

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

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, July 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: Betsy **Oulton**, HR Maine Consulting

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AGENDA:

Unfinished Business

New Business

1. Minutes of the June 2, 2020 Monthly Meeting
2. Discussion of Manager’s Evaluation Methods
3. Discussion on the Status of the District’s Strategic Plan

Other Business...

Adjournment
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The meeting was called to order by Chairman **Price** at 7:02 p.m.

Agenda Item – Unfinished Business

There being no discussion regarding this Agenda Item and having no objection from the Board members, Chairman **Price** moved ahead to Agenda Item #2 in consideration of the presence of Betsy **Oulton**, HR Maine Consulting.

Agenda Item – (New Business) #2: Discussion of Manager’s Evaluation Methods

Referring to Attachment 5 (Betsy **Oulton**, HR Consultant, memo dated June 29, 2020, Re: Manager Review) of the July 7, 2020 Trustee’s Packet, Betsy **Oulton** introduced herself and summarized the form “*360 Degree Manager Effectiveness Evaluation*”. Her comments included the following highlights:

- The need to meet with the group as a whole to explain how to utilize the form;
- Forms will be mailed directly to Betsy **Oulton**;
- Results will be compiled into a spreadsheet format;
- All employees will be asked to provide an evaluation by completing the form;
- Employee relationship to the manager will be color coded; and
- Questions that employees find unanswerable will be left blank.

Vice Chairman **Allenwood** asked what defines the “standard” in Rating Scale section item # 3 “Meets standard” and item #4 “Exceeds standard.”

Oulton replied that examples of a suitable standard will be given to the participants when she meets with the group as a whole to explain how to utilize the form.

Trustee **Reim** asked **Oulton** if she planned on explaining the form to employees by meeting with each individual one-on-one or as a group.

Oulton replied that she planned on meeting with small groups of 4 or 5.

Chairman **Price** asked what results will be provided to the Board members to help understand the evaluation.

Oulton replied that a written report with comments will be provided and reviewed in executive session.

Clerk **Oppert** asked if the Board members will be submitting an evaluation form.

Oulton recommended that the Board member not submit any evaluation unless they were part of KSD day to day operations.

Treasurer **Brockway** asked when the evaluation process is planned to begin and end.

Oulton replied that the timing is entirely up to the Trustees.

Clerk **Oppert** noted that it is desirable to have the system in place early enough to provide results by the end of the District Manager’s current cycle which ends on 31 December.

Assistant Manager **Gallant** asked how much time would be needed to complete the process.

District Manager **Bolduc** recommended starting the process in September to provide an output by late December.

Clerk **Oppert** recommended that **Oulton** meet with the groups in July and September just to inform them that the new evaluation process is coming and give a brief description of the process. Then meet again in November or December to fill out the forms.

Oulton agreed.

Trustee **Reim** proposed completing a full review process now as a trial run, and then again in January.

Oulton cautioned that since this review process is all new to the employees, they should have some lead time to understand the procedure.

Trustee **Reim** agreed.

Treasurer **Brockway** asked if the new evaluation results would be combined with the current goals review conducted by the Trustees resulting in a combined output.

Oulton replied in the affirmative and recommended that the District Manager complete a self evaluation using the same form as the employees.

District Manager **Bolduc** asked for a proposed time line.

Oulton replied:

- Meet with all employees as soon as possible to familiarize them with the process and the form to be used; and
- Provide the evaluation form to the employees 30 days prior to the anticipated end date.

Chairman **Price** recommended:

- Familiarization meeting in early September;
- Provide evaluation forms to employees 1st week in November; and
- Submit final evaluation data to the Trustees in early December.

The following Trustees agreed:

Treasurer **Brockway**, Clerk **Oppert**, and Trustee **Reim**

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

Treasurer **Brockway** asked if the evaluation tool is a modification of the District's handbook guidelines or documentation.

District Manager **Bolduc** replied in the negative.

Chairman **Price** clarified that the suggested motion is to accept the proposed evaluation tool only and not change any existing documents.

Vice Chairman **Allenwood** asked if the motion is to use an alternative tool or to use this specific tool as proposed. Chairman **Price** replied that the motion is to use this specific tool as proposed.

A motion was made to accept the proposed evaluation tool and direct the Manager to implement the evaluation in accordance with the time schedule previously discussed

MOVED: Oppert

SECONDED: Brockway

DISCUSSION: None

MODS: None

VOTE: Chairman Price voice vote, affirmative

Vice Chairman Allenwood voice vote, negative

Treasurer Brockway voice vote, affirmative

Clerk Oppert voice vote, affirmative

Trustee Reim voice vote, affirmative

4 in favor, 1 opposed (Allenwood); the motion carried.

Chairman **Price** thanked Betsy **Oulton** for her participation and moved back to agenda item #1.

At time 7:40 p.m. Betsy **Oulton**, HR Maine Consulting checked out of the meeting.

Agenda Item – (New Business) #1: Reading of the Minutes of the June 2, 2020 Monthly Meeting

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the June 2, 2020 monthly meeting.

Vice Chairman **Allenwood** submitted the following corrections:

- Page 2, Item (**New Business**) #2:, 1st paragraph, line 5: "Shop drawings production is in progress" should read "Shop drawings are in progress"
- Page 3, Item (**Other Business**) a:, 3rd paragraph, line 1: "Scada System" should read "SCADA System"

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 2, 2020 as amended.

MOVED: Brockway

SECONDED: Oppert

DISCUSSION: None

MODS: As noted

VOTE: Chairman Price voice vote, affirmative

Vice Chairman Allenwood voice vote, affirmative

Treasurer Brockway voice vote, affirmative

Clerk Oppert voice vote, affirmative

Trustee Reim voice vote, affirmative

5 in favor, 0 opposed; the motion carried.

Chairman **Price** moved ahead to agenda item #3.

Agenda Item – (New Business) #3: Discussion on the Status of the District’s Strategic Plan

Referring to Attachment #3 (Agenda Item Commentary) of the July 7, 2020 Trustee's Packet, District Manager **Bolduc** provided an update of the KSD 2019-2021 Strategic Plan (Attachment #6), which included three new objectives and began with a discussion regarding the impact on any new construction of future unknown permit nitrogen limits included the following highlights:

- The driving issue currently is the life expectancy of the RBC units;
- Remaining RBC life expectancy is approximately 5 years;
- Three years ago the RBC media was estimated to be replaced at a cost of \$1M;
- Anticipated replacement cost in 5 years is expected to be \$1.5M;
- The three new growth and stability objectives are:
 - Construct new headworks, and upgrades to waste pumps, disinfection, telemetry;
 - Renew NPDES wastewater discharge license; and
 - Develop strategies for the replacement of the biological treatment units.

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 accept the plan as modified.

MOVED: Oppert

SECONDED: Allenwood

DISCUSSION: None

MODS: None

VOTE: Chairman **Price** voice vote, **affirmative**
Vice Chairman **Allenwood** voice vote, **affirmative**
Treasurer **Brockway** voice vote, **affirmative**
Clerk **Oppert** voice vote, **affirmative**
Trustee **Reim** voice vote, **affirmative**
5 in favor, 0 opposed; the motion carried.

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

Agenda Item – (Other Business) a: Monthly Financial Report

Referring to Attachment #5 (Financial Report, Monthly Bank Account Balances) of the July 7, 2020 Trustee's Packet, District Manager **Bolduc** noted the following new addition:

- A line graph at the bottom of the report depicting “Cash Accounts as % of Annual Budget.”

Agenda Item – (Other Business) b: Manager’s Report for July 2020

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

FINANCIAL AND ADMINISTRATIVE

Account Billing Software

- Implementing changes to clarify the presentation of current charges and fees.

Covid-19

- The crew is back together as of the 18th of June.

Equity Buy in Fees

- A total in excess of \$90,000 has been either billed or received for 2020.

WWTF Appraisal

- Inquiries from West Kennebunk or Arundel for development has been silent;
- An individual has been identified who can conduct an appraisal of the WWTF for Equity Buy in Fee calculations, estimated cost is approximately \$7,500; and
- Additional information will be provided at the next meeting.

Treasurer **Brockway** asked if the appraisal is put on hold until an inquiry for development is received, would there be enough time to complete an appraisal before a response from KSD is required.

District Manager **Bolduc** discouraged waiting for the following reasons:

- The current appraisal is old and needs to be updated; and
- Equity buy in fee calculations would be more accurate.

District Manager **Bolduc** will include the topic on next meeting's agenda.

COLLECTION SYSTEMS

Wet Well Cleanings

Wet well cleaning was completed by KSD personnel in 3 days.

Pump Station Grounds

The station grounds are looking good and are all caught up.

Brick Store Museum

KSD is anticipating a denial letter from the insurance company soon.

SAFETY ISSUES

Quarterly safety meetings and training are on hold due to COVID-19.

2019 CARRY OVER PROJECTS

Replacement of Wet Well Covers

Mousam Ridge station will be completed by 17 July 2020.

2020 CAPITAL IMPROVEMENT PROJECTS

Panels and Communications for Pumping Stations

The panels have been ordered.

Berm / Levee Certification

Report to be available by next meeting.

Replacement of a section of sewer at Maine Turnpike Authority Plaza

Project completed, on budget.

Referring to the two sequence time lines provided in the July 7, 2020 Trustee's Packet, Treasurer **Brockway** asked if the winter shutdown version was included in case there was an unusually cold winter.

District Manager **Bolduc** concurred.

District Manager **Bolduc** asked the Board Members if they wanted a walkthrough of the plant in the near future. All present agreed.

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 8:14 p.m.

MOVED: Oppert

SECONDED: Brockway

MODS: None

VOTE: Chairman **Price** voice vote, **affirmative**
Vice Chairman **Allenwood** voice vote, **affirmative**
Treasurer **Brockway** voice vote, **affirmative**
Clerk **Oppert** voice vote, **affirmative**
Trustee **Reim** voice vote, **affirmative**
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 _____.