

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – OCTOBER 4, 2018 at 7:30 AM**

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

Trustees present: Al Hodsdon, President; J. Michael Talbot, Treasurer; Allan Fuller, Clerk; Jeff Earickson, Assistant Treasurer; Mark McCluskey, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee; Amy Stabins, Trustee

Trustees absent: Karl Dornish, Vice-President; Alex Wild, Trustee

Trustee Talbot left at 9:15 a.m.

Also present: Roger Crouse, General Manager; Jeff 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**

Trustee Richards introduced Mr. Mike Vashon, Representative from the Town of Vassalboro Fire Department.

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF SEPTEMBER 20, 2018.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of September 20, 2018," seconded by McCluskey.

Vote: Motion carried unanimously.

**ITEM 3: FINANCIALS**

**A. Account Warrant**

Motion by Trustee Talbot, "to ratify the total warrant of checks released for \$184,638.90," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

At this time, Mr. Vashon appealed to the Board to consider a suggested contribution of \$10,000 to aid in offsetting the cost for a new fire truck for the Town of Vassalboro. He noted that the KWD Water Treatment Plant (WTP) is located in the Town of Vassalboro and has a 6,000-gallon capacity tank for heating oil. The \$10,000 is approximately one-half the cost to purchase a Class B Foam system which is the recommended suppression agent for extinguishing a fuel-related fire. Mr. Vashon also added that the Vassalboro Fire Department does provide mutual aid to numerous cities and towns in the event of a fire, including departments in the KWD service territory. On behalf of the Board, Trustee Hodsdon thanked Mr. Vashon for participating in today's Board meeting.

The consensus of the Board was to table this item for discussion until the next meeting with Trustee Hodsdon asking the Trustees to consider both a potential contribution and a recommended amount. Due to a concern regarding the environmental impact, Trustee Fuller asked for an itemization of the chemicals contained in the Class B Foam. Trustee Hodsdon suggested exploring the cost for KWD to install a fire suppression system at the WTP.

### **B. August Financials**

As part of their packet, the August financial statements were provided to the Board members. A brief review of the August financial statements was conducted. Trustee Fuller noted that the purchased power expense category continues to decrease and asked if this is due to the efficiency of the new pumps at the Western Avenue Pump Station (WAPS). Mr. Crouse answered that previously there was a delay by Central Maine Power in providing invoices; however, these invoices are now current and are reflected on this financial statement. An analysis of comparative power usage at the WAPS will be composed and provided at the November 1<sup>st</sup> meeting.

### **C. Other**

None

## **ITEM 4: MOTION ISSUES**

### **A. Approval of Bid Award for Polyphosphate**

The Board members were provided with three bids for the chemical ortho-polyphosphate for 2,000 gallons which is an approximate 1.5-year supply. Mr. Zetterman recommended accepting the low bid from Coyne Chemical.

Motion by Trustee Talbot, "to accept the bid from Coyne Chemical for 2,000 gallons of ortho-polyphosphate for \$12,561.60," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

### **B. Approval of Munis Annual Invoice**

Mr. Crouse explained to the Board members that the second-year annual payment for the three-year contract with Tyler Technologies for the Software as a Service Agreement for the KWD financial software is now due. This contract includes support, upgrades, information back-up, and security services.

Motion by Trustee Talbot, “to authorize payment to Tyler Technologies for the annual Software as a Service Agreement in the amount of \$43,220,” seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

**ITEM 5: TRUSTEES**

**A. Comments, Concerns, Ideas**

None

**B. General Manager’s Performance Evaluation**

At this time, the Board decided to enter Executive Session.

At 8:35 a.m., motion by Trustee Talbot, “to enter Executive Session under MRSA Title 1, Section 405-6A, Personnel Issues, specifically the General Manager’s annual evaluation,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

At 9:15 a.m., President Hodsdon brought the Board out of Executive Session.

**ITEM 6: GENERAL MANAGER’S REPORT**

**A. Update on M-4 Sale Progress**

Before the update on M-4, the KWD Departments Heads reviewed the highlights on their respective Department Reports.

Regarding the M-4 hydro station, Mr. Crouse informed the Board that Kleinschmidt Associates sought additional information from KWD for the evaluation report being prepared. The report should be forthcoming within the next couple weeks.

**B. Watershed Protection – Defining Public Access Restrictions and Strategy for Level of Investment in Protection Water Quality**

Mr. Crouse pointed out to the Trustees the land KWD owns in the West Basin of China Lake including the area in the “narrows” directly before the West Basin where there is a recreational area with picnic tables provided by KWD utilized by the public. Near this area are KWD “No Trespassing” signs which results in sending a mixed message to the public. The Maine Statutes and KWD Charter will be reviewed in order to determine the obligations of KWD to provide public recreational areas. Supplemental to this, as a future project, Mr. Zetterman will spearhead a committee which will be responsible for creating a China Lake Waters Management Plan.

**C. Other**

For their review and comments, the Trustees had been furnished with a copy of a Request for Proposal which will be sent to several marketing firms to acquire information and costs for providing KWD with website and social media communications services.

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

Vote: Motion carried unanimously.

**ITEM 7: PUBLIC PARTICIPATION**

See Agenda Item 3. a.

**ITEM 8: EXECUTIVE SESSION – GENERAL MANAGER PERFORMANCE EVALUATION**

See Agenda Item 5. b.

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:42 a.m.

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Sue Markatine, Recording Secretary