

**KENNEBEC WATER DISTRICT
ANNUAL BOARD OF TRUSTEES MEETING
THURSDAY – JANUARY 7, 2016 at 7:30 AM**

The meeting was called to order at 7:30 a.m. by Trustee Hodsdon.

Trustees present: Al Hodsdon, Trustee; Karl Dornish, Trustee; J. Michael Talbot, Trustee; Allan Fuller, Trustee; Jeff Earickson, Trustee; Joan Sanzenbacher, Trustee; Gary Coull, Trustee; Mark McCluskey, Trustee; Bill Boucher, Trustee; Patricia Gorman, Trustee

Trustees absent: None

Trustee Talbot left the meeting at 8:36 a.m.

Also present: Jeff LaCasse, General Manager; Jefferson Longfellow, KWD Engineer; Mike O'Brien, KWD Customer Service Manager/Safety Manager; Matt Zetterman, KWD Director of Water Quality; Benny LaPlante, KWD Distribution Superintendent; Sue Markatine, Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

Trustee Hodsdon welcomed Amy Earickson, Trustee Earickson's wife, to the meeting.

ITEM 2: TRUSTEE OFFICER ELECTIONS FOR 2016

The Board was provided with a spreadsheet indicating the names of the 2015 Officers of the KWD Board of Trustees and their respective positions.

Motion by Trustee Sanzenbacher, "to elect Trustee Hodsdon as President of the KWD Board of Trustees for 2016," seconded by Trustee Gorman.

Vote: Motion carried unanimously.

After some discussion, a motion was made to nominate the remainder of the available positions for the 2016 KWD Board of Trustees Officers.

Motion by Trustee Sanzenbacher, "to elect the following slate of officers for 2016: Karl Dornish, Vice-President; J. Michael Talbot, Treasurer; Allan Fuller, Clerk; Jeff Earickson, Assistant Treasurer; Jeffrey LaCasse, Assistant Clerk," seconded by Trustee Gorman

Vote: Motion carried unanimously.

At this time, the Trustees decided to discuss and appoint the KWD legal counsel for 2016. Mr. LaCasse reviewed the fact that William Harwood and staff from Verrill Dana, Portland, Maine, have represented KWD for the past several years and is used for specific utility related matters such as rate increases, bond refinancing, charter changes, MTCA and legislative counsel. The Trustees were provided with correspondence from Attorney Harwood regarding the proposed capped per hour rate for 2016 for their review. Mr. LaCasse explained attorneys at the firm who normally receive less than the capped hourly rate would be billed at their normal rate. Because unexpected circumstances could arise, the legal services' category is typically budgeted annually for \$10,000, but usually comes in well under budget. KWD has been satisfied with Verrill Dana's services over the past few years, and Mr. LaCasse recommended appointing the firm as its legal representative for 2016.

Motion by Trustee McCluskey, "to authorize the General Manager to appoint William Harwood and the firm Verrill Dana to represent KWD for legal issues during 2016," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 3: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF DECEMBER 17, 2015.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of December 17, 2015," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

ITEM 4: FINANCIALS

A. ACCOUNT WARRANT

January 7, 2016

CHECKS RELEASED		Check	Dollar
Vendor	Description	Date	Amount
Gerald MacKenzie Inc.	Patches-Variou Locations	12/11/15	2,526.95
A-Copi Imaging Systems	Annual Copy Overage Charge	12/17/15	10.24
Alere eScreen	Employee Random Drug Testing	12/17/15	62.00
B2B Auto Sales Inc.	Repair Ford Escape	12/17/15	250.00
Boy Locksmith	Copies of Various Keys	12/17/15	36.00
Dennis K. Burke Inc.	Heating Oil-WTP	12/17/15	4,549.87
CMD Powersystems Inc.	Replace Transformer for Generator-WTP	12/17/15	703.19
Fabian Oil Inc.	Propane Delivery-Vassalboro	12/17/15	134.44
Wex Bank	Monthly Vehicle Fuel (2 Months)	12/17/15	2,501.07
J & S Oil Company Inc.	Diesel Fuel	12/17/15	153.90
Kennebec County Reg. of Deeds	Lien Filing Charges-3 Properties	12/17/15	66.00
Kennebec Equipment-Fairfield	Wacker 3-Inch Diaphragm Pump	12/17/15	1,913.63
Maine Water Works Supply	Chlorine Test Strips/Pipe/Meter Flange Kit/Pipe Saddle/		

	Plugs/Mechanical Joint Kits/Ascorbic Acid	12/17/15	1,093.40
Treasurer, State of Maine	Water Testing	12/17/15	100.00
Motor Supply Company	Oil/Air Tanks/Windshield Wipers/Headlights/Plate Bulb	12/17/15	258.18
NEIWPC	Management Candidate School-1 Employee	12/17/15	850.00
Northern Safety Company Inc.	Eye Saline Solution/Non-Aspirin Pain Relief Pills	12/17/15	98.56
Fanado Pelotte	Backhoe/Excavator/Wheelers/Shoring Box/Trucks-Var. Locs.	12/17/15	11,768.14
Radio Shack	Replacement Battery for Security System	12/17/15	31.64
Roki Repair Shop	Trailer Service & Inspection	12/17/15	1,101.55
Super Shoe Stores Inc.	Employee Clothing	12/17/15	125.99
Thayer Corporation	Quarterly Service Agreement	12/17/15	305.68
Time Warner Cable	Monthly Internet & Phone Service	12/17/15	231.17
Walmart Community/GEMB	Beverages/Tape/Candy Canes/Tree Topper	12/17/15	94.89
Wright-Pierce	Professional Services Western Ave Pump St Evaluation	12/17/15	1,908.67
New Dimensions Fed. Credit Union	Employees Christmas Gift Cards	12/17/15	1,800.00
Answering Service Unlimited	Monthly Answering Service	12/30/15	99.91
Business Card-Bank of America	Emp. Thanksgiving Gift Cards-Hannaford/ Google Apps-Google/Security Cameras-Amazon	12/30/15	1,556.45
China Region Lakes Alliance	Donation to Cover Cost of 2015 Courtesy Boat Inspections	12/30/15	2,305.31
Erdman Anthony	Professional Services Western Ave Bridge Crossing	12/30/15	725.00
Hight Chevrolet Buick Company	Sand/Salt Spreader	12/30/15	4,400.00
Hussey Communications Inc.	Monthly Internet Service	12/30/15	250.00
Joseph's Sporting Goods	Employees Clothing	12/30/15	189.00
Kennebec Equipment-Fairfield	Man Lift Rental for South Street Window Repairs	12/30/15	200.00
Morrisette Inc.	Detailing for Ford Escape	12/30/15	135.00
Quill Corporation	Tissue	12/30/15	51.99
Merton Richards Inc.	Screened Loam	12/30/15	600.00
Tyler Business Forms	W-2 & 1099 Forms/Envelopes	12/30/15	228.87
United States Cellular	Monthly Data Hot Spots	12/30/15	97.72
United States Cellular	Monthly Cell Phone Service	12/30/15	99.00
TOTAL WARRANT			\$43,613.41

Motion by Trustee Talbot, "to ratify the total warrant in checks released of \$43,613.41," seconded by Trustee Earickson.

Trustee Boucher noted the payment made to Tyler Business Forms for W-2 and 1099 forms and envelopes, and stated he was under the impression that these forms are provided free by the Internal Revenue Service (IRS). Mr. LaCasse explained that these are the specific forms as required by the IRS and State Government and which are compatible with the MUNIS software program to provide the employees and outside contractors with their annual wages and tax information. He is unsure if these particular forms would be free on-line, or if it is just a generic standard form.

Trustee Coull asked for a further explanation of the payment made to Wright-Pierce. Mr. LaCasse responded that this is for the final segment of the study and report for the Western Avenue Pump Station upgrade. He also recapped the fact that KWD is eligible to be reimbursed for \$15,000 of the project cost by the Maine Drinking Water Program through an approved 2015 Capacity Development Grant. Previously, the Trustees were provided with an electronic copy of the draft report, and Mr. LaCasse stated he has received a limited number of hard copies and the final report in electronic mode is available if any Board members are interested in receiving a copy.

Vote: Motion carried unanimously.

B. 2016 IRS Mileage Reimbursement Rate

The Board was informed that the Internal Revenue Service has decreased the mileage rate from \$0.575 to \$0.540 as of January 1, 2016. Following standard operating procedure, the KWD reimbursement will be at this rate.

C. LIHI 2016 Recertification Process

The Board members were provided with a letter from the Low Impact Hydropower Institute (LIHI) regarding the recertification of the KWD hydropower facility, M-4. This letter states that there is an initial flat fee of \$2,000 to cover the first phase of the recertification application review. It also indicates that there is a revision of the Certification Handbook which entails a new set of criteria. M-4 was certified effective February 11, 2011, and this certification is set to expire on February 11, 2016. Because of the new set of criteria standards, the M-4 certification deadline has been extended to August 19, 2016. At this time, the new Certification Handbook has not been provided to KWD, so it is unknown if there are changes and any associated cost if there are changes which will be required before M-4 will be recertified.

Mr. LaCasse reviewed the fact that as part of the initial M-4 certification as a low impact hydropower facility, KWD was required to install an eel passageway. Because of the fact that M-4 is certified, KWD is able to increase revenue by selling renewable energy credits (REC) through Essex brokerage. Trustee Fuller asked if the LIHI organization is just the provider of the guidelines, or if it is licensee for the certification. Mr. LaCasse replied that the LIHI is a nationally recognized organization and does issue the certification. Trustee Hodsdon offered and Mr. LaCasse agreed that the LIHI would have to provide Independent System Operator New England (ISO-NE) (which is responsible for grid operation, administration, and planning for the bulk of New England's power systems) with the registration of the certification in order for KWD to receive the REC monies. Mr. LaCasse will update the Board regarding this subject when additional information becomes available.

D. Other (Worker's Compensation Rate for 2016)

The Trustees were informed that the KWD worker's compensation experience modification rating, which is calculated based on a three-year period, has decreased from 1.09 to .94 for 2016 which is lower than the industry average. This particular rate is based on the years 2012, 2013, and 2014, and there was a substantial injury to an employee in October 2012. There have been no reportable accidents or injuries since 2012, including in 2015, so in 2017 the rate should decrease further. There will be a cost savings due to this lower rate and much of this can be attributed to the safety programs and practices KWD has in place.

Regarding a different insurance, Mr. LaCasse explained that KWD is a participant and insured through the Maine Municipal Association for its unemployment compensation funding. KWD's allocated cost for 2016 was determined to be \$3,465, but because KWD has

not had the need to utilize this insurance and the pool disbursements have been less than anticipated, KWD received a dividend credit of \$2,877, netting its 2016 cost at \$588.

On a different topic, Mr. LaCasse reviewed the fact that the Maine Municipal Association (MMA) has a Safety Enhancement Grant program and accepts application forms twice a year for the purchasing of approved safety items. Earlier in 2015 KWD, applied for a grant and received reimbursement for two-thirds of the cost of the 100 safety road cones it purchased. Near the end of 2015, KWD applied for another grant and received reimbursement for two-thirds of the cost of an additional 100 safety road cones.

In other news, the Trustees were provided with a newsletter from Maine Power Options outlining a few expectations for 2016. One of these is the increasing of forward capacity rates in future years. Because of the efforts of its employees, KWD has been able to avert the forward capacity charges for several years which has resulted in significant savings on electric costs. Mr. LaCasse explained that along with the assistance of Maine Power Options, days are monitored and an alert is received for the ones which are deemed as high electrical capacity days which could potentially be the annual peak power day. During these peak power days, operations are adjusted, and the WTP, Chase Avenue Pump Station, and Western Avenue Pump Station are shut down for a portion of the day. If KWD is not utilizing power during these peak times, the forward capacity charges are eliminated for the subsequent year.

Continuing with the Maine Power Options Newsletter discussion, Mr. LaCasse also pointed out the information regarding the net energy metering. Presently, M-4 is connected to the Western Avenue Pump Station (WAPS) and when M-4 is generating and the WAPS is operating the electricity from M-4 is used to power the WAPS which is an avoided cost for KWD. The balance of the electricity is sold to the grid. However, because of the size of M-4, it is too large to be eligible to be utilized for the purpose of wheeling the electricity to the other KWD facilities to offset the cost of purchased power under current Net Energy Program specifications. A few years ago, KWD had submitted a bill to the Maine Legislature to have the Maine Net Billing program amended, but because there were numerous related bills, they were all voted ought-not-to-pass, with the intention that the Energy, Utilities, and Technology Committee would address all related issues in a comprehensive renewable energy program. At this time, there have been no changes pertinent to KWD regarding the Net Billing program. According to this newsletter, because there are more participants in the net metering program and there has been declining use of utility power, the Maine Public Utilities Commission is considering an alternative tariff to place on alternate generators including solar and wind power. Because of the upcoming WAPS capital project upgrade which will result in cost savings and which includes the removal of the power feed from M-4 to the WAPS and along with the potential of added tariffs, further exploration of an amended net energy program might not behoove KWD as there might not be sufficient financial benefits from program participation. This will be an issue to evaluate after the completion of the WAPS project.

ITEM 5: MOTION ISSUES

- A. Formal Authorization of Treasurer to File Liens. Proposed Motion: "To commit the authority for collection of the rates and other charges of the**

Kennebec Water District in 2016 to the Treasurer of the Kennebec Water District Board of Trustees.”

It was the consensus of the Trustees to commit to the KWD Treasurer the KWD rate and other charges for collection.

Motion by Trustee Earickson, “to commit the authority for collection of the rates and other charges of the KWD in 2016 to the Treasurer/Assistant Treasurer of the KWD Board of Trustees,” seconded by Trustee Sanzenbacher.

Vote: Motion carried unanimously.

B. 2016 Legal Counsel Appointment

This agenda item was previously discussed under Item 2.

C. China Lake Outlet Dam Operations Contract Renewal

Beginning in 2009, KWD entered into an annual agreement with the Town of Vassalboro authorizing KWD staff to operate Vassalboro’s China Lake Outlet Dam, and this agreement is up for renewal. Mr. LaCasse informed the Board that there have been no amendments to the 2016 agreement. KWD receives a \$1,200 stipend for this operation annually. Mr. LaCasse mentioned that although this stipend only partially covers the KWD cost of operating and monitoring the dam, he feels it is important for KWD staff to continue operations. Because of the time KWD dedicates to the operation of the dam, it helps KWD to frequently monitor the overall condition of the lake including water quality.

Motion by Trustee Coull, “to ratify the annual agreement between the Town of Vassalboro and the KWD which authorizes KWD staff to continue operating the China Lake Outlet Dam,” seconded by Trustee Talbot.

Vote: Motion carried unanimously.

D. Other

None

ITEM 6: TRUSTEES

A. Comments, Concerns, Ideas

Trustee Earickson mentioned that he attended the Christmas Eve KWD luncheon at the Business Office and expressed his disappointment that he was the sole Trustee in attendance.

On a different subject, Trustee Earickson mentioned that a customer approached him with a concern. When KWD technicians were at this customer’s home a backflow prevention (BFP) device was installed. (Federal and State laws and the KWD program require a BFP be

installed in all buildings.) KWD does not charge for the labor for this installation but does charge for the device itself which presently costs \$86.09, and it does become a possession of the homeowner. This particular customer was under the impression that the cost of the BFP would be split between two of the quarterly bills. In reality, the total cost of the BFP device is billed in totality on the next quarterly bill to be processed. Because the customer only paid for half the cost of the device, as regulated and with the language required by the Maine PUC, she received a notice of disconnection and was quite upset. After she contacted the office, the issue was resolved and she was happy with the outcome. Mr. LaCasse explained that when customers cannot pay for their bill by the due date, they are allowed to make a payment arrangement. However, it is necessary for customers to call the office to make this formal arrangement, and after the arrangement is made it stops the mailing of a disconnection notice. It appears this customer was under the impression that this would automatically happen with the installation and additional charge of the BFP device.

At the December 17th meeting, Trustee Boucher had mentioned a rep from the Department of Agriculture, Conservation, and Forestry was interested in discussing the moving of the China Lake boat launch located in Vassalboro. Trustee Dornish inquired if Trustee Boucher had put the rep in touch with Mr. LaCasse, and asked if there is a further update regarding this topic. Trustee Boucher stated that he had given the rep Mr. LaCasse's contact information; however, to date, Mr. LaCasse has not received any type of correspondence. Mr. LaCasse mentioned that during the General Manager's report and video presentation site maps will be shown of the area and this discussion will continue. He said he had an information packet on the issue to provide to trustee Boucher to be forwarded to ACF.

B. Maine Water Utilities Association Annual Conference – Portland

The Maine Water Utilities Association conference will be held February 8th, 9th, and 10th at the Holiday Inn by the Bay in Portland. Registration packets were made available to the Board members. If interested in attending, Trustees can either register themselves, or submit an application to Mr. LaCasse for forwarding. KWD will reimburse Trustees who attend this conference for any expenses incurred. Trustee Dornish asked if there was any particular session recommended by Mr. LaCasse. Mr. LaCasse suggested reviewing the brochure for topics of interest, cautioning that some of the technical seminars might not be the most interesting to the Board members. In past years, Board members have found the "Trustee Session" quite interesting and informative. This year's session is entitled "Funding Sources – Developing a Vision for System Replacement" and is being presented by reps from the Drinking Water Program, Maine Department of Environmental Protection, and Maine Municipal Bond Bank.

C. Next Meeting Agenda

Mr. LaCasse informed the Board he will not be in attendance for the January 21st Board meeting. The agenda for that meeting will include reports from the individual KWD department managers regarding insights and projects for their respective departments.

D. Other

None

ITEM 7: ENGINEER'S REPORT

January 7, 2016

China Lake Elevation: 170.6

Stream Flow: 30 cfs

Operations

The crew size has diminished because employees are trying to use their accrued vacation time before year end. Despite the small crew size, the primary focus of getting the inventory done for 2015 is nearing completion. This has been the primary task, along with valve box repairs that have been received and requested by the Towns and City as they have started their plowing campaign for the winter.

Time has been spent on training with the new sand/salt spreader before it was needed to be used, along with seasonal training on the use of the snowplow. Time has also been spent with the crew cataloging the known places which will need to be excavated for maintenance in the spring. Using this information, the work can be planned to complete the necessary upkeep despite the emergencies that come in each year.

The crew repaired a main break on Russell Street in Waterville during normal working hours on December 22nd. The circumferential break was repaired during the morning with minimal down time.

The crew was able to connect the sump pump into the storm drain at the Chase Avenue pumping station. This one day job had been delayed for several years, and only needed some time dedicated to it in order to complete.

Engineering

Time is being spent on getting the Google Drive accounts and calendar set up and working. The first challenge is to convert forms to a spreadsheet/database so that they can be completed with the electronic pad devices.

Because the survey portion of the 2016 potential projects has been completed, the drafting has begun, so the projects may be advertised in the spring.

Jefferson Longfellow, P.E.

Mr. Longfellow also reported that a hydrant recently was damaged by a vehicle, and the plan is to repair it the week of January 11th. Trustee Boucher asked who is responsible for paying for the cost of the damage. Mr. Longfellow replied that if there is a police report indicating the responsible party, KWD bills the party involved or submits a claim to his/her insurance agent. If it involves a hit and run, KWD ends up absorbing the cost.

Trustee Hodsdon commented on the method in which the Caribou Maine Utilities District handles main breaks during the winter months. He stated that if there is no urgency, and given the fact that Caribou has frost which runs much deeper than our area, Caribou leaves the leak overnight and the water from the break thaws the ground making excavation much easier. Mr. LaCasse commented that the KWD protocol for all seasons is that if a leak is discovered after hours, it is evaluated and, as long as all customers continue to have water, there is no ongoing property damage, and the released water can be directed out of the roadway, the repair is typically delayed until daylight hours. This practice is in place primarily because of both safety considerations.

Mr. Longfellow also reported that he received notification that the City of Waterville, with partial funding from the Maine Department of Transportation, is requesting paving bids for Union Street. He added that this main was obtained by KWD in 1903, and replacing this main could prove to be complicated due to known ground soil contamination as there was once a gasoline station in this area that was discovered to have underground tank leakage. Trustee McCluskey inquired who is responsible for the disposal cost of the contaminated soil. Mr. Longfellow is unsure of this answer and Mr. LaCasse suggested that he will be asked to contact the Department of Environmental Protection for guidance.

On a different matter, Trustee Coull stated that there is a KWD valve in his driveway that is also near the fire hydrant which, as a good citizen, he plows. He has hit this valve numerous times with his plow, and requested it be lowered by KWD. Mr. LaPlante recorded the address and stated the crew will resolve this problem soon.

Motion by Trustee Talbot, "to accept the Engineer's Report as presented," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

ITEM 8: GENERAL MANAGER'S REPORT

A. Western Avenue Pump Station (WAPS) Project Update

Before the WAPS project update, Mr. LaCasse brought up the rehabilitation of the KWD China Lake water intake facility and operation building. At the December 17th meeting, a quote from Fairfield Drafting and Construction, Inc. was presented to the Trustees. Because this project cost was estimated to be up to \$94,000, it was the Board's decision to authorize the General Manager to request additional proposals for this project.

At today's meeting, Mr. LaCasse stated that at the time it submitted its proposal, Fairfield Drafting, in conjunction with KWD staff, developed the specifications necessary in order to conduct this renovation. These specifications will be utilized when requesting bids from contractors. If Fairfield Drafting submits a bid, it would be necessary for it to include the time and cost involved in developing these plans, resulting its bid to be higher than it would be without all the design time included and putting it at a competitive disadvantage. In all fairness, Mr. LaCasse recommends paying Fairfield Drafting under a separate invoice for the already completed project evaluation and formulation of the plans for the KWD intake facility.

This is in compliance with KWD's standard practice for major projects in contracting with a consulting firm to compile engineering plans and specs. Mr. LaCasse added that the bids for this project will be presented in an upcoming meeting. Mr. Longfellow was assigned the task of putting together the project RFP based on Fairfield Drafting specifications. The plan was to have the RFP go out as soon as possible so the project could be awarded and work could be undertaken during the winter as it was hoped that bids would be lower than if they were solicited later when in competition with outside projects.

Motion by Trustee Earickson, "to authorize the General Manager to pay Fairfield Drafting and Construction, Inc. for the completed project evaluation and design work for the KWD intake facility," seconded by Trustee Fuller.

Vote: Motion carried unanimously.

At this time, Mr. LaCasse updated the Board regarding the WAPS project. For their review, the Trustees were provided with the KWD 2016 Drinking Water State Revolving Fund (DWSRF) Program Anticipated Progress and Drawdown Schedule. Mr. LaCasse pointed out that this schedule includes an estimated construction start date of July 2016. He also reviewed that fact that the WAPS project is divided into two phases. The reason for this is that the Environmental Protection Agency requires all project funds to be spent during the calendar year. Because of the scope and complexity of the WAPS project, it is scheduled to begin in 2016 but not to be completed until 2017. Trustee McCluskey asked if KWD is required to file an application for phase 2 of the project. Mr. LaCasse responded that KWD does have to formally file but has been virtually guaranteed a "continuation" of SRF funding for the project in 2017 by the Maine Drinking Water Program under the assumption that the program will be funded in 2017. Because there is an indication that interest rates are on the rise, Trustee Fuller asked if there is a means to secure funding while rates are still at a favorable percentage. Mr. LaCasse answered that because this is SRF funding, the interest rate for phase 2 will be determined based on the 2017 rates, adding that SRF rates are typically two percent below the market rate. Trustee Dornish noted there is KWD bond counsel information listed on the schedule, and asked for an explanation of duties being performed by this counsel. Trustee Hodsdon conveyed that the counsel is responsible for ensuring the bonds are drafted and executed legally.

Mr. LaCasse also reviewed the fact that KWD submitted a grant application to Efficiency Maine for the WAPS project which could award up to \$100,000. It is hopeful that the KWD application will be included in the January Efficiency Maine agenda, and KWD will learn whether or not the grant has been approved. As stated in the December 17th meeting, Efficiency Maine will not consider grant funds if a project has already commenced.

B. China Regional Lakes Alliance (CRLA) Status Update

As a point of interest, the Board was provided with a recent article from the Morning Sentinel entitled "Fishway Designed for Togus Pond; Funding Still Elusive". This editorial relays that there is a group working to return alewives to Togus Pond that has a design for passage, but presently does not have the funds to build it. This information was provided to the Board for review as there were several factors discussed similar to the circumstances involved with the alewives restoration effort for China Lake.

Continuing with the CRLA review, Mr. Zetterman, KWD's representative for this organization, stated that Mr. Hart, current CRLA President, is planning to relinquish this position at the end of the month. In addition and as first reported at the last meeting, there is indication that the CRLA and ARI are planning to separate the programs and entities with the CRLA retreating from the ARI project. However, CRLA does presently have financial obligations for the ARI project as it had taken on commitments to acquire some of the dams along the Outlet Stream.

Both Trustee Dornish and Trustee Sanzenbacher complimented Mr. LaCasse on his well-written letter which was remitted with the KWD donation for the CRLA 2015 Courtesy Boat Inspection program.

C. Personnel Update

Mr. LaCasse reviewed the present and upcoming personnel changes for the KWD. He began with informing the Board that Mr. LaPlante, who was the Assistant Distribution Superintending, has accepted the position of District Superintendent. Mr. LaCasse stated that Mr. LaPlante has been doing an excellent job, and he has several ideas for improving the overall department. Because Mr. LaPlante was a KWD employee at the WTP before shifting to this position, there is presently an opening at the WTP. There is a KWD Operations and Maintenance technician who is interested in moving to the WTP position. This will make whole the necessary staff for the WTP, but will then create an opening for the O & M Department. In anticipation of this void, KWD recently hired a person who worked for KWD during last summer and fall to fill the O & M position.

In past years, KWD did have a position titled Crew Supervisor, which in essence was a working foreman. After the previous Crew Supervisor retired, upon advice from the District Superintendent, a new Crew Supervisor was not appointed and associated tasks were absorbed by the Distribution Superintendent. In the past couple years, KWD was forced to operate differently with its O&M crew members. Rather than having two excavation crews, it typically was only able to have one crew digging while other O&M techs handle workloads related to the gas company installation work throughout its system area. After assessing the workload changes being implemented by the new Distribution Superintendent, it was deemed appropriate to re-instate the position of Crew Supervisor. The present job description of this title will be reviewed, and the duties will be updated if appropriate. The current plan is to advance a current KWD O&M employee into this position.

In March of this year, a staff member from the Customer Service Department will be retiring which will create an opening in that department. It appears that a technician from the O & M Department will most likely move to this open position, causing an opening on the O & M crew. At that point, the O & M position will be advertised and filled. Backhoe operator experience may be a consideration for this hire.

Motion by Trustee Sanzenbacher, "to accept the General Manager's Report as presented," seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

D. Continuation of KWD System Review Video Presentation

At this time, the Trustees were presented with continuation of the power point presentation started several meetings ago.

In response to a recent trustee query relating to contact with the new state boat launch coordinator, the first series of slides depicted the areas of the current boat launch in Vassalboro, the KWD intake, and the KWD land site where the new boat launch could be constructed. There was discussion regarding this topic at the previous Board meeting with a continuation at today's meeting. The first slide demonstrated the fact that any water vehicles launched from the present boat landing pass very close to and sometimes over the KWD intake location.

Mr. LaCasse reviewed the facts that in the early 1970's, KWD offered a parcel of land and a design plan was constructed with the State for a new launch but this never transpired. The 1970's design would not be able to be used today without modification due to new shoreland use regulations.

In 2010, the Vassalboro boat launch was in total disrepair and needed to be renovated in order to be made usable again. The state coordinator at that time was looking to the Town of Vassalboro to fund the necessary repair work. Various parties, including Mr. LaCasse, visited the site to assess the damage. As part of the discussion, Mr. LaCasse broached the subject once more with this group regarding the potential of a complete relocation of the boat launch. Mr. LaCasse attended a Vassalboro Planning Board meeting to discuss the proposal and solicit any concerns. As was discussed at the December 17th meeting, one reason the Town of Vassalboro was hesitant regarding the move was due to the potential of local businesses losing commerce due to less boat traffic. In addition, because the new launch would be in a more secluded area, another concern was security. The Town had experienced some unsavory activity at the Three-Mile Pond rest area after the State turned the responsibility of this area over to the Town. The Town stated it only had a part-time constable who could not dedicate the necessary time to monitor and enforce activity at a more isolated boat launch. The third issue regarding a new launch was funding. Because China Lake has two other boating access points, the re-location of the Vassalboro launch was not a high-priority project and, according to the state coordinator, would not be eligible to be funded by the State. Essentially, the monies for this project would have to be provided by local entities. Although KWD had agreed to provide the land for a new launch, the Town and KWD both did not feel they would be able to dedicate funds for construction of such a project.

The new state coordinator for the Department of Agriculture, Conservation, and Forestry has expressed interest in relocating the China Lake Vassalboro launch. This interest renewed the earlier discussions.

Trustee Coull made an interesting observation. The new launch, if constructed in the proposed location, would be in close proximity to the only camp on the shores of the West Basin. Many years ago, the KWD Board of Trustees granted these camp owners "permission" to swim in a restricted area of the West Basin. Trustee Coull stated that if boaters witness others swimming in the West Basin, they might believe it is okay to swim also. Mr. LaCasse

agreed that this could occur. He mentioned the fact that although the KWD Board granted this swimming permission, State law actually prohibits swimming in the West Basin of China Lake. Therefore, technically he is unsure if the Board's act many years ago actually legally supersedes the present law. Trustee Sanzenbacher made the point that no matter where the boat launch is located, it is difficult to police the "no swimming" law. On a hot day, even at the current boat launch location, people are going to take a dip to cool off. Mr. LaCasse stated from time to time, if KWD employees are in the area and discover swimmers, they point out the fact it is a law that there is no swimming in the West Basin. Trustee McCluskey asked if KWD has first refusal if the family owners of this camp property ever decided to sell. Mr. LaCasse replied affirmative, but said the camp has been in the family for many years and he does not anticipate it to be put on the market in the foreseeable future.

Because he is the representative for the Town of Vassalboro, Trustee Coull was asked if he thinks the Town would be supportive of the re-location. Trustee Coull responded his initial reaction is that because the present launch is located directly off the main road and is very visible, it is more easily policed which is a plus for the Town. He added that the launch at the other more secluded location would be much more difficult to patrol.

Trustee Boucher offered the suggestion of constructing some type of gate to control after hours traffic if the launch was relocated. Mr. LaCasse stated that this had been discussed in the past, and regardless of the type of gate installed, automatic or manual, a person would have to be appointed at a cost to dedicate time and labor to open and close it each day and to provide some degree of monitoring.

Trustee Fuller asked if relocating the launch did not come to fruition, if moving the intake was a possibility to be considered. Mr. LaCasse stated this is technically an option but would be a very expensive undertaking. In addition, if water was taken from a different lake location and depth, the chemistry and dynamics of the water would likely change which would force alterations in the water treatment process at the WTP.

The next series of slides revolved around the M-4 hydro generator. Pictures of the various mechanical and electrical components were shown, operations were explained, and upcoming maintenance projects were reviewed. Included in these slides was a picture of the eel ladder which was a requirement of the M-4 Low Impact Hydropower certification.

Also included in this presentation were two photographs of the Messalonskee Stream boat landing in Waterville – one taken prior to upgrades and one after. Mr. LaCasse explained that years ago, in order to meet Federal Energy Regulatory Commission (FERC) license requirements for M-4, KWD needed to ensure there were recreational opportunities on the pond, which extends from Cool Street to Rice Rips. In order to fulfill this obligation, KWD built the parking area for the public boat landing and the City of Waterville took over the responsibility for the repairs and maintenance. Over the years, a steeper slope developed from the parking lot down to the boat landing. In addition, a resident desired to add a docking facility to the carry-in boat landing. KWD was approached by the City to aid in this project with "in kind" assistance. Because this type of assistance could be considered as part of the mandate and obligation KWD has under the conditions of its FERC licensing, the Board agreed to this. KWD staff assisted with the design and also installed rip-rap on the stream bank.

E. Other

None

ITEM 9: EXECUTIVE SESSION, IF NECESSARY

None

ITEM 10: PUBLIC PARTICIPATION

None

Motion by Trustee Boucher, “to adjourn the meeting,” seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

Meeting adjourned at 9:10 a.m.

Sue Markatine, Recording Secretary