

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, JULY 2, 2019

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, July 2, 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 June 4, 2019 Monthly Meetings
2. Election of Officers

Unfinished Business

3. Review and Approval of the District Bylaws
4. Review and Approval of the Sewer Extension Policy

Other Business...

5. Adjournment
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The meeting was called to order by Chairman **Price** at 6:59 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 June 4, 2019 Monthly Meetings

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the June 4, 2019 monthly meeting.

Treasurer **Brockway** submitted the following revision:

- Page 3, Item (**New Business**) #4: 6th last paragraph, line 3: “monthly customer payments versus quarterly payments” should read “monthly customer payments as an option, in addition to quarterly payments”

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 accept the minutes of June 4, 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: Election of Officers

Chairman Price asked if any member had officer change suggestions.
Trustee Oppert suggested maintaining the current slate of officers.
Chairman Price asked for a motion.

A motion was made to retain the current slate of officers:

John E. Price III, Chairman
Mark K. Allenwood, Vice Chairman
Wayne A. Brockway, Treasurer
James A. Oppert, Clerk

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

Chairman Price moved to the next agenda item.

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

Referring to the July 2, 2019 Trustee's Meeting hand out and Attachment #5 (Proposed District Bylaws), Chairman Price asked for Board comments.

Trustee Reim asked for clarification of the terms “shall” and “may” on page 19.
Treasurer Brockway offered an explanation.

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 approve the District Bylaws as revised.

MOVED: Brockway
SECONDED: Oppert
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) #4: Review and Approval of the Sewer Extension Policy

Referring to the July 2, 2019 Trustee's Meeting hand out and Attachment #6 (Proposed Sewer Extension Policy),

Treasurer **Brockway** questioned the following entries;

- Article IX, Section 5, Page 23;
 - Should “Vacant Lot Charge” be referenced as a “debt retirement component?”District Manager **Bolduc** replied that the “Vacant Lot Charge” is a debt.
- Article X, Section 5, Page 24;
 - Should “\$100,000 for property damage” be increased to a higher level?Assistant Manager **Gallant** replied that the last sentence of Section 5 “*Higher coverage may be required if the Manager of the District deems appropriate*” provides for a higher coverage level if needed.

Treasurer **Brockway** submitted the following correction;

- Article X, Section 1, Paragraph c., Page 24;
 - “has a legal easements” should read “has legal easements”

Trustee **Oppert** submitted the following correction;

- Article X, Section 1, Paragraph b., Page 24;
 - “existing or potential users.” should read “existing or potential users; and”

Trustee **Reim** questioned the following entries;

- Article X, Sections 5 & 6, Page 24;
 - It appears that Section 5 and Section 6 are identical and suggested that they be merged into one Section.District Manager **Bolduc** replied that Section 6 was added at the request of the insurance company to address subrogation.
 - Article X, Sections 2, Page 24;
 - Who decides “the appropriate level inspection” of the construction?District Manager **Bolduc** replied that “the appropriate level inspection” is determined by the District Manager.
- Chairman
- Price**
- recommended amending “the appropriate level inspection” to “the appropriate level inspection
- as determined by the District Manager
- ”

Assistant Manager **Gallant** submitted the following correction;

- Article X, Sections 2, Page 24;
 - “the appropriate level inspection as determined by the District Manager” should read “the appropriate level of inspection as determined by the District Manager”

Chairman **Price** submitted the following amendment;

- Article X, Sections 1, Page 23;
 - “other interested persons may” should read “other interested persons “herein after referred to as owner” may”

Chairman **Price** recommended producing one more copy of the corrected version for review and considering the document for a vote at the next meeting.

All present agreed.

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 July 2019

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

FINANCIAL AND ADMINISTRATIVE

Account Billing Software

- Full implementation will occur on the 3rd quarter billing cycle.

EBIF & Turnpike Zone Impact Fees

- KSD District Manager and Assistant Manager met with the Town of Arundel's Town Manger and he expressed a desire to meet with the KSD Board of Trustees and the Kennebunk Board of Selectmen to discuss how a sewer system might get developed.

Personnel

- Shelby Carver and the Maine OPS Challenge team qualified to represent New England at the national conference in Chicago.
- The manager conducted interviews with all of the non-union personnel.

Strategic Plan

- A copy of the strategic plan will be circulated to union employees for review and comment.

Insurances

- Annual flood insurance coverage for the control building has increased by \$25,000 due to the FEMA map showing a corner of the building in the flood plain.
- The flood prevention berm was not considered because it was not part of the map.
- Elevation certifications have been acquired for the control building and the process building.
- A letter of "Map Amendment" will be submitted (\$9,000 application fee) to FEMA.
- Plan certification (unknown cost) may also be required.
- Alternative insurance carriers will be investigated.
- The control building policy is due in July.
- The process building policy is due in August.

EQUIPMENT ISSUES

Step Screen

- Operational as of July 2, 2019.

OPERATIONAL ISSUES

Plant License Violation

- A power surge shut down the chlorine pump on June 5, 2019.
- The external alarm was not functional.
- The fault condition was discovered the following day through sampling.
- No chlorination was applied from 2 PM on June 5, 2019 to 12 PM the following day when the pump was restarted.
- An incident report because of a fecal violation was reported to the state on June 6, 2019.
- The alarm configuration was corrected on June 7, 2019.
- The pump requires a manual restart.

2019 CAPITAL IMPROVEMENT PROJECTS

Phase 1b Headworks Project Design

- 34%Expended, 33% complete.
- A bid date of early October is anticipated.

Replacement of Wet Well Covers

- Project has not started yet.

Dane Street

- The sewer main portion of the project is complete.
- Inspection is scheduled for July 3, 2019.

Replacement of the Jet Rodder

- Equipment delivery is complete.
- The old unit will be retained for 30 days while the new unit is evaluated.

Admirals Way Pumping Station

- 90% Expended, 50% Complete.

2018 PROJECTS

Waterford Greene

- Complete.

Storer Street

- Complete.

Larboard Lane PS

- 80% Expended, 40% Complete.

Agenda Item – (Other Business) b: Friday shut down for 4th of July holiday

Treasurer **Brockway** suggested a KSD Office shut down on Friday, July 5th for July 4th holiday observation in line with the State of Maine's planned office closings.

A discussion developed regarding a KSD Office shut down on Friday, July 5th.

District Manager **Bolduc** felt that it would not be necessary considering time off opportunities that are already in place.

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 7:41 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 _____.