

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – APRIL 6, 2017 at 7:30 AM**

The meeting was called to order at 7:30 a.m. by Vice-President Dornish.

Trustees present: Karl Dornish, Vice-President; J. Michael Talbot, Treasurer; Allan Fuller, Clerk; Jeff Earickson, Assistant Treasurer; Joan Sanzenbacher, Trustee; Bill Boucher, Trustee; Mark McCluskey, Trustee; Frank Richards, Trustee

Trustees absent: Al Hodsdon, President; Pat Gorman, Trustee

Trustee Talbot left the meeting at 9:00 a.m.

Also present: Jeff LaCasse, General Manager; Jefferson Longfellow, KWD Engineer; Benny LaPlante, KWD Distribution Superintendent; Mike O'Brien, KWD Customer Service/Safety Manager; Matt Zetterman, KWD Director of Water Quality; 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 MARCH 16, 2017.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of March 16, 2017," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 3: FINANCIALS

A. ACCOUNT WARRANT

April 6, 2017

CHECKS RELEASED		Check	Dollar
Vendor	Description	Date	Amount
Kennebec County Reg. of Deeds	Water Lien Filing Fees-2 Properties	03/16/17	44.00
Somerset County Reg. of Deeds	Water Lien Filing Fees-2 Properties	03/16/17	44.00
Postmaster	Bulk Mail Postage-Billing	03/16/17	346.55
Agway Inc.	Floor Pad	03/17/17	21.98
Answering Services Unlimited	Monthly Answering Service	03/17/17	129.97
Beauregard Equipment Inc.	Service for Case Backhoe	03/17/17	914.85
Critical Alert	Pager Service-2 Months/Pager Parts & Holsters	03/17/17	146.11
Earthlink Business	Telephone Service	03/17/17	352.11
Fabian Oil Inc.	Propane-Various Locations	03/17/17	311.89
Wex Bank	Monthly Vehicle Fuel Usage	03/17/17	1,401.00
Home Depot Credit Service	Floor Stripper/Floor Sealer/Floor Finish-WTP	03/17/17	135.62
K L Jack & Company Inc.	Face Shields w/Goggles/Protectors/Ear Muffs		
	Safety Glasses/Anti-Fog Lens Cleaners	03/17/17	231.72
Kennebec Equipment-Fairfield	Rental Carpet Extractor-WTP	03/17/17	180.00
Kodiak Steel Company	Pipe/Tubes	03/17/17	231.15
M C Disposal Inc./DBA CMD	Monthly Rubbish Removal	03/17/17	88.00
Treasurer, State of Maine	Inspection of Pressure Vessels-WTP	03/17/17	240.00
Treasurer, State of Maine	Water Tests	03/17/17	202.00
Motor Supply Company	Anchor Pin for Plow	03/17/17	6.79
Northeast Laboratory	Water Tests	03/17/17	150.00
Staples Credit Plan	Printer Ink	03/17/17	241.98
Time Warner Cable	Monthly Internet/Phone Service	03/17/17	232.24
Walmart Community/GEMB	White Vinegar/Distilled H2O-WTP	03/17/17	57.35
Wright-Pierce	Professional Services-Western Ave Pump Station Project	03/17/17	9,304.56
Postmaster	Bulk Mail Postage-Billing	03/23/17	376.44
Agway Inc.	Mop Heads-WTP	03/23/17	22.97
B2B Auto Sales Inc.	Repair & Inspection-Tk 4	03/23/17	1,227.00
Business Card-Bank of America	Annual Web Site Hosting Fee-InMotion Hosting		
	Freight Fee for Strobe Light Repairs-UPS & Whelen Eng.		
	Google for Work-Google Inc.	03/23/17	304.69
China Region Lakes Alliance	China Lake Portion of 2016 Courtesy Boat Inspection	03/23/17	5,711.74
CNH Industrial Insurance Agency	Four Year Warranty for Case Backhoe	03/23/17	6,230.00
Fastenal Company	Electrical Tape/Cutoff Blades/Spring Pins	03/23/17	159.53
Hammond Tractor Company	Pin Fasten for Trailer Hitch	03/23/17	2.68
Harcross Chemicals Inc.	Sodium Hypochlorite-WTP	03/23/17	2,441.06
Maine Municipal Emp. Health Trst.	Monthly Health Insurance Premiums	03/23/17	25,536.20
Treasurer, State of Maine	Water Tests	03/23/17	1,000.00
Fanado Pelotte	Loader/Wheelers-Winslow	03/23/17	643.13
E. J. Prescott Inc.	Dual Check Back Flow Preventers-80	03/23/17	6,069.60
Spring Brook Ice & Fuel	Propane-Business Office	03/23/17	640.86
Super Shoe Stores Inc.	Employee Boots	03/23/17	85.49
United States Cellular	Monthly Cell Phone Service	03/23/17	81.24
United States Cellular	Monthly Data Hot Spot Service	03/23/17	98.60
Walmart Community/GEMB	Oil Change/Paper Goods/Beverages	03/23/17	164.25
Ware-Butler Inc.	Plywood/Fabric Roll/Brackets/Screws/Dowels/Brackets		
	Spruce Wood/Wheel Brush/Saw Blade	03/23/17	169.48

F. W. Webb Company	Parts for Phosphate & Hypochlorite Lines-WTP	03/23/17	85.49
Postmaster	Bulk Mail Postage-Billing	03/30/17	356.51
Central Maine Power	Monthly Electricity-Variou Locations	03/30/17	7,524.20
CMC Technology Group	Service Call for Phone System	03/30/17	156.50
Commercial Divers Inc.	Equipment & Labor for M-4 Issue	03/30/17	3,880.00
EMSL Analytical Inc. Products	Cryptosporidium Sampling	03/30/17	410.00
Fabian Oil Inc.	Propane-WTP	03/30/17	86.60
Fastenal Company	Safety Glasses/Self-Rescue Trainer/Pry Bar/Ear Plugs	03/30/17	722.64
Hach Company	Lab Supplies-WTP	03/30/17	786.50
Hight Chevrolet Buick Company	Small Chute for Sander	03/30/17	825.00
Hilltop Cleaning Service	Monthly Cleaning Service	03/30/17	658.00
Kennebec Auto Service	Service & Repair-Tk 8/Inspection-Tk 14	03/30/17	319.17
Treasurer, State of Maine	Highway Opening Permit	03/30/17	60.00
Treasurer, State of Maine	Water Tests	03/30/17	126.00
Motor Supply Company	Electrical Connectors for Strobe/Connectors/Screwdriver	03/30/17	59.75
NEIWPC	Bearings, Motors, Pumps Seminar-3 Employees	03/30/17	360.00
Northeast Laboratory	Water Tests	03/30/17	150.00
E. J. Prescott Inc.	16-Inch Spool/Dual Check Back Flow Preventers-40	03/30/17	4,014.80
Runyon Kersteen Ouellette	Professional Services-2016 Audit	03/30/17	8,000.00
Spring Brook Ice & Fuel	Fuel Oil-Variou Locations	03/30/17	835.65
Tractor Supply Credit Plan	Brake Cleaner/Wrench/Drill Bits/Bolts/Paint	03/30/17	88.77
USA Blue Book	Distilled Water-WTP	03/30/17	120.78
Verizon Wireless	Monthly Data Plans	03/30/17	131.00
TOTAL WARRANT			\$95,736.19

Motion by Trustee Earickson, “to ratify the total warrant of checks released for \$95,736.19,” seconded by Trustee Talbot.

There were no questions in reference to the April 6th account warrant.

Vote: Motion carried unanimously.

B. Year-End Financials 2016

At the March 16th meeting, the Trustees were proved with a copy of the December 2016 pre-audit detailed income statement. As part of their packet for today’s meeting, the Trustees were provided with the finalized copy of the December 2016 financial statements in the standard monthly format. There were no changes to the December 2016 preliminary financial statement. A more detailed review of the year-end financials will be conducted after Mr. LaCasse has completed the Management Discussion and Analysis Report which is a review of the major financial and operational issues which faced KWD during 2016 and forecasts for 2017 and beyond.

At the previous meeting, Trustee Hodsdon had noted on the income statement that a few of the metered sales revenue categories reflected a negative dollar amount for the month of December 2016. Mr. LaCasse explained that this was the result of the KWD auditing firm, Runyon Kersteen Ouellette (RKO), mandating the accrual of all meter readings made prior to the year-end and the income which is expected for those accounts and which have not been billed (The KWD billing cycle has not changed since the early 1980s and this is the first auditing firm to require this. This accrual was first conducted for the 2015 audit). In review, due to the historical account of the KWD billing cycle and although meters continue to be read, quarterly invoices are not released in December but

are released in January, with customers receiving four bills annually. The December 2016 accruals for some categories were less than the December 2015 accruals (which were reversed out when actually billed in January), and this resulted in the negative income amounts.

C. 2016 Maine Public Utilities Commission Report

The Board members were provided with a copy of the annual Maine Public Utilities Commission (MPUC) Report prepared by Betty Hastings, KWD's Finance Manager. This report includes a multitude of financial and operational information. The Trustees were asked to review the MPUC report and present any questions at the next meeting.

D. Audit Report Draft and Management Discussion and Analysis

Mr. LaCasse mentioned that to date as a result of the audit, KWD has received one recommendation from RKO which is to develop a more formal and written procurement policy. KWD presently has accounting transaction processes with detailed guidelines of the accounts payable approval authorization and procedural functions with multiple security processes performed on a daily basis for all aspects. This written documentation will reinforce these procedures including outlining the criterion for the bid process.

The Trustees were also informed that due to the upcoming expenditure of federal funds through the 2017 bond issue for the Western Avenue Pumping Station project through the State Revolving Fund program, there will be a requirement for an additional "federal" audit in addition to the regular annual 2017 audit,. Trustee McCluskey inquired if this supplemental audit will cost above the RKO contracted price for the annual audit. Mr. LaCasse replied he feels RKO will request a price adjustment to the agreement for the year 2017 audit.

E. Other

The Board members were provided with a copy of a correspondence between Mr. LaCasse and Mr. Connors, Program Officer for the Maine Municipal Bond Bank, regarding the status of the KWD funding for the Western Avenue Pumping Station capital project. Also provided was a document from the Maine Public Utilities Commission approving the KWD bond issuance for this project for a sum not to exceed \$3,000,000.

Once the legal documents have been finalized and submitted by the KWD bond counsel, Verrill Dana, the loan closing can commence with the anticipation this will be at the beginning of May but not to be later than the loan approval expiration date of June 13th. Once the issuance has been completed, KWD will reimburse itself for the monies, approximately \$500,000 to date, it has provided as interim financing from its invested checking funds for the project. Mr. LaCasse also mentioned that the overall project cost is expected to exceed the \$3,000,000, and, as planned, KWD invested monies will be utilized to subsidize costs above this figure.

In other news, Mr. LaCasse reminded the Trustees that the rate increase went into effect as of April 1, 2017 in the event they are approached by customers who are questioning an increase in their quarterly bills.

ITEM 4: MOTION ISSUES

A. Truck Bids

Bids were solicited for two new vehicles, a $\frac{3}{4}$ ton truck with a plow for use at the WTP and a $\frac{1}{2}$ ton truck for the operations and maintenance crew supervisor, both of which were listed in the 2017 capital budget. Bids for these vehicles were received from Hight Chevrolet and O'Connor Motors and both were below the budgeted figure of \$85,000 for the two trucks. Unfortunately, when KWD staff was reviewing the submitted bids, it was noticed that one specification was not correct; therefore, the bids were again solicited with the adjustment. One bid for the two vehicles has been received; however, the other bid is not expected to arrive until approximately 9:00 a.m. today. Rather than wait until the next Board meeting, Mr. LaCasse recommended approval from the Trustees today to accept the bid for the two vehicles from the dealership with the low bid and which meets the KWD specifications with a clause not to exceed \$67,000.

Trustee Earickson asked if there is a reason the review of the bids and pending motion could not wait until the April 20th Board meeting. Mr. LaCasse replied that KWD's busy construction season is beginning, and for efficiency purposes, it would behoove KWD to have these vehicles in place at the onset. In addition, KWD is donating one vehicle to the China Lake Association to be used mostly for the Lakesmart Program and is in the process of shifting other vehicles within the District. Mr. LaPlante also informed the Board that the present crew supervisor's truck is small and incapable of hauling much needed equipment to the crews at the jobsites.

Motion by Trustee Richards, "to accept the low bid for the two vehicles which meet the KWD specifications with the amount not to exceed \$67,000" seconded by Trustee Talbot.

Vote: 7 in favor, 1 opposed, motion carried.

B. Polyphosphate Bid

The polyphosphate bids will be available for the April 20th meeting.

C. Other

Mr. LaCasse explained that one item listed on the capital budget was for a potholing vacuum unit. It was explained that the vacuum unit KWD currently has is designed for operating valves and cleaning out gate boxes and service boxes. Because the use for this unit is not intended for potholes, it is being worn out more quickly. The potholing vacuum unit is more ruggedized and is designed for excavating larger holes than the current unit, but much smaller than holes created when digging with a backhoe. Potholing is much less intrusive and can be refilled and paved more easily and with fewer materials which will greatly reduce cost. Mr. Longfellow made the point that using a potholing vacuum rather than excavating with the backhoe typically shortens the duration of the job project. Mr. LaPlante added that the potholing excavator has a higher load capacity than the KWD current vacuum unit which will improve efficiency as there will be fewer trips to unload.

The O & M crew has been investigating and testing the various units available. There is a demo unit available with little mileage from JESCO Inc. which meets the KWD specifications and crew approval. In respect to safety, Mr. LaPlante stated that this has a hydraulic boom which eases

the manual operation of the unit and will aid in preventing back injuries. The KWD crew also spoke to employees from Summit Natural Gas who use a different brand of potholing vacuum unit. They advised purchase of a unit similar to this demo unit. This unit is designed to avoid much of the expensive personal protective equipment mandated for use with the other brands. Trustee Boucher noted that this unit is quite large and asked if it will be able to be housed in the garage. Mr. LaPlante replied that, as with the new dump truck, this equipment is too high and will not fit through the current garage doors. A new garage will be necessary in the near future, but in the meantime Mr. LaPlante is obtaining a price quote from PDQ Door to raise the garage doors in order to house either the dump truck or the potholing vacuum.

This excavator was listed in the capital budget for \$65,000. However, the demo machine is a grade above the type listed in the budget, which did not include the hydraulic boom, and the quoted price is \$77,000. Another advantage to purchasing this unit is the fact that it is already built and can be utilized immediately. Trustee McCluskey asked if KWD should solicit bids for this item. Mr. LaCasse replied that because this is a demo and used unit of which there are no exact matches available, the price is lower than the price quotes which would be received for a new unit of this same caliber. Mr. Laplante added that he has been soliciting quotes, and the quote for a similar new unit was \$95,000. Mr. LaCasse commented that because the two aforementioned truck costs were less than the amounts on the capital budget, these capital budgeted funds can be shifted to this piece of equipment.

Motion by Trustee Fuller, “to authorize the purchase of a Ditch Witch potholing vacuum unit for \$77,000 from JESCO Inc.,” seconded by Trustee Talbot.

Vote: Motion carried unanimously.

ITEM 5: TRUSTEES

A. Comments, Concerns, Ideas

Trustee Boucher expressed concern regarding the mound of dirt at the South Street location which is intended to be used for the Western Avenue Pumping Station project as it appears there is no erosion control in the area. Mr. Longfellow stated the contractor will be resolving this situation on Monday. Mr. LaCasse added that, although it is important to rectify this, the land slope is not directed towards and will not affect the Messalonskee Stream.

B. Other

None

ITEM 6: GENERAL MANAGER’S REPORT

A. China Lake Issues Update – China Lake Towns and KWD Funding

Mr. LaCasse updated the Board members concerning various China Lake items. The first was regarding a request he received from the Alewives Restoration Initiative (ARI). The ARI is applying for project funding from the Natural Oceanic and Atmospheric Administration (NOAA) and asked

him to write a letter in support of the fish passage project at the Outlet Stream Dam. Mr. LaCasse informed the Trustees that he complied with this request and was thanked by ARI.

The next meeting regarding the Outlet Stream Dam alewife fish passage project is scheduled for mid-May. At this meeting, a 30 percent design model is expected to be complete. Because the Town of Vassalboro owns the dam, Mr. LaCasse e-mailed Mary Sabins, the Vassalboro Town Manager, to notify her of several items regarding maintenance, security, safety, and parking concerns that have been touched upon during past meetings. Because the town is responsible for the dam and surrounding property, town officials need to be involved during discussions of these matters as it will be much harder to resolve them after the passage project is complete.

Mr. LaCasse stated that the KWD vehicle being donated chiefly to be used for the Lakesmart Program is ready to be transferred to the China Lake Association. Ownership will be transferred and the KWD contribution to the Lakesmart program will be processed as soon as KWD receives the appropriate documentation of the organizational status of the China Lake Association as this tax paperwork is necessary for KWD to formally make the contribution.

In other China town news, Mr. LaCasse reported that, according to newspaper reports, the Town of China changed some of its ordinances to relax protections for the lake at its recent town meeting. Scott Pierz, the China Lake Association President, tried to appeal to residents not to change some of the ordinances as those moves could prove detrimental to lake water quality; however, the articles were passed at the town meeting. These were the same articles which were defeated at the November general election when many more residents voted. Some town officials apparently felt that additional clarification of the implication of these articles was warranted, and the articles were separated and then put forth before the residents at the town meeting in order for them to revisit their previous vote. The voters also reduced the funding for China Lake projects from China from its prior years' \$30,000 contribution to \$15,000. Trustee McCluskey mentioned that the China residents did approve the Causeway Road project which will be funded by Tax Increment Funds of \$750,000 and which will improve the bridge's integrity, safety in the area, the docking/launch structure, and parking availability.

Mr. LaCasse also mentioned that, in order to advance public awareness of the history of KWD with China Lake, financial and in-kind services KWD has provided for China Lake for many years, and overall information regarding the lake, he and/or Mr. Zetterman may volunteer to conduct a presentation at the annual China Lake Association meeting which is typically held mid-summer at the China Primary School.

Mr. LaCasse also reported that the report by the China Region Lakes Alliance (CRLA) in the 2016 Town of China annual report was disappointing. The CRLA article stated that KWD withdrew from the CRLA and "cited its opposition to the alewife restoration work on China Lake and CRLA support for it". As has been stated time and time again, KWD is not opposed to the alewife restoration work. Based on scientific data that alewives will not decrease nor significantly increase water quality, KWD's position is neutral on this subject. Because it is viewed as a fish passage project, KWD does not feel that rate payers' should financially support the ARI project. More importantly, KWD withdrew from CRLA because its annual donation was being dedicated to rights to purchase two privately owned dams rather than to support water quality improvement and protection projects on the lake as it had in the past. Although this article also refers to the work conducted by the Courtesy Boat Inspection Program, it avoided mentioning that KWD completely funded the entire inspection program in 2015 and the China Lake inspections portion in 2016.

As had been discussed at the previous meeting, it is felt it is important for KWD explore methods for KWD to better publicize its financial and in-kind service commitments to China Lake and its watershed projects. In addition to periodic submittals to the Town Line which was suggested at a prior meeting, the Trustees suggested offering to submit a KWD report for the annual town reports. Mr. LaCasse stated that at the request of the town of Fairfield, he submits annually for inclusion in the town's annual report. He said he will approach the other towns regarding submittals for inclusion in their next annual reports. Trustee Fuller suggested another option is supplying leaflets regarding the KWD activities at the town meetings. He recommended that in addition to the undertakings and accomplishments involving China Lake, the article could also reference the very important topic of educating the public regarding lead pipes within their homes and businesses and the lead testing in the public schools KWD initiated this past year.

Trustee Richards commented that he believes KWD should educate the public and receive credit for its involvement regarding China Lake projects. However, because he is an advocate for the Alewife Restoration Initiative (ARI) and believes the alewives were the contributing factors in improving water quality in other lakes, he believes KWD should contribute some monies to the ARI, both for the benefit of China Lake and for positive publicity. Mr. LaCasse mentioned that KWD is contributing by providing in-kind services, for instance staff attends and participates in the meetings regarding the Outlet Dam fish passage project.

B. Hydropower Facility – Essex Mgmt. Meeting and LIHI Update

KWD staff recently met with Essex Hydro management to discuss the overall operations of M-4. Essex operates M-4 for KWD and brokers the excess generation sales. Mr. LaCasse reported that Essex expressed continued interest in purchasing M-4, as they presently own the three other hydro stations on the Messalonskee Stream with M-4 being in the middle.

Mr. LaCasse reviewed the fact that M-4 is presently directly connected to the Western Avenue Pumping Station (WAPS). When M-4 is generating and the WAPS is operating the electricity from M-4 is used directly to power the WAPS. Under the current physical configuration, a sale at this time would be extremely complex. As part of the WAPS major upgrade, however, M-4 will be physically decoupled from the WAPS by the end of 2017, and a sale of the M-4 properties will become less complicated because of the distinct division of assets. An agreement with Central Maine Power has been made that will allow KWD to retain its ability to use M-4 generation to offset grid electricity used by the WAPS using remote metering synchronization. At a prior board meeting, Mr. LaCasse presented the advantages of either retaining or selling M-4.

As a rather new Trustee, Trustee Richards asked the opinion of the other Board members regarding the pros and cons of ownership of M-4, adding that it appears to be a classic textbook example of a diversion from the core mission of KWD. Trustee Dornish commented that when he first joined the Board, M-4 was a profitable enterprise and the potential through expanded net metering offered more economic advantages. However, after experiencing the numerous mechanical failures and the time and effort devoted to the repairs, he is leaning towards M-4 being more of a diversion. Trustee Earickson offered that M-4 has boosted the bottom line for KWD; however, the continuance of maintenance failures are both expensive and require staff to dedicate time and labor to rectify the problems. With this being said, Trustee Earickson stated he would definitely entertain the idea of selling M-4 once it has been decoupled. Trustee Fuller commented that if KWD did consider selling, possibly it could negotiate the utilizing of some of the generation to offset electrical costs for

its facilities. Trustee Richards commented that the Federal Energy Regulatory Commissions (FERC) inspection and licensing process is a significant event, and it might behoove KWD to sell before the next review. Mr. LaCasse stated that the present M-4 FERC license is set to expire in 2035.

Mr. LaCasse shared the historic information that there was originally a tri-party M-4 ownership, Wyandotte Manufacturing, CMP, and KWD. At that time, CMP maintained and operated M-4, and KWD would receive a substantial amount of “free” electricity monthly. Due to legislative changes, CMP was required to sell all its generation assets. Therefore, in 1995, after conducting an evaluation, KWD determined it would be in its’ ratepayers best interest to have complete ownership of the facility. Although M-4 has continued to generate annual revenue for the District, Mr. LaCasse stated failure of a major facility component could reverse this trend.

At the end of 2017, Mr. LaCasse will present a more thorough evaluation of M-4 ownership for Board review and discussion of whether to sell or retain the facility.

As had been discussed in prior meetings, the recertification for M-4 as a low impact hydropower facility is still in process but is nearing completion. Because M-4 is currently certified as low impact, KWD is able to increase revenue by selling renewable energy credits (RECs) through brokerage by Essex Hydro. The Low Impact Hydropower Institute is requiring KWD to conduct some water quality monitoring in the Messalonskee Stream, both upstream and downstream, throughout the upcoming summer. This sampling will be conducted by KWD staff, and the protocol will be followed based on an agreement between KWD and Department of Environmental Protection staff. Mr. LaCasse remarked that he is confident the results of these tests will be satisfactory based on prior sampling history by KWD, and the removal a few years ago of the discharge from the Oakland Wastewater Treatment facility into the stream when Oakland sewers connected to the Waterville system. Trustee Sanzenbacher asked the length of time the certification will be in effect. Mr. LaCasse replied that the present recertification is occurring due to LIHI regulation changes, and he is unsure of the number of years it will be in effect. He said that he doesn’t anticipate additional changes that will require substantial financial obligation from the District in the relatively near term.

C. Other

None

Motion by Trustee Sanzenbacher, “to accept the General Manager’s Report as presented,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 7: DEPARTMENT REPORTS

A. Operations and Maintenance Update April 6, 2017

As the seemingly never-ending winter STILL continues (opening line of last month’s report), the O+M department also continues performing maintenance on vehicles, tools, and small engine equipment. The crew has done some live water main tap training and removed an oil tank from the garage to make room for a bench and coat hangers to leave boots, gloves, and clothing out to dry. We were busy compiling info on the shoring box panels, pins, and legs we currently have and the

ones we will be purchasing. We have used the data to calculate the total weight so we can fine tune the specs for the trailer we will be purchasing to store and transport this equipment.

We made a trip over to Summit Natural Gas in Winslow to view and converse with them about their Vermeer vac unit, which is the same model we have been looking at. We will be demoing the Vermeer and Vac-tron vac units sometime next month. We are demoing a Ditch Witch vac unit this week, but unfortunately if we decide on this unit it will be the third vehicle that will not fit in our garage.

We had two leaks this month, a 6" main leak on Broad Street in Waterville, and an 8" main leak on the Norridgewock Rd. in Fairfield, both occurring last Friday morning. Have a great day everyone!

Benjamin LaPlante, Distribution Superintendent

In addition to the above, Mr. LaPlante stated that he was impressed with the fact that the KWD crew has taken the initiative to maintain the equipment ensuring it is ready and safe to be put into operation when needed. This has aided in fewer repairs and results in cost savings for KWD. Trustee McCluskey commented that this is also a reflection of the crew leaders, Mr. LaPlante and Mr. Folsom.

B. Water Treatment Plant and Watershed Update April 6, 2017

Starting April 3rd, we will be closing the gates at the Outlet Dam most of the way, so we can start raising the elevation of the lake for the summer. With snow still on the ground and snow due on April 1st, we should get some extra help from the snow melt.

With the granulated activated carbon (GAC) exchange starting on April 10th, we have been busy making sure everything is ready to go. We've been making final arrangements for coating the inside of one of the filters to protect the concrete as well as preparing to disinfect the filters during the process. The Maine Drinking Water Program has reviewed

We also completed the replacement of the 16" backwash valve at the plant which replaced a failing valve and actuator. This project was important to us, because it's the only backwash valve we have and backwashes are essential to our process. This was a great team effort that required a lot of planning from both a technical and safety point of view. Currently, we're getting bid documents ready for both the installation of anchor points in our pipe gallery for fall protection and for installation of a new roof overlayment at our plant.

Matt Zetterman, P. E., Director of Water Quality

In addition to the above, Mr. Zetterman informed the Board that himself, Mr. LaPlante, and Mr. Bragdon, KWD Water Treatment Operator, provided a tour for 4th graders from Mt. Merici Academy, Waterville. Mr. Zetterman commented that they were all genuinely impressed with the students, as they were extremely interested in the WTP operations, asked very educational questions, and even stated that it was their best field trip ever. KWD has provided tours to other school groups in the past. Because these tours are so successful, Trustee Richards and other Board members agreed that an invitation should be extended to other school districts.

C. Customer Service and Safety Update April 6, 2017

Meter

- Service news of note:

The final 1-1/2" meter in the meter change out program is in a meter pit located at Fort Halifax Commons at 134 Halifax Street, Winslow. The new owners of the property intend to build a small community room onsite, and KWD has requested that the meter and backflow preventer be brought above ground in some manner for access and safety reasons.

Through our leak detection capability (unusually high usage) with the meter reading system, a small building at 114 Norridgewock Road, Fairfield was discovered to be a greenhouse with a reverse osmosis system used to purify the water connected to the water service. While a residential dual check backflow preventer is present, KWD is requiring a reduced pressure zone (RPZ) backflow preventer be installed by May 12. Our cross-connection policy allows 60 days for the testable backflow preventer to be installed when there is no immediate threat to the public water supply.

A new hair salon began operations at 1 Dunbar Court, Waterville. The owner installed a pressure reducing valve when asked to install an RPZ. The mistake was rectified by the owner.

Tim Horton's on Main Street, Waterville is closed. The water service is still active.

The service at the former Dunkin' Donuts in Winslow is still active though the store is closed.

Safety

In order for employees to effectively protect their hearing from damaging noise levels, they need to know how loud their surroundings are. At our request, MDOL safety engineer Sharon Holmes came to determine noise levels of various high noise areas of the filter plant and pump stations on March 24. We intended to check noise levels near O&M activities such as cutting ductile iron pipe inside a trench box and using jackhammers, grinders, and impact tools, but two main breaks that morning took precedence. She agreed to hold her report and return April 11 to follow up.

KWD recently reapplied for the Maine Department of Labor's Safety & Health Award for Public Employers (SHAPE). Our five year injury rate is now below the state average, and the consultation with MDOL safety engineer Mary Matthews is scheduled for June 12.

We recently became aware that OSHA's final rule on walking-working surfaces became effective on January 17, 2017. The rule revises and updates its *general industry* standards on walking-working surfaces to prevent and reduce workplace slips, trips, and falls, as well as other injuries and fatalities associated with walking-working surface hazards. The final rule includes revised and new provisions addressing, for example, fixed ladders; rope descent systems; fall protection systems and criteria, including personal fall protection systems; and training on fall hazards and fall protection systems. In addition, the final rule adds requirements on the design, performance, and use of personal fall protection systems.

Mike O'Brien, Customer Service Manager

In addition to the above, Mr. O'Brien informed the Board of an unusual circumstance that the Meter Department Staff encountered last week. There is a duplex in Waterville which has two separate service boxes and two separate meters. However, the internal plumbing is configured in such a way that there is only one hot water tank for both units. Unfortunately, the tenant who had the unit with the hot water tank moved out. Because a new tenant or the owner did not apply for the water service at this unit, KWD shut off the water. As KWD is only required to sell cold water, this resulted in the other tenant having no hot water. It is the responsibility of the landlord to reconfigure the internal plumbing if so desired. The tenant who was in the unit with no hot water applied for water service for the second unit also, and the water was turned back on.

Mr. O'Brien also updated the Board on the arc flash analysis project. An arc flash is an electrical explosive burst of heat and light due to some type of fault which can cause substantial damage, harm, fire, and injury. Analyses were conducted last year at various KWD locations. The contractor is slated to conduct evaluations this year at two pump stations and the vault at the Twin Tanks. The Western Avenue Pump Station will be analyzed as part of the upgrade project. M-4 will be scheduled for this in 2018 if it has not been sold.

Trustee Fuller noted the reference made to a reverse osmosis system in the above report and asked for a further explanation of the potential problem. Mr. O'Brien stated that a reduced pressure zone (RPZ) device is mandated per plumbing codes and KWD policy for certain customers considered to be a high hazard due to the type of business being conducted within the building. One example is in structures where chemicals are being utilized such as a greenhouse, hair salon, or hospital. A RPZ device prevents non-potable water from being sucked back into the distribution system contaminating the public water supply and affecting the quality of the water. The RPZ is required to be tested on an annual basis to ensure it is operating properly, and the report is forwarded to KWD. The business referred to in the report has a backflow preventer device, which is a non-testable device and is installed in residential homes. Because of this and because it was deemed there was no immediate threat to the public water supply, per KWD policy, the customer has up to 60 days to install a RPZ device.

ITEM 8: ENGINEER'S REPORTS

A. Engineer's Report

April 6, 2017

China Lake Elevation: 170.6

Stream Flow: 71 cfs

The work at the Western Avenue Pumping Station is coming along with numerous starts and stops. The electricians have completed as much work as they can until a concrete pad is poured for the master switch disconnects. The back-up generator has made it way to the crane company that will be setting it on the pad, but that work will not be able to take place until the other electrical is nearly ready. Central Maine Power has started on the new service to the station but is only using it as a project when time allows. On another note, Wright-Pierce has hired an inspector to be assigned to the job. He will be starting when the work begins the week of April 10th.

The Clinton Avenue, Winslow, project is being designed but has hit a delay, since the Town of Winslow will be having a meeting with the abutters on April 5th. The results of this meeting may

impact the main replacement work where the road is to be rehabbed. KWD has done some test holes, and the main was not as deep as desired and will be only three feet deep where the road is lowered.

M-4 has had to be shut down from operating. A significant clunk on each rotation of the turbine foreshadows a turbine problem. Divers have been brought in to seal up the turbine area, so the turbine itself can be evaluated. When a contractor was brought in, they found one of the wicket gate links had broken. They will be contracted to remove and remanufacture a new link as well as conduct a full evaluation of the others. When this is done, hopefully KWD will be able to get the unit back online to take advantage of the spring run-off for generation.

I have met with the engineer for the Vassalboro Sewerage District concerning the force main which will be installed from East Vassalboro to Winslow. There are a few locations where the force main may be close to KWD's mains, but we are working together to have them separated according to the rules of water/sewer main locations put forth by the Drinking Water Program.

Jefferson Longfellow, P. E.

Mr. Longfellow circulated some photos of the mechanical problems with M-4 and further explained some of the challenges of the repair. The contractor evaluated the other turbine wicket links and determined that the majority of them are in a weakened condition and will ultimately fail. It was also discovered that one of the gates holding back the water from entering the turbine room (which is dewatered when maintenance work is required) has missing bolts and rivets causing the gate to be structurally unstable. Until this is fixed, the contractor will be unable to conduct the turbine wicket link repair. Mr. Longfellow has contacted a structural engineer, and a price proposal will be submitted for the gate repair. Unfortunately, M-4 is unable to generate during this prime period when there is snow melt and high water flows.

Motion by Trustee Talbot, "to accept all Departmental Reports as presented," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 9: EXECUTIVE SESSION, (MRSA Title 1, Section 405-6A, Personnel Related Issue)

At 8:50 a.m., motion by Trustee Talbot, "to enter Executive Session under MRSA Title 1, Section 405-6A, Personnel Issue," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

At 9:29 AM, Vice-President Dornish brought the Board out of Executive Session.

Motion by Trustee McCluskey, "to adjust District policy to ensure that no payroll deductions for the employee portion of health insurance premiums are taken from an employee unless the insurance application has been signed and submitted," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

Motion by trustee McCluskey, “with the caveat that all KWD employees are treated with fairness, dignity and respect, KWD is directed to pay the employee the exact amount of \$181.99 to cover costs of prescription payments the employee stated were made during the month of March when the employee was not covered by KWD’s insurance plan,” seconded by Trustee Richards.

Vote: 5 in favor, 2 opposed, motion carried.

NOTE: the preceding two motions may be reconsidered during the next Board meeting on April 20,2017.

ITEM 10: PUBLIC PARTICIPATION

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:32 a.m.

Sue Markatine, Recording Secretary