

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – APRIL 5, 2018 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; Mark McCluskey, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee; Alex Wild, Trustee

Trustees absent: None

Denise Bruesewitz, Trustee, left the meeting at 8:25 a.m.
J. Michael Talbot, Treasurer, left the meeting at 8:37 a.m.

Also present: Roger Crouse, General Manager; Jefferson Longfellow, KWD Engineer; Matt Zetterman, KWD Director of Water Quality; Benny LaPlante, KWD Customer Service Manager/Safety Coordinator; Jared Bragdon, KWD Operations Superintendent; 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 15, 2018.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of March 15, 2018," seconded by Trustee Richards.

Vote: Motion carried unanimously.

ITEM 3: FINANCIALS

A. ACCOUNT WARRANT

April 5, 2018

CHECKS RELEASED		Check	Dollar
Vendor	Description	Date	Amount
Treasurer, State of Maine	Monthly Sales Tax	3/13/2018	2,554.04
MainePERS	Monthly Employer Retirement Contribution	3/13/2018	8,433.20
MainePERS	Monthly Group Life Premiums	3/13/2018	659.74
Postmaster	Bulk Mail Postage-Billing	3/14/2018	356.32
Somerset County Reg. of Deeds	Water Lien Discharge-1 Property	3/15/2018	22.00
A Partner in Technology	Professional Computer/IT Services-Variou Locations	3/22/2018	2,406.25
American Messaging	Quarterly Paging Service	3/22/2018	124.97
Answering Services Unlimited	Monthly Answering Service	3/22/2018	92.26
Business Card-Bank of America	1 Gal. Bleach Sprayer-Amazon/2018 Membership- North American Lake Mgmt. Society/Google Cloud-Google/MWUA Parking-Unified Parking Partners/MWUA Hotel-Holiday Inn by the Bay/Finance Charge-Bk of America	3/22/2018	441.80
E S Boulos Company	South St Garage & Basement Lighting	3/22/2018	3,287.00
Budget Document Technology	Annual Maintenance Agreement-Bill Folder/Stuffer Ink-Postage Machine	3/22/2018	944.40
Dennis K. Burke Inc.	Heating Oil-WTP	3/22/2018	3,150.32
Central Maine Power	Monthly Electricity-Variou Locations	3/22/2018	28,896.08
Town of China	Semi-Annual Real Estate Taxes	3/22/2018	9,211.66
Crystal Reporting Solutions	Convert & Update Crystal Financial Reps. to New Database	3/22/2018	150.00
Earthlink Business 1058	Monthly Telephone Service	3/22/2018	376.69
Fabian Oil Inc.	Propane-WTP	3/22/2018	154.45
Fastenal Company	Duct Tape/Push Broom/Electrical Tape	3/22/2018	88.24
GWI	Monthly Internet Service	3/22/2018	284.60
Business Management Daily	Annual Subscription for Manager's Legal Bulletin	3/22/2018	95.00
Hilltop Cleaning Service	Monthly Cleaning Service	3/22/2018	564.00
Home Depot Credit Services	Plywood/Clamp/Hose/Wet-Dry Vac-For Claifier Maint.	3/22/2018	453.67
Hussey Communications Inc.	Monthly Internet Service	3/22/2018	250.00
Jordan Equipment Company	Lifting Sling for Shoring Box	3/22/2018	257.20
Joseph's Sporting Goods	Employees Clothing	3/22/2018	460.91
Kennebec Auto Service	Service-Tk 20	3/22/2018	30.54
Kennebec Equipment-Fairfield	Pressure Washer & Hose Reel	3/22/2018	3,158.65
Kennebec Water District	Monthly Petty Cash	3/22/2018	51.50
M C Disposal Inc./DBA CMD	Monthly Rubbish Removal	3/22/2018	88.00
Maine Municipal Bond Bank	2009 Bond Principal & Admin. Fee 2017 Bond Principal, Interest, & Admin. Fee	3/22/2018	165,674.56
Maine Municipal Emp. Health Trst.	Monthly Health Insurance Premiums	3/22/2018	29,715.23
Maine Water Works Supply	Gate Wrenches/SB Lids/SB Covers/SS Rods/GB Cleaner/Couplings/Calcium Chloride/GB Tops/GB Adaptors/GB Covers	3/22/2018	7,772.10
Treasurer, State of Maine	Water Tests	3/22/2018	1,438.00
MainePERS	Jonathan Van Bourg Retro Retirement Contribution	3/22/2018	162.54
Messalonskee Stream Hydro LLC	Replace Pond Level Transducer-M-4	3/22/2018	1,312.74
Moncure & Barnicle	Professional Services-Union Negotiations	3/22/2018	1,063.92
Motor Supply Company	Battery for Security System/Oil Filter/Oil/Spray Paint	3/22/2018	123.53
Northeast Laboratory	Water Test	3/22/2018	65.00
Fanado Pelotte	Backhoe/Tri-Axle-Variou Locations	3/22/2018	2,186.88

E. J. Prescott Inc.	O-Rings-Variou Sizes/2" Meter for Huhtamaki	03/22/18	2,018.76
Quill Corporation	Log Books/Towels/Toner/Calc. Ribbons/Staples/Envelopes/ Eraser Refills/Paper/Lead Refills/Markers	03/22/18	1,337.71
Snow Pond Technology Group Inc.	Technical Support for Firewalls	03/22/18	60.00
Spring Brook Ice & Fuel	Propane/Heating Oil-Variou Locations	03/22/18	1,460.03
Staples Credit Plan	Computer Monitor	03/22/18	149.99
Super Shoe Stores Inc.	Employee Boots	03/22/18	139.49
Thayer Corporation	Quarterly Service Agreement-Business Office	03/22/18	305.68
D L Thurrott Air Products	Filter Drain-WTP	03/22/18	66.00
Time Warner Cable	Monthly Internet Service	03/22/18	232.75
United States Cellular	Monthly Cell Phone Service	03/22/18	97.45
United States Cellular	Monthly Data Service	03/22/18	99.56
US Bank Corporate Trust Boston	2011 Bond Interest	03/22/18	15,563.91
Verizon Wireless	Monthly Data Service	03/22/18	261.96
Verrill Dana LLP	Professional Services-2018 Rate Case	03/22/18	1,293.77
Walmart Community/GEMB	Vinegar/Distilled H2O/Beverages/Cleaning Supplies/ Batteries/Isopropyl Alcohol/Employee Clothing/ Headlights/Paper Goods	03/22/18	290.92
F. W. Webb Company	PVC Fitting	03/22/18	36.49
Williams Scotsman Inc.	Storage Container Lease & Insurance	03/22/18	744.82
Winslow Supply Inc.	Antifreeze	03/22/18	99.26
Postmaster	Bulk Mail Postage-Billing	03/23/18	491.43
BNY Mellon Corporate Trust	2004 Bond Principal & Interest	03/23/18	38,062.08
Postmaster	Bulk Mail Postage-Billing	03/30/18	564.71
TOTAL WARRANT			\$339,934.76

Motion by Trustee Talbot, "to ratify the total warrant of checks released for \$339,934.76," seconded by Trustee Earickson.

There were no questions regarding today's account warrant.

Vote: Motion carried unanimously.

Because a couple of Trustees had to leave the meeting early, the Board decided to enter Executive Session at this time rather than at the end of the meeting.

At 7:33 a.m., motion by Trustee Talbot, "to enter Executive Session under MRSA Title 1, Section 405-6D to discuss collective bargaining issues between KWD and Teamsters Local No. 340," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

At 7:57 a.m., President Hodsdon brought the Board out of Executive Session.

As a result of Executive Session, motion by Trustee Talbot, "to accept the unit proposed annual wage increase of 2 percent for 2018, 2.5 percent for 2019, 2.5 percent for 2020 and, in addition, to accept the proposed wage increase for the Distribution Crew Supervisor and to approve the proposed signing bonus. The Board also grants authority to the General Manager and Board

President to execute the unit contract covering the three-year period from January 1, 2018 through December 31, 2020,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

B. December/Year-End Financials

As part of their packet, the Board members were provided with a copy of the December 2017 financial statements. In addition to these financial statements, the Trustees were presented with three financial graphs reflecting the years 2008 to 2017 as follows: 1. Operating Ratio (Operating Revenues divided by Operating Expenses); 2. Days of Cash on Hand; and 3. Total Assets and Liabilities. Mr. Crouse explained that as additional data is accumulated, these tools will become a more effective aid for the Trustees to evaluate the overall financial performance of and target goals for the District and can be utilized when making future financial decisions. Mr. Crouse also stated that in consideration of the version in which the past financial statements have been presented, he is planning to review options for a more simplified format to present to the Board.

Trustee Richards commented that in a past meeting, he proposed a more simplified format for the financial statements, perhaps a summarized balance sheet, and is in favor of this effort. Referring to the graphs, Trustee Richards made the recommendation of composing two graphs with one axis rather than plotting two axes on a single graph. Although Trustee Earickson welcomes the additional information, he would also like to continue to receive the financial statements in a similar detailed format as presented in the past. Referring to the Monthly Income Statement, Trustee Dornish stated it is fairly easy to understand up to the total operating revenues line item. However, the line items following could be more descriptive for clarification purposes.

Trustee Hodsdon conveyed that the Maine Public Utilities Commission (MPUC) dictates some of the format requirements for the KWD financial reporting. Mr. Crouse pointed out that although the MPUC has standards KWD abides by, he can configure the financial information which is put forth before the Trustees and which will also be an aid for the Board when he makes recommendations regarding fiscal decisions.

The Board was also informed that the Maine Water Utilities Association has a Utility Finance Officers Committee which Mr. Crouse is planning to join. One goal of this committee is to compile data to measure water industry standards which can then be utilized for performance, comparison, and target goal purposes.

Referring to the December Monthly Income Statement, Trustee Hodsdon noted that a few of the metered sales revenue categories reflected a negative dollar amount for the month of December 2016. The Trustees noted that it appears a couple of columns are reversed and questioned this possibility. (Addendum: Although it does appear a couple of columns are reversed, this resulted due to 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. This was first required for the 2015 audit. The negative/lower dollar amounts for December 2016 reflect the changes in the accounting practices during the “transition” year (2016). The December statements moving forward should more closely reflect the values presented for December 2017.)

At this time, a brief review of the financial graphs was conducted. Mr. Crouse explained that by industry standards, the operating ratio, which is the operating revenues divided by the operating expenses (including the depreciation expense), should be at a ratio of 1 or greater. The Operating Ratio Graph reflects that KWD has been operating within the margins of 1.2 to 1.5 for the past ten years.

The Days of Cash on Hand graph indicates the number of days of cash available to fund expenses and, at minimum, should be the number of days in a billing cycle which is 90 days for KWD. This graph reflects monies which are readily available; the reserved funds for bond payments and tank painting are excluded. Mr. Crouse commented that for utilities with a AAA bond rating, the medium number of days of cash on hand is 427. For KWD, the graph fluctuates considerably throughout the years; however, in 2015, when KWD received its pension plan surplus funds from the MainePERS, there is a dramatic spike upwards. At the end of 2017, the graph indicates KWD has slightly over 400 days of cash on hand. In the future, when a desired target range of days is ascertained, this information can be utilized to potentially consider a rate increase and/or to establish available funds for annual projects. Trustee Hodsdon commented that, from his knowledge of other Maine water utilities, KWD's number of days of cash on hand is ranked superb. Trustee Earickson stated he would be interested in viewing this graph with the MainePERS monies extracted, as this could provide information as to the course of the District without this one-time influx of cash.

The third graph reviewed was the comparison of total assets to liabilities. This graph reveals that the value of the District's assets is increasing and the liabilities (debt) are decreasing. This graph indicates that KWD is in a solid financial position.

Overall, Mr. Crouse stated that at the present time, KWD is financially sound. The Board thanked Mr. Crouse for this information and for the future information he is planning to provide as this will aid the Trustees when asked to make prospective financial decisions.

C. Draft Audit Report

Mr. Crouse informed the Board members that the draft of the KWD Audited Financial Statements for fiscal year ending December 31, 2017 has been completed by Runyon Kersteen Ouellette (RKO). RKO did make similar recommendations for improvements as were made for the previous two audits. Mr. Crouse reported that the random sampling of the various aspects of the accounting functions proved that there were no errors detected and no changes to the financial statements were required. Overall, RKO reported that KWD has sound accounting practices and principles.

Mr. Crouse is also in the process of compiling the 2017 Management Discussion and Analysis which is a required document per the General Accounting Standards Board (GASB) and will be included in the KWD audited financial package.

On a related note, the annual Maine Public Utilities Commission (MPUC) Report prepared by Betty Hastings, KWD's Finance Manager, has been completed and submitted to the MPUC.

The Board decided that both the Audited Financial Statements and the MPUC Report could be provided to them electronically rather than by paper version.

D. Other

None

ITEM 4: MOTION ISSUES

A. Review Bids for New Crew Truck and Approve Recommendation for Contract Award

The Trustees were informed that four vendors were solicited to bid on the new crew truck to replace the 2006 crew truck and only one responded with a price. This item was included in the 2018 capital budget at an estimated cost of \$160,000. Mr. LaPlante explained that one vendor, who did not submit a bid, called and explained that that he could not currently provide a vehicle which will meet the exact KWD specifications but plans to begin carrying a similar line in inventory later in the year. Mr. LaPlante did not have any insight into why the other two companies did not submit a bid. The one bid was submitted by Daigle and Houghton, Inc. located in Hermon, Maine, for a net price of \$130,555 after the trade-in allowance of \$22,500.

Mr. LaPlante stated that this is a Class B vehicle, which is an upsize from past vehicles, and is sizeable enough to haul the Ditch Witch trencher. The body of the truck will be manufactured by HEWS Truck Bodies. The body is an upgrade from past bodies purchased and should have a longer life. Because the bid price is below the estimated price, Mr. Crouse recommended that the Trustees accept this bid.

Motion by Trustee Dornish, “to award the bid for the crew truck to Daigle and Houghton, Inc. for the net amount after trade allowance of \$130,555”, seconded by Trustee Talbot.

The Trustees discussed the motion. Trustee Earickson inquired about the size of the coverage area for the vendors who were solicited. Mr. Crouse replied truck dealerships within the State of Maine, the town of Hermon and cities of Portland, Augusta, and Bangor. Trustee Earickson asked if KWD should consider re-soliciting bids and widening the bid search to include out-of-state vendors. His point being that this is a large sum of money, and there are no other bids for comparison purposes. Trustee Fuller agreed with this viewpoint. Trustee McCluskey commented, that although he does understand this notion, this was a competitive bid process and Daigle and Houghton, Inc. did not know that others were not going to submit a bid. Trustee Hodson voiced his concern that if the current vehicle’s inspection sticker expires, there could be costly repairs to have it re-inspected. Trustee Earickson questioned if this bid was not accepted, would this put a bind on operations. Mr. LaPlante answered that the lead time to receive the new truck on site is approximately six months. Trustee Boucher asked the number of days Daigle and Houghton, Inc. will honor the bid price, and Mr. Crouse responded 30 days. Trustee Richards commented that, although the price is staggering, and no other bids were received, he is willing to accept the staff recommendation of purchasing this truck.

Trustee Fuller asked if the requests were for performance or technical “lock out” specifications as lock out could be so technical causing some vendors to be unable to meet the provisions and compete. Mr. Crouse stated that the specifications were written for vehicle components necessary for KWD to conduct business, and the specification included performance specifications as well as precise features. This could be the reason the other dealerships opted not to bid; however, the request for bids did allow “or equal” components if the bidder did not have these exact options.

Vote: 6 in favor, 2 opposed, motion carried.

B. Other

None

ITEM 5: TRUSTEES

A. Comments, Concerns, Ideas

As Mr. LaCasse, KWD's former General Manager is retiring at the end of April, Trustee Dornish requested to be provided with a report at the next meeting summarizing the overall effectiveness of the transitioning to the new General Manager to date. Mr. Crouse stated he does feel the transition has been going well. He has utilized Mr. LaCasse's historical knowledge on a number of occasions. In addition, the KWD Management Team has been and will continue to provide him with their expertise. Trustee Hodsdon commented that, after Mr. LaCasse has officially retired, if needed and if he agrees, he could be hired for consulting purposes on an as needed basis. Trustee McCluskey recalled that Mr. LaCasse had provided the Board with a list of projects in process which he had planned to continue to work on before his retirement at the end of April. Trustee McCluskey stated that an update on the status of these projects would be beneficial.

Regarding the KWD Applications for Water Service, Trustee Hodsdon mentioned that Trustee McCluskey had noticed that KWD asks for an applicant's social security number and voiced his concern to Mr. Crouse due to security and liability issues. Mr. Crouse began by explaining that before water utilities were allowed the right to lien, KWD had utilized the service of a debt collection agency which used the social security numbers to aid in tracking past customers. KWD now does not need this information, and Mr. Crouse has already implemented the removal of the request for social security numbers from the application process. In addition, all social security numbers on file will be purged from the system. KWD, as other water utilities, will continue to ask for a government issued identification, typically a driver's license, to verify the applicant's proof of identity. Mr. Crouse also informed the Board that there are future plans to scan much of the existing and new documentation in order to eliminate the mass quantity of paper storage.

Referring to the past water main break in Winslow, Trustee Boucher stated that there continues to be road pot hole problems at the corner of Bay and Halifax Streets. Mr. LaPlante stated that due to the snow melt, frost leaving the ground, and recent rain, KWD has had to re-patch this area numerous times. KWD will continue to monitor and re-fill this area until paving plants open and a permanent patch can be installed.

B. Other

None

ITEM 6: MONTHLY DEPARTMENT REPORTS

Departments: Operations & Maintenance (OM)
 Engineering (EN)
 Customer Service (CS)
 Water Quality (WQ)

1. Ongoing or Upcoming Projects/ Items of Significance

- a. (OM) Bids for the replacement of the crew truck are due on April 2, 2018.
- b. (OM) Distribution system flushing will begin in April.
- c. (WQ) Rehabilitating air system in Clarifier #3 – The significant quantities of plastic clarifier media were found in the air lines serving the clarifier. Staff found a handful of broken air diffusers and one that was missing. Replacement diffusers have been ordered. All media has been removed and the concrete has been pressure washed. We are working on drying the concrete, so we can have the surface coated.
- d. (WQ) Uninterruptable Power Supply at WTP – We are waiting on a second quotation to replace the UPS.
- e. (WQ) Roofing project – Bid requests for the roofing project have been provided to three contractors. Bid opening is set for May 1st.
- f. (WQ) Lab certification – We are scheduled for an onsite assessment by the State on May 15th.
- g. (WQ) Source Water Protection Grant – An application for the Source Water Protection Grant from the Maine Drinking Water Program has been submitted. We are applying for \$10,000 for the China Lake Association's Lake LakeSmart program. The LakeSmart program provides assessments of properties in the watershed and implementation of best management practices (BMP) such as installing buffers and erosion control.
- h. (WQ) China Lake (on 3/29/18 - Lake Elevation: 170.6 feet, Outlet Flow: 188 cfs) – With precipitation slowing down over the last couple of weeks we've been able to get the lake level back to about one inch of our winter level target. According to the China Lake level order we can start raising the lake level to spillway level (171.5 feet) starting April 1st and are to reach that target by May 25th.
- i. (WQ) Matt Zetterman and Roger Crouse attended a China Lake Association meeting on March 22, 2018. Topics included the LakeSmart Program, the association's annual meeting, and insurance. The other Directors are very appreciative of the District's continued support with water quality in China Lake.
- j. (CS) Seasonal meter installation requests are expected to increase significantly over the next month.
- k. (EN) The speed switch drive on M-4 has been diagnosed/repared. It will now be able to start-up on remote command from Essex Hydro. The hydro had been operating around the clock until March 25. Since then it has been only operating one shift per day.
- l. (EN) Under a contract with the Town of Winslow, Dirigo Engineering has competed the base design for the work on Hallowell Street. KWD engineering is using the base design to develop the water line replacement design. The timing on to construction project is still uncertain. KWD will be ready when Winslow is.
- m. (EN) Wright-Pierce will deliver a draft Facilities Master Plan on the week of April 2nd.

2. Personnel

- a. (CS) Benny has officially started his new position as Customer Service Manager / Safety Coordinator.
- b. (OM) Jared Bragdon has officially started his new position as Distribution Superintendent.

- c. (OM/WQ) James Epstein, formerly a treatment plant operator, is no longer working for the KWD. Jared Bragdon's promotion created another vacancy at the treatment plant. One of our two vacant treatment plant operator positions have been filled by Lee Owens in the OM Department. Lee brings two years of experience with the company and a strong mechanical skillset. We are excited to have him join us at the plant. Recruitment for the two vacancies will begin the first week of April.
- d. (OM) A customer on Winchester Street in Fairfield praised KWD for its communication, professionalism, and completion of the leak repair in a timely manner.
- e. (CS) Customer Service and front office staff received high praise from a customer in Fairfield for a quick and professional response for a meter installation request.

Trustee Hodsdon requested an update regarding M-4, KWD's hydro station, operations. As referenced in the above report, Mr. Crouse reported that when generation decreased from 24-hours per day to one-shift per day, the speed switch drive was repaired. Mr. Longfellow reported that since the repair and due to the recent precipitation and related high river flow, M-4 has been steadily generating 24-hours per day.

Referring to the M-4 income statement, Trustee Fuller asked for a more detailed explanation of the line items for deductions from income. Mr. Crouse explained that these deductions are for any expense-related items for M-4. Trustee Fuller asked for the specifics of the 2017 year-to-date line-items expenses of \$ 94,518 (contract others) and \$64,338 (materials and supplies). Mr. Longfellow answered that the majority of these costs were for the repair of the gate links during the spring of 2017. Trustee Hodsdon noted that, although M-4 was not generating in December 2017, KWD did receive some revenues. Mr. Longfellow explained that although inoperable, KWD does receive revenues from ISO New England for M-4 due to the forward capacity market credit. In 2018, ISO New England plans to begin calculating the forward capacity credit on actuals, and it is expected that there will be no revenue from market credits for hydro stations when they are inoperable.

Trustee Hodsdon asked if there were any additional comments from KWD staff. Mr. Zetterman mentioned that, due to the resignation of one employee and intercompany transfer by another employee (Jared Bragdon), there were two employment positions opened for the Water Quality Department (WQD). One position has been filled by a transfer from a staff member from the Operations and Maintenance Department and one position remains opened. At this time, Mr. Zetterman thanked Mr. Bragdon for his hard work, knowledge, and dedication when he was an employee for the WQD and is looking forward to continuing working with Mr. Bragdon. Mr. Crouse stated Mr. Bragdon will now be applying his knowledge and valued experience as he transitions to the position of Distribution Superintendent.

Mr. Crouse stated that there are presently two vacancies at KWD, water treatment plant operator and operations and maintenance utility technician. These positions have been advertised with an application deadline date of April 20th.

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

Vote: Motion carried unanimously.

ITEM 7: GENERAL MANAGER'S REPORT

A. Project Updates

Mr. Crouse stated that the network data wall outlets for the various KWD locations have been installed. Now that this has been completed, the voice over internet protocol (VOIP) telephone system will be installed with a target date of April 18th for going live. This update is the final stage of the information technology/computer project upgrades. Going forward, as KWD staff becomes more knowledgeable and experienced with the technology enhancements, efficiencies should increase.

Wright-Pierce Engineers has provided KWD with a draft copy of the KWD Comprehensive Water System Facilities Plan (Master Plan). The KWD Management Team will be reviewing this document in order to incorporate any additional ideas or changes. Trustee Fuller requested a copy of this draft for his review.

Mr. Crouse mentioned that he is continuing to develop professional relationships with KWD affiliates. He recently met with the general manager of the Kennebec Sanitary Treatment District, the general manager of the Waterville Sewerage District, and staff from the Maine Water Company.

The final update was for a proposed plan for assembling all KWD staff for training and team building two or three times a year for approximately four hours. This would require closing the Business Office at noon. It was the consensus of the Board that this can be at the prerogative of the General Manager. Trustee Earickson requested that Board members be invited to attend this gathering also.

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

Vote: Motion carried unanimously.

B. Other

None

ITEM 8: EXECUTIVE SESSION, (Under MRSA Title 1, Section 405-6D, Collective Bargaining Discussions)

This agenda item was conducted earlier in the meeting, see Item 3.

ITEM 9: PUBLIC PARTICIPATION

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:05 a.m.

Sue Markatine, Recording Secretary