

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, JUN 1, 2021

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, Jun 1, 2021, 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**, Trustee

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

.....
AGENDA:

Unfinished Business

New Business

1. Minutes of the May 4, 2021, Monthly Meeting
2. Review and Approve Proposed Request for Qualifications on Engineering Services for the Wastewater Treatment Plant Improvements
3. Discussion of the Meeting with Maine Department of Environmental Protection Regarding Permitting Issues

Other Business...

Adjournment
.....

The meeting was called to order by Chairman **Price** at 7:03 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 May 4, 2021, Monthly Meeting

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the May 4, 2021, monthly meeting.

Clerk **Oppert** submitted the following correction:

- Page 2 of 9, Item **(New Business) #1:** 5th paragraph, line 2: “two different systems that growth” should read “two different systems of growth”

District Manager **Bolduc** submitted the following correction:

- Page 4 of 9, Item **(New Business) #3:** 2nd paragraph from the bottom, line 1: “A trial letter from Maine Rural Water” should read “A letter from Maine Rural Water”

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 May 4, 2021, as amended.

MOVED: Oppert

SECONDED: Allenwood

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.

Having no objection from Board members and in consideration of Vice Chairman **Allenwood's** desire to leave the meeting early, Chairman **Price** moved ahead to agenda item #3.

Agenda Item – (New Business) #3: Discussion of the Meeting with Maine Department of Environmental Protection Regarding Permitting Issues

District Manager **Bolduc** opened a dialogue regarding the agenda item, his comments included the following highlights:

- A meeting with DEP was conducted on 19 May 2021, attendees included:
 - KSD attendees were Michael **Bolduc**, KSD District Manager; Chris **Gallant**, KSD Assistant Manager; Ty **Morin**, KSD Lead Operator; and Mark K. **Allenwood**, KSD Board of Trustees Vice Chairman.
 - DEP attendees were Gregg **Wood**, Division Director; Cindy **Dionne**, Permit Writer; Angela **Brewer**, State Biologist; and Rob **Mohlar**, Department Scientist.
- Discussion points included:
 - DEP would like to do another round or two of sampling in the river to determine the real reason for some of the nitrogen levels.
 - Sampling will be accomplished by in-river monitoring stations.
 - KSD would be tasked with checking the monitoring equipment to ensure they are not missing or fouled with algae growth.
 - KSD's permit would continue under the current permit system until that sampling was done.

Treasurer **Brockway** asked how many monitoring units are planned for deployment.

District Manager **Bolduc** replied that DEP planned on placing two units in the Mousam River and that they are considering doing some benchmarking at either the Kennebunk or York River with a preference for the Kennebunk River because it is closer to the tide and temperature conditions of the Mousam River.

Treasurer **Brockway** asked if the units will be placed downstream of the KSD discharge point, upstream of the discharge point, or one on each side.

District Manager **Bolduc** replied that the last time they conducted this type of sampling, they put one above and one below the discharge point; however, the question was not asked at the meeting.

Trustee **Reim** asked if the sources of any high nitrogen levels will be evaluated.

District Manager **Bolduc** replied that in addition to the point sources, which are the treatment plants, you have several nonpoint sources such as agricultural runoff, stormwater runoff, and air deposition that are likely contributing to the total nitrogen level.

Treasurer **Brockway** asked when the next DEP meeting will take place.

District Manager **Bolduc** replied that DEP asked for a schedule of KSD's planned activity.

Referring to Attachment #7 (Phase 2 of the WWTP Improvements Task Schedule), of the Jun 1, 2021, Trustee's Packet, District Manager **Bolduc** opened a dialogue regarding KSD's planned activity, his comments included the following highlights:

- The Wastewater Treatment Improvements Schedules consist of three main tasks.
 - Request for Qualifications (to begin design for the replacement of the RBC units)
 - MEPDES Permit (apply for MEPDES renewal)
 - Charter Legislation (revisions to finance the upgrades)

Chairman **Price** asked if the recommended motion is "*to direct the manager to develop a plan and schedule to meet the outcomes as selected.*"

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

Chairman **Price** asked if the "*plan and the schedule*" is the information just discussed and presented in Attachment #7 (Phase 2 of the WWTP Improvements Task Schedule).

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

Treasurer **Brockway** asked Vice Chairman **Allenwood** if he had any comments regarding the plan and the schedule. Vice Chairman **Allenwood** asked if the advertisement is required to be published two weeks in advance.

District Manager **Bolduc** replied that he was not referring to the actual advertisement, just the period where KSD puts it out and the response.

Vice Chairman **Allenwood** noted that one problem might be naming a number in the charter for the borrowing limit. If naming a number could be removed and replaced with the phrase "*an open-ended amount,*" it would be better for the district.

Chairman **Price** expressed doubt that naming a number could be removed from the charter.

Vice Chairman **Allenwood** explained that the problem is going to be confirming Underwood's cost numbers based on what we know today.

District Manager **Bolduc** agreed that replacing a named number with an open-ended limit is the best option; however, if that cannot be accomplished, then \$40M would be an adequate number to use.

Referring to the second task (apply for MEPDES renewal), Treasurer **Brockway** asked District Manager **Bolduc** if applying by the end of the month seems doable.

District Manager **Bolduc** 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 direct the Manager to develop a plan and schedule as provided.

MOVED: Oppert

SECONDED: Brockway

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.

Assistant Manager **Gallant** presented a video of the headworks construction progress.

At time 7:34, Vice Chairman **Allenwood** departed the meeting.

Chairman **Price** moved back to agenda item #2.

Agenda Item – (New Business) #2: Review and Approve Proposed Request for Qualifications on Engineering Services for the Wastewater Treatment Plant Improvements

Referring to Attachment #5 (Proposed Request for Qualifications on Engineering Services and EPA QBS Certification), of the Jun 1, 2021, Trustee's Packet, District Manager **Bolduc** opened a dialogue which included the following highlights:

- An RFQ (qualifications) process rather than an RFP (proposal) process was used to get the financing that KSD wanted to do with the SRLF.
- Three respondents will be interviewed, and a scoring system developed.
- The interview team will consist of:
 - Michael **Bolduc**, KSD District Manager.
 - Chris **Gallant**, KSD Assistant Manager.
 - Ty **Morin**, KSD Lead Operator.
 - Christopher J. **Osterrieder**, Town Engineer, Town of Kennebunk.

Treasurer **Brockway** submitted the following document corrections:

- Page 22 (of the Jun 1, 2021, Trustee's Packet), Section 2, Topic: PROPOSAL ADDENDUM, 3rd paragraph, line 2, “incorporated in the in the written addenda” should read “incorporated in the written addenda.”
- Page 23 (of the Jun 1, 2021, Trustee's Packet), Section 4, 3rd paragraph, line 2, “nitrogen levels in the Mousam has and continues to be a nutrient of concern with regulators” the term “nutrient of concern” seems to be confusing.
District Manager **Bolduc** replied that the sentence will be rewritten.

Clerk **Oppert** submitted the following document corrections:

- Page 23 (of the Jun 1, 2021, Trustee's Packet), Section 4, 7th paragraph, line 1, “pumping, and course screening” should read “pumping, and coarse screening.”
- Page 22 (of the Jun 1, 2021, Trustee's Packet), Section 2, Topic: COMMUNICATION, 1st paragraph, line 4, “or other employees permitted and” should read “or other employees will be permitted and.”

Trustee **Reim** submitted the following document correction:

- Page 23 (of the Jun 1, 2021, Trustee's Packet), Section 4, 3rd paragraph, line 2, “nitrogen levels in the Mousam has and continues to be a nutrient of concern with regulators” should read “nitrogen levels in the Mousam has and continues to be a major concern with regulators.”
District Manager **Bolduc** agreed.

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 request for qualifications for engineering services and direct the manager to solicit proposals with the due dates to be determined by the manager.

MOVED: **Brockway**

SECONDED: **Oppert**

DISCUSSION: **None**

MODS: **None**

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

Chairman **Price** moved ahead to agenda item Other Business.

Agenda Item – (Other Business) a: Manager’s Report for June 2021

District Manager **Bolduc** provided a summary of selected items from the Manager’s Report as detailed in Attachment #2 (Manager’s Report for June 2021), of the Jun 1, 2021, Trustee's Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Personnel

- New hire Miguel **Tostado** has become an asset to the team.

Covid Update

- The front lobby is open. People are not encouraging to come into the building beyond the lobby unless they make an appointment.
- The July 6th Trustee Meeting will be held as a hybrid. Those who want to attend in person will meet at 44 Water Street and the remaining attendees can participate via zoom.

PLANT OPERATIONS

General

- KSD had a fecal violation because chlorine got shut off by the SCADA system. The issue was operator error and not the fault of the SCADA system. The wrong pump was set up to provide the chemical.

EQUIPMENT REPAIRS

RBC

- The Mountain Machine Works RBC condition assessment is in the correspondence file.
- The cost for the repairs was \$11,038.

Chlorine Residual Analyzers

- Installation is expected to be completed in June.

COLLECTION SYSTEMS

Jet Rodding

- This effort is on-going and ahead of schedule.

Sewer Specifications and Typical Drawings

- Posted to the WEB Site on 1 June 2021.

2019 CARRY OVER PROJECTS

Replacement of Wet Well Covers

- Fieldcrest cover has been installed.

Doanes Wharf Generator

- A meeting was conducted with the owner on 1 June 2021, to try to get siting on his property.
- A couple of options based on the survey will be presented to him.

2020 CAPITAL IMPROVEMENT PROJECTS

Spare Parts for Plant and Pumping Stations

- All parts have been ordered.

Panels and Communications for Pumping Stations

- Work is in progress and expected to be completed prior to next month's Board meeting.

Building Repairs -WWTP

- Approximately 60% complete.

Sludge Storage Tanks

- Complete and online.

Berm / Levee Certification

- The package was sent to FEMA.

2021 CAPITAL IMPROVEMENT PROJECTS

Laboratory Equipment Improvements

- Complete.

Roof Repairs

- The contractor is scheduling the work.

WWTF Equipment Replacement

- Complete.

Cedarwoods Pump Station Pump Replacement

- Complete.

Pump Station Ground Improvements

- 50% complete.

Valve Upgrades

- Most of the work is planned for later in the year.

Shape Drive Sewer Replacement

- Completion is expected in the fall.

NEW 2021 CAPITAL IMPROVEMENT PROJECTS

Wells Road Force Main Replacement Engineering

- Complete.

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) b: Sludge Surcharge

Treasurer **Brockway** noted a planned increase in the sludge surcharge of \$10 per ton and asked how that will affect KSD.

Based on the rate of \$10 per ton, District Manager **Bolduc** replied that KSD will see an approximate increase of \$11,000 in sludge disposal costs.

There being no further business to come before the Board regarding this issue, 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 8:08 p.m.

MOVED: Oppert

SECONDED: Reim

MODS: None

VOTE: Chairman **Price** voice vote, **affirmative**
Treasurer **Brockway** voice vote, **affirmative**
Clerk **Oppert** voice vote, **affirmative**
Trustee **Reim** voice vote, **affirmative**
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>
Date	Agenda Item #__: Topic _____; Description _____.