

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, JUNE 4, 2019

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, June 4, 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

Others present were: Bradley C. **Morin**, Attorney, Bourque Clegg Causey & Morin LLC
 Colin B. **Reilly**, Attorney, Bourque Clegg Causey & Morin LLC

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AGENDA:

Public Comment

New Business

1. Reading of the Minutes for the April 11, 2019 and April 30, 2019 Monthly Meetings
2. Executive Session – Legal Matters
3. Executive Session – Personnel Matters
4. Review Draft Kennebunk Sewer District Strategic Plan for 2019- 2021

Unfinished Business

5. Review and Approval of the District Bylaws
6. Review and Approval of Recommended Changes to the Personnel Policy

Other Business...

7. Adjournment
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The meeting was called to order by Chairman **Price** at 7:00 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 11, 2019 and April 30, 2019 Monthly Meetings

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the April 11, 2019 monthly meeting.

There being no 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 11, 2019 as submitted.

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

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the April 30, 2019 monthly meeting.

There being no 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 30, 2019 as submitted.

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

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

Agenda Item – (New Business) #2: Executive Session – Legal Matters

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

At 7:03 p.m. a motion was made to enter into Executive Session to discuss: Legal Matters, Pursuant to [M.R.S.A. Chapter 13, Subchapter 1, §405 (6) (E)].

MOVED: Oppert
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 7:57 p.m. a motion was made to come out of Executive Session with no action taken.

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

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

Agenda Item – (New Business) #3: Executive Session – Personnel Matters

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

At 7:58 p.m. a motion was made to enter into Executive Session to discuss: Personnel Matters, Pursuant to [M.R.S.A. Chapter 13, Subchapter 1, §405 (6) (D)].

MOVED: Brockway
SECONDED: Oppert
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 8:30 p.m. a motion was made to come out of Executive Session with no action taken.

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

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

Agenda Item – (New Business) #4: Review Draft Kennebunk Sewer District Strategic Plan for 2019- 2021

Referring to the June 4, 2019 Trustee's Meeting hand out and Attachment #5 (Kennebunk Sewer District Strategic Plan for 2019- 2021), District Manager **Bolduc** opened a discussion summarizing the Strategic Plan progress and asked for Board comments.

Treasurer **Brockway** offered the following suggestions:

- Referring to Section D. RESEARCH AND RECOMMEND ENHANCEMENTS FOR CUSTOMER PAYMENTS AND BILLING OPTIONS on page 27, promote and encourage monthly customer payments as an option, in addition to quarterly payments.
- Eliminate all planned completion dates.
- Page 30, Section STORER STREET, last line; “budget was \$180,00” should read “budget was \$180,000”

District Manager **Bolduc** noted that no action is needed at this meeting. The document will be revised and included at the next meeting.

Board Member **Reim** questioned why a new customer payment and billing option program is needed to replace the existing “Passport” software referred to Section D. RESEARCH AND RECOMMEND ENHANCEMENTS FOR CUSTOMER PAYMENTS AND BILLING OPTIONS, paragraph a. on page 27.

District Manager **Bolduc** replied that staff had requested the change. He added that the request will be evaluated for suitability as a replacement and for implementation if the program is found to be a desirable improvement.

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 the District Bylaws

Referring to the June 4, 2019 Trustee's Meeting hand out and Attachment #6 (Proposed District Bylaws), District Manager **Bolduc** summarized changes to the document and asked for Board comments.

Treasurer **Brockway** offered the following suggestions:

- Page 33, Article III: Officers, 1st paragraph, line 5: change Chair duty “*The Chair shall sign all bonds, notes, and other evidences of indebtedness of the District, and deeds.*” to “*The Chair and the Treasurer shall sign all bonds, notes, and other evidences of indebtedness of the District, and deeds.*”
- Page 33, Article III: Officers, 3rd paragraph, line 1: add Treasurer duty “*The Chair and the Treasurer shall sign all bonds, notes, and other evidences of indebtedness of the District, and deeds.*”
- Page 34, Article III: Officers, 1st paragraph, line 4: change Treasurer duty “*The Treasurer shall examine the record of disbursements no less frequently than monthly, and may report his or her findings of irregularities at each regular meeting of the Board.*” to “*The Treasurer shall examine the record of disbursements no less frequently than monthly, and shall report his or her findings of any irregularities at each regular meeting of the Board.*”

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) #6: Review and Approval of Recommended Changes to the Personnel Policy

Referring to the June 4, 2019 Trustee's Meeting hand out and Attachment #7 (Proposed Personnel Policy), District Manager **Bolduc** summarized changes (mostly formatting updates) to the document and asked for Board comments.

Treasurer **Brockway** offered the following suggestions regarding Section 11. Federal Family and Medical Leave Act and Section 12. Maine Family and Medical Leave Act on pages 44 thru 47:

- Section 12 (Maine Family...) applies to KSD because it is for companies with under 50 employees;
- The difference is mainly in the amount of leave available;
- Using the wrong policy could result in less benefits in some scenarios; and
- Reviewing the KSD policy is advised.

Board Member **Reim** noted various formatting errors including “Table of Contents”, indentations, and added lines.

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 June 2019

District Manager **Bolduc** provided a summary of selected items from the Manager's Report as detailed in Attachment #2 (Manager's Report for June 2019), of the June 4, 2019 Trustee's Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Account Billing Software

- Bills are being printed this week;
- Report development is in progress;
- Full implementation will occur on the 3rd quarter billing cycle; and
- Parallel test calculations have been conducted to verify the end result.

EBIF & Turnpike Zone Impact Fees

- Fees will be evaluated based on current district boundaries;
- The two remaining segments are:
 - The run from the rear area of Cressey's parcel to the turnpike; and
 - The line parallel to the turnpike ramp.
- The projected flow rate is 30,000 GPD; and
- The impact fee funds have been zeroed with the work completed on the Cressey segment.

Personnel

- Various employees attended training on Collection Systems, Flagging, Wastewater 101, and Asset Management;
- Shelby Carver will be going to Chicago to participate in the Operations Challenge Team National Competition.

EQUIPMENT ISSUES

Polymer System

- No action reported.

Step Screen

- Delivery of repair parts was due on June 3.

RBCs

- The gear boxes are complete; and
- A representative (Mike Sullivan) from the media supply company is scheduled to assess the condition of our equipment;

Safety

- A presentation on insects was given.

2019 CAPITAL IMPROVEMENT PROJECTS

WWTF Design

- Valerie **Giguere**, P.E. Senior Project Manager, Underwood Engineers, Inc. will be scheduled to give a design update at the next meeting.

Replacement of Wet Well Covers

- Project has not started yet but is underway with the contractors.

Cressey Cross Country

- Complete.

Dane Street

- The sewer main portion of the project is complete.

Replacement of the Jet Rodder

- Equipment delivery is expected by next week (June 10 – 14).

Water Street Sewer

- By-pass pumping (A-1 pumping for an extra 5 hours) ran the project cost 15% over budget.

Doanes Wharf Generator

- Project not started.

Asset Management Upgrade

- Not started, Ray Corson to fully complete the account billing software before starting this project.

Admirals Way Pumping Station

- Control panel and conduits are installed; and
- Pump installation is scheduled next.

SCADA Software and Programming for the Pumping Stations

- Pump station programming is considerably over budget; and
- Estimated completion is 25% to date.

2018 PROJECTS

Waterford Greene

- Complete.

Larboard Lane PS

- The panels are assembled, parts have been received, and the project is ongoing.

Agenda Item – (Other Business) b: Arundel Sewer Connection

District manager **Bolduc** reported that the town of Arundel is still interested in connecting to the KSD sewer system, but no information has been received.

Agenda Item – (Other Business) c: West Kennebunk development

Trustee **Reim** asked for a status on the proposed West Kennebunk development.

District Manager **Bolduc** replied that any future development is purely speculative at this time. A study completed by UEI concluded that upgrades to the existing system would cost approximately \$3M to accommodate a flow rate of 250,000 GPD.

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 9:15 p.m.

MOVED: Oppert

SECONDED: Allenwood

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 _____.