

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – DECEMBER 6, 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; Amy Stabins, Trustee

Trustees absent: Denise Bruesewitz, Trustee
Alex Wild, Trustee

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 NOVEMBER 15, 2018.

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

Vote: Motion carried unanimously.

ITEM 3: FINANCIALS

A. Account Warrant

Motion by Trustee Talbot, "to ratify the total warrant of checks released for \$153,115.32," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

B. 2019 Budgets

a. Operating Budget and Descriptions

i. Additional Staffing Request

As part of their Board packet, the Trustees were provided with a copy of the KWD Operating Budget Financial Category Descriptions, the proposed 2019 KWD Operating Budget, and a memorandum prepared by Mr. Crouse detailing the need and position descriptions for additional staffing resources at KWD, specifically a Director of Technology and a Maintenance Supervisor.

First, the Board deliberated the proposed new position of Director of Technology. Due to the continuous evolution of technology, the opportunities for greater operational efficiencies, and some

reduction in the dependency on information technology contractors (and the associated cost), the Trustees expressed support for this additional resource.

Motion by Trustee Richards, “to authorize the General Manager to hire a KWD Director of Technology,” seconded by Trustee Fuller.

Vote: Motion carried unanimously.

Second, the Board deliberated the proposed new position of Maintenance Supervisor. After considerable discussion, a motion was introduced.

Motion by Trustee Richards, “to move the question and to authorize the General Manager to hire a KWD Maintenance Supervisor,” seconded by Trustee McCluskey.

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

Next, the Board members reviewed the proposed 2019 KWD Operating Budget which included an explanation of the rationalization for the financial line item budget estimates. The Trustees requested more detailed information regarding the metered sales revenue category, water consumption, non-revenue water, and unaccounted for water. The Board members will review this proposed budget in preparation of a motion at the December 20th meeting.

b. Uncommitted Cash Reserve Budget

As part of their packet, the Trustees were provided with the KWD 2019 Uncommitted Cash Reserves Budget, and Mr. Crouse explained this analysis in detail at today’s meeting.

c. Capital Budget

At the November 15th meeting, the Trustees were provided with a copy of the preliminary proposed 2019 Capital Budget. As part of their packet for today’s meeting, a revised version was provided to the Board reflecting the changes which were recommended at the November 15th meeting.

C. Other

None

ITEM 4: MOTION ISSUES

A. ESRI GIS Software Annual Subscription Request for Approval

The Board members were presented with a request for authorization to renew the Geographic Information System (GIS) software licenses with Environmental Systems Research Institute (ESRI). Because there are now more firms offering this service, at some point in the future, Trustee Hodsdon suggested considering other vendors to learn if there is an appropriate alternative for this software system.

Motion by Trustee Richards, “to approve the renewal of the annual Geographic Information System software licenses from Environmental Systems Research Institute for \$8,578.08,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

B. Other

The Board members were presented with the bid submittals for the supply of four bulk chemicals for the year 2019.

Motion by Trustee Fuller, “to accept the low bidders as follows: Sodium Hydroxide bid to Univar at \$2.3249 per gallon; Alum bid to GAC Corporation at \$1.20 per gallon; Sodium Hypo bid to Harcross Chemicals at \$0.987 per gallon; and Fluoride to Univar at \$2.40 per gallon,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

ITEM 5: TRUSTEES

A. Letter to Trustees from KWD Customer with “Bounced” Check

The Trustees were provided with a letter from a landlord/customer who had bounced a check and was unhappy with the letter he/she received from KWD advising he/she that notices would be delivered at the cost of \$60 alerting the tenants that water at the service location could be disconnected if the bounced check was not satisfied. After some discussion, the Board members requested that Mr. Crouse compile a response letter.

B. Comments, Concerns, Ideas

None

ITEM 6: GENERAL MANAGER’S REPORT

A. Update on Selection of Public Communication Firm

Mr. Crouse reported that the selection committee interviewed two firms and has now selected a Public Communications Firm. The Board will continue to be updated as more detailed information becomes available.

B. Update on New Operations Center Project

Three consulting firms submitted Statement of Qualifications to aid in the design of the new KWD Operations Center. The selection committee is meeting on December 7th to review these documents and interviews will be established for a future date. In addition, the real estate agent employed to search for an appropriate site for the center has contacted several land owners to determine if there is an interest in selling property to KWD.

C. Other

The final M-4 Hydro Station Evaluation Report has been received from Kleinschmidt Associates. Mr. Crouse and Mr. Longfellow will be meeting with Essex Hydro staff today to discuss the potential sale of M-4.

Mr. Crouse reported that he has been in discussions with Ms. Flewelling, Fairfield Town Manager, regarding the water supplied by KWD at two of their fire stations.

As a reminder, KWD will be closing operations at 11:30 on December 7th in order for employees to attend the KWD All-Staff Meeting.

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

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

Vote: Motion carried unanimously.

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

Vote: Motion carried unanimously.

ITEM 7: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

None

ITEM 8: PUBLIC PARTICIPATION

None.

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:35 a.m.

Sue Markatine, Recording Secretary