

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – NOVEMBER 1, 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; Mark McCluskey, Trustee; Frank Richards, Trustee; Alex Wild, Trustee; Amy Stabins, Trustee

Trustees absent: Denise Bruesewitz, Trustee

Mark McCluskey, Trustee, left the meeting at 8:25 a.m.
J. Michael Talbot, Treasurer, left the meeting at 9:05 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

None

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF OCTOBER 18, 2018.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of October 18, 2018," seconded by Dornish.

Vote: Motion carried unanimously.

ITEM 3: FINANCIALS

A. Account Warrant

Motion by Trustee Talbot, "to ratify the total warrant of checks released for \$212,865.47," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

B. KWD Cash Policy

Per the discussion at the October 18th Board meeting, Mr. Crouse provided the Trustees with a detailed document explaining his recommendation of a target level for an uncommitted cash reserve amount to have available to reduce the financial risks associated with emergencies, fluctuations in operating and capital expenses, and delays in revenues.

Motion by Trustee Richards, "to formally adopt the KWD Uncommitted Cash Reserve Policy as recommended by the General Manager," seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

C. Other

None

ITEM 4: EMPLOYEE APPRECIATION – HOLIDAY “BONUS” AND TIME OFF

Typically, in past years and as an expression of appreciation, KWD employees have been provided with a grocery gift card for the Thanksgiving Holiday and a Visa gift card for the Christmas Holiday. In addition, traditionally on the last work day before the Christmas holiday, KWD closed down operations at 11:30 at which time a Christmas luncheon was provided to the employees with an early release after the luncheon. Mr. Crouse recommended substituting the gift/Visa cards with a one-time cash bonus in the employees’ paychecks. Furthermore, because Christmas is on a Tuesday this year, he suggested closing down operations on December 24th in lieu of the Christmas luncheon and early release. After deliberating the subject, a motion was offered.

Motion by Trustee Earickson, “in appreciation of the KWD employees, to authorize a one-time cash bonus of \$125.00 and to close down operations on December 24th,” seconded by Trustee Fuller.

Motion by Trustee Richards, “to amend the above motion from “to authorize a one-time cash bonus of \$125.00” to “authorize a one-time cash bonus of \$150.00,”” seconded by Trustee Fuller.

Vote for Amendment: 5 in favor, 1 opposed, 2 abstentions, motion carried.

Vote for Amended Motion: 6 in favor, 2 opposed, motion carried.

ITEM 5: MOTION ISSUES

A. Fluoride Purchase Approval

The Board members were provided with three bids for 2,000 gallons of hydrofluorosilicic acid which is slightly over a half a year supply.

Motion by Trustee Talbot, “to accept the low bid from Monson Chemicals, Inc. for 2,000 gallons of hydrofluorosilicic acid for \$4,796.00,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 6: TRUSTEES

A. Comments, Concern, Ideas

The Trustees expressed a desire for KWD staff to post information on the KWD website on a regular basis to inform customers of current newsworthy items, including water disruptions and road closures.

B. General Manager's Performance Evaluation

The decision was made to enter Executive Session to discuss the General Manager's Performance Evaluation. Please note: This item was moved up in the agenda sequence.

At 7:43 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 8:14 a.m., President Hodsdon brought the Board out of Executive Session.

As an outcome of Executive Session, Trustee Hodsdon informed Mr. Crouse that the Trustees will provide him with the results of his evaluation in a formal written document.

ITEM 7: GENERAL MANAGER'S REPORT

A. Comprehensive Water System Facilities Plan

As part of their packets, the Trustees were provided with an Executive Summary of the 2018 Comprehensive Water System Facilities Plan compiled by Wright-Pierce Engineers. At today's meeting, the Board was supplied with a compact disc with the complete report. Important decisions on the implementation of this plan, including timeframe, funding, and management of these projects, will be made by the Board members and KWD Management Team over the next several months.

B. General Manage Accomplishments

This agenda item was reviewed during Executive Session.

C. Review of Proposals from Public Communication Consultants – Trustee Involvement

Mr. Crouse informed the Trustees that the deadline for submission of proposals from the public communication consultants is today. KWD staff will review and meet to discuss these proposals. If warranted, interviews will be conducted with the media groups. Trustee Fuller and Trustee Earickson expressed interest in being involved in the selection committee.

D. Operations Center Relocation

For their review, the Trustees were provided via e-mail a draft of the Request for Qualifications to retain a consulting firm to aid in selecting a location for the new KWD operations center and to develop a preliminary design and cost estimate. Mr. Crouse requested that the Board members review this document and provide recommendations for modification by November 5th.

E. Other

Trustee Fuller mentioned he is still in support of investing in an instrument which will monitor and report real-time water-quality data for China Lake.

At the next meeting, the analysis of the Western Avenue Pump Station comparative power usage will be presented and discussed.

Mr. Crouse informed the Trustees that Mrs. Hastings, KWD's Finance Manager, will be away on leave for several weeks.

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

Vote: Motion carried unanimously.

ITEM 8: PUBLIC PARTICIPATION

None.

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:30 a.m.

Sue Markatine, Recording Secretary