

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – FEBRUARY 7, 2019 at 7:30 AM**

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

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

Trustees absent: None

Denise Bruesewitz, Trustee, joined the meeting at 7:40 a.m.
J. Michael Talbot, Treasurer, left the meeting at 8:36 a.m.
Alex Wild, Assistant Treasurer, left the meeting at 8:36 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 JANUARY 17, 2019.

Motion by Trustee Hodsdon, "to accept the minutes of the Regular Board of Trustees' Meeting of January 17, 2019," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

ITEM 3: FINANCIALS

A. Account Warrant

Motion by Trustee Wild, "to ratify the total warrant of checks released for \$108,014.84," seconded by Trustee Talbot.

Vote: Motion carried unanimously.

B. Other

None

ITEM 4: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

A. M-4 Sale Negotiations

At 7:35 a.m., motion by Trustee Talbot, “to enter into Executive Session under MRSA Title 1, Section 405-6C, Real Estate Transactions,” seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

At 8:35 a.m., President Earickson brought the Board out of Executive Session.

As a result of Executive Session, a motion was put forward.

Motion by Trustee Richards, “to authorize the General Manager to continue price negotiations with Essex Hydro for the purchase of the M-4 Hydro Station,” seconded by Trustee Hodsdon.

Vote: 8 in favor, 2 abstentions, motion carried.

ITEM 5: MOTION ISSUES

A. Approval of Agreement with SMRT for Concept Level Planning for a New Operations Center

As part of their packets, the Trustees were provided with a copy of the SMRT Architects and Engineers, P. C. contract outlining the project scope and cost agreement for the planning and design services for the new KWD Operations Center, and a memo prepared by Mr. Crouse requesting authorization to execute this contract.

Motion by Trustee Richards, “to authorize the General Manager to execute the SMRT Architects and Engineers, P. C. Contract for up to \$64,300 for the concept level planning of the new KWD Operations Center,” seconded by Trustee Dornish.

The Board members discussed this document at length with Mr. Crouse explaining the overall intentions of this contract. After much deliberation, Trustee Richards moved the question.

Vote: 5 in favor, 3 opposed, motion carried.

B. Approval of Request for Proposal for HVAC Controls Upgrade at the WTP

For their review and comments, the Trustees were provided with a Request for Proposal (RFP) to replace the WTP existing pneumatic heating, ventilation, and air conditioning (HVAC) control system with a new digital control system. There were no recommended changes to the RFP proposed by the Trustees.

Motion by Trustee Fuller, “to approve the Request for Proposal document for the HVAC upgrade at the WTP,” seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

C. Approval of Standard Water Proofing Quote for Concrete Work

The Board members were furnished with a document prepared by Mr. Zetterman requesting authorization to employ the services of Standard Waterproofing to coat the concrete in Clarifier 2 at

the WTP. Standard Waterproofing successfully performed this same rehabilitation in Clarifier 3 in 2018.

Motion by Trustee McCluskey, “to authorize to employ the services of Standard Waterproofing to seal the concrete in Clarifier 2 at the WTP for the cost of \$13,000,” seconded by Trustee Fuller.

Vote: Motioned carried unanimously.

D. Approval of Purchase of Bray Valves

The Trustees were provided with a document prepared by Mr. Zetterman requesting authorization for the purchase of two 14-inch Bray flow control valves for the WTP.

Motion by Trustee Earickson, “to authorize the purchase of two 14-inch Bray flow-control valves from Flow Elements, Inc. for \$8,680,” seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

E. Other

None

ITEM 6: TRUSTEES

A. Comments, Concerns, Ideas

Trustee Stabins stated she will not be in attendance for the February 21st Board meeting.

ITEM 7: GENERAL MANAGER’S REPORT

A. Other

Mr. Crouse was pleased to announce that Betty Hastings, KWD’s Finance Manager, has returned to work after being out on leave for several weeks. He commended Tammy Martin-Littlefield, KWD’s Assistant Finance Manager, and her staff for aiding in completing much of the necessary work assignments during Ms. Hastings’ absence.

Mr. Crouse corrected some information he had provided to the Trustees at an earlier date during a discussion of the Master Plan. KWD has replaced a total of 11.3 miles of water main in the past 20 years not 3 miles as previously stated.

The employment opportunity for the new KWD position of Director of Technology has been posted on the KWD website. The job description for the new KWD position of Maintenance Supervisor is being finalized and will also soon be posted.

Mr. Crouse mentioned that KWD has been a member of the Maine Water Utilities Association since its inception. At today’s meeting, Mr. Crouse recommended becoming a member of the Maine Rural Water Association for the approximate cost of \$2,000 annually as this

organization offers an array of services and is dedicated to improving the water and wastewater industry in Maine.

Motion by Trustee Fuller, “to authorize KWD to become a member of the Maine Rural Water Association,” seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

Mr. Crouse informed the Board of a couple of legislative bills currently being considered. The first bill is an act to extend to inland shoreland areas the requirement that septic systems on property located within a shoreland be inspected prior to a sale of the property. Currently, the inspection requirement only applies to the sale of property located within a coastal shoreland area. On behalf of KWD, Maine Water Utilities Association, and Maine Rural Water Association, Mr. Crouse is testifying in favor of this bill as this will further aid in protecting source waters and improving the overall lake water quality throughout the State of Maine.

The second bill is an act to provide sustainable funding through State grants for drinking water and wastewater infrastructure. This funding would be separate from the current Drinking Water State Revolving Fund program.

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

Vote: Motion carried unanimously.

ITEM 8: DEPARTMENT REPORTS

A. Other

As part of their Board packet, the Trustees were provided with the Monthly Department Reports prepared by the respective managers.

Motion by Trustee Earickson, “to accept the Monthly Department Reports as presented,” seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

ITEM 9: PUBLIC PARTICIPATION

None.

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:20 a.m.

Sue Markatine, Recording Secretary