

Kittery Water District Board of Trustees Meeting April 1, 2020

Meeting held via ZOOM and called to order at 7:32 a.m. Members in attendance; Trustees Caroline Rose, Julia O'Connell, Jim Golter and Supt. Mike Rogers. Members of the public in attendance; Jen Thayer, Justin Lamkin, Linda Johnson, and Guy Hodgdon. Mission statement read.

Agenda reviewed and adopted.

Secretary's report read and accepted minutes for March 26, 2020.

Treasurer's report read- Submitted bills were read. Motion made to pay bills by Trustee Rose, seconded by Trustee Golter. Roll call unanimous, with three in the affirmative. Motion passes.

Reviewed PNSY payment history They are using approximately 1 million gallons a day presently for freeze protection through the end of this month. Trustee Rose asked Supt Rogers if he could get an estimated date for when freeze protection would be turned off, noting that it happened two weeks early last year.

CIP List Financial discussion - Extensive discussion about budgeting and which sources of revenue would likely be impacted by the current state ordered shut-downs. Most water use is industrial. Usually add a few new hydrants every year. Rental income is contracted, but not 100% free of possible interference. Unknown residential water sales this summer and could see possible increase next few weeks. So far no one has called to say that they cannot pay. (per Office Manager, Linda Johnson) We have 1.8 million dollars set aside for the Capital Improvement Budget. Supt Rogers is requesting 1.4 million for 2020 CIP.

CIP items 1 & 2: Pipe under I-95 project continuation. Decision moved to next week's meeting by Trustee Rose. Trustee O'Connell seconded. Roll call; motion passed with three in the affirmative.

Old Beech Ridge Road pumping station expenditure. Trustees Rose moves to delay decision on pump station until next meeting. Trustee O'Connell seconds. Roll call; three in the affirmative. Motion passes.

CIP items 3 – 8: Flow meter replacement and water main replacements. Trustee Golter states that \$500,000 is normally set aside for pipe repair. Trustee Rose moves to approve expenses. Seconded by Trustee Golter. Roll call; three in the affirmative. Motion passes.

CIP items 9-16: Miscellaneous prescribed maintenance projects. Trustee Rose moves to approve expenses. Seconded by Trustee O'Connell. Roll call; three in the affirmative. Motion passes.

Reviewed Water Main Break Incident Report Form Supt. Rogers presents edits to the new Water Main Break Incident Report form. Discussion about adding space for additional information was considered, and determined to be a duplication of efforts. The information is already being reported elsewhere.

Reviewed Maine Power Options for electricity. Trustee O'Connell suggests looking at providers who offer green options. Supt. Rogers explains that Maine Power Options is a brokerage service and that they have provided information on green power options. Trustee Rose moves to delay discussion until the next meeting to give adequate time for review of information. Trustee O'Connell seconds. Roll call; three in the affirmative. Motion passes.

Discussion of **Shapleigh Rd Water Main** repair of March 27, 2020. Leak detected by KWD employees when performing "dig safe" for a gas station near Gate 2. THANK YOU. Landscaping damaged while unearthing pipe. We will reimburse the cost of repair to owner Deb Driscoll.

Discussion of **Chauncey Creek Rd Water Main** repair of March 28,2020. Probable cause was increased velocity when water main was flushed in conjunction with the age of the pipe (circa 1914). THANK YOU to the crew working long cold hours, York Water District (for use of their run-off filter bags), and EJ Prescott Co. (for technical assistance).

(In the future, we will need to only flush one hydrant at a time on that main. Trustee Rose asks if the fire department will be able to use two hydrants? Supt Rogers replies "No." Request made by Trustee O'Connell to add to the CIP list (need to wait 5 years as the road was paved last year) Money could be saved if we obtain a list from Kittery Public Works as to which roads will be paved this year, so as to work in conjunction with them.)

Trustee Golter excuses himself from meeting at 9:06 a.m..

Letter of support for National Wild and Scenic River Partnership designation for York River. Discussed writing a letter of support for partnership. Supt. Rogers states the following concerns: our 4 reservoirs that discharge into York River may need to meet water quality standards for dissolved oxygen. Smelt Brook is the only stream that is currently under a DEP mandate for dissolved oxygen. Trustee O'Connell requests a copy of last year's letter be sent to Trustees before next week's meeting, so that it can be reviewed.

Covid-19 safeguards reviewed. Governor Mills has mandated a "Stay Healthy at Home" order beginning April 2, 2020 at 12:01 a.m. Trustee O'Connell will send instructions to distribute to KWD employees for "Signs & Symptoms Protocol" self checks before reporting to work at KWD.

Reviewed Gary's **Watershed Patrol** reports. No violations noted.

Open Discussion Ongoing issues with pH meter readings for finished water at plant. The pH has been high at 8.1. Greg Chapman was called in from home to make repairs. Ultimately, the finish water transmitters don't track and need to be calibrated. Also, the finish water Venturi Style meters need to be replaced. Wright Pierce Engineers will need to be on site with KWD technicians to "valve off" the distribution system. It will take a couple of hours to complete.

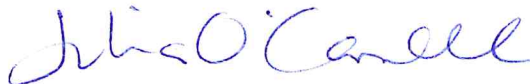
Fair Tide has agreed to pay reduced monthly rent of \$750 for next two months (April and May) and to use their security deposit for the balance. We will forgive \$125 per month.

Direct Deposit moving forward with all employees signing on. Waiting for Kennebunk Savings Bank to approve.

KWD will continue to hold weekly meetings in light of the recent need due to the pandemic. Our next BOT meeting will be held Wednesday April 8 at 7:30 a.m. via ZOOM. Meeting adjourned at 9:32 a.m.

Respectfully submitted,

Trustee Julia O'Connell, Clerk



Disclaimer: The preceding minutes constitute the author's understanding of the meeting. While every effort has been made to ensure the accuracy of the information, the minutes are not intended as a verbatim transcript of comments at the meeting, but a summary of the discussion and actions that took place.