

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – APRIL 7, 2016 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; Joan Sanzenbacher, Trustee; Bill Boucher, Trustee; Patricia Gorman, Trustee; Mark McCluskey, Trustee

Trustees absent: Gary Coull, Trustee

Also present: Jefferson Longfellow, KWD Engineer; Mike O'Brien, Customer Service Manager/Safety Manager; Matt Zetterman, KWD Director of Water Quality; Benny LaPlante, KWD Distribution Superintendent; Jared Bragdon, WTP Operator; Robert Clark, Operations & Maintenance Crew Technician; Lee Owens, Operations & Maintenance Crew Technician; Sue Markatine, Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

KWD two new employees, Mr. Robert Clark and Mr. Lee Owens, were introduced to the Board, and Mr. Jared Bragdon was re-introduced to the Board. On behalf of the Trustees, President Hodsdon welcomed them to today's Board of Trustees' meeting.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF MARCH 17, 2016.

Motion by Trustee Sanzenbacher, "to accept the minutes of the Regular Board of Trustees' Meeting of March 17, 2016," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

ITEM 3: FINANCIALS

A. ACCOUNT WARRANT

April 7, 2016

| CHECKS RELEASED | | Check | Dollar |
|-----------------------------------|---|----------|--------------------|
| Vendor | Description | Date | Amount |
| MainePERS | Monthly Group Life Premiums | 03/11/16 | 651.19 |
| Postmaster | Bulk Mail Postage-Billing | 03/15/16 | 487.01 |
| Kennebec County Reg. of Deeds | Water Lien Discharge Filing Fee-1 Property | 03/17/16 | 22.00 |
| Somerset County Reg. of Deeds | Water Lien Discharge Filing Fee-1 Property | 03/17/16 | 22.00 |
| Kennebec County Reg. of Deeds | Water Lien Quit Claim Filing Fee-1 Property | 03/24/16 | 22.00 |
| Postmaster | Bulk Mail Postage-Billing | 03/24/16 | 409.77 |
| Alere Escreen | Random Employee Drug Testing-1 Employee | 03/24/16 | 62.00 |
| American Glass Company | Replace Rear Window-Tk 4 | 03/24/16 | 234.00 |
| Business Card-Bank of America | Annual Web Site Hosting-InMotion Hosting/Monthly Google Apps-Google Inc./Wifi Extender-Amazon | 03/24/16 | 279.16 |
| Budget Document Technology | Ink Cartridge for Business Office Postage Machine | 03/24/16 | 124.45 |
| Business Management Daily | Annual Subscriptions Manager's Legal Bulletin | 03/24/16 | 98.49 |
| HD Supply Waterworks LTD | Aquaphalt Patch Material/Safety Glasses | 03/24/16 | 549.60 |
| Hilltop Cleaning Service | Monthly Cleaning Service | 03/24/16 | 658.00 |
| J & S Oil Company Inc. | Diesel Fuel | 03/24/16 | 127.40 |
| K. L. Jack & Company Inc. | Brackets for Hard Hats | 03/24/16 | 19.25 |
| Jordan Equipment Company | Hooks for Backhoe | 03/24/16 | 284.50 |
| Joseph's Sporting Goods | Employee Clothing | 03/24/16 | 68.50 |
| Kennebec Auto Service | Oil Change-Tk 5 | 03/24/16 | 31.05 |
| Maine Municipal Emp. Health Trust | Monthly Health Insurance Premiums | 03/24/16 | 19,500.47 |
| Maine Water Works Supply | Thread Plugs/Eddy Bleak Flange Kits | 03/24/16 | 1,524.26 |
| Treasurer, State of Maine | Water Testings | 03/24/16 | 191.00 |
| Motor Supply Company | Tubing/Diesel Fluid/Washer Screws | 03/24/16 | 75.82 |
| New England Water Works Assoc. | Fundamentals of Cross Connection Control Sem.-7 Emps. | 03/24/16 | 420.00 |
| Pollardwater.Com-East | Heavy Duty Discharge Hose | 03/24/16 | 271.68 |
| E. J. Prescott Inc. | Meter Couplings/Korner Horn/ Meter Gasket Rubbers | 03/24/16 | 438.97 |
| Staples Credit Plan | Black Ink Cartridges | 03/24/16 | 73.93 |
| Time Warner Cable | Monthly Internet/Phone Service | 03/24/16 | 232.54 |
| United States Cellular | Monthly Data Hot Spots Service | 03/24/16 | 97.80 |
| United States Cellular | Monthly Cell Phone Service | 03/24/16 | 99.62 |
| US Bank Corporate Trust Boston | 2011 Bond Interest | 03/24/16 | 18,520.24 |
| USA Blue Book | Pressure Snubbers/Valves/Tees/Gauges/Elbows/Nipples | 03/24/16 | 350.02 |
| E. H. Wachs | Filter Elements & Caps | 03/24/16 | 516.00 |
| Walmart Community/GEMB | Beverages/Retirement Luncheon Food & Gift Card Oil Change-Tk 10/Windshield Washer/Batteries/Vinegar Distilled H2O/Paper Goods/Isopropyl Alcohol/Cleaner | 03/24/16 | 544.79 |
| Ware-Butler Inc. | Screws/Glue/Lags/Washers/Lumber/Adhesive/Caulk Bolts/Sealant | 03/24/16 | 274.06 |
| F. W. Webb Company | Bushing/Nipples/Tees/Valves/Reducer/Sockets/Elbows | 03/24/16 | 472.01 |
| Whittemore & Sons | Filters/Plugs/Pick Up Body/Hose-for Pipe Saw Repairs | 03/24/16 | 209.31 |
| Wright-Pierce | Professional Services-WAPS Project | 03/24/16 | 22,379.57 |
| Hamlin's Sporting & Marine World | Boat Service | 03/24/16 | 196.81 |
| Postmaster | Bulk Mail Postage-Billing | 03/30/16 | 426.26 |
| TOTAL WARRANT | | | \$70,965.53 |

Motion by Trustee Earickson, “to ratify the total warrant of checks released for \$70,965.53”, seconded by Trustee Talbot.

Trustee Earickson noted the payment made to American Glass Company to replace the rear window of a vehicle and asked how the damage occurred. Mr. Zetterman answered that the exact reason for this break is unknown. When a WTP staff member went to retrieve this vehicle from the garage, the rear window had spider-webbed across the whole parameter.

Trustee Dornish stated he could not recall Hilltop Cleaning Service on the warrant previously and asked for a further explanation regarding this payment. Mr. Longfellow replied that this is the company that cleans the offices at both South Street and Cool Street. He further explained that previously this company had conducted business under a different name.

Vote: Motion carried unanimously.

B. Year- End Financial Statements (Without Audit Adjustments)

The Board members were provided with the following: 1) Mr. LaCasse’s Narrative on Year-End Financials with Auditor’s Comments; 2) Preliminary December 2015 Income Statement; 3) December 2015 Cash Flow Report; 4) Spreadsheet with Comparison of 2015 Budget Figures and 2015 Year-End Figures Before Audit Adjustments. Mr. Longfellow informed the Trustees that Mr. LaCasse will be conducting an in-depth review of the 2015 financial reports at the April 21st meeting, and asked the Board members to review and bring this information to the next meeting.

Trustee Hodsdon did comment on the surplus monies KWD received from MainePERS in 2015 and the overall accounting method required by the auditing firm. Originally, and with the guidance from the Maine Public Utilities Commission (MPUC) and consent from the Board, the surplus monies were placed in a reserved account to be utilized to fund the KWD pension liability going forward. In essence, this is the same means in which the monies were utilized and accounted for when MainePERS had possession of the funds. The auditors are now requiring KWD to reallocate the surplus monies from the reserve account to an “extraordinary income account” and to record the monthly KWD pension contribution as an expense. This reporting requirement will certainly skew the financial reports for comparison purposes for the next few years and when reporting financial information for bond issuance and a potential rate hike.

Mr. Longfellow reminded the Trustees that due to the historical accounting of the KWD billing cycle and although meters continue to be read, quarterly invoices are not released in December but are released in January, with customers receiving four bills annually. Mr. Longfellow reported that this audit firm has determined that KWD has to accrue all meter readings made prior to the year-end and the income which is expected for accounts which are not actually billed until January. As stated in Mr. LaCasse’s narrative, no other prior audit firm has required this type of accrual for the billing accounting, and this task was extremely time-consuming for Betty Hastings, KWD’s Financial Manager. Trustee Dornish asserted the fact that the auditor is forcing KWD to accrue a portion of the income which we normally bill and account for in January in December now. He added that this required reporting will also, to some extent, misrepresent the financial revenues for 2015. A few of the Trustees voiced opinions that they were not happy with this requirement by the auditing firm as it had never been asked by any previous auditing firm. Trustee Earickson inquired if this transpired because KWD bills quarterly instead of monthly. Mr. Longfellow responded this is

not the reason and explained that KWD is always consistently billing, with the different municipalities readings and invoicing staggered throughout the year.

A further review of the 2015 financial reports and audit will be conducted at the April 21st meeting.

C. Receipt of CAP Grant for Western Avenue Pump Station (WAPS) Study

A few weeks ago, Mr. LaCasse had submitted all the necessary documentation to the Maine Drinking Water Program in order to be reimbursed for the 2015 Capacity Development Grant for \$15,000 for the study and report for the WAPS upgrade. As part of their package, the Board was provided with a copy of a letter from the Maine Drinking Water Program stating reimbursement has been approved for the maximum amount of \$15,000 and a check has been issued. Trustee McCluskey asked the total cost of the study. Trustee Hodsdon responded that, as he recalls, it was approximately \$35,000 to \$40,000 before the grant funds were applied.

D. Other

None

ITEM 4: MOTION ISSUES

A. Intake Facility Rehabilitation Bids

The Trustees were provided with the bid tabulation results for the KWD Intake Building upgrade. Three companies were invited to bid, and two companies responded. Mr. Zetterman reviewed the fact that the proposals were reviewed carefully by KWD staff, and it was determined that the technical approach for the proposals were sufficient for the needs of the project. He recommended awarding the project to the lowest bidder, Sheridan Construction.

Motion by Trustee McCluskey, “to award the contract for the KWD Intake Building upgrade to the low bidder, Sheridan Construction, for \$86,279.00 ,” seconded by Trustee Dornish.

Vote: Motion carried unanimously.

B. Other

The Board was provided with a copy of a letter from Mary Sabins, Vassalboro Town Manager, to Mr. LaCasse regarding the China Lake boat ramp replacement project without expansion and at the existing site in Vassalboro. The letter first asks, at the request of Tom Linscott, Director of Boating Facilities Program for the Maine Department of Agriculture, Conservation & Forestry, and before the project can proceed for a letter of support from KWD for the ramp replacement. Second, for various reasons, including the facts that the new launch would reduce silt disturbance in the water near the KWD intake and that KWD uses this launch repeatedly for its boat in order to monitor the quality of the lake water, Mary Sabins asks that the KWD Board consider a monetary contribution for the project. After the State of Maine grant, the fifty percent cost for the replacement for the Town is \$28,700. Mr. Zetterman mentioned that Mary Sabins also asked if the use of pressure treated lumber in the watershed would be acceptable. Mr. Zetterman and Mr. LaCasse both reviewed the chemistry

make-up of the lumber and it has been deemed appropriate for this project. Mr. Zetterman also added that the ramp is in total disrepair and at the point where it is difficult and dangerous to use when launching a boat. In Mr. LaCasse's and Mr. Zetterman's opinion, KWD should write a letter of support of this project. However, because KWD pays a large amount of taxes to the Town of Vassalboro, should not make a monetary contribution. Ideally, because boat traffic to and from the current boat landing has to pass very close to (and sometimes over) the KWD intake adding to water quality vulnerability, KWD would prefer the launch moved and has offered land for this relocation. The Trustees discussed the two requests.

Because of the reason that KWD does desire to move the launch, Trustee McCluskey commented that he is not in support of either request. Mr. Zetterman commented that for several reasons which have been voiced in the past including the fact that the KWD suggested site would be too secluded and attract undesirable activities, the Town of Vassalboro Selectmen are not interested in relocating the launch site at this time. Trustee Fuller asked if the site proposed for the new launch is presently a usable site and, if not, the amount of work to make it usable. Mr. Zetterman replied it is not currently functional, and it would require a substantial amount of time, work, and cost, including permits from the Town and State, to complete a project of this scope. Trustee McCluskey asked if it is possible for KWD to build or buy its own dock for its private use. There was some discussion of potential KWD land areas for this, but each area would involve cost and permits. There was also the suggestion made to moor the KWD boat at the intake building and to leave it in during the summer rather than put in and take out for each use. Discussion also entailed regarding a different KWD land area (other than the one previously proposed by KWD) for a new boat launch project in conjunction with the Town, State, and KWD, but it appears there is not enough land in this suggested area, and it would be difficult to reach.

Trustee Boucher made the suggestion and a few Trustees agreed that it would behoove KWD to increase the protection around the intake area with additional buoys and ropes. Trustee Fuller suggested contacting the State to question if there are legalities involved in increasing the protection and the amount and types of materials which can be used by KWD to protect the intake area. With that said, he added that he is in favor of KWD writing a letter of support for the rehab of the launch, but explaining that KWD is going to use monies to escalate the protection around the intake area rather than contribute to the rehab of the current ramp. Trustee Earickson expressed that because KWD does use the launch and because it appears this launch is in dire need of repair, he is in favor of a letter of support. Adding, that he still feels the Town and KWD should continue to pursue relocating the boat landing at a future time. Trustee Sanzenbacher conveyed a similar notion; she is in approval of a support letter for the process to repair the ramp but with respectfully declining a monetary contribution.

Motion by Trustee Fuller, "to authorize the General Manager to write a letter supporting the Town of Vassalboro and State of Maine ramp replacement project, but with reference that the ultimate goal should be to relocate the launch to a different location further away from the KWD intake pipe, and because KWD pays taxes to the Town of Vassalboro, to decline a monetary contribution as monies are going to be utilized to increase protection in the area surrounding the KWD intake pipe," seconded by Trustee Sanzenbacher.

Vote: 6 in favor, 3 opposed, motion carried.

ITEM 5: DEPARTMENT OPERATIONAL REPORTS

A. WTP Update Including CRLA and Lead Plan Update

Treatment Plant staff observed ice out on March 16th which is much earlier compared to last year's date of April 23rd. From a water quality perspective this could be a problem especially if there's a lot of precipitation. As always we will monitor the raw water quality in order to make necessary adjustments to operations. On March 24th the district official resigned its position on the CRLA board. Representing the district was Matt Zetterman and KWD board member, Gary Coull. The discussion was positive overall and they look forward to our continued support with the Courtesy Boat Inspection (CBI) and Youth Conservation Core (YCC) programs. We have applied for a Source Water Protection Grant through the Maine Drinking Water Program in order to help pay for a gravel roads survey in the China Lake watershed. Gravel roads are the second highest contributor of phosphorus in the lake per unit area.

Our bi-annual valve maintenance program was put on hold due to concerns with the existing safety procedure for this work. After meeting with a safety specialist from Life Safety Specialists and a structural engineer from Wright Pierce it was determined that further safety measures need to be implemented in order to meet OSHA standards. These measures will likely include the installation of anchor points and platforms, as well as the use of a lift. We are currently waiting for a proposal from Wright Pierce in order to come up with our direction moving forward. The intake project continues to move forward with two interested bidders, Sheridan Corp. and Fairfield Drafting. A pre-bid meeting was held on March 8th, and we have been in email communication and arranged several more site visits since then. Plant staff provided tours to both a group of Colby College students and DHHS commissioner Mary Mayhew. There is another tour scheduled in April for a class from Unity College. Plant operators also received hazmat training from the Maine Labor Group on Health.

Matt Zetterman, P.E., Director of Water Quality

Mr. Zetterman commented that the resignation of KWD's position from the China Region Lakes Alliance (CRLA) went as well as could be expected, with the CRLA happy that KWD will continue to support projects around the watershed. Mr. Zetterman expressed appreciation that Trustee Coull also attended the meeting to reinforce and convey the views of the KWD Board. Mr. LaCasse and Mr. Zetterman also met with the China Town Manager, Dan L'Heureux, regarding KWD's stance concerning the CRLA, and the KWD intentions to move forward to accomplish projects around the watershed. Mr. Zetterman stated this was a very productive meeting, and Mr. L'Heureux expressed interest in working with KWD to establish and complete a few of these projects.

At previous meetings, because of the lead problem in Michigan and the fact that lead concerns have become a forefront in public news, there have been discussions if KWD should conduct lead testing above and beyond the present required program. The Trustees had asked Mr. Zetterman and Mr. LaCasse to contemplate a supplemental testing program and report back to the Board. At today's meeting, Mr. Zetterman reviewed for the Board a proposal to conduct additional testing at the public schools within the KWD service territory as children are especially vulnerable to lead poisoning. He added that there is actually Environmental Protection Agency guidelines for this means of testing in schools. It was the consensus of the Board that this is a proactive and excellent idea.

Motion by Trustee Sanzenbacher, "to authorize KWD to proceed with supplemental lead testing in the public schools on a rotation basis in the KWD service territory during the years that KWD is not required to conduct the mandatory testing," seconded by Trustee Gorman.

The Board discussed the motion. Trustee McCluskey inquired if there would be any repercussions to KWD if after conducting these tests a lead hazard was discovered. Mr. Zetterman stated KWD would work together with school administrators to identify and correct the source of the problem, and, in all actuality, the source point would likely be within the school's internal plumbing fixtures. Mr. Zetterman will formulate a plan and protocol for this testing and present it to the Board at a future meeting.

Vote: Motion carried unanimously.

On a different subject, Trustee Dornish asked the means in which milfoil, an invasive aquatic plant species, could affect the quality of KWD water. Mr. Zetterman replied that, although presently not an issue in China Lake, because milfoil would upset the ecological balance of the lake additional or a change in the chemical regime would probably be necessary. In addition, milfoil has been known to clog intake structures and screens with plant matter.

B. Operations & Maintenance Updates

Throughout the month of March we have put a great deal of emphasis on updating all types of KWD forms into electronic forms. We have updated many of these forms with fill-able fields and drop-down menus to make them more efficient for the personnel to use in the field and for supervisors to streamline processing of paperwork in the office. We have received a lot of positive feedback from the employees, and have verified our ideas and processes with Mike LaPlante of the Bureau of Labor. We have utilized the mild winter to locate many of the services in the system. This has been a great training and practicing exercise for the newer employees and our Assistant Engineer Josh has been following with the GPS unit to update the GIS.

Upcoming projects for the O+M Department include the relocation of a hydrant, from the corner of West River Rd. and Trafton Rd., to another location on the West River Rd due to a MDOT project in the area, continuing to assess tasks that will be necessary to upgrade the WAPS, aid with main replacement and street rehabilitation projects, and various service and main valves that need repair and maintenance throughout the system. We will be reviewing our hydrant flushing program as it is almost time for our biannual flushing of the mains.

The O+M Department will be hiring its final two new employees on April 1st and April 4th. We will continue to train on all required tasks and safety aspects of these positions and continue to provide superior service and water quality to all of our customers.

Benjamin LaPlante, Distribution Superintendent

As introduced earlier in the meeting, Mr. LaPlante stated the two new O & M employees have started work at KWD, and their training, including a high emphasis on safety, has begun.

Mr. LaPlante explained that with the expansion of the electronic forms, infrastructure locate requests are being processed more efficiently. The KWD employees can view and complete the locate paperwork directly on the tablet. After the infrastructure has been located and marked, Mr. LaPlante can e-mail the confirmation to the requesting party instantly. In addition, the tablets have the capability of taking pictures. Mr. LaPlante stated this feature was utilized to take camera shots of the underground piping during the installation of the hydrant on the West River Road. This information will be added to the geographic information system (GIS) and will be readily accessible if needed. Mr. Longfellow commented that individual employee work schedules and calendars are

also viewable and can be updated via the tablets. Trustee McCluskey asked the life expectancy of the tablets. Mr. LaPlante stated that the ones being used in the field have ruggedized covers, and, although the life expectancy is approximately one year, some of the devices have lasted longer. Trustee Hodsdon inquired about the cost of the tablets. Mr. Longfellow replied that Verizon offers KWD a good plan at about \$150 per unit for a device which typically sells for \$500.

Trustee Hodsdon asked if Trustee Earickson, whose field of expertise is technology, has comments regarding the use of the tablets. His advice is to ensure the information is backed up and secure. Another recommendation he offered is to have the capability to conduct a remote wipe in the event the tablet is lost or stolen.

C. Customer Service Department Including Safety Grants Updates

Meter

On March 25, Roger Bellavance joined the Meter Department as a Customer Service Representative (CSR).

Service news of note:

Elanco, formerly Lohmann Animal Health, is expanding its operation by adding several small buildings for raising chickens.

The Kennebec Sanitary Treatment District is near completion of its meter/backflow preventer relocation project at the plant. Both were located in a room subject to flooding.

CSRs are replacing five old 1-1/2" meters with new Sensus Omni meters and five old 3/4" meters with new Iperls. The significance is that meter sizes 3/4" through 2" are now in compliance with the twenty year test schedule allowed by the MPUC. Compliance with the testing schedule for meters 3" and greater was achieved years ago.

Between November 2010 and December 2015 inclusive, we installed 4,474 Iperls. We estimate that about 4,000 brass body meters remain and roughly break down by year installed as follows:

| | | | |
|------------|------------|------------|------------|
| 1987 - 2 | 1993 - 48 | 1999 - 157 | 2005 - 255 |
| 1988 - 13 | 1994 - 44 | 2000 - 147 | 2006 - 228 |
| 1989 - 60 | 1995 - 80 | 2001 - 306 | 2007 - 216 |
| 1990 - 176 | 1996 - 88 | 2002 - 194 | 2008 - 293 |
| 1991 - 129 | 1997 - 254 | 2003 - 180 | 2009 - 285 |
| 1992 - 17 | 1998 - 415 | 2004 - 208 | 2010 - 300 |

CSRs replaced 996 old meters in 2013, 628 in 2014, and 554 last year.

Safety

KWD was recently awarded safety training grants worth \$3,000 through the Maine Municipal Association's Risk Management Services Scholarship Grant Program. \$1,500 will go towards Qualified Rigger/Qualified Signalperson training, and \$1,500 will apply to Trenching and Excavation training for new employees.

Kudos and many thanks to David Folsom and Ryan Adams who repurposed the hatch and ladder-up fall protection system from the old Fairfield Booster Station for the emergency escape hatch in the Western Avenue Pump Station. David's and Ryan's efforts saved KWD several thousands of dollars.

We received the Arc Flash Analysis report for the filter plant portion of the project from Electrical Controls of Maine. An application for a grant from MMA's safety program for associated Personal Protective Equipment (PPE) is forthcoming.

Mike O'Brien, Customer Service Manager

In addition to the above, Mr. O'Brien commented that the increase from the 8-year testing schedule to the 20-year testing schedule allowed by the MPUC coincides with the estimated battery life of the Iperl meters being installed to replace the brass body meters. KWD is slightly over halfway through the meter upgrade program. Although Mr. O'Brien does not view this as a liability, because the Meter/Customer Service Department now has one less employee and only one service crew, it will take a little longer to complete the total upgrade.

In regards to the safety training, there will be three employees attending the Trenching and Excavation training in Massachusetts at the approximate cost of \$750 each with KWD receiving grants monies to offset this in the amount of \$1,500.

Mr. O'Brien commented that although the danger of an arc flash, an undesired electrical explosive burst of heat and light due to some type of fault which can cause substantial damage, harm, fire, and injury, has always been an endangerment, electrical safety including an electrical safety analysis is becoming more of a priority for the Department of Labor Occupational Safety and Health Administration. As had been discussed at a previous meeting, when KWD had an electrical safety analysis, the consultant discovered that the main breaker at the WTP is too oversized for the transformer it is connected to, and there is potential for a severe arc flash occurrence. It was explained that when the WTP was put on-line, the design mandated the size of the main breaker and transformer; however, Central Maine Power (CMP) on the basis of their evaluation installed a transformer of a size that did not match the breaker. A contractor will be hired to configure the WTP main breaker sensor in order to prevent a potential incident. In addition to the WTP, which had the most critical issue, KWD will address potential arc flash hazards at all of its facilities, with one of the pump stations being next on the list for 2016. Trustee McCluskey asked if the WAPS will be a focus. Mr. Longfellow replied that this will be addressed in the design and in conjunction with CMP technicians' recommendations during the upcoming WAPS upgrade project.

ITEM 6: ENGINEER'S REPORT

A. Update on Union Street

Mr. Longfellow stated that, with the direction from the Board, there will be no quantification of the severity of the contamination of both gasoline and lead for the soil in Union Street at the location of the main replacement beforehand and prior to bid requests. The plan is to have a certified soil inspector at the site during construction at the cost of \$1,500 per day for approximately five or six days and to contend with the results at that time. At the previous meeting, Mr. Longfellow commented that from his conversation with DEP staff it appears that the soil will be eligible to be recycled and retrenched. Trustee Fuller inquired if this statement is in writing, and Mr. Longfellow replied that he has an e-mail confirmation regarding this discussion.

B. Other

China Lake Elevation: 170.7

Stream Flow: 110 cfs

We are progressing on the GIS enhancement in Winslow. The residential streets that are between China Road and Augusta Road were the first focus, but that was modified to get information in the more difficult areas along China Road and then Augusta Road.

With those areas completed, Upper Main Street in Waterville has been located by the crews and then mapped. There are a few select locations that remain, but most of it has been completed.

Because of the plans to install a sewer force main in Cushman Road, Winslow, this area is the new focus. Although the work is planned for 2017, most of the work is planned to be adjacent to KWD's water mains. The mains on the GIS were simply drawn in one the side of the road where the distribution main was laid in 1946, but the engineer from the Vassalboro Sewerage District wants to install main very close. By having KWD actually map the main, the location can be added to their design, and then be able to maintain the required 10-foot separation between the water and sewerage force mains.

We have completed the system curve measurements for the Western Avenue pumping station. This information is needed to get the proper size temporary bypass pump when the station piping and pumps are being replaced. We are planning to attend the Waterville Planning Board meeting on Monday, April 4th, to get the proper findings of fact to install the emergency generator in the shoreland zone.

Main design is underway with the plan to have the projects out to bid so that at the second Trustee meeting in April the bids may be awarded. Union Street will be dealt with as needed during construction. There is some risk bidding the project without a complete plan in place, but we will deal with it as it happens.

Jefferson Longfellow, P.E.

Mr. Longfellow added that he will be a participant in the American Water Works Association Fly In conference in Washington, D. C. next week to meet with representatives to discuss water utility issues and legislation. Because he will not be in the area to answer questions from contractors desiring to bid on the 2016 main replacements, the bids for these projects will not be solicited before the April 21st meeting. However, bid tabulations are expected to be ready for Board review at the May 5th meeting.

Motion by Trustee Talbot, "to accept all Department Managers' Reports as presented," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

Regarding a different subject, there was discussion regarding the fact that President Hodsdon responded to a letter from a citizen who is appealing to the KWD Board to continue to support the CRLA and alewife restoration. President Hodsdon reiterated to this person the basis for the decision expressed by the Board. Included in President Hodsdon's reply was the fact that the Kleinschmidt report concluded that, based on scientific data, alewife restoration to China Lake most likely will

have minimal impact on the water quality and that KWD should not commit rate payers' money to a fish passage project. In addition, the CRLA is involved in projects for other area lakes, and the KWD focus should be primarily on China Lake. Both Trustee Sanzenbacher and Trustee Dornish commended President Hodsdon on a well written reply to this concerned citizen.

In other news, Trustee Earickson commented that he read and sent to Mr. Zetterman an article regarding a supervisory control and data acquisition (SCADA) security breach for a water district in an undisclosed location. These types of cyber breaches are the reason he continues to stress the importance of multiple layers of system security.

ITEM 7: GENERAL MANAGER'S REPORT

A. Other

General Manager is on vacation.

ITEM 8: EXECUTIVE SESSION

None

ITEM 9: PUBLIC PARTICIPATION

None

ITEM 10: TOUR OF SOUTH STEET FACILITIES INCLUDING POTENTIAL PROPERTY FOR PURCHASE, O & M GARAGE, NEW BACKHOE WESTERN AVE PUMP STATION, AND O & M HEADQUARTERS

This tour was not conducted at the conclusion of today's meeting.

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:00 a.m.

Sue Markatine, Recording Secretary