

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

Trustees absent: Karl Dornish, Trustee; Denise Bruesewitz, Trustee

Also present: Roger Crouse, General Manager; Jeff Longfellow, KWD Engineer; Matt Zetterman, KWD Director of Water Quality/Director of Technology; Benny LaPlante, KWD Customer Service Manager/Safety Coordinator; Jared Bragdon, KWD Operations Superintendent; Sue Markatine, Recording Secretary; Mickey Furbush, KWD Maintenance Supervisor, joined the meeting at 7:30 and left the meeting at 7:35

**ITEM 1: INTRODUCTION OF GUEST  
NEW KWD EMPLOYEE – MICKEY FURBUSH**

Mickey Furbush, KWD's newly employed Maintenance Supervisor, was introduced to the Board members, and he thanked them for the opportunity to be a member of the KWD Team.

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR  
BOARD OF TRUSTEES' MEETING OF MAY 16, 2019.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of May 16, 2019," seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

**ITEM 3: FINANCIALS**

**A. Account Warrant**

Motion by Trustee Talbot, "to ratify the total warrant of checks released for \$59,936.96," seconded by Trustee Wild.

Vote: Motion carried unanimously.

**B. Other**

None

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

None

**ITEM 5: MOTION ISSUES****A. Approval of Agreement with Wright-Pierce for the Downtown Waterville Project**

The Board members were provided with a copy of the Agreement Between Kennebec Water District and Wright-Pierce for the Downtown Waterville Water Main Replacement Engineering Design. The Trustees briefly discussed this document, and Mr. Crouse answered questions regarding this project.

Motion by Trustee Richards, “to authorize the Agreement Between Kennebec Water District and Wright-Pierce for the Downtown Waterville Water Main Replacement Engineering Design for \$149,400,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

**B. Other**

None

**ITEM 6: TRUSTEES****A. Comments, Concerns, Ideas**

Trustee Richards mentioned a recent historic event as Governor Janet Mills, accompanied by Pat Keliher, Commissioner of Marine Resources, and Judy Camuso, Commissioner of Inland Fisheries and Wildlife, visited the alewife fish ladder at Webber Pond, Vassalboro. Trustee Richards indicated that Governor Mills was the first Governor to visit an alewife fish ladder.

Reflecting on the May 16<sup>th</sup> discussion on the China Lake Outlet Dam in Vassalboro, Trustee Richards commented that, although improbable to transpire, there have been some analysis conducted on the effects on the China Lake water level if the Outlet Dam was removed. Biologist have discovered a gravel bar near the outlet which plays a substantial role in regulating the water level. Subject to additional engineering studies, there could be the potential that this gravel bar in conjunction with a rock structure in replacement of the Outlet Dam would restore China Lake back to a natural lake and also maintain the water level.

On a different subject, the Board members discussed the meeting schedules for June and July. The June 20<sup>th</sup> Board meeting has been moved to June 27<sup>th</sup>, and there will only be one meeting held in July which has been scheduled for July 18<sup>th</sup>.

**ITEM 7: GENERAL MANAGER'S REPORT**

**A. New KWD Logo**

Mr. Crouse displayed the new KWD logo for the Board members. Trustee Wild, who is a member of the KWD Media Network Committee, explained the depiction of the new logo, and Mr. Crouse reported on the implementation plan for the new logo.

**B. KWD Water Bill**

The new KWD water bill design format is close to finalization. When this has been completed, the outsourcing of the printing and mailing of the bills will commence.

**C. Director of Water Quality**

Mr. Crouse was pleased to announce that Robbie Bickford has accepted the position of KWD Director of Water Quality and will begin work on July 1<sup>st</sup>.

**D. M-4 Sale Finalization Progress**

Mr. Crouse informed the Board that the deed and easement transfer language associated with the sale of KWD's hydro-station M-4 to Messalonskee Stream Hydro, LLC, is in the process of being finalized. In addition, the documents to transfer the Federal Energy Regulatory Commission (FERC) license from KWD to Messalonskee Stream Hydro have been submitted to FERC for review. Mr. Crouse anticipates that the license transfer will be completed, and the sale finalized by early July.

**E. Update on Operations Center Project**

Mr. Crouse reported that KWD staff has physically walked a few land sites in search of a location for the new KWD Operations Center. Additionally, KWD staff has been meeting internally and with SMRT Architects and Engineers to review and discuss modifications to the floor plan design for the new center. It is anticipated that a cost estimate based on the conceptual building design will be available for review by the beginning of August. Trustee McCluskey recommended obtaining appraisals for both the Business Office and South Street buildings which would aid in identifying an approximate cost offset for the new complex and also prepare for a future sale.

**F. Update on Waterville Downtown Project**

- a. Public Meeting 6/26/19**
- b. KWD Funding of Plumbing Changes in Private Buildings**
- c. Fire Service Cost Allocation**

Mr. Crouse and Maine Department of Transportation officials were invited to, and attended, the June 4<sup>th</sup> Waterville City Council meeting to provide a brief overview of the individual organizations planned projects relating to the Waterville Main and Front Streets transportation and road reconstruction projects. On June 26<sup>th</sup> from 4 p.m. to 6 p.m. in the Chace Community Forum at the Bill & Joan Alford Main Street Commons (aka Colby Main Street building) there will be an open house for the public to attend and ask questions which will feature staff from the City of Waterville, Maine Department of Transportation, and Kennebec Water District.

Mr. Crouse explained to the Board members that during the downtown main replacement project, KWD will have the opportunity to improve the pipe configuration in this area by moving several water services and line entrance points from the backs of buildings to the front of buildings for several domestic services and one known fire service. Due to this KWD conversion, there will be internal plumbing modifications required by customers. After some deliberation, there was a motion put forth regarding the cost associated with these necessary plumbing changes.

Motion by Trustee McCluskey, “to authorize the KWD to absorb the replumbing costs for domestic services and one known fire service for the buildings in which KWD is changing the location of the service and line entrance points during the downtown Waterville main replacement project,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

Although as of yet there have been no formal discussions with the Waterville Fire Chief regarding building sprinkler systems, as part of the aforementioned project, KWD’s tentative plan is to provide a fire service water connection to all buildings affected by the project even if there is no existing sprinkler system. The buildings which already do have a fire service will be connected automatically and without charge as part of the project. If a building does not have a fire service and plans to install one during the project, the property owner would be responsible to pay KWD for the connection as is normal for a new fire service. On a case by case basis, KWD will be installing fire services into buildings on Main Street even if the property owner does not want to pay the cost now. The service will not be activated until the current (or a future) owner agrees to pay the installation cost. This will avoid the need to trench across the new sidewalk and street when the decision is made to add fire service in the future.

### **G. Other**

As a result of a previous Board discussion, Mr. Crouse proposed an administrative rule change by increasing the proximity requirement from an employee’s home to their work location from 30 minutes to 60 minutes. This would apply to management positions and other professional staff that fill the “on-call supervisor” role. Operations staff must continue to meet the 30-minute proximity requirement. The Board supported this decision.

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

Vote: Motion carried unanimously.

### **ITEM 8: DEPARTMENT REPORTS**

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 Department Reports as presented,” seconded by Trustee Talbot.

Motion carried unanimously.

**ITEM 9: PUBLIC PARTICIPATION**

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 8:45 a.m.

---

Sue Markatine, Recording Secretary