

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, MARCH 3, 2020

The Board of Trustees of the Kennebunk Sewer District held its Public Hearing on Rates and Fees for 2020 and its Regular Monthly Meeting on Tuesday, March 3, 2020 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
 James A. **Oppert**, Clerk
 Arnold H. **Reim**

Trustees absent were: Wayne A. **Brockway**, Treasurer

KSD Staff present was: Michael **Bolduc**, KSD District Manager
 Chris **Gallant**, KSD Assistant Manager

.....
AGENDA: Public Hearing on Rates and Fees for 2020

New Business

1. Public Hearing on Setting Rates and Fees for 2020
-

Public Hearing on Rates and Fees for 2020

The Public Hearing on Rates and Fees for 2020 was called to order by Chairman **Price** at 7:00 p.m.

Agenda Item – (New Business) #1: Public Hearing on Setting Rates and Fees for 2020

A motion was made to open the public Hearing on Rates and Fees for 2020.

MOVED: Oppert
SECONDED: Allenwood
DISCUSSION: None
MODS: None
VOTE: 4 in favor, 0 opposed; the motion carried.

District Manager **Bolduc** reported that an input error in the 2019 rate caused a subsequent calculation error to occur in the 2020 Debt Retirement Cost resulting in a higher than needed Debt Retirement Charge. Staff has corrected the error and the corrected Debt Retirement Charge will be \$177.65 per Debt unit and not the published rate of \$190.77.

Due to the Debt Retirement Charge correction, Chairman **Price** recommended closing the public hearing and rescheduling another public hearing at a future date.

Chairman **Price** asked if any public comment has been received.
District Manager **Bolduc** reported that no formal verbal or written comments have been received

A motion was made to close the public Hearing on Rates and Fees for 2020.

MOVED: Oppert
SECONDED: Allenwood
DISCUSSION: None
MODS: None
VOTE: 4 in favor, 0 opposed; the motion carried.

There being no further discussion to come before the Board regarding this agenda item, Chairman **Price** moved to the Regular Monthly District Meeting.

.....
AGENDA: Regular District Meeting

Public Comment

Unfinished Business

New Business

1. Reading of the Minutes for the February 4, 2020 Monthly Meeting and the Minutes for the January 7, 2020 Monthly Meeting
2. Replacement of a Section of Sewer at Maine Turnpike Authority Plaza

Other Business

3. Adjournment
-

Regular District Meeting

The Regular Monthly District Meeting was called to order by Chairman **Price** at 7:03 p.m.

Chairman **Price** asked for a revised Rate Notice motion.

A motion was made to direct the manager to issue a revised Rate Notice decreasing the Debt Retirement Charge from \$190.77 to \$177.65 and schedule a new Public Hearing for Thursday, March 26, 2020 for the purpose of establishing Rates and Fees for 2020.

MOVED: Reim
SECONDED: Allenwood
DISCUSSION: None
MODS: None
VOTE: 4 in favor, 0 opposed; the motion carried.

Chairman **Price** moved to the next scheduled Agenda Item

Agenda Item – Public Comment

There being no discussion regarding this Agenda Item, Chairman **Price** moved to the next scheduled Agenda Item.

Agenda Item – Unfinished Business

There being no discussion regarding this Agenda Item, Chairman **Price** moved to the next scheduled Agenda Item.

Agenda Item – (New Business) #1: Reading of the Minutes for the February 4, 2020 Monthly Meeting and the Minutes for the January 7, 2020 Monthly Meeting

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the February 4, 2020 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 February 4, 2020 as submitted.

MOVED: Oppert
SECONDED: Allenwood
DISCUSSION: None
MODS: None
VOTE: 4 in favor, 0 opposed; the motion carried.

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the January 7, 2020 monthly meeting.

Due to the absence of Treasurer **Brockway** who noted that he believed a second Executive Session was conducted at the January 7, 2020 meeting, all present agreed that the reading and vote be postponed until the next meeting.

Chairman **Price** moved to the next Agenda Item.

Agenda Item – (New Business) #2: Replacement of a Section of Sewer at Maine Turnpike Authority Plaza

Referring to the Regular Monthly District Meeting Agenda Item Commentary as detailed in the March 3, 2020 Trustee's Packet, District Manager **Bolduc** provided the following information:

- The Maine Turnpike Authority (MTA) intends to add additional fill over the District's gravity sewer line which lies under the Northbound Service Area. The added fill over the District's 8-inch sewer line will cause settling issues that will need to be addressed with special light weight fill to mitigate poor soil conditions under the line. Because the line is only 8-inch and the pipe material is asbestos concrete, staff is requesting to upgrade this line to 12-inch HDPE for additional capacity to serve west of the turnpike and a more durable line material. The contractor for MTA, Shaw Brothers Construction, has provided a price estimate to upgrade 185 feet of sewer on MTA northbound plaza for a cost not to exceed \$45,000. Funding will come from Equity Buy in Fees.

Assistant Manager **Gallant** noted the following:

- KSD will inspect the fill packing under the new pipe;
- 1 of 2 manholes, 5 feet apart, will be eliminated; and
- The upgraded section will begin and end at manhole structures and will have no interconnections with existing pipe.

There being no further discussion to come before the Board regarding this agenda item, Chairman **Price** asked for a motion regarding Replacement of a Section of Sewer at Maine Turnpike Authority Plaza.

A motion was made to authorize the manager to enter into agreements with Shaw Brothers Construction and MTA to upgrade 185 feet of sewer on MTA northbound plaza for a cost not to exceed \$45,000 funded by Equity Buy in Fees.

MOVED: Oppert
SECONDED: Reim
DISCUSSION: None
MODS: None
VOTE: 4 in favor, 0 opposed; the motion carried.

Chairman **Price** moved to the next Agenda Item.

Agenda Item – (Other Business) a: Manager's Report for March 2020

District Manager **Bolduc** provided a summary of selected items from the Manager's Report as detailed in Attachment #3 (Manager's Report for March 2020), of the March 3, 2020 Trustee's Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Account Billing Software

- Adjustments to the 2019 year-end flow data is still in progress.

Personnel

- Ty Morin, Danny Boissonneault, Steve Anderson, and Mike Bolduc attended the *Navigating the Bid Process: Submittal to Install* training on February 11;
- Ty Morin was promoted to lead operator; and
- Jack Carter was hired as an operator.

EQUIPMENT ISSUES

RBC Media

- Installation of plates on 2 train assemblies has been completed.

Polymer System

- Work is expected to begin next week.

HVAC Issues

- Complete.

Operational Issues - power outage

- A major power outage was experienced on February 7, 2020;
- Communication was lost at the beach area pump stations due to icing radio antennas;
- Loss of the internet created issues that required staff to constantly maintain inspections at the wastewater treatment plant and pump stations;
- The backup generator overheated due to failure of the ventilation louvers during the outage period (9:00pm – 2:00am);
- Several of the control panels had malfunctions;
- 1 SLC 500 (Allen Bradley Small Logic Controller) was damaged and replaced with an on-hand spare;
- No violations were encountered; and
- A remedy to prevent backup generator ventilation louver failure, due to power loss, will be investigated.

COLLECTION SYSTEMS

Pump Stations

- Cat Mousam pump station building exterior vinyl siding replacement is complete; and
- Jet rodding in the beach area is in progress.

SAFETY ISSUES

- The first quarter safety meeting was held on February 4th.

2019 CAPITAL IMPROVEMENT PROJECTS

WWTF Design

- The design is finished and is out to bid; and
- Bids are due on March 31st.

SCADA System

- The next phase will be connection of the headworks and the pump house, and completion of the redundant ring network.

Wet Well Covers

- Stevens Electric is anticipated to begin work by the end of March.

Doanes Wharf Generator

- On hold, no new status update available.

2020 CAPITAL IMPROVEMENT PROJECTS

Spare Parts for Plant and Pumping Stations

- Not started.

Panels and Communications for Pumping Stations

- Pump and rails for Quail Run have been ordered.

Building Repairs

- Siding for Cat Mousam has been completed.

Investigation and Spot Repairs in Collection System

- Television inspection of the outfall is planned for this week.

Sludge Storage Tanks

- Not Started.

Tractor

- The purchase was awarded to the lowest bidder MB Tractor of Eliot, ME.

Berm / Levee Certification

- FEMA has indicated that a full certification process will have to be conducted; and
- The anticipated cost is expected to be \$100,000.

Tools

- 60% of the needed tools are on order.

Building Repairs

- Waiting for the roof contractor to repair joints.

Clerk **Oppert** asked if KSD could be self insuring for flood protection of the berm.

District Manager **Bolduc** replied that Woodard and Curran staff is scheduled to attend the next meeting and they could provide guidance to self insuring inquires. He noted that a check with the current insurance company as to the feasibility of removing one or more buildings from the coverage will be investigated.

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) c: Force Main Break

District Manager **Bolduc** reported a force main break occurred on the Wells road force main today (March 3, 2020). He presented detailed pictures and provided the following information:

- The break was reported by a hiker at 8:15 AM
- This break occurred approximately 700 feet from the pump station, the last rupture occurred approximately 1100 feet from the pump station;
- The basis of the leak appears to be long term minor movement of the pipe over sharp fill material caused by pump on/off cycles;

Kennebunk Sewer District Board of Trustees

Meeting Minutes for March 3, 2020

- The break was reported at 8:15 AM and repairs were completed by 5:00 PM;
- Cost of the repair is expected to be \$5,000 to \$6,000;
- A report was submitted to ME DEP

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) #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 8:41 p.m.

MOVED: Oppert

SECONDED: Allenwood

DISCUSSION: None.

VOTE: 4 in favor, 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>
December 3, 2019	Agenda Item (New Business) #3 : Topic: <u>Account Systems Operation Manual Annual Updates</u> ; Description: <u>Security/encryption details of backup records stored off-site.</u>
Date	Agenda Item #__: Topic _____; Description _____.