



Southern Maine Regional Water Council

SOUTHERN MAINE REGIONAL WATER COUNCIL
Annual Meeting of The Full Members – via Zoom
September 17, 2020

MINUTES

Welcome: President Lynch welcomed the participants and provided a brief overview of how to use the Zoom app.

Convene Meeting: President Lynch opened the business meeting at 6:05 P.M.

Roll Call: Present: *Director Scott Minor- Kennebunk, Kennebunkport & Wells
Water District*

Steve Cox – Superintendent - KKWWD
Wayne Brockway – Treasurer - KKWWD

Mark Vannoy – Maine Water Company

Director Chris Crovo – Portland Water District

Carrie Lewis – General Manager – PWD

William Lunt – Trustee – PWD

Jamie Willey – Trustee – PWD

Kim Rich – Trustee – PWD

Matthew Beck – Trustee – PWD

Seth Garrison – Trustee – PWD

Patric Fitzgerald - PWD

Director John Leach – South Berwick Water District

Doug Letellier – Trustee – SBWD

Henry Miller – Trustee - SBWD

Director Keith Levasseur – Sanford Water District
Dave Parent – Superintendent – SWD
Sonya Nevison – Business Manager – SWD
Norman Butler – Water Quality Manager – SWD
Roland Cote – Trustee – SWD
John Cochin – Trustee - SWD
Roger Durant – Trustee - SWD

President Ryan Lynch – York Water District
Donald Neumann – Superintendent – YWD
Gary Stevens – Water Resource Manager – YWD
Patrick Desrosiers – YWD Financial Manager
Stephen Rendall Jr. – Trustee – YWD
Karen Arsenault – Trustee – YWD\
Richard Boston – Trustee President – YWD
Russell Peterson – Trustee Treasurer – YWD
Richard Leigh – Trustee - YWD

Secretary/ Treasurer Hodgdon – Kittery Water District
Michael Rogers – Superintendent – Kittery Water District
Caroline Rose – Trustee – KWD
Jim Golter – Trustee – KWD
Julia O’Connell – Trustee - KWD

Excused: *Vice-President Rick Knowlton - Maine Water Company*

Others Present: William Harwood, Partner/ Verrill Law

Correspondence: There was no correspondence.

Acceptance of Meeting Minutes of the Meeting of 8/13/2020:

Director Leach motioned to approve the minutes of the 8/13/2020 meeting. Seconded by Director Levasseur. Unanimously Approved.

Financial Report: Secretary / Treasurer Hodgdon provided a written Treasurer’s Report to each attendee. SMRWC’s current bank balance is \$ 11,888.68.

Director Leach motioned to approve the financial report. Seconded by Director Crovo. Unanimously Approved.

Activities Report: The Council thanked Don Neumann from the YWD for hosting a weekly discussion between the Districts relative to dealing with the ongoing pandemic. It is extremely helpful to all the Districts to learn how others are handling the many issues relating to operations at this trying time for all.

2019/20 Annual Activities Report

Key Activities for the Year Between the 2019 and 2020 Annual Meetings (in reverse order)

- September 17, 2020 **Annual Meeting of Full Members Agenda** (Zoom Video Conferencing: 6 PM)
- Introduction of Members, Directors, and Friends
 - Acceptance of Last Meetings Minutes
 - Presentation of 2020 Financial Report
 - Presentation of 2019/2020 Activities report
 - Election of Officers, Open Call, and Adjournment
 - Informational Workshop for Trustees and Managers
- August 13, 2020 **Regular Council Meeting, By Zoom Video Conferencing**
The Committee discussed: the potential of moving the chemical bid to fiscal year from calendar, the success of Pandemic Helping Hands Weekly Meetings set up by Superintendent Neumann, outstanding Website updating by Director Levasseur, Legislative Review (Superintendent Parent) and Costing Subcommittee progress. Director Levasseur will forward to the State Board the committee suggestion to extend the time allowed for training for licenses this year. The date of the Annual meeting by Zoom was discussed and tentatively scheduled for Thursday, September 17. It will include a workshop by Bill Harwood from Verrill.
- August 6, 2020 **Costing Subcommittee Meeting, Zoom Video Conferencing**
Second meeting of the Costing Subcommittee to identify methodology for calculating water transfer rates between Districts. Committee members; Steve Cox (KKW), Patrick Desrosiers (YWD), David Kane (PWD), Scott Minor (KKW), Sonya Nevison (SWD), & Mark Vannoy (MWC), & Ryan Lynch.
- May 28, 2020 **Regular Council Meeting, Zoom Video Conferencing**
The committee discussed Pandemic impacts including; tracking expenses for accounting and possible reimbursement from State or Federal programs, impacts to chemical deliveries and options, and delayed delivery of personnel protective equipment and alternatives. Pandemic Helping Hands Weekly Meeting to be set up by Superintendent Neumann. The consensus of the group was that future council meetings would be held via Zoom video conferencing until further notice. The Costing subcommittee will also start meeting again by Zoom. It was decided to postpone the annual meeting from June until at least September 2020. The meeting will potentially include an informational session on Rules and Regulations (vote approved). Director Levasseur will take on getting the website up to date.
- February 25, 2020 **Costing Subcommittee Meeting, York Water District**
First meeting of the volunteer subcommittee: (Steve Cox (KKW), Patrick Desrosiers (YWD), David Kane (PWD), Scott Minor (KKW), Sonya Nevison (SWD), & Mark Vannoy (MWC), & Ryan Lynch) to identify framework to produce appropriate and transparent methodology for calculating water transfer rates between Districts.
- February 25, 2020 **Secretary/Treasurer Hodgdon (KWD) filed Annual State Corporate Filing and IRS Tax Return and Invoiced Associate Chemical Purchasing Program Group.**
- December 16, 2019 **Treatment Chemical Program Purchasing Agent Patrick Fitzgerald (PWD) sent out the Bid Tabulation and Award Sheets to Program Participants and Chemical Suppliers/Manufacturers.**
- December 10, 2019 **Regular Council Meeting, Kittery Water District**
The Committee discussed inter-District water transfer pricing models and a known study. The council discussed potential pricing structure that might be used for water transfer between Districts under various scenarios. The council agreed to develop a sub-committee to further review this concept and provide potential components. President Lynch explained the Water Utility Risk and Resilience Assessments and EPA VSAT tool that can be used for compliance. Compliance dates vary by District. Norm Labbe

discussed the Governor's Task Force on PFAS issues. This committee hopes to produce a final report on PFAS soon. The likely changes to the new Lead and Copper rule were also discussed.

November 15, 2019 **Treatment Chemical Program Purchasing Agent Patrick Fitzgerald (PWD) sent out Bid Documents to Program Participants and Chemical Suppliers/Manufacturers.**

September 10, 2019 **Treatment Chemical Program Purchasing Agent Patrick Fitzgerald (PWD) sent out Chemical Quantity Requests to Program Participants.**

August 27, 2019 **Regular Council Meeting, Kennebunk, Kennebunkport, and Wells Water District**
Member dues were approved at \$1,000 each. Water transfer pricing between Districts was discussed. Director Knowlton has been in discussion about a cost of service evaluation, regulatory implications review, and potential pricing structure under various scenarios. The estimated cost for this service is \$50-60k. The Council consensus was to pursue grant funding for this project once there is more of a direction. The annual meeting held June 20, 2019 went well with venue and food. Various trainings were suggested for possible joint training. The SMRWC website has been updated with various updates reviewed. The idea of hiring a webmaster to keep the website updated and fresh was discussed.

June 20, 2019 **Annual Meeting of Full Members Agenda** (SACO RAMADA CONFERENCE CENTER, Saco, 6 PM)

Election of Officers of the Board of Directors: *President Lynch motioned to approve the slate of officers for the Southern Maine Regional Water Council for 2020 to include President Keith Levasseur – Sanford Water District, Vice-President Scott Minor – Kennebunk, Kennebunkport, Wells Water District, and Secretary/Treasurer Guy Hodgdon-Kittery Water District. Seconded by Dave Parent from the Sanford Water District. Unanimously Approved.*

Presentation: Don Neumann from the York Water District, on behalf of the SMRWC Board of Directors, presented an engraved gavel plaque to outgoing President Ryan Lynch for his service to the Council.

Next Meeting: The next Annual Meeting date was not set at this time. The date and time will be set via email to all the Directors.

Meeting Adjournment: *Vice-President Minor motioned to adjourn the business meeting at 6:40 PM. Seconded by Director Leach. Unanimously Approved.*

Program – William Harwood of Verrill Law gave a presentation on “Trustee’s Legal Responsibilities and Obligations Under FOAA”

Respectfully submitted,

Guy Hodgdon, SMRWC Secretary/Treasurer