

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES' MEETING
THURSDAY – NOVEMBER 7, 2019 at 7:30 AM**

The meeting was called to order at 7:30 a.m. by Vice-President McCluskey.

Trustees present: Mark McCluskey, Vice-President; J. Michael Talbot, Treasurer; Al Hodsdon, Trustee; Karl Dornish, Trustee; Frank Richards, Trustee; Amy Stabins, Trustee; Denise Bruesewitz, Trustee

Trustees absent: Jeff Earickson, President; Allan Fuller, Clerk; Alex Wild, Assistant Treasurer

Denise Bruesewitz, Trustee, left the meeting at 8:30 a.m.

Also, present: Roger Crouse, General Manager; Betty Hastings, KWD Finance Manager; Jeff Longfellow, KWD Engineer; Matt Zetterman, KWD Director of Technology; Benny LaPlante, KWD Customer Service Manager/Safety Coordinator; Jared Bragdon, KWD Operations Superintendent; Robbie Bickford, KWD Director of Water Quality; Sue Markatine, KWD Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

None

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF OCTOBER 17, 2019.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of October 17, 2019," seconded by Trustee Hodsdon.

Vote: 6 in favor, Trustee Richards abstained, motion carried.

ITEM 3: FINANCIALS

A. Account Warrant

Motion by Trustee Talbot, "to ratify the November 7, 2019 total warrant of checks released for \$265,084.05," seconded by Trustee Richards.

Vote: Motion carried unanimously.

B. Financial Statements – September and October 2019

The Board members were provided with the September/Year-to-Date 2019 Income Statement, October/Year-to-Date 2019 Income Statement, and October 2019 Cash Flow Report. The KWD 2019 revenues and expenses continue to trend as budgeted. Mr. Crouse and Ms. Hastings responded to several questions from the Trustees regarding various aspects of these reports.

C. Outstanding Service Bills

Because there continues to be a pending action to collect a portion of the monies for these service bills, this agenda item was tabled until the November 21st meeting.

D. Other

None

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

None

ITEM 5: MOTION ISSUES

A. GIS License Renewal

The Board members were furnished with a Request for Authorization memo for the annual Environmental Systems Research Institute (ESRI) software license renewals utilized for KWD's office and mobile geographic information system (GIS).

Motion by Trustee Richards, "to authorize the expenditure of \$6,450.00 to Environmental Systems Research Institute for the annual license renewals," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

B. Other

Mr. Crouse reviewed the fact that KWD's employees' health insurance plan is administered by the Maine Municipal Employees Health Trust (MMEHT). In addition to employee coverage, the present plan guidelines permit coverage for dependents, spouse and children, at a higher monthly premium rate. However, in order for KWD to offer coverage for a domestic partner, the MMEHT requires formal approval from the KWD Board of Trustees. The Board members requested additional information regarding this topic. Specifically, the MMEHT official definition of a domestic partner and the law's official definition of a domestic partner for comparison purposes. When this information is provided, the Trustees will discuss this subject.

Mr. Crouse informed the Board that KWD was recently notified that the Town of Winslow is tentatively planning to replace the sewer and storm drains in a portion of Benton Avenue in the year 2020 and to repave the road in 2021. The replacement of the water main in this area is on KWD's master plan priority list. The Town of Winslow has contracted with Wright-Pierce Engineers which has sub-contracted with Falla & Sons Land Surveys, Inc. to conduct a data survey to be utilized for the engineering design. This survey information will also be a valuable tool when planning and designing the KWD water main replacement. The cost for KWD's percentage of the survey work being conducted is \$7,000.

Motion by Trustee Richards, "to approve the expenditure of \$7,000 to Wright-Pierce for KWD's percentage of the Benton Avenue, Winslow, data survey to be utilized for the future water main replacement design," seconded by Trustee Dornish.

Vote: Motion Carried Unanimously.

ITEM 6: TRUSTEES

A. MRWA Annual Conference – December 10-12, 2019

The Trustees were informed that the Maine Rural Water Association’s Annual Technical Conference and Trade Show is scheduled for December 10th and 12th at the Cross Insurance Center, Bangor. Trustees can inform Mr. Crouse if they are interested in attending.

B. Comments, Concerns, Ideas

As the new KWD website is being developed, Mr. Crouse inquired if Board member’s pictures should be added. The consensus of the Trustees was to have a group photo on this site. Trustee Richards requested that, in addition to the Board members’ information presently posted on the website, the term-expiration dates for the individual Trustees also be listed.

Trustee McCluskey asked for an update regarding the land options for the new KWD Operations Center. Mr. Crouse responded that KWD still has two option to purchase agreements with locked in sale prices for properties in Waterville and Fairfield. SMRT Architects and Engineers are compiling conceptual facility cost estimates for these two locations. The KWD real estate agent continues to seek a third land option.

ITEM 7: GENERAL MANAGER’S REPORT

A. Downtown Waterville Water Main Replacement Project Update

Mr. Crouse and staff met with City of Waterville staff to discuss some of the logistics of the downtown Waterville projects. Wright-Pierce Engineers has provided KWD with a 60 percent set of plans and specifications for this project’s water main replacement for review.

Mr. Crouse reviewed the fact that KWD has submitted applications for funds through the Drinking Water Sate Revolving Fund (SRF) Program for three 2020 main replacements, downtown Waterville, North Street, Waterville, and China Road (aka Route 137), Winslow. It appears that the downtown Waterville and North Street, Waterville, projects will be on the primary list to receive SRF monies. There is also the potential that additional SRF monies will become available, and the China Road project will also be funded.

B. Personnel Handbook Updates Progress

As mentioned at previous meetings, Mr. Crouse and the KWD Management Team has been reviewing and updating the current KWD Personnel Manual. The current manual lists “Columbus Day” as the holiday observed in October. Mr. Crouse asked the Board members if they prefer that KWD abide by the federal guideline for holiday names and retain the “Columbus Day” name or abide by the State of Maine guideline for holiday names and adopt the “Indigenous People’s Day” name. Past practice has been to follow the State guideline for holiday dates and names.

Motion by Trustee Richards, “to adhere to the past practice of utilizing the State of Maine guideline for observed holiday names,” seconded by Trustee Dornish.

Vote: 5 in favor, Trustee McCluskey and Trustee Talbot opposed, motion carried.

Also referring to updates to the KWD Personnel Manual, Mr. Crouse informed the Board of a change being incorporated. Employees who are on duty to respond to calls outside of KWD's regular work hours will no longer drive company vehicles home. Instead, the on-call employee will drive to the KWD operations site to pick up a vehicle in order to respond to the situation.

C. Other

Mr. Crouse announced that KWD will be closing all operations until noon on December 6th in order for employees to attend a KWD All-Staff Meeting.

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

Vote: Motion carried unanimously.

ITEM 8: DEPARTMENT REPORTS

As part of their Board packets, the Trustees were provided with the Monthly Department Reports prepared by the respective managers. The Department Heads reviewed these reports and noted any additional updates.

Motion by Trustee Talbot, "to accept the Department Reports as presented," seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

ITEM 9: PUBLIC PARTICIPATION

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:00 a.m.

Sue Markatine, Recording Secretary