

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – SEPTEMBER 20, 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; Jeff Earickson, Assistant Treasurer; Mark McCluskey, Trustee; Frank Richards, Trustee; Alex Wild, Trustee; Denise Bruesewitz, Trustee; Amy Stabins, Trustee

Trustees absent: Allan Fuller, Clerk

Also present: Roger Crouse, General Manager; 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

On behalf of the Board, Trustee Hodsdon welcomed Amy Stabins, newly appointed Trustee from the Town of Winslow.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF SEPTEMBER 6, 2018.

Motion by Trustee Dornish, "to accept the minutes of the Regular Board of Trustees' Meeting of September 6, 2018," seconded by Richards.

Vote: Motion carried unanimously.

ITEM 3: FINANCIALS

A. Account Warrant

Motion by Trustee Earickson, "to ratify the total warrant of checks released for \$143,607.17," seconded by Trustee Talbot.

In response to a question from Trustee Talbot, Mr. Crouse answered that KWD has now received the most current invoices from Central Maine Power.

Vote: Motion carried unanimously.

B. Other

None

ITEM 4: MOTION ISSUES

A. Decision on the Next Step Regarding the South Street Operations Center – Stay or Relocate

After the September 6th meeting, the Trustees were provided with a tour of the South Street Complex. The main purpose of this tour was to aid the Board in evaluating and determining if the existing operations center should be expanded or if a new facility should be explored. The overall consensus of the Trustees after the tour was to relocate the operation's center. At today's meeting, the Board discussed the pros and cons of both options and potential costs.

The concept of selling the Business Office building and consolidating all operations at one center is also being considered. Mr. Crouse recommended forming a committee and potentially hiring a consultant for this major project.

Motion by Trustee Richards, "to authorize the General Manager to establish a search committee of three Board members and several KWD staff in order to begin to identify potential properties for a new operations center and to develop criteria for said operations building and with the consideration of possibly relocating the Business Office operations to this new facility," seconded by Trustee McCluskey.

After some discussion, motion by Trustee Richards, "to move the question," seconded by Trustee Earickson.

Vote: Motion carried unanimously to move the question.

Vote: Motion carried unanimously.

The Trustees appointed to the committee are as follows: Trustee Dornish from Winslow, Trustee Earickson from Waterville, and Trustee McCluskey from Fairfield.

B. Renewal of Agreement with Runyon Kersteen Ouellette (RKO) for Auditing Services

The Board members were provided with a contract proposal from Runyon Kersteen Ouellette (RKO), KWD's auditing firm for the past three years, with fee options for one, two and three years. Because RKO is familiar with the KWD accounting processes and KWD has been satisfied with its work, Mr. Crouse made the recommendation to extend the RKO contract for a three- year period.

Motion by Trustee Richards, "to authorize the General Manager to extend the contract with Runyon Kersteen Ouellette for the Annual Audit Service and Report for a total of \$30,350 for the fiscal accounting years of 2018, 2019, and 2020," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

C. Approval of Chemical Purchase (Polymer for Water Treatment Plant)

The Board members were provided with a price proposal from Nalco Chemical Company for the annual supply of cationic polymer. Mr. Zetterman explained that this is a specialized blend from Nalco and has performed extremely well for KWD.

Motion by Trustee McCluskey, “to authorize the purchase of 1,200 gallons of cationic polymer from Nalco Chemical Company for \$18,079.20,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

D. Approval of T Buck Change Order for Western Avenue Pump Station

The Board was presented with a change-order request from T Buck Construction to cover the increased painting wage rate for the Western Avenue Pump Station. The change-order is one-half the total cost as KWD negotiated an even cost split with T Buck Construction.

Motion by Trustee Dornish, “to authorize the General Manager to accept the change-order proposal from T Buck and to approve payment for the increased cost of painting for \$5,578.20,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

E. Approval of Painting Contract for Western Avenue Pump Station

The Trustees were provided with a quote from Copia Specialty Contractors, Inc. with itemized descriptions for three categories for painting at the Western Avenue Pump Station.

Motion by Trustee Dornish, “to authorize the General Manager to accept the proposal from Copia Specialty Contractors, Inc. for painting at the Western Avenue Pump Station in the amount of \$9,600,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

ITEM 5: TRUSTEES

A. Comments, Concerns, Ideas

None

B. General Manager’s Performance Evaluation

Trustee Dornish reported that the sub-committee had met and compiled five categories to utilize as a tool in which to rate the General Manager. This document will be distributed with the next Board packet. An Executive Session will be scheduled for the October 4th meeting to discuss and possibly conduct the General Manager’s evaluation.

ITEM 6: GENERAL MANAGER’S REPORT

A. Report on Success of All Staff Meeting

Mr. Crouse and KWD staff members reported that the All Staff Meeting on September 7th was a day of team building and information exchange. All staff appreciated the time together.

B. Disposition of Properties

- **Upper Ridge Road – 8 Acres**
- **Upper Main Street – 171 Acres**

Mr. Crouse recommended delaying the sales marketing of the 171 acres on Upper Main Street, mostly in Fairfield, as this could be a site consideration for the new KWD operations center.

Regarding the 8 acres on Upper Ridge Road, Waterville, an abutter had previously made an offer below market value for this property. Mr. Crouse proposed first contacting this abutter with a proposed price, and if this abutter is not interested in counter offering, then listing this property with a real estate agent.

C. Update on M-4 Sale Progress

Mr. Crouse informed the Trustees that within the next week or so, Kleinschmidt Associates will be providing him with a draft evaluation, including a fair value price for sale purposes, of the KWD M-4 hydroelectric plant.

D. Other

Mr. Crouse mentioned that a MUNIS (KWD financial accounting software) representative was on site to evaluate the modules presently utilized by KWD and to present additional options. The plan is to eventually utilize and implement additional programs to be used company-wide which will improve efficiencies and eliminate some of the manual processes.

On a different topic and at the recommendation of Mr. Crouse, it was the consensus of the Trustees to render the Board meeting minutes in a more concise manner.

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

Vote: Motion carried unanimously.

ITEM 7: PUBLIC PARTICIPATION

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 8:50 a.m.

Sue Markatine, Recording Secretary