

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – JULY 20, 2017 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; Bill Boucher, Trustee; Kevin Gorman, Trustee; Joan Sanzenbacher, Trustee; Mark McCluskey, Trustee; Frank Richards, Trustee

Trustees absent: None

Also present: Jefferson Longfellow, KWD Engineer; Mike O'Brien, KWD Customer Service/Safety Manager; Benny LaPlante, KWD Distribution Superintendent; Sue Markatine, Recording Secretary

Benny LaPlante joined the meeting at 7:37 a.m.

ITEM 1: INTRODUCTION OF GUESTS

None

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF JULY 6, 2017.

Motion by Trustee Sanzenbacher, "to accept the minutes of the Regular Board of Trustees' Meeting of July 6, 2017," seconded by Trustee Earickson.

Vote: 9 in favor, Trustee Talbot abstained, motion carried.

ITEM 3: FINANCIALS

A. ACCOUNT WARRANT

July 20, 2017

CHECKS RELEASED		Check	Dollar
Vendor	Description	Date	Amount
Treasurer, State of Maine	Water Test	06/29/17	26.00
Verrill Dana LLP	Professional Services for MMA Bond	06/29/17	1,497.84
Postmaster	Bulk Mail Postage-Billing	07/07/17	301.25
Treasurer, State of Maine	Monthly Sales Tax	07/11/17	3,230.23
MainePERS	Monthly Employer Contribution	07/11/17	9,441.73
MainePERS	Monthly Group Life Premiums	07/11/17	693.46
A-Copi Imaging Systems	Quarterly Copier Maintenance Agreement-2 Copiers	07/13/17	153.23
Atwork Franchise, Inc.	Flaggers-30 Hours-Main St Waterville Hydrant Repair	07/13/17	547.20
Bluetarp Financial, Inc.-Aubuchon	Hydrant Paint	07/13/17	80.22
AutomationDirect.Com, Inc.	Hole Plugs-2-WTP	07/13/17	20.50
Bomark Instruments, Inc.	Gas Monitor Calibration Cylinder	07/13/17	289.00
T Buck Construction, Inc.	M-4 Wicket Gate Links Repair	07/13/17	126,876.66
Budget Document Technology	Envelope Sealing Solution	07/13/17	34.45
Central Maine Power	Monthly Electricity Taylor Ave	07/13/17	57.75
Constellation NewEnergy, Inc.	Monthly Electricity-Variou Locations	07/13/17	6,914.69
Fastenal Company	Master Padlocks/Anti-Fog Lens Cleaner	07/13/17	102.28
FedEx	Shipping Charge for Ditch Witch Controller Exchange	07/13/17	15.45
GWI	Monthly Internet Service	07/13/17	284.60
Hammond Lumber Company	Aluminum Extension Ladder/Lockset Door Knob	07/13/17	437.03
Hussey Communications, Inc.	Monthly Internet Service	07/13/17	250.00
John's Market, Inc.	28 Bags of Ice	07/13/17	55.72
Kennebec County Reg. of Deeds	Lien Discharge-1 Property	07/13/17	22.00
Kennebec Equipment-Fairfield	Trash Pump Repair-WTP	07/13/17	89.55
Kennebec Water District	Monthly Petty Cash	07/13/17	48.40
M C Disposal Inc./DBA CMD	Monthly Rubbish Removal/Portapotty Rental	07/13/17	200.50
Gerald MacKenzie, Inc.	Road Patches-Variou Locations	07/13/17	922.50
Maine Municipal Association	Workers Compensation Insurance	07/13/17	3,031.80
Maine Municipal Association	Property & Casualty Insurance	07/13/17	23,781.50
Maine Water Works Supply	Enlarged Base/Couplings/Operating Nut/Tubing/Tee	07/13/17	1,606.37
Treasurer, State of Maine	OSHA Training Completion Cards-2 Employees	07/13/17	16.00
Treasurer, State of Maine	Annual Drinking Water Fee	07/13/17	12,092.90
Treasurer, State of Maine	Water Tests	07/13/17	296.00
Northeast Laboratory	Messalonskee Stream/China Lake Water Tests	07/13/17	230.00
Fanado Pelotte	Backhoe/Wheeler-North Garand St Winslow	07/13/17	708.76
E. J. Prescott, Inc.	1' IPERL Meters-2/1 1/2" Meter-1	07/13/17	1,201.97
The Sherwin-Williams Company	Paint/Brushes-WTP	07/13/17	67.92
Snow Pond Tech. Group, Inc.	Wireless Network Hardware Rental-WAPS Project	07/13/17	10.00
Staples Credit Plan	Printer Ink/Copy Paper/Table	07/13/17	145.71
C H Stevenson, Inc.	Green Seal Cold Patch	07/13/17	2,736.00
Vassalboro Car Care	Oil Change-Tk 17 & Tk 7	07/13/17	59.90
Walmart Community/GEMB	White Vinegar/Distilled H2O/Beverages/Cleaner/ Compressed Air/Paper Goods/Batteries	07/13/17	148.08
Ware-Butler, Inc.	Coupling Hose/Plug/Screws/Lags/Safety Snaps/Eye Bolts	07/13/17	26.72
TOTAL WARRANT			\$198,751.87

Motion by Trustee Talbot, “to ratify the total warrant of checks released for \$198,751.87,” seconded by Trustee Earickson.

There were no questions presented regarding the July 20th warrant.

Vote: Motion carried unanimously.

B. Other

None

ITEM 4: MOTION ISSUES

A. Contractor Bids for Budgeted \$600,000+ Clinton Avenue Project

The Trustees were provided with the bid tabulation results for the Clinton Avenue, Winslow, main replacement, service insulations, and fire hydrant relocation project. Four companies were invited to bid, and two companies responded. Mr. Longfellow recommended awarding the contract to the low bidder, Steve McGee Construction.

Motion by Trustee Talbot, “to award the contract to the low bidder, Steve McGee Construction, for the Clinton Avenue, Winslow, project for \$381,175,” seconded by Trustee McCluskey.

The Trustees discussed the motion. Trustee Sanzenbacher inquired if this price was in the expected vicinity for this project. Mr. Longfellow replied that the project was downsized slightly from the original project scope, and this bid cost is the approximate amount which was expected. As there is some insulation work being conducted and some main being replaced, Trustee McCluskey asked which part of the service area will be receiving the new main. Mr. Longfellow replied that over the top of Sand Hill up to Kidder Street 1500 feet of main, which was obtained by the District in 1903, will be replaced. This main, which has had numerous breaks over the years, was one of the recommendations for replacement in the KWD 2001 Master Plan. Trustee Dornish asked if KWD has been satisfied with Steve McGee Construction’s past work performance. Mr. Longfellow answered that this contractor has successfully completed other work for KWD including the most recent project surrounding the new Colby College dorm complex in the Concourse. Trustee Richards noted that there is a considerable dollar discrepancy between the two bidders under the traffic control/clean-up/and temporary services line item and asked if the reason for this is known. One suggestion offered was that perhaps the contractor already is busy with multiple jobs and inflated this line item in price in order to make it worthwhile for the contractor to undertake the added project if it happened to be the low bidder. Trustee Fuller inquired if it would be less expensive for KWD to purchase the materials for the project rather than the contractor. Mr. Longfellow responded that the price the contractor will pay for the materials for the project is comparable to what KWD would pay. In addition, the total responsibility for having the supplies necessary to complete the job is best controlled by the contractor conducting the work. For instance, a situation where the contractor is waiting for piping materials and charging KWD for downtime if there is a delay in receiving the materials can be avoided. Trustee Fuller also asked if there are possibilities of unexpected additional work with this project. Mr. Longfellow replied that there is none anticipated, but with any project of this size, there is always the potential for the unexpected which could result in a change order.

Vote: Motion carried unanimously.

B. Award of Contract for Master Plan Project. (Please see attached report on the Results of the Request for Proposals for the 2018 Comprehensive Water System Facilities Plan (Master Plan). An electronic copy of the recommended proposal submission has been sent via e-mail with the Board package.

In review, as recommended by the Drinking Water Program and for the benefit of future planning for KWD, a Comprehensive Facilities Master Plan should be conducted approximately every ten years. This entails hiring an engineering firm to extensively evaluate all facilities and operations and to provide an array of information including detailed procedures and schedules for preventive maintenance and repair requirements for corrective measures. The Board previously authorized Mr. LaCasse to begin the process and to solicit bids to commission this report in 2017. Mr. LaCasse applied for and KWD was approved for a \$15,000 Capacity Development Grant from the Maine Drinking Water Program for this project.

As part of their packets, the Trustees were provided with a narrative from Mr. LaCasse regarding the review of submissions and award recommendation for this study. Four Maine engineering firms were sent the request for proposal. Two firms did not respond, one firm responded it would not be submitting a bid, and one firm, Wright-Pierce Engineers, submitted a bid. A copy of the Wright-Pierce Engineers Proposal and Statement of Qualifications was mailed electronically to the Board members prior to today's meeting. In his summary, Mr. LaCasse recommends to award the contract to Wright-Pierce Engineers.

Motion by Trustee Talbot, "to award the contract for the KWD Comprehensive Water System Facilities Plan (Master Plan) to Wright-Pierce Engineers for \$49,800, and if the contract is available before July 24th, (the return date of the General Manager), to authorize the District Engineer to sign on behalf of KWD," seconded by Trustee Fuller.

The Trustees discussed the motion. Trustee Earickson inquired if this cost proposal was in the expected price range for this type of study. Mr. Longfellow replied that it is a very comprehensive analysis and the cost is reasonable and as anticipated. Trustee Dornish asked if KWD has been satisfied with Wright-Pierce Engineers past work performance. Mr. Longfellow answered that KWD has been extremely satisfied with Wright-Pierce Engineers. Trustee Hodsdon offered that, in addition, Wright-Pierce Engineers has extensive knowledge and significant experience with the KWD operations and system. Trustee Fuller noted that Wright-Pierce Engineers proposal mentions supplemental work for additional costs. Trustee Hodsdon remarked that this additional work is not included in the standard contract for the \$49,800 and, if KWD did desire to have the alternative tasks stated in the proposal performed, Mr. LaCasse would present it to the Board for review and potential approval.

Vote: Motion carried unanimously.

ITEM 5: TRUSTEES

A. Comments, Concerns, Ideas

None

B. Succession Planning Committee Update – Review of Trustee Comments

In addition to the comments previously submitted by Trustee Richards regarding the documents relating to the General Manager's job duties, benefit package, and hiring process, two more Trustee comments were provided to the Board members today, supplemental comments from Trustee Richards and comments from Trustee Earickson. Trustee Talbot mentioned he verbalized to Mr. LaCasse his input and will submit it in a written format if requested. If they have not done so as of yet, the other Trustees were reminded to either submit their views in writing or to inform Mr. LaCasse if they are satisfied with the documents as is.

It was decided that the Succession Planning Committee would meet at the conclusion of today's meeting to review the Trustees' comments received to date.

C. Other

Mr. Longfellow informed the Trustees that the Maine Water Utilities Association's annual golf outing is scheduled for August 9th in Cumberland, and the meeting/clambake is scheduled for August 10th at Thomas Point Beach in Brunswick. Trustees can either register themselves or inform Mr. LaCasse if they are interested in attending. At the July 6th meeting, it was mentioned that there is going to be a pipe tapping competition which consists of a four-man team, and some KWD employees are interested in this contest. Trustee Sanzenbacher asked if KWD is planning on participating. Mr. LaPlante answered that some staff, with the support of other KWD employees, has expressed an interest in observing this in 2017, and he feels this would be a good morale booster; however, internal discussions regarding whether to have employees attend this event are still ongoing.

ITEM 6: ENGINEER'S REPORT

A. Engineer's Report

China Lake Elevation: 171.4
Stream Flow: 13 cfs

Work is moving along on the Western Avenue Pumping Station. The leveling layer of concrete for the floor has been completed, and now much of the work focus is on the exterior of the building again. The East discharge has been completed and pressure tested, and the new exterior connections for the building drain and sewerage have been replaced. Concrete encased electrical conduit to the other three buildings in the complex has been started. When the East discharge is backfilled, the main on South Street will be pressurized, and the temporary water services can be removed.

I have met with Maine Industrial Repair Services, the ones who rewound the generator several years ago, and they will be sending me a proposal to investigate the damage to the generator. The stream will have minimal flow for the next six to eight weeks, so now is the time to get the repair done.

The main replacement is out to bid for the 1500 feet of main replacement within Clinton Avenue, Winslow. This work will complete some of the needed work that was outlined in KWD's 2001 Master Plan.

Jefferson Longfellow, P. E.

In addition to the above, Mr. Longfellow informed the Trustees that he recently received a proposal from Maine Industrial Repair Services for \$1,760 to evaluate the mechanical problems with M-4. There is some concern that if a portion of the windings are damaged, all of the winding will need to be removed rather than just the impaired section, and this would result in more cost.

Trustee Richards asked if KWD could sell M-4 "as is" or if it is necessary to conduct these costly repairs to make it operable again before placing the hydro station on the market. Mr. Longfellow replied that while the price point could potentially be lower it could be sold "as is". He added that when the M-5 hydro station, which is also on the Messalonskee Stream, was sold it was virtually in pieces. Trustee McCluskey inquired if Mr. Longfellow believes there will be buyer interest from companies other than Essex Hydro Associates, which owns the other hydro stations on the stream. Mr. Longfellow answered that there are several other companies in Maine who own hydro stations and could potentially be interested in a purchase. Trustee Fuller asked if the management, such as patrolling problems and contacting contractors when problems occur, of the M-4 maintenance should be outsourced. Mr. Longfellow responded that this could be an option, but the administrative hourly cost would most likely be significantly high.

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. Other – General Manager is on Vacation

At the July 6th meeting, Mr. O'Brien had informed the Board that in conjunction with the safety inspection conducted by the Maine Department of Labor Safety an Occupational Safety and Health Administration (OSHA) assessment was conducted, and KWD received a perfect score in all categories. At today's meeting, the Trustees were provided with a copy of this OSHA report for their review. Mr. O'Brien explained during the inspection, the first few hours involved answering questions and providing documentation for the KWD safety practices, programs, and training. As a result of the overall inspections, KWD was reported to have five deficiencies in which it has two months to address. The Board members congratulated Mr. O'Brien and praised KWD employees for their dedication to being proactive and practicing sound safety habits on a continuous basis.

Trustee Hodson asked Mr. LaPlante if he had any news to report at today's meeting. He replied at this moment, the KWD crew is on site on the West River Road, Waterville, to determine the cause of and to repair a water leak.

ITEM 8: EXECUTIVE SESSION, (If Necessary)

None

ITEM 9: PUBLIC PARTICIPATION

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 7:55 a.m.

Sue Markatine, Recording Secretary