

# MINUTES OF THE BOARD OF TRUSTEES

August 31, 2022

The regular meeting of the Board of Trustees was called to order by President Tom Oliver at 2:00pm. Trustees Fred Lynk, Jim Burrows and Bob Emmons attended along with Superintendent Steve Cox, Assistant Superintendent Scott Minor, Treasurer Wayne Brockway, Accountant Cathy McLeod, GIS/Asset Management Coordinator Justin Richardson, Distribution Manager Keith Archibald, Plant Manager Bill Snyder, Facilities Manager Rob Weymouth, Customer Service Supervisor Kathleen Chapin, District Engineer Jamie Paschal and Administrative Assistant Cindy Rounds.

## **PUBLIC COMMENT**

There was no public comment.

**2022 MINUTES** – June 29<sup>th</sup> Workshop, June 29<sup>th</sup> Regular Meeting, June 29<sup>th</sup> Annual Meeting, July 11<sup>th</sup> Workshop and July 27<sup>th</sup> Regular Meeting.

On a motion by Trustee Burrows, seconded by Trustee Emmons, it was unanimously voted to approve the Minutes of the June 29<sup>th</sup> Workshop, June 29<sup>th</sup> Regular Meeting, June 29<sup>th</sup> Annual Meeting, July 11<sup>th</sup> Workshop and July 27<sup>th</sup> Regular Meeting as amended.

## **TREASURER'S REPORT**

### Financial Report

The Treasurer presented the July 2022 revenue analysis and comparison to budget financial report. He reported that annual metered account revenues were \$2,334,113 indicating a 1.4% unfavorable variance of \$32,992. Seasonal metered account revenues totaled \$628,200 indicating a 2.7% unfavorable budget variance of \$17,325. Total metered revenues were \$2,962,313 indicating a 1.7% unfavorable budget variance of \$50,327 and a 6.9% decrease in the year-to-date billed usage from 2021. He stated that there were 12 System Development Charges collected in July and 74 YTD in 2022 (98 in 2021) totaling approximately \$122,000 net (\$189,000 in 2021).

The Treasurer briefly noted the status of the upcoming audit. He was pleased to report that, at this time, it doesn't appear that there will be any adjustments made.

## **PROJECT AND OPERATIONS UPDATES**

### Water Supply, Production and Updates

The Assistant Superintendent gave a brief presentation of the monthly precipitation, water production statistics and water production cost charts for July.

He reported that a record 196.01MG of water was produced in July, up by 41.39MG (23.6%) from 2021 which has the District on pace to set a new annual water production record, surpassing 2016 (current record production year). The supply source summary for July indicated that Branch Brook provided 115.414MG while 65.973MG of groundwater was supplied by the groundwater wells. In addition, a net purchase of 14.620MG was obtained via the system interconnections. Looking at August production through the 30<sup>th</sup>, production stands at 184.2MG which will establish another record month.

Liquid precipitation recorded at the Filtration Plant was moderately low at only 2.94" (10 measurable rain events) for the month of July. YTD liquid precipitation stands at 21.84" which is 9.27" below the 18-year group average of 31.11".

He noted that the chemical cost of treating surface water for July increased from \$266.70/MG the previous month to \$272.21/MG, while groundwater also experienced an increase from \$138.54/MG to \$152.68/MG month over month. This resulted in a blended water cost of \$228.74/MG for the month of July. The YTD blended water cost now stands at \$241.49/MG compared to \$207.27/MG in 2021, an increase of \$34.22/MG.

He brought the Board's attention to the (2020-2022) monthly water production versus metered revenue comparison chart which indicated that July's \$502,328 metered revenue was \$119,435 lower than 2021 and \$23,849 lower than 2020. The \$2,962,312 YTD metered revenue is \$127,489 less than 2021 and \$136,911 more than 2020.

#### AMI Meters

The Customer Service Supervisor reported that 18 meters (590 YTD) were installed in July, bringing the cumulative total to 14,614. Of the remaining accounts to have their meter replaced, there are 35 annual accounts and 13 seasonal accounts. Of these, 31 have opted out and do not wish to have an AMI installed.

#### PFAS Removal Facility (formerly referred to as the GAC Facility)

The Assistant Superintendent stated that there wasn't too much new to report. He referred to the chart that illustrated the PFAS removal filter performance through July 20<sup>th</sup> after 18.6MG had been treated. Test results showed that water leaving both pressure vessels (Pressure Vessel #1 is GAC and Pressure Vessel #2 is Ionic Resin) were non-detect for PFAS. He briefly outlined the change in the testing schedule that will take place every other month until PFAS detection occurs. The Plant Manager elaborated. The Facilities Manager noted that the safety handrail has been installed on the mezzanine at 4 Pipeyard Lane.

He added that he and the Facilities Manager will again be showcasing this facility with a tour tomorrow for Greater Augusta Water District and Hallowell Water District.

### Sodium Hypochlorite Conversion at the Filtration Plant

The Facilities Manager reported that progress has been slow but is continuing. The latest challenge has been connection of the new hypo controls to the existing Plant controls. The Facilities Department is working through each issue and appears to be very close to start-up of the new system.

### Laudholm Farm Road Phase II Main Replacement

The Distribution Manager reported that shortly after the last Trustees' meeting, the materials were received and work began on the water main replacement. Out of the 3,950' total length of the project, the first 3,400' of pipe has been installed. The first phase has been tested and passed. There are only 14 services along the project, so the crew will complete the installation of the second phase and then reconnect all the services last.

### 4 Pipe Yard Lane (Kennebunk) Modifications

The Facilities Manager reported the progress of the installation of a heating system in this building. A 12"x10" mezzanine has been built to hold the heating units. The mounting grate is backordered. He will be researching propane prices to be ready when the units are installed.

### Groundwater Exploration

The Assistant Superintendent reported not too much activity has taken place since the last meeting. Task Two, which follows the previous geophysical survey consists of drilling a number of small diameter test wells within the potentially high yield areas to assess soil conditions and determine specific capacity of the aquifer commenced yesterday. Some results should be available to report on by the next Board meeting.

### 2022 CIP Budget Modification Request

The Assistant Superintendent explained this request to modify the 2022 CIP budget by an additional \$18,000 to install a new rubber roof at the Plant over the compressor and chlorine feed areas. He provided the Board with a summary of the modifications that have been approved thus far.

On a motion by Trustee Lynk, seconded by Trustee Emmons, it was unanimously vote to approve the budget modification request of \$18,000.

### SCADA System Evaluation

The Superintendent noted that there has been no movement on this item. He explained that the evaluation is simply a high-level look at the existing SCADA system versus its future replacement. The cost would fall under the consultant budget and a consultant has not yet been selected for this work. Trustee Lynk questioned if the evaluation would include an assessment of vulnerability to cyberattacks. The superintendent confirmed the importance of a third party

evaluation by someone trained in SCADA cybersecurity. The Facilities Manager gave a explanation of how the current system is setup against cyberattacks.

### Platform Project Update

The Superintendent reported that the new website went on line earlier in the week. He summarized the new features that are now available to customers as well as the improvements to mobile versions. Staff undertaking the website remodeling project were GIS/Asset Management Coordinator Justin Richardson, Accounts Payable Clerk Aaron Lehoux and Billing Clerk Jennifer Bridges.

GIS/Asset Management Coordinator noted that the switch to the new website was perfect timing because our previous web host passed away a few months ago and we have recently been experiencing interruptions.

Customer Service Supervisor noted that initial training with MuniLink continues. A library of more specific training is being compiled on the server. A virtual conference is also being offered on September 23<sup>rd</sup>. It was noted that the MuniLink conference was offered at no charge to the attendees.

Trustee Oliver inquired about the performance of Paycom. The Accountant and Facilities Manager explained that they were unsuccessfully exploring a few processes on their own that remain a concern to them.

## **WATERSHED**

### CMP Transmission Line Erosion

The GIS/Asset Management Coordinator reported that the first public outreach session on the restoration of eroded areas within the Branch Brook Watershed took place last month in Sanford with the Sanford ATV Club. The presenters included KKW, CMP, TNC, MEIFW, Wardens and environmental consultants. The second public informational session will take place on September 15<sup>th</sup> at the Waterhouse Center in downtown Kennebunk. In an effort to boost attendance free pizza and water bottles will be available. The event is being advertised in local papers and websites.

### Route 9A Land Development

The GIS and Asset Management Coordinator mentioned that KKW had met with these owners in 2019. At the time the wetlands scientist said that only one house could be built on the property. The Superintendent explained that he had a meeting with the landowner and offered to purchase the lot in question for a non-buildable lot price, but the landowner was not interested. He also explained that recently the landowner had a second wetlands scientist delineate the wetlands and it was 50% less than the original delineation. Because of this, the landowner proposed a lot split and second dwelling on the property. The GIS & Asset Management Coordinator said that he wrote a letter to the Planning Board indicating that the

District was in opposition to the proposed development for several reasons. At the Planning Board's Public Meeting they asked the GIS & Asset Management Coordinator if he would work with the landowner and provide alternatives and suggestions for the property. The GIS & Asset Management Coordinator said that he worked with the Superintendent and the Assistant Superintendent to write a response to the Board per their request.

The GIS & Asset Management Coordinator also mentioned that a neighbor who abuts the land is in opposition to the proposed dwelling and has actively began posting signs to "Protect Branch Brook". He wanted the Board and employees to know that the District has no connection to the creation and posting of the signs.

## **OTHER BUSINESS**

### Water Assistance Grant

The Superintendent reported that he recently learned of a new federally-funded grant, similar to the fuel assistance program, to help customers in need with a one-time, up to \$500 payment toward their water bill. The specifics of the grant are being scrutinized by staff to be sure it can be executed within PUC regulations that would fall under this.

### Employee Recognition

The Superintendent shared a customer comment that 'the young man who came to our house was wonderful'. Distribution Technician Eric Cloutier had responded to an after-hours call.

The Assistant Superintendent again complimented and thanked the Plant staff for keeping the water flowing during the high demand July and August which turned out to set new records.

### COVID Update

The Superintendent reported that two employees had tested positive for the virus during the past month. Both cases have been resolved.

### Trustee Comments

Trustee Oliver urged the Board to support the concept of exploring the development of a full time Human Resource position. Trustee Lynk suggested that the position involve a broader scope of duties that could possibly include safety, training and strategic communication. The Superintendent agreed to check the models of other utilities in order to develop the scope of work for this position. In response to Trustee Burrows's inquiry regarding the supervision of the position, the Superintendent suggested that the position would likely be at the director level.

Trustee Oliver recommended that the Board meet with the Superintendent in Executive Session on September 8th at 3:00pm to conduct his performance review. There wasn't any objection.

**ADJOURNMENT**

On a motion by Trustee Lynk, seconded by Trustee Burrows, it was unanimously voted to adjourn the August 31, 2022 meeting at 3:09 pm.

Respectfully submitted,  
  
Wayne A. Brockway