

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, APRIL 7, 2020

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, April 7, 2020 via teleconferencing computer application “Zoom.”

Trustees present via Zoom 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 via Zoom was: Michael **Bolduc**, KSD District Manager
Chris **Gallant**, KSD Assistant Manager

Others present via Zoom were: Valerie **Giguere**, P.E., Senior Project Manager, Underwood Engineers, Inc.

.....
AGENDA:

Unfinished Business

New Business

1. Minutes of February 24, 2020, March 3, 2020, and March 26, 2020
2. Bid Results and Recommendations for the Headworks Project

Other Business...

Adjournment
.....

The meeting was called to order by Chairman **Price** at 7:01 p.m.

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 of February 24, 2020, March 3, 2020, and March 26, 2020

February 24, 2020

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the February 24, 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 24, 2020 as submitted.

MOVED: Oppert
SECONDED: Brockway
DISCUSSION: None
MODS: None
VOTE: Chairman **Price** voice vote, **yea**
Vice Chairman **Allenwood** voice vote, **yea**
Treasurer **Brockway** voice vote, **yea**
Clerk **Oppert** voice vote, **yea**
Trustee **Reim** voice vote, **abstained**
4 in favor, 0 opposed, and 1 abstained (Reim); the motion carried.

March 3, 2020

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the March 3, 2020 monthly meeting.

Clerk **Oppert** submitted the following correction:

- Page 5, Item (**Other Business**) **c**, 1st paragraph, line 1: “occurred on Wells Street today” should read “occurred on the Wells road force main today”

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 March 3, 2020 as amended.

MOVED: Oppert
SECONDED: Allenwood
DISCUSSION: None
MODS: As noted
VOTE: Chairman **Price** voice vote, **yea**
Vice Chairman **Allenwood** voice vote, **yea**
Treasurer **Brockway** voice vote, **abstained**
Clerk **Oppert** voice vote, **yea**
Trustee **Reim** voice vote, **yea**
4 in favor, 0 opposed, and 1 abstained (Brockway); the motion carried.

March 26, 2020

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the March 26, 2020 monthly meeting.

Treasurer **Brockway** submitted the following correction:

- Page 2, Item **Public Comment**, 2nd paragraph, line 2: “Chairman **Price** asked KSD had” should read “Chairman **Price** asked if KSD had”

At time 7:06 PM, Valerie **Giguere**, P.E., Underwood Engineers, Inc. joined the meeting.

Clerk **Oppert** submitted the following correction:

- Page 1, Item (**New Business**) **#1**, 5th paragraph, line 1: “District Manager **Bolduc**’s reported and” should read “District Manager **Bolduc**’s report and”

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 March 26, 2020 as amended.

MOVED: Oppert

SECONDED: Allenwood

DISCUSSION: None

MODS: As noted

VOTE: Chairman Price voice vote, yea

Vice Chairman Allenwood voice vote, yea

Treasurer Brockway voice vote, yea

Clerk Oppert voice vote, yea

Trustee Reim voice vote, abstained

4 in favor, 0 opposed, and 1 abstained (Reim); the motion carried.

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

Agenda Item – (New Business) #2: Bid Results and Recommendations for the Headworks Project

Referring to Underwood Engineers Memo of April 7, 2020 from Valerie Giguere, P.E./Steven Clifton, P.E., regarding KSD WWTF Improvements – Bid Results and Project Budget CWSRF No. 230187-06, District Manager **Bolduc** opened a discussion on the subject of the Headworks Project bids. He reported that the apparent low bidder is Apex Construction of Somersworth, NH with a bid total of just under \$6.4M.

Referring to her Memo of April 7, 2020, **Giguere** detailed the bid tabulation, recommendation, and budget summary. Her comments included the following highlights:

- A project budget for planning purposes has been created;
- A proposal to increase the construction contingency from the normal 5% to 10% due to possible COVID-19 implications;
- Resident Project Representative (RPR) trailer/space allowance will be determined. Due to COVID-19 concerns, the District is reconsidering locating the RPR in the WWTF Control building;
- SCADA software engineering will be accomplished by REI;
- Suggested interim financing allowance of \$150,000; and
- Construction time was increased from 22 months to 24 months.

Chairman **Price** asked if the 10% construction contingency could be divided into two separate funds, one for the normal 5% and the other 5% for the COVID-19 concerns.

Giguere replied in the affirmative.

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

A motion was made to authorize the manager to execute all necessary documents to award the Headworks Project to Apex Construction Inc. of Somersworth, NH for a cost of \$6,364,424.00 pending formal recommendation from Underwood Engineers Inc. and subsequent approval of the MEDEP.

MOVED: Oppert

SECONDED: Brockway

DISCUSSION: None

MODS: None

VOTE: Chairman Price voice vote, yea

Vice Chairman Allenwood voice vote, yea

Treasurer Brockway voice vote, yea

Clerk Oppert voice vote, yea

Trustee Reim voice vote, yea

5 in favor, 0 opposed; the motion carried.

At time 7:26 PM, Valerie **Giguere**, P.E., Underwood Engineers, Inc. checked out of the meeting.

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

Agenda Item – (Other Business) a: Manager’s Report for April 2020

District Manager **Bolduc** provided a summary of selected items from the Manager’s Report as detailed in Attachment #2 (Manager’s Report for April 2020), of the April 7, 2020 Trustee's Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Account Billing Software

- First quarter bills were mailed to customers.

A discussion developed regarding an option to pay quarterly bills on a monthly basis rather than one lump sum quarterly payment.

All present agreed that it would be a good idea.

District Manager **Bolduc** agreed to check with the office staff for feasibility and report back to the Board at the next meeting.

Personnel

- Staff has moved into a two shift coverage working 3 full days and one-half day;
- One CDC defined high risk employee was put on paid leave; and
- Daily and weekly disinfection between work groups.

EQUIPMENT ISSUES

Pumps

- Three pumps, installed in 2006, (F-1, Yard, and a return actuated sludge pump) malfunctioned during the quarter and had to be rebuilt at a cost of approximately \$15,000 to \$16,000.

RBC Media

- Installation of replacement plates is ongoing; and
- RBC drive belts have been replaced.

Polymer System

- Project has been deferred to a later date due to high cost.

HVAC

- Operating normally.

COLLECTION SYSTEMS

Jet Rodding

- Ongoing.

Wells Road FM Repairs

- The cost is estimated to be \$10,000 to \$12,000; and
- Capital Expenditure will formally be charged for these repairs.

2019 CARRY OVER PROJECTS

Scada System

- The pre-construction phase is complete; and
- Connection to the headworks and pump house will occur during construction.

Wet Well Covers

- This project is expected to go forward.

2020 CAPITAL IMPROVEMENT PROJECTS

Spare Parts for Plant and Pumping Stations

- Many parts have been ordered but the project is on hold due to personnel work shift reassignment over COVID-19 concerns.

Building Repairs

- Waiting for the roofers to start work.

Sludge Storage Tanks

- On hold.

Tractor

- Delivery was taken on 3/30/2020.

Berm / Levee Certification

- On hold.

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

Agenda Item – (Other Business) b: Budget Operating Revenue Levels

Referring to Attachment #4 (Financial Report) of the April 7, 2020 Trustee's Packet (page 24), Treasurer **Brockway** asked why last year's (2019) operating revenue was so far above budget.

District Manager **Bolduc** explained that the rate numbers were not available in time for the report so a ten year average was used for the calculation.

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

Agenda Item – 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 7:45 p.m.

MOVED: Oppert

SECONDED: Reim

MODS: None

VOTE: Chairman **Price** voice vote, **yea**
Vice Chairman **Allenwood** voice vote, **yea**
Treasurer **Brockway** voice vote, **yea**
Clerk **Oppert** voice vote, **yea**
Trustee **Reim** voice vote, **yea**
5 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>
April 7, 2020	Agenda Item (Other Business) a : Topic: <u>Manager's Report for April 2020</u> ; Description: <u>District Manager Bolduc agreed to check for feasibility of accepting monthly payments in place of quarterly payments.</u>
Date	Agenda Item # __: Topic _____; Description _____.