

**KENNEBEC WATER DISTRICT
ANNUAL BOARD OF TRUSTEES MEETING
THURSDAY – JANUARY 3, 2019 at 7:30 AM**

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

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

Trustees absent: Karl Dornish, Trustee

J. Michael Talbot, Treasurer, left the meeting at 8:30 a.m.
Denise Bruesewitz, Trustee, left the meeting at 8:40 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 DECEMBER 20, 2018.

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

Vote: Motion carried unanimously.

ITEM 3: ANNUAL ELECTION OF OFFICERS

The Board was provided with two documents. The first document signified the names of the 2018 Officers of the KWD Board of Trustees and their respective positions. The second document indicated a listing of the 2019 Board of Trustees and term expiration dates. The intention of the Board has been to rotate the President's position to allow Trustees from different municipalities to serve in this capacity.

After some discussion, a motion was made to nominate the available positions for the 2019 KWD Board of Trustees Officers and to appoint 2019 legal counsel.

Motion by Trustee Talbot, "to elect the following slate of officers for 2019: Jeff Earickson, President; Mark McCluskey, Vice President; J. Michael Talbot, Treasurer; Allan Fuller, Clerk; Alex Wild, Assistant Treasurer; Roger Crouse, Assistant Clerk, and to appoint William Harwood and the firm Verrill Dana as KWD's legal counsel for 2019," seconded by Trustee Fuller.

Vote: Motion carried unanimously.

On behalf of the Trustees, Trustee Earickson thanked Trustee Hodsdon for serving as President of the Board for the past few years.

ITEM 4: FINANCIALS

A. Account Warrant

Motion by Trustee Talbot, “to ratify the total warrant of checks released for \$169,468.60,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

B. Other

None

ITEM 5: MOTION ISSUES

A. Request for Authorization for Payments to China Lake Association and China Regional Lake Alliance

As part of their packets, the Trustees were provided with a document prepared by Mr. Zetterman requesting authorization for two payments. The first request is to reimburse the China Region Lakes Alliance for the 2018 Courtesy Boat Inspection Program which utilizes summer workers (typically students) to inspect water craft at the boat launches on China Lake, Three Mile Pond, and Webber Pond for plant matter to reduce the risk of invasive species entering the lake.

Motion by Trustee Hodsdon, “to authorize payment of \$8,000 to the China Region Lakes Alliance for the 2018 Courtesy Boat Inspection Program,” seconded by Trustee Fuller.

Vote: Motion carried unanimously.

The second request is to reimburse the China Lake Association for the 2018 LakeSmart Program that works with lake-front property owners around China Lake to install natural landscaping buffers to reduce the risk of soil and nutrient run-off into the lake. It was noted that on behalf of the LakeSmart program, KWD applied for and received a grant of \$10,000 from the Maine Drinking Water Program; therefore, KWD’s net contribution will be \$3,081.40.

Motion by Trustee Hodsdon, “to authorize payment of \$13,081.40 to the China Lake Association for the 2018 LakeSmart Program,” seconded by Trustee Fuller.

Vote: Motion carried unanimously.

B. Formal Authority for Treasurer to file liens. “To commit the authority for collection of the rates and other charges of the Kennebec Water District in 2019 to the Treasurer of the Kennebec Water District Board of Trustees.”

It was the consensus of the Trustees to commit to the KWD Treasurer the KWD rate and other charges for collection.

Motion by Trustee Earickson, “to commit the authority for collection of the rates and other charges of the KWD in 2019 to the Treasurer/Assistant Treasurer of the KWD Board of Trustees,” seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

C. Other

None

ITEM 6: TRUSTEES

A. Comments, Concerns, Ideas

Referring to the discussion at the December 20th meeting, Trustee McCluskey still had a concern regarding KWD, although tax exempt, having to pay one-year of taxes for the property it purchased in May 2016 at 6 South Street, Waterville, due to the fact that tax obligations are set annually on April 1st for the owner of record. Because this was a cash transaction, there was conjecture that this obligation was an oversight, and there was no title insurance.

Trustee Earickson stated that Mr. Crouse expressed an interest in the development of a revenue forecasting model to be used by KWD in the evaluation of alternative rate structures the next time a rate increase is needed. This is a future project in which Trustee Earickson volunteered to develop with Mr. Crouse’s assistance. There was a recollection that the previous model was conducted by an outside contractor in the mid-1990s. Trustee Earickson asked for a copy of this model if one is available.

ITEM 7: GENERAL MANAGER’S REPORT

A. Customer Service Improvements

Mr. Crouse informed the Board that he continues to work with his Management Team to improve customer service. Currently in progress is a revision of the letter sent to customers when they “bounce” a check. In addition, he has met with KWD staff and is developing a standardized method to assist urgent customer requirements when the Customer Service Crew’s appointment schedule is already filled.

B. Update on Selection of Public Communication Firm

Mr. Crouse has received from Pulse Marketing Agency, KWD’s public communication firm, the draft contract of the project scope and cost. There are a few modifications to this contract being

discussed. This proposed contract is expected to be presented to the Board at the January 17th meeting.

C. Update on New Operations Center Project

SMRT Architects and Engineers, P. C. has been selected to aid in the property evaluation and conceptual design of the new KWD Operations Center with Sebago Technics, Inc. being SMRT's subcontractor for this project. There is a meeting scheduled for next week with these two companies to discuss the scope of work. Thereafter, a formal contract will be prepared and presented to the Board for review.

D. M-4 Sale Progress

As was mentioned at the previous meeting, Mr. Crouse and Mr. Longfellow met with Essex Hydro Staff to discuss the potential sale of M-4, KWD's hydro station. KWD has provided the additional information requested by Essex, and there is anticipation of a price proposal soon.

E. MWUA Annual Conference

Mr. Crouse informed the Trustees that the 2019 Maine Water Utilities Association (MWUA) conference will be held on February 5th and 6th at the Holiday Inn by the Bay in Portland. Mr. Crouse reviewed the fact that in addition to the regular meeting stipend, meeting mileage reimbursement, and registration/conference fees, Trustees can receive reimbursement for travel and expenses for District related business up to a maximum of \$500 per year.

F. Other

The Board members were informed that occasionally Mr. Crouse receives calls from parties interested in purchasing the KWD land for sale. Recently, he received an offer for the 171 acres on Upper Main Street, mostly in Fairfield. After some discussion, a motion was introduced.

Motion by Trustee Fuller, "to reject the proposed offer from the potential buyer for the Fairfield property," seconded by Trustee Richards.

Vote: 2 in favor, 5 against, motion failed.

The Board requested that Mr. Crouse contact the potential buyer to inform him/her that the KWD is not ready to accept the current offer, but there may be an opportunity for further negotiations in the future.

Regarding a different topic, Mr. Crouse stated that a tour of the KWD Water Treatment Facility is scheduled for State Representatives and interested Trustees on January 4th.

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

Vote: Motion carried unanimously.

ITEM 8: DEPARTMENT REPORTS

The Board members were provided with a copy of the Department Reports, and the Department Heads reviewed the highlights on their respective reports.

ITEM 9: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

None

ITEM 10: PUBLIC PARTICIPATION

None.

Motion by Trustee Hodsdon, “to adjourn the meeting,” seconded by Trustee Fuller.

Vote: Motion carried unanimously.

Meeting adjourned at 9:03 a.m.

Sue Markatine, Recording Secretary