenda Item – (Other Business) c: Financial Statement Review

Trustee **Reim** asked for clarification regarding “Total Liabilities and Fund Equity” on page 22.

Treasurer **Brockway** explained that the total on page 22 is a combination of the “Fund Equity” and the “Liabilities” from the previous page. For clarity purposes, Treasurer **Brockway** recommended changing the title at the top of page 22 to the same title that appears on the previous page and indicating the calculation is continued from the previous page.

Treasurer **Brockway** asked if the industry had a standard for depreciation.

District Manager **Bolduc** replied that he consulted with the auditing firm regarding depreciation rates for equipment with unknown life expectancies and has completed the assessment.

Trustee **Reim** noted the following discrepancies in Attachment 4:

- Number entries missing due to insufficient column width;
- A negative balance in the “Zero Balance Account” row for the month of January; and
- A significant difference between the March and February amounts in the row labeled “Headworks Phase 1B.”

District Manager **Bolduc** agreed that the “#####” display was due to insufficient column width.

Treasurer **Brockway** explained that the negative balance was a “reconciling difference”.

District Manager **Bolduc** explained that the significant difference in the “Headworks Phase 1B” account was due to a new account being set up for a State Revolving Loan Fund (in/out) account.

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 8:48 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>
April 2, 2019	Agenda Item (New Business) #3 : Topic: <u>Discussion on Impact Fees</u> ; Description: <u>Ongoing impact fee recalculation.</u>
Date	Agenda Item #__: Topic_____ Description _____.