

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, AUGUST 1, 2023

Trustees present Patrick **Wiley**, Vice Chairman
 Robert **Brady**, Clerk
 Jason **Wise**, Trustee

Trustees absent James A. **Oppert**, Chairman
 Wayne A. **Brockway**, Treasurer

KSD Staff present Jim **Katz**, KSD Project Manager / Assistant District Manager

KSD Staff present via ZOOM Chris **Gallant**, KSD District Manager

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AGENDA:

Unfinished Business

New Business

1. Minutes of the July 11, 2023, Board of Trustee Meeting
2. Lower Village Construction Planning Update
3. 2024 Capital Improvement Plan: Financing Discussion

Other Business

4. Manager's Report

Adjournment

5. Adjournment
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Vice Chairman **Wiley** called the meeting to order at 7:00 p.m.

Agenda Item – Unfinished Business

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

Agenda Item – (New Business) #1: Minutes of the July 11, 2023, Board of Trustee Meeting

Dispensing with a reading of the minutes, Vice Chairman **Wiley** asked the Board for comments regarding the monthly meeting minutes of July 11, 2023, contained in KSD Board of Trustees packet of August 1, 2023, Attachment #2.

There being no corrections, revisions, or additions to come before the Board regarding the monthly meeting minutes of June 6, 2023, Vice Chairman **Wiley** asked for a motion.

A motion was made to approve the minutes for the July 11, 2023, Monthly Meeting as submitted.

MOVED: Wise
SECONDED: Brady
DISCUSSION: None
MODS: None
VOTE: Vice Chairman **Wiley**, affirmative
Clerk **Brady**, affirmative
Trustee **Wise**, affirmative
3 in favor, 0 opposed; the motion carried.

Vice Chairman **Wiley** moved to the next agenda item.

Agenda Item – (New Business) #2: Lower Village Construction Planning Update

District Manager **Gallant** opened a discussion regarding the Lower Village construction plan as detailed in the KSD Board of Trustees packet of August 1, 2023, Attachment #1 (Agenda Item Commentary) and Attachment #3 (Lower Village Sewer Rehabilitation). Topics presented included:

- The previous Lower Village construction plan (KSD Contract No. 1) is dated April 2014.
- Updated plans will be provided by Brown and Caldwell, Inc. environmental, engineering, consulting, and construction services, Andover, MA.
- The water (KKWWD, Kennebunkport Wells Water District) and sewer (KSD, Kennebunk Sewer District) districts will be on the construction site at the same time.
- The project will require a full traffic detour for approximately one month.
- Scope of the plan includes:
 - Western Avenue
 - Beach Avenue
 - Chase Hill Road
 - Port Road

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

Agenda Item – (New Business) #3: 2024 Capital Improvement Plan: Financing Discussion

District Manager **Gallant** opened a financing discussion regarding the 2024 Capital Improvement Plan as detailed in the KSD Board of Trustees packet of August 1, 2023, Attachment #1 (Agenda Item Commentary) and Attachment #4 (Lower Village Sewer Rehabilitation). Topics presented included:

- The largest items in the plan include the following:
 - Biological upgrade, estimated at \$25,000,000.
 - Lower Village sewer rehabilitation project, estimated at \$2,000,000.
 - Beach Street siphon, estimated at \$385,000
- Project funding could be either one large bond of \$27M to \$28M or a smaller bond plus available funds.
- Funding accounts available include capital accounts and equity buy-in fees.
- The current bond debt is \$15.8M.
- A referendum question to raise the debt ceiling to \$50M will be required because the current debt ceiling of \$30M will be exceeded no matter how the 2024 CIP (Capital Improvement Plan) is funded.

After a lengthy discussion, all present agreed that 2024 CIP project funding should be one large bond and not a smaller bond plus available funds.

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

Agenda Item – (Other Business) #4: Manager’s Report

District Manager **Gallant** provided a summary of selected items from the Manager’s Report as detailed in Attachment #5 (Manager’s Report for August 2023), of the Aug 2023, Trustees Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Personnel

- The vacant Operator position is still open.
- Clerk Heidi **Souliere** celebrated her 27th year with the District.

Biosolids Handling

- KSD is currently at 73% of the budgeted amount (\$104,210 of \$142,000) and only 55% through the budget year. This account is likely to go over budget.

COLLECTION SYSTEMS

Update From Collection System Foreman (Danny Boissonneault)

- Checked pump stations and mowed lawns.
- Built a new chemical header for Boothby Road pump station.
- Completed various dig safe operations.
- Cleaned wet wells at 18 pump stations.
- Repaired manholes on Admirals Point and Longwood Drive.
- Watched new sewer connection for Wallace Ave.
- Installed new Senix ultrasonic sensor unit at Interval pump station.

PLANT OPERATIONS

Update From Lead Operator (Ty Morin)

- Process control continues to stay in check.
- Staff have been completing work orders and tank cleaning.
- The temporary oil shed has been ordered and delivery is expected in the next two weeks.
- Johnson & Jordan, Inc. of Scarborough, ME completed work on the old headworks door.

2022 CAPITAL IMPROVEMENT PROJECTS

Project Manager **Katz** provided the following Manager’s Report update.

Doane’s Wharf Pump Station Rehabilitation

- Ductile iron pipe has been installed in the building.
- The electrical panels have arrived and have been moved to the building.
- Electrical panel installation is scheduled for next week.

District Manager **Gallant** provided the following Manager’s Report update.

Phase 2 WWTP Biological Design

- Staff are scheduled to meet with the Brown and Caldwell, Andover, MA design team on Monday, August 7, 2023, to review comments and edits of the 30% plans.
- The 60% plans are scheduled to be available by the end of August.
- The project is on budget and is expected to go out for bid this coming winter.

Project Manager **Katz** provided the following Manager’s Report update.

Bartlett Mills Pump Station Rehabilitation

- Power was switched to the new panel and the old panel was removed.

- Staff conducted testing on the new panel with the existing pumps and all operations functioned well.
- George **Burr & Son, Inc.**, Kennebunk, Maine will be setting the new concrete tops in August, following the installation of concrete risers.
- The area is scheduled for paving and landscaping following the concrete work.

Truck 6 Replacement

- The truck is scheduled to be completed by the second week in August 2023.
- Staff will be contacting the company to schedule delivery.

2023 CAPITAL IMPROVEMENT PROJECTS

Boothby Road Pump Station Pumps

- Pump replacement at Boothby Road is waiting for evaluation of the same pump installed at Wells Rd PS.

District Manager **Gallant** noted the following pump observations at the Wells Road pump Station.

- The pumps being evaluated have experienced a few overload faults due to air intake.
- Troubleshooting revealed the root cause might be over pumping due to improper wet well level settings.
- Changes to the set points have been made and further observations will be conducted.

Project Manager **Katz** provided the following Manager's Report update.

Riverlocks 1 Pump Station Pumps

- Staff are reviewing a quote received from Champlin Associates of Essex Junction, VT for replacement of the pumps.

Wells Road Pump Station Painting

- Marston Painting, North Hampton, NH has painted the walls of all levels.
- The floors are scheduled to be painted in August.

Anodes at Lakebrook and Fieldcrest

- Anodes Systems Company, Grand Junction, CO is scheduled to install the anodes between September and October.

Fieldcrest Easement

- Staff is waiting for dry weather to allow the contractor to begin.

Clarkdale Fence

- This project has been completed.

Park Street Sewer

- A point repair of a large fissure before the upstream manhole was completed.
- The manholes have been coated.
- The remaining pipe lining work needs to be rescheduled due to the weather.

Trustee **Wise** asked what material was used to coat the manholes.

District Manager **Gallant** replied that the coating was a resin impregnated liner, and the work was performed by Vortex Services, Livermore, Maine.

Lower Village Sewer Design

- This project was previously discussed.

Beach Street Siphon Design

- This project was previously discussed.

WWTF Influent Overflow Pipe

- This project has been completed.

Oil Tanks Storage Shed

- This was an additional project that was approved at the July meeting.
- A temporary storage shed was ordered to house the oil tanks for the RBC boiler.
- The delivery date has not been set yet.

Replacement of Control Building Oil Tanks

- This project has been completed.

Network Upgrades

- Waiting for two switches and a Wi-Fi access point. All other parts have been received and programmed.
- Radios for collection system communications have been received. Waiting for a good day for staff to switch out all units at the same time.

Emergency Backup Power

- The standby generators for Brown Street and Riverlocks 1 have been ordered.
- The Brown Street generator is due to be delivered in September.
- The Riverlocks generator is due to be delivered in January.

District Manager **Gallant** noted the following Emergency Backup Power topic observations:

- KSD completed the service switch over for the admin building.
- The admin building service is now supplied from the breakers at the main plant and during a power outage, the admin building service will be supplied by the emergency backup generator at the main plant.

Vice Chairman **Wiley** asked if the Brown Street generator will be stationary or mobile.

District Manager **Gallant** replied that the Brown Street generator will be stationary and housed inside the pump station building.

Vice Chairman **Wiley** asked for a review of the monthly account balances as detailed in Attachment #6 (Monthly Account Balances), of the Aug 2023, Trustees Packet.

District Manager **Gallant** provided the following details:

- Cash flow is good.
- The annual budget 50% trend line has been maintained throughout the year.

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

Agenda Item – (Adjournment) #5: Adjournment

There being no further business to come before the Board, Vice Chairman **Wiley** asked for a motion to adjourn.

A motion was made to adjourn the meeting at 7:38 p.m.

MOVED: **Wise**
SECONDED: **Brady**
DISCUSSION: **None**
MODS: **None**
VOTE: Vice Chairman **Wiley**, **affirmative**
 Clerk **Brady**, **affirmative**
 Trustee **Wise**, **affirmative**
 3 in favor, 0 opposed; the motion carried.

Date Signed _____

Robert **Brady**, Clerk _____

KSD Board of Trustees Monthly Meeting Action Items History List

<u>Request Date</u>	<u>Action Item</u>
December 6, 2022	Agenda Item # 3: Topic <u>Review Employee Handbook and Administrative Procedures and Benefits Manual.</u> Description Investigate paid maternity / paternity leave options.
December 6, 2022	Agenda Item (Other Business) a: Topic <u>Union Contract Agreement.</u> Description have Bradley Sawyer, Deputy Director, MRWA (Maine Rural Water Association) investigate the legality of the union contract agreement. Should the agreement be between the union and the Kennebunk Sewer District Board of Trustees, or an agreement between the union and Kennebunk Sewer District.
January 3, 2023	Agenda Item # 4: Topic <u>Review of the Kennebunk Sewer District Billing Policy</u> Description Staff investigate the variable use costs of churches throughout the district to figure out what it's worth and present the results for Board consideration.
February 7, 2023	Agenda Item # 5: Topic <u>Power Supply Options Update.</u> Description Staff conduct a more thorough review of the contract details.
May 2, 2023	Agenda Item # 3: Topic <u>Paid Maternity / Paternity Leave Options.</u> Description Consider paid maternity / paternity leave options in calendar year 2024 and add those policies and procedures that the Board of Trustees reviewed and accepted to the Employee Handbook and Administrative Procedures and Benefits Manual.
Date	Agenda Item #__: Topic_____ Description _____