

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, APR 5, 2022

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, Apr 5, 2022, in the conference room at 44 Water Street.

Trustees present	John E. Price III, Chairman James A. Oppert , Vice Chairman Patrick Wiley , Clerk Arnold H. Reim , Trustee
Trustees absent	Wayne A. Brockway , Treasurer
KSD Staff present	Chris Gallant , KSD District Manager Edward Sharood , KSD Assistant Manager

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AGENDA:

Unfinished Business

New Business

1. Minutes of the March 1, 2022, Board of Trustee Meeting
 2. Commitment of 2022 Sewer User Fees
 3. 2021 Annual Report Review
 4. GIS and SCADA Demonstrations
 5. Manager's Report
 6. Adjournment
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The meeting was called to order by Chairman **Price** at 7:01 PM.

Agenda Item – Unfinished Business

There being no discussion regarding Agenda Item “Unfinished Business,” Chairman **Price** moved to the next scheduled Agenda Item.

Agenda Item – (New Business) #1: Minutes of the March 1, 2022, Board of Trustee Meeting

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the monthly meeting minutes of Mar 1, 2022, and the Public Hearing for setting Rates and Fees for 2022 contained in KSD Board of Trustee’s packet of Apr 5, 2022, Attachment 2.

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

- Page 2 of 7, Item (**Public Hearing**) #1: 2nd paragraph, line 2: “members form the public” should read “members from the public”
- Page 4 of 7, Item (**New Business**) #5: 3rd paragraph, line 3: “current contract expired on June 30” should read “current contract expires on June 30”

Clerk **Wiley** submitted the following corrections:

- Page 2 of 7, Item **(Public Hearing) #1**: 2nd paragraph, line 1: “Chairman **Price** pause the hearing” should read “Chairman **Price** paused the hearing”
- Page 5 of 7, Item **(New Business) #5**: 3rd paragraph, line 2: “_We helped bypass” should read “We helped bypass”

District Manager **Gallant** submitted the following written corrections received from Treasurer **Brockway**:

- Page 5 of 7, Item **(New Business) #5**: 5th paragraph, line 1: “A letter from FEMA” should read “A preliminary approval letter from FEMA”

There being no further corrections, revisions, or additions to come before the Board regarding the monthly meeting minutes of March 1, 2022, Chairman **Price** asked for a motion.

A motion was made to approve the minutes for the March 1, 2022, Monthly Meeting, and the Public Hearing for setting Rates and Fees for 2022 as amended.

MOVED: Oppert
SECONDED: Reim
DISCUSSION: None
MODS: As Noted
VOTE: Chairman Price, affirmative
Vice Chairman Oppert, affirmative
Clerk Wiley, affirmative
Trustee Reim, affirmative
4 in favor, 0 opposed; the motion carried.

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

Agenda Item – (New Business) #2: Commitment of 2022 Sewer User Fees

District Manager **Gallant** opened a discussion regarding commitment of the 2022 Sewer User Fees. His review included the following highlights:

- This action is an annual event requiring a Board vote.
- An approval by the Board secures the District’s right to collect fees, place liens, and foreclose on property for nonpayment of sewer fees.
- Treasurer **Brockway** has reviewed a copy of the document and provided his approval for \$3,708,609.47.

A motion was made to commit the sewer fees to the District Treasurer totaling \$3,708,609.47

MOVED: Oppert
SECONDED: Wiley
DISCUSSION: None
MODS: None
VOTE: Chairman Price, affirmative
Vice Chairman Oppert, affirmative
Clerk Wiley, affirmative
Trustee Reim, affirmative
4 in favor, 0 opposed; the motion carried.

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

Agenda Item – (New Business) #3: 2021 Annual Report Review

Referring to Attachment 3 of the KSD Board of Trustee’s packet of April 5, 2022, District Manager **Gallant** reported that the 2021 Annual Report of the Kennebunk Sewer District has been prepared for review and comment.

Vice Chairman **Oppert** asked if the report will be provided in an electronic format.

District Manager **Gallant** replied in the affirmative, adding that the approved report will be published on the KSD website, and a PDF version will be forwarded to the Town for inclusion in the Town’s Annual Report.

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

- Page 1, last paragraph, line 1: “Our MPDES Permit from” should read “Our NPDES (National Pollutant Discharge Elimination System) Permit from”
- Page 2, 2nd paragraph, line 4: “included PLC updates” should read “included PLC (Programmable logic controller) updates”
- Page 7, 2nd paragraph, line 4: “reinforced RBC pies” should read “reinforced RBC plastic media (pies)”

Trustee **Reim** submitted the following correction for Attachment 4, Manager’s Report for April 2022.

- Page 5, Item: **2022 Capital Improvement Projects - Truck 6 Replacement**: 1st paragraph, line 3: “29 pumping stations” should read “28 pumping stations”

Chairman **Price** suggested added a statement to the 2021 Annual Report Review referring to the ongoing challenges of PFAS (Perfluoroalkyl substances) contamination in the sludge that will affect future rates.

District Manager **Gallant** agreed.

District Manager **Gallant** submitted the following written comments received from Treasurer **Brockway**:

- Page 1, 2nd paragraph, line 1: “summarizes the 2021 year for Kennebunk Sewer District” should read “summarizes the 2021 year for the Kennebunk Sewer District”
- Page 1, 2nd paragraph, line 4: “to provide our customer with high end work” should read “to provide our customers with high end work”
- Page 1, 3rd paragraph, line 5: “the expected permit requirements that are in the near future” should read “the expected permit requirements that are anticipated in the near future”
- Page 2, 2nd paragraph, line 4: “improved control remotely” should read “updated remote control”
- Page 3, 2nd paragraph, line 3: add “Edward Sharood, P.E. assumed the position of Assistant Manager”

Assistant Manager **Sharood** suggested changing all the charts to black and white instead of color to make them easier to read.

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 Kennebunk Sewer District Annual Report as amended.

MOVED: Wiley

SECONDED: Reim

DISCUSSION: None

MODS: As Noted

VOTE: Chairman Price, affirmative
Vice Chairman Oppert, affirmative
Clerk Wiley, affirmative
Trustee Reim, affirmative
4 in favor, 0 opposed; the motion carried.

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

Agenda Item – (New Business) #4: GIS and SCADA Demonstrations

District Manager **Gallant** provided a demonstration of the GIS (geographic information system) and SCADA (supervisory control and data acquisition) platforms. His presentation included the following highlights:

SCADA (supervisory control and data acquisition) platform:

- Home Screen overview
 - Influent screw
 - Step screen
 - Alarms
 - Grit removal
 - Flow measurement
 - Primary clarifiers
 - RBCs (Rotating Biological Contactors)
 - Secondary clarifiers
 - Disinfection
 - Sludge storage tanks
 - Dewatering
- Disinfection Screen
 - Chlorine contact tanks
 - Flow data
 - Residual mixing chamber
- Dewatering Screen
 - Sludge flow graph
- Process Control Screen
 - Lab data inputs
- Lab Building Screen
 - Heat recovery unit
- Pump Station Map Screen
- Pump Station Data Screen
- Payroll and Time Off Requests Screens

Chairman **Price** asked if any stress testing against outside hackers was possible.

District Manager **Gallant** detailed the following in place security measures:

- Any SCADA computer on the SCADA network does not have access to a Web Explorer
- Information can only be edited via the SCADA network
- Access to SCADA can only be gained by logging into a secure VPN network
- An IP address must be entered into the office VPN server and each IP address has a unique password

GIS (geographic information system) platform:

- Layer Screens
 - Manhole locations and data
 - Drainage area
 - Line Capacity
 - Data base edits
 - Force Mains
 - Plan Outlines
 - Easement locations
 - Line cleaning history
 - CCTV data entry
 - Theoretical versus real world comparisons

Assistant Manager **Sharood** provided a detailed review of pipe flow modeling software.

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

Agenda Item – (New Business) #5: Manager’s Report for April 2022

District Manager **Gallant** provided a summary of selected items from the Manager’s Report as detailed in Attachment #4 (Manager’s Report for April 2022), of the April 2022, Trustee's Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Personnel

- Anniversaries this month:
 - Miguel **Tostado**, 1 year.
- KSD is still down one employee with no timetable for his return.
- One employee tested positive for COVID-19 this month. The employee followed CDC guidelines and properly quarantined at home.

LD 1911

- The bill is likely to pass prior to the end of the session which is April 20.

PLANT OPERATIONS

Update From Lead Operator (Ty Morin)

- Process control is holding steady.
- Chemical usage is continuing to stay low.
- Investigation into co-settling in the primaries is ongoing.

COLLECTION SYSTEMS

Update From Collection System Foreman (Danny Boissonneault)

- Weekly checks at the pump stations were conducted.
- Installation of the last 10-inch plug valve at Lakebrook pump station was completed.
- Installed new pumps at Lakebrook pump station.
- Started grounds clean up.
- Commencing jet rodder operations for the season.

2020 CAPITAL IMPROVEMENT PROJECTS

Phase 1B Headworks Project Construction

- A solution for the roofing issues has been found.
- A supply of required tapered insulation has been located.
- The vapor barrier is scheduled to be completed this week.
- HVAC installation continues.
- Bypass configuring has been setup for the cutover.

Berm / Levee Certification

- Preliminary approval has been received from FEMA.
- KSD expects final approval in April.
- Bank credit for the flood insurance will need Board approval.

2021 CAPITAL IMPROVEMENT PROJECTS

Pump Station Ground Improvements

- Gravel has been installed at Wells road PS in areas where work has been completed.

Shape Drive Sewer Replacement

- KSD anticipates that the contractors will begin work in the next few months.

Lakebrook Pump Station Pump Replacement

- Work has been completed except for a small amount of cleanup.

2022 CAPITAL IMPROVEMENT PROJECTS

Doane's Wharf Pump Station

- Final borings are in progress at the new location.
- A new set of plans will be drafted once the borings and a survey are completed.

Phase 2 WWTP Biological Design

- The first process selection workshop was conducted by Brown and Caldwell staff.
- Another workshop is scheduled for next month.

WWTP Improvements

- HVAC improvements in the effluent pump station.
- Filtration improvements on process water.
- Interior and exterior LED lighting.
- The RBC blower was sent out.
- The shelving project will take place once the demo of the headworks has been completed.

Safety Improvements

- All line items have been ordered.

Major Tools

- All the major tools listed have been purchased.

Bartlett Mills Pump Station Rehabilitation

- The control panel is under construction.

Push Camera

- KSD staff has used the camera to locate a potential lateral on one of our lines.

Riverlocks 1 Pump Replacement

- No change.

Boothby Road Pump Station Rehabilitation

- No change.

Truck 6 Replacement

- The bid opening is scheduled for April 6.
- Quotes have been received from Doering, Messer, Arundel Ford, and Marks Motors.

Chairman **Price** asked if there was any other business.

District Manager **Gallant** asked for input (remarks or edits) regarding the draft letters to Shelly **Pingree** and Susan **Collins**.

All present agreed that the draft letters were fine and required no changes.

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

Agenda Item – (New Business) #6: 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 8:03 p.m.

MOVED: Oppert

SECONDED: Reim

DISCUSSION: None

MODS: None

VOTE: Chairman Price, affirmative

Vice Chairman Oppert, affirmative

Clerk Wiley, affirmative

Trustee Reim, affirmative

4 in favor, 0 opposed; the motion carried.

Date Signed _____

Patrick Wiley, Clerk _____

KSD Board of Trustee Monthly Meeting Action Items History List

<u>Request Date</u>	<u>Action Item</u>
Date 1 September 2021	Agenda Item # 5: Topic <u>Remote Participation Policy Adoption.</u> Description Consideration of various ways of how and when to allow public access to meetings via ZOOM.
Date 7 December 2021	Agenda Item # 4: Topic <u>Review Updates to the Employee Handbook and Administrative Procedures and Benefits Manual.</u> Description Consider DENTAL INSURANCE & VISION INSURANCE programs for non-union employees prior to 2022 budget.
Date	Agenda Item #__: Topic_____.
	Description _____.