

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, OCTOBER 6, 2020

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, October 6, 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

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AGENDA:

Unfinished Business

New Business

1. Minutes of the September 1, 2020 Monthly Meeting
2. Proposed 2021 Capital Improvement Plan
3. Presentation of 2021 Operation and Maintenance Budget

Other Business...

Adjournment
.....

The meeting was called to order by Chairman **Price** at 7:00 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: Minutes of the September 1, 2020 Monthly Meeting

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the September 1, 2020 monthly meeting.

Clerk **Oppert** submitted the following correction:

- Page 4, Item (**Other Business**) **a:**, 1st paragraph, line 1: “pending the New Year” should read “pending next year’s capital budget”

Treasurer **Brockway** submitted the following correction:

- Page 3, Item (**Other Business**) **a:**, 2nd paragraph, line 2: “did not result in a loss time report” should read “did not result in a lost time report”

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

- Page 3, Item **(Other Business) a:**, 3rd paragraph, line 2: “the Town’s interest and intention” should read “the Town’s interest and intentions”
- Page 4, Item **(Other Business) a:**, 4th paragraph from the bottom, line 1: “Media replacement is 95% complete” should read “Media stabilization is 95% complete”

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 September 1, 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**

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

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

Agenda Item – (New Business) #2: Proposed 2021 Capital Improvement Plan

Assistant Manager **Gallant** opened a discussion regarding the final draft of the proposed Capital Improvement Plan as detailed in Attachment #3 (Agenda Item Commentary) and Attachment #5 (Final 2021 Capital Improvement Plan) of the October 6, 2020 Trustee's Packet. The following highlights were presented:

- No changes have been made to the CIP since it was presented at the last meeting;
- The proposed CIP for 2021 is \$500,500;
- CIP funding will come from the following sources:
 - Capital Reserve - \$367,500; and
 - EBIF – \$133,000.

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 approve the 2021 Capital Improvement Plan of \$500,500 funded in the manner presented.

MOVED: Brockway

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 – (New Business) #3: Presentation of 2021 Operation and Maintenance Budget

District Manager **Bolduc** opened a discussion regarding the 2021 Operation and Maintenance Budget as detailed in Attachment #3 (Agenda Item Commentary) and Attachment #6 (Proposed 2021 Operation and Maintenance Budget) of the October 6, 2020 Trustee's Packet. The following highlights were addressed:

- The proposed budget for 2021 is \$3,177,353;
- The budget increase over last year is 1.1%;
- Budget items that are increased by \$2,000 or 5% are highlighted;
- Administrative Costs review including:
 - Subscriptions;
 - Health insurance;
- Automotive;
- Pump stations;
 - Repairs;
 - Sewer supplies;
 - Communications (phones and data ports);
 - Equipment maintenance;
- Treatment plant expenses including:
 - General maintenance;
 - Chlorine;
 - Water;
- Energy costs.

Vice Chairman **Allenwood** provided observations regarding the increase in Chlorine usage.

Treasurer **Brockway** asked if any additional safety equipment and training cost have increased as a result of COVID-19.

District Manager **Bolduc** replied in the affirmative and detailed the increases.

Treasurer **Brockway** asked for additional information regarding communication data plans.

District Manager **Bolduc** and Assistant Manager **Gallant** identified data plan details.

Treasurer **Brockway** asked where the additional berm expenses were located in the budget.

District Manager **Bolduc** replied that berm expenses did increase and that he will provide details later in the meeting.

Regarding paperless billing, Treasurer **Brockway** asked if KSD had the capability to provide E-Bills.

District Manager **Bolduc** replied in the negative and added that it is provided only if an individual requests it.

Treasurer **Brockway** asked for a status of debt retirement.

District Manager **Bolduc** provided preliminary annual debt retirement rate increase projections.

There being no further remarks or comments to come before the Board regarding this agenda item, District Manager **Bolduc** stated that he will provide MS-Excel copies of the budget to each Board member for their review.

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

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

District Manager **Bolduc** provided a summary of selected items from the Manager's Report as detailed in Attachment #2 (Manager's Report for October 2020), of the October 6, 2020 Trustee's Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Personnel

- Jack **Carter** has been promoted to Lab Technician.
- The vacant operator's position has been filled and the new operator (the former chief operator of Kennebunkport Sewer District) is expected to start on September 30.

PLANT OPERATIONS

Industrial Pretreatment License

- The renewal documents of the Corning Industrial Pretreatment License are complete and ready to be mailed.

Polymer System

- Staff is estimating about a week's worth of electrical work is needed to complete the project.

COLLECTION SYSTEMS

Equipment Issues

- Lakebrook PS pump is back on line but a check valve and a shut off valve need to be changed, replacements have been ordered.

Jet Rodding

- Staff has been continuing to jet rod when the weather permits.

Pump Station Grounds

- The fence has been installed at Cat Mousam pump station.

2020 CAPITAL IMPROVEMENT PROJECTS

Phase 1B Headworks Project Construction

- Assistant Manager **Gallant** presented a short slide presentation of construction progress.

Spare Parts for Plant and Pumping Stations

- 50% expended.

Panels and Communications for Pumping Stations

- Quail Run panel has been completed and will be installed the first week of October.

Sludge Storage Tanks

- Underwood is preparing a bid specification for the coatings.

Investigation and Spot Repairs in Collection System

- Ted Berry Company will be performing 6 point repairs on various locations in the collection system.

Berm / Levee Certification

- Vegetation clearing needs to be repeated.
- All lines that penetrate the berm are scheduled for TV inspection.

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 8:00 p.m.

MOVED: Oppert

SECONDED: Allenwood

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 _____.