

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – SEPTEMBER 15, 2016 at 7:30 AM**

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

Trustees present: Al Hodsdon, President; Karl Dornish, Vice-President; J. Michael Talbot, Treasurer; Allan Fuller, Clerk; Jeff Earickson, Assistant Treasurer; Joan Sanzenbacher, Trustee; Mark McClusekey, Trustee; Gary Coull, Trustee; Bill Boucher, Trustee; Patricia Gorman, Trustee

Trustees absent: None

Trustee Talbot left the meeting at 8:30 a.m.

Also present: Jeff LaCasse, General Manager; Jefferson Longfellow, KWD Engineer; Sue Markatine, Recording Secretary

**ITEM 1: INTRODUCTION OF GUESTS**

None

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF SEPTEMBER 1, 2016.**

Motion by Trustee Sanzenbacher, "to accept the minutes of the Regular Board of Trustees' Meeting of September 1, 2016," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

### ITEM 3: FINANCIALS

#### A. ACCOUNT WARRANT

September 15, 2016

CHECKS RELEASED		Check	Dollar
Vendor	Description	Date	Amount
Postmaster	Bulk Mail Postage-Billing	08/30/16	378.78
E S Boulos Company	Electrical Service-6 South Street Garage	09/01/16	2,563.00
Central Maine Power	Monthly Electrical Service-Various Locations	09/01/16	7,944.87
Constellation NewEnergy Inc.	Monthly Electrical Service-Various Locations	09/01/16	9,663.42
Fastenal Company	Lumber Crayons/Safety Glasses/Marking Paint/File Latch Kit/Lifting Cradle Grab Hooks	09/01/16	453.39
Hilltop Cleaning Service	Monthly Cleaning Service	09/01/16	611.00
Kennebec County Reg. of Deeds	Lien Discharges-2 Properties	09/01/16	44.00
Jeffrey Lovitz	Refund-Charged for Wrong Meter Size	09/01/16	885.63
Gerald MacKenzie Inc.	Oakland Street Patches	09/01/16	3,469.50
Maine Municipal Bond Bank	2009 American Recovery & Reinvestment Act Loan	09/01/16	7,527.15
Maine Water Works Supply	Couplings/Clamp/Fittings	09/01/16	1,202.69
Pike Industries Inc.	Stone	09/01/16	464.10
Postmaster	Annual Bulk Mail Fee for Lower Postage-.452/Piece	09/01/16	215.00
Spiller's	Annual Service Contract for Print Plotter	09/01/16	661.00
Staples Credit Plan	Finance Charge	09/01/16	8.12
City of Waterville	Permits-Various Locations	09/01/16	875.00
City of Waterville	Real Estate Taxes-M-4	09/01/16	1,915.20
McGee Construction LLC	2016 Main Replacement Contract	09/01/16	184,538.16
Advance Auto Parts	Small Engine Oil	09/09/16	8.58
Answering Services Unlimited	Monthly Answering Service	09/09/16	147.09
Atwork Franchise Inc.	Flaggers-41.50 Hours-Various Locations	09/09/16	630.80
Central Maine Power	Monthly Electricity-Taylor Avenue	09/09/16	52.07
Central Tire Company Inc.	Two New Tires-Tk 1	09/09/16	380.00
CMRS-FP	Postage for Postage Machine	09/09/16	2,000.00
Critical Alert	Pager Service-2 Months	09/09/16	112.11
Eastern Fire Services Inc.	Annual Testing & Inspection of Fire Alarm-WTP	09/09/16	500.00
Eurofins Eaton Analytical Inc.	Chlorate Sampling	09/09/16	50.00
GWI	Monthly Internet Service	09/09/16	224.70
Harcross Chemicals Inc.	Hydrofluorosilicic Acid-WTP	09/09/16	6,308.70
Jordan Equipment Company	Hooks/Shackle/Latch Kit-for JD Bucket	09/09/16	131.81
Kennebec Auto Service	Inspection & Repairs-Tk 22	09/09/16	302.96
Kennebec Water District	Monthly Petty Cash	09/09/16	38.07
Gerald MacKenzie Inc.	Road Patches-Various Locations	09/09/16	9,403.70
Maine Oxy/Spec Air Gases & Tech.	CO2 Exchanges	09/09/16	67.40
Treasurer, State of Maine	Monthly Sales Tax	09/09/16	2,533.93
MainePERS	Monthly Employer Contribution	09/09/16	7,363.37
MainePERS	Monthly Group Life Premiums	09/09/16	703.43
MaineToday Media Inc.	Invitation to Bid-WAPS	09/09/16	771.58
Motor Supply Company	Mini Lamps /Bit-for Vacuum Unit	09/09/16	6.52
O'Connor GMC/Buick	Fuel Tank Strap-Tk 6	09/09/16	33.88
Quill Corporation	Copy Paper/Tape/Binders/Sanitizer/Stirrers	09/09/16	265.91
Snow Pond Technology Group Inc.	New Internet Service Configuration at WAPS for PLC	09/09/16	1,116.00
Thayer Corporation	Quarterly Service-Heating & AC-Business Office	09/09/16	305.68
US Bank Corporate Trust Boston	2011 Bond Principal & Interest	09/09/16	70,833.24

Vassalboro Car Care	Oil Change-Tk 17	09/09/16	29.81
Town of Vassalboro	Quarterly Real Estate Taxes	09/09/16	7,921.78
F. W. Webb Company	Pipe/Caps/Couplings	09/09/16	271.92
Postmaster	Bulk Mail Postage-Billing	09/09/16	366.12
<b>TOTAL WARRANT</b>			<b>\$336,301.17</b>

Motion by Trustee Talbot, “to ratify the total warrant of checks released for \$336,301.17,” seconded by Trustee Earickson.

Referring to the payment made to O’Connor GMC/Buick which is located in Augusta, Maine, for a Fuel Tank Strap, Trustee Talbot asked if there was a reason this item was not purchased locally. Mr. LaCasse answered that because this was a specialty item for the dump truck, the purchase was made from the dealership.

Trustee Earickson questioned the finance charge paid to Staples Credit Plan for \$8.12. Mr. LaCasse explained that when items are charged on the Staples Credit Card, KWD typically pays directly from the invoice received at the time of purchase, before the statement is received. In this particular instance, the timing of the purchase and payment was similar to the date the statement was issued which resulted in a small finance charge.

Trustee Earickson asked for a further explanation of the refund payment made to Jeffrey Lovitz in the amount of \$885.63. Mr. LaCasse replied that when the meter was downsized from a 3/4 inch to a 5/8 inch in 2012, the demand charge, which is based on meter size, segment of the bill was inadvertently not changed, the difference being approximately \$47 plus sales tax each quarter. This oversight was discovered when Mr. Lovitz called to ask a different question regarding his bill. His bills were adjusted accordingly, and Mr. Lovitz requested to be refunded for this overcharge.

Vote: Motion carried unanimously.

## **B. July Financials**

The July financial reports have not been finalized as of today’s meeting; therefore, this will be an agenda item for the October 6<sup>th</sup> meeting.

## **C. Central Maine Power Initial New Service Contract Terms**

As part of their packet and per the request of Trustee Hodsdon, the Trustees were provided with two letters from Central Maine Power (CMP), one regarding the new service for the Western Avenue Pump Station (WAPS) and one regarding the service for M-4, KWD’s hydro facility. The final contract proposals are still in development stages. As had been discussed at the last meeting, KWD has already made payment to CMP for \$33,279.78 for the cost of the new electrical service connection to the WAPS. A preconstruction meeting amongst KWD staff, CMP reps, and WAPS contractors regarding the coordination of modifications will be forthcoming.

At the September 15<sup>th</sup> meeting, Mr. LaCasse had also informed the Board that KWD had the options of buying, installing, and maintaining the new transformer or having CMP own and maintain the transformer at the cost of approximately \$400 per month. After much discussion with electrical engineers from both Wright-Pierce and A. C. Electric, the decision had been made to have CMP own

and maintain the transformer, as, in addition to ownership liability, KWD does not have the resources or the expertise to conduct repairs if there is a unit failure. Overall, the Trustees had concurred with this decision, but with Trustee Fuller expressing interest in knowing the cost if KWD did decide to purchase the transformer. KWD does have the option to purchase and be responsible for the maintenance of the unit if desired at a future date. CMP would not reveal the cost to purchase a transformer at the present time, but in researching the prices via the internet, although not to the exact specifications, Mr. LaCasse found the cost to be in the vicinity of at least \$35,000 just for the unit itself. There also appears to be extremely limited vendor availability to purchase these types of transformers. Trustee Earickson asked if the type of protection against physical damage for these units is known. Mr. LaCasse replied, for shielding purposes, he believes they are encased in a metal enclosure. Because of this limited protection and because there is news of transformers failing for various reasons, Trustee Coull stated this is another justification to have CMP own and maintain this item.

#### **D. Project Financing Options**

During discussions of the WAPS financing, Trustee McCluskey had suggested that KWD utilize its cash on hand, specifically the MainePERS funds and some invested checking funds, instead of requesting interim financing and paying interest. Once the bond is issued in 2017, KWD can reimburse itself for the funds spent on the project from the bond proceeds. Mr. LaCasse posed this option to Mr. Connors from the Maine Municipal Bond Bank (MMBB), and the Board was provided with a copy of his reply including input from Mr. Abbott from the Department of Health and Human Services Drinking Water Program. In essence, the reply confirmed that KWD could utilize its own monies for the interim financing. In addressing Mr. LaCasse's concern of running short of funds before closing on the permanent State Revolving Funds bond in 2017 and receiving the funds, both Mr. Connors and Mr. Abbott stated that interim financing could be arranged in 2017 if necessary to reimburse KWD for expenses incurred to date, and then these funds would be rolled over to the permanent loan. Trustee McCluskey asked the amount of interest KWD will avoid by utilizing its own funds, and Mr. LaCasse answered an estimated \$35,000.

Motion by Trustee Fuller, "to authorize the General Manager to utilize the MainePERS and invested checking funds as interim financing for the Western Avenue Pump Station capital upgrade project," seconded by Trustee McCluskey.

The Trustees discussed the motion. Trustee Earickson asked if the plan is to replenish the MainePERS fund when the permanent financing is received, and Mr. LaCasse replied affirmatively. Trustee Talbot inquired if it will be necessary to receive approval from the Maine Public Utilities Commission (MPUC) in order to use these monies for the interim financing. Mr. LaCasse responded that although the Board's intention to date has been to use the monies to fund the employer portion of the monthly MainePERS retirement plan, as a result of past discussions, KWD did not seek MPUC approval to strictly dedicate the funds for this expense. Therefore, KWD is not impeded the flexibility of utilizing these funds for other goals, such as the interim financing, as determined by the Board.

Vote: Motion carried unanimously.

Continuing with the financial discussion, the initial projected deficit for year end 2016 was \$265,270. Mr. LaCasse stated that in his review of the financials to date and taking into consideration projections for the balance of the year, at the present time the shortfall is now

anticipated to be in excess of \$400,000. Because of this and which had been discussed in subsequent meetings, it appears a rate increase will be warranted for 2017 and another potentially for 2018 if the increases are kept at 5% or less. The exact date of the 2017 increase and the percentage amount will be discussed in more detail at a future meeting. A few Trustees expressed concern of a January 2017 date for the increase, as most municipalities' fiscal years begin July 1<sup>st</sup> and budgets have already been set for the first half of 2017. Trustee Fuller commented that as soon as the Board approves the percentage and the date, municipalities should be notified as soon as possible. Trustee Hodsdon asked if any bond debt was set to expire soon. Mr. LaCasse replied that at the end of November 2016, the 1996 bond obligation will be satisfied reducing the bond debt by \$46,512 which will aid in offsetting a portion of the new bond debt service from the WAPS.

### **E. Project Inspection Option**

At previous meetings, there were discussions of who will be the site inspector for the WAPS project, and it was decided an independent contractor would be the responsible party for the majority of this work. To potentially save some expense, Trustee McCluskey had suggested pursuing cost estimates for KWD to hire an independent contractor for this project inspection rather than having the independent contractor work for Wright-Pierce. After informing Wright-Pierce of this notion, Mr. LaCasse pursued this possibility with Mr. Gary Violette, the site inspector preferred by both Wright-Pierce and KWD. At today's meeting, the Trustees were provided with a copy of Mr. LaCasse's inquiry and Mr. Violette's response. Basically, Mr. Violette responded that he has no preference who he works for as an independent contractor, Wright-Pierce or KWD. The Board was informed that KWD would be paying \$15 more per hour (an estimated \$30,000 additional cost for the overall project for 2,000 hours) if Mr. Violette was employed as a contractor by Wright-Pierce. It was Mr. LaCasse's recommendation that Mr. Violette be employed by Wright-Pierce due to the fact that the majority of the directives, communications, and interactions will be amongst Wright-Pierce, the contractor, and Mr. Violette. In addition, he does not have the luxury of time to consistently oversee this position and monitor the associated paperwork.

The Trustees discussed the options. In Trustee McCluskey's opinion, KWD would have better control of the inspector's time and related cost if KWD was the direct hire. Mr. LaCasse pointed out that Mr. Violette stated in his reply that he is conscious that he might not be needed on site at all times, and will not work if "things are slow". Incidentally, because KWD staff will not be at the project on a totally consistent basis and not know the exact intricacies of the day to day work schematics, KWD staff would not be the determining factor if Mr. Violette should be on site or not. Trustee Fuller conveyed that if a work conflict should occur between KWD and Wright-Pierce, he would rather have Mr. Violette working for and supporting the views of KWD. Mr. LaCasse relayed that KWD and Wright-Pierce have a great working relationship, and he does not expect any conflicts to occur which would not be discussed and brought to a mutually satisfactory resolution. In addition, it is not the responsibility of the inspector to make decisions, he is employed to inspect and accurately convey and record the project information. Trustee Hodsdon commented that no matter which party is paying the inspection cost, the communication and information flow should be exactly the same. Trustee Earickson stated that there appears to be a time – money trade off, and his opinion is that it should be Mr. LaCasse's decision, as he would be the one having to dedicate some of his time on a daily basis if KWD employed Mr. Violette directly.

Trustee Dornish and Trustee Coull both inquired the reason that Wright-Pierce staff is not conducting the site inspections. Mr. LaCasse explained that Wright-Pierce's responsibility is to provide the design plans and to oversee the project administration. The site inspector's responsibility

is to ensure the plans are followed to specification and to record the correctness and accuracy of the work being conducted on a daily basis. There are some projects which are bid and contracted as a design-build; however, the WAPS project does not fall into this category. With this explanation in mind, Trustee Dornish stated that he feels Wright-Pierce should have the complete responsibility of overseeing the site inspector. Trustee McCluskey pointed out that at one time there was discussion of having KWD engineering staff acting as the site inspector, and this would have required a great dedication of time. Mr. LaCasse stated that this was his initial recommendation, but some Board members felt it would be difficult for KWD engineering staff to dedicate full time to the inspection of the project as other duties and projects could prevail. Trustee Talbot asked for information of Mr. Violette's background as an independent contractor. Mr. LaCasse responded that he is a true independent contractor who carries all the required insurances. He does not work exclusively for a particular firm, but has worked for other water districts and many local firms, including Wright-Pierce, and has been highly recommended.

Motion by Trustee McCluskey, "to authorize KWD to directly employ Mr. Gary Violette as site inspector for the Western Avenue Pump Station," seconded by Trustee Earickson.

Vote: 3 in favor, 6 opposed, motion failed.

Motion by Trustee Earickson, "to authorize the General Manager to use his discretion as to the hiring circumstance of Mr. Violette, either directly employed by KWD or directly employed by Wright-Pierce," seconded by Trustee Fuller.

Vote: 6 in favor, 3 opposed, motion carried.

## **F. Other**

The Board was informed that KWD received a refund check from the Maine Municipal Association (MMA) for \$1,471. KWD is a member of the MMA pool for workers' compensation, property and casualty, and unemployment insurances. Because in the previous year, MMA had a lower than expected claim experience for workers' compensation, dividend checks were processed based on the utilities' contributions.

## **ITEM 4: MOTION ISSUES**

### **A. Western Avenue Pump Station Upgrade Bid Award**

The Trustees were provided with a WAPS Bid Evaluation and Recommendation letter from Wright-Pierce, a WAPS Bid Tabulation spreadsheet, and a WAPS Notice of Award document. T-Buck Construction, Inc. of Turner, Maine, submitted the low base bid of \$2,570,000. Included in the letter from Wright-Pierce was the information that T-Buck Construction, Inc.'s experience statement and reference projects listing had been thoroughly reviewed, and past clients indicated that they are a very capable firm and performed excellent work.

Motion by Trustee Sanzenbacher, "to award the Western Avenue Pump Station Upgrade contract to the low bidder, T-Buck Construction, Inc., in the amount of \$2,570,000 and to authorize the General Manager to sign the Notice of Award Contract," seconded by Trustee Gorman.

Vote: Motion carried unanimously.

The Trustees were also provided with an Engineering Services Amendment to the February 2016 Engineering Agreement to add Construction Phase engineering services from Wright-Pierce.

Motion by Trustee Earickson, “to accept the amended contract from Wright-Pierce which adds Engineering Construction Administration and Resident Project Representative Inspection for the Western Avenue Pump Station capital project and to authorize the General Manager to sign the amended agreement” seconded by Trustee Dornish.

Vote: 8 in favor, 1 abstained, motion carried.

**B. Other**

None

**ITEM 5: TRUSTEES**

**A. Comments, Concerns, Ideas**

Trustee Sanzenbacher stated she attended the Maine Water Utilities Association 2016 Drinking Water Protection Seminar on September 1<sup>st</sup> which theme was “It’s Not Just Lead and Copper, it’s Customer Engagement”. She noted that Emile Nicol, KWD WTP Supervisor, was also in attendance for this session. Although the class material was informative, she commented that the session could have been conducted in approximately half the time. Trustee Sanzenbacher also mentioned that she informed the meeting participants that KWD is being proactive by contacting, initiating, and assisting area schools with lead testing. She applauded KWD for being one of the leading districts in the state taking initiative to conduct this testing.

Trustee Boucher mentioned that the State of Maine and Town of Vassalboro will be replacing the China Lake East Vassalboro boat launch next year. In order to begin this project, surveying will be required. According to the source water protection law, there is no swimming or bodily contact allowed in the West Basin of China Lake. Trustee Boucher asked if the surveying can be conducted wearing water chest waders, and Mr. LaCasse replied affirmatively.

**B. Other**

None

**ITEM 6: ENGINEER’S REPORT**

**A. Engineer’s Report**

China Lake Elevation: 170.4  
Stream Flow: 13 cfs

The main has been installed on Stuart Street, Winslow. Starting on Monday, September 12<sup>th</sup>, McGee Construction will be planning to start the pressure test and disinfection process. During the time waiting for the disinfection and incubation of the samples taken, McGee will be box cutting the road for the Town of Winslow so that the roadway will have a fresh gravel base when all of the work is done. After all of KWD's testing is done, new services can be installed, which should only take a few days if the weather cooperates.

The bids have been opened for the Western Avenue Pumping Station, and T. Buck Construction is the low bidder. Wright Pierce has worked with them on similar projects in the past and is confident that they can do the work.

I have attended an asset management class during the past week. KWD will need to track its assets more effectively when prioritizing maintenance and replacement as the infrastructure ages. The trick will be to convert the tabular data that KWD has for its distribution and transmission piping, valves, and hydrants into a condition rating that can be the start of a true asset management program.

### **Jefferson Longfellow, P. E.**

Mr. Longfellow reported that the services are now being connected to the new main on Stuart Street.

T. Buck Construction, Inc. plans to begin work on the WAPS soon after the pre-construction meeting.

Mr. Longfellow commented that the aforementioned asset management class was very informative. It is hopeful that asset software can be integrated with the already current KWD geographic information system.

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

Vote: Motion carried unanimously.

## **ITEM 7: GENERAL MANAGER'S REPORT**

### **A. China Lake and Outlet Stream Issues and Updates**

Before the discussion of the above agenda item, Mr. LaCasse circulated a couple brochures from the Maine Drinking Water Program, one includes a project listing conducted under the State Drinking Water Act Program in 2015 and the second includes a compilation of the work conducted throughout the state by the Maine Drinking Water Program. The second publication also contains graphs of past violations and graphs proving the success of the program to contain and minimize the number of violations.

Mr. LaCasse informed the Trustees that at the present time China Lake is 9-inches below the spillway level. Typically, the fall drawdown to flush phosphorus out of the lake commences at the beginning of October. Because the lake level is already at a low point due to the near drought

conditions, and because of a reason which will be a discussion point subsequently, the plan is to begin the drawdown closer to mid-October.

Turning to the discussion of alewives, recently a local resident reported that there are “millions” of alewives in the West Basin of China Lake attempting to migrate. Due to the low lake level, KWD has been forced to maintain close to the minimum allowance flow to the Outlet Stream; however, Mr. Zetterman, KWD’s Director of Water Quality, observed that approximately five alewives per second are able to escape underneath the dam and into the stream. Another resident, who resides near the impoundment area and is against the removal of the Masse Dam (one of the first steps in restoring alewife passage into China Lake), has reported that there are presently numerous dead alewives in the stream. Mr. LaCasse circulated pictures of various clusters of dead alewives in the stream that were supplied by the resident. Mr. LaCasse stated he is unsure of the reason or reasons for this but speculated it could be from stress due to leaving the lake or from a low-oxygen level due to the shallowness of the stream.

Mr. LaCasse was informed that in the beginning of October, the Masse Dam penstock water intake will be opened, and this should give a better indication of the reaction of the stream bed if the Masse Dam is permanently removed. Because of this, the aforementioned impoundment area resident has requested KWD delay the fall drawdown; otherwise, the stream bed response to the penstock opening will not be a true indication of the future norm with the dam removed. As Mr. LaCasse had mentioned earlier, KWD had already planned to postpone the drawdown due to the low lake level. There is a possibility that this might indicate a potential that at times the Outlet Stream will not provide enough water to permit the alewives’ migration, and a fish ladder passageway might be the more reasonable option at the Masse site.

To date, there is no additional information regarding the Department of Environmental Protection (DEP) requirement that the Alewife Restoration Initiative file for a regular Natural Resources Protection permit for the removal of the Masse Dam rather than a “permit by rule”.

## **B. Property Appraisal Update**

Mr. LaCasse will be contacting Bowditch and Perkins Appraisal Services to have the properties in both Fairfield/Waterville and Vassalboro appraised.

## **C. Lead Tests in Schools Update**

The Board members were provided with a letter addressed to Mr. LaCasse (who is the chair of the Maine Drinking Water Commission), Ms. Hebert (Executive Director of the Maine Rural Water Association), and Mr. Berger (Executive Director of Maine Water Utilities Association) from Mary Mayhew, Commissioner of the Department of Health and Human Services (DHHS). Commissioner Mayhew is seeking the expertise of these executives to discuss collaboration efforts with Maine schools served by public water systems to encourage water testing for lead. One interesting fact Mr. LaCasse pointed out is that schools which are on private water supplies, such as wells, have been required to conduct water lead testing. Schools served by a public water supply are not required to conduct lead testing unless they are considered a Tier One structure. Tier One structures are buildings in which plumbing fixtures most likely containing pipes connected with lead solder, basically in the 1980s and before, were installed and before the U. S. Environmental Protection Agency act requiring the use of lead free materials in drinking water systems. There are no Tier One schools in the KWD customer base; therefore, KWD conducts its required Tier One testing at private

homes which are deemed the most susceptible. Mr. LaCasse further explained that because the majority of the schools served by public water systems in the State of Maine are not classified as Tier One, most have not been tested for lead. KWD, Portland Water District, Maine Water Company and a few other water utilities have voluntarily instituted programs to assist schools within their districts with lead sampling. At the request of Commissioner Mayhew, Mr. LaCasse will be attending a meeting on September 27<sup>th</sup> to discuss the potential of DHHS establishing a recommended school lead testing program state-wide. Mr. LaCasse reiterated the fact that the water supplied by KWD does not contain lead, and if lead levels are indicated, the source point would likely be within a school's internal plumbing.

#### **D. Other**

The Board members were provided with a graph with two lines charting the water suction and discharge pressure at the WAPS. This graph clearly indicates that when the Winslow Fire Department was conducting hydrant flow tests recently on the Augusta Road, serious water hammering occurred throughout the KWD system, due to hydrants being turned on or turned off too quickly. Mr. LaCasse instantly contacted the Waterville/Winslow Fire Chief advising him to stop the flow tests immediately as this water hammering is sending shock waves throughout the water system and could cause a catastrophic failure of the KWD pipes. Because KWD employees are properly trained, when the KWD bi-annual flushing of the hydrants occurs, there are no indications of water hammering or pressure spikes. KWD staff met with fire department staff and modifications have been made to slow down the operating times of the hydrants. Mr. LaCasse had Mr. LaPlante, KWD's O & M Superintendent, provide the fire chief with educational information regarding operating hydrants and water hammer to use during his training sessions. Another impact caused by shutting down hydrants too quickly is dirty water in the system in which the KWD Business Office is required to field the calls. KWD personnel will continue to work with the local fire departments, including offering a training program or programs for the departments, in order to resolve these important issues.

The next topic of business was in regards to the City of Waterville's road opening permits which fee structure changed retroactively to 2015. Before the change, KWD was only required to pay a \$75 permit fee regardless of excavation size. Presently, the city is now charging an Impact Value assessment cost per square yard of necessary pavement. In addition, KWD has also been charged for digging in grassy areas due to the fact that it is in the city right-away, and KWD has also been charged permit fees to adjust its structures in streets that the City is reconstructing. Since the change, KWD staff has been inundated with paperwork for a single project. For instance, when KWD set back 30 services on Oakland Street (for a street being reclaimed by the city), KWD filed 30 individual permit invoices at a base cost of \$75 each. After Mr. LaCasse and Mr. LaPlante met with city staff this was reduced to one permit. Overall, Mr. LaCasse stated this was a beneficial meeting, and it appears some of KWD's concerns were settled. Unfortunately, the cost of these permits and impact value assessment fees ultimately fall back to the KWD rate payers.

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

Vote: Motion carried unanimously.

**ITEM 8: EXECUTIVE SESSION (IF NECESSARY)**

None

**ITEM 9: PUBLIC PARTICIPATION**

None

Motion by Trustee Sanzenbacher, “to adjourn the meeting,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

Meeting adjourned at 9:02 a.m.

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Sue Markatine, Recording Secretary