

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES' MEETING
THURSDAY – OCTOBER 3, 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; Karl Dornish, Trustee; Frank Richards, Trustee; Amy Stabins, Trustee; Denise Bruesewitz, Trustee

Trustees absent: None

Denise Bruesewitz, Trustee, left the meeting at 8:05 a.m.

Also present: Roger Crouse, General 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, Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

None

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF SEPTEMBER 19, 2019.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of September 19, 2019," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

ITEM 3: FINANCIALS

A. Account Warrant

Motion by Trustee Talbot, "to ratify the October 3, 2019 total warrant of checks released for \$173,893.67," seconded by Trustee Wild.

Vote: Motion carried unanimously.

B. Outstanding Service Bills

At the September 19th Board meeting, the Trustees were furnished with and a review was conducted of a list of service invoice receivables dated 2016 and earlier. Because there is a pending action to collect a portion of these monies, consideration of a course of action for these invoices will be discussed at the next meeting.

C. Other

None

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

None

ITEM 5: MOTION ISSUES**A. Other**

None

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

Trustee Hodsdon inquired if KWD has submitted applications for funds through the Drinking Water State Revolving Fund Program for capital projects slated for next year. Mr. Crouse answered KWD has submitted three applications for 2020 main replacements, downtown Waterville, North Street/Middle Street, Waterville, and China Road (aka Route 137), Winslow.

Trustee Earickson asked for a status report regarding the updating of the KWD website. Mr. Zetterman responded that the design is near completion and the site layout and content details are being developed and modified. Trustee Earickson requested that the Board members be provided with a preview before the actual live launch.

Mr. Crouse informed the Trustees that the Maine Water Utilities Association has an upcoming event on October 24th at the Senator Inn, Augusta, entitled “Trustee Training: What are the Legal Responsibilities and Obligations of a Board of Trustees”. Trustees can inform Mr. Crouse if they are interested in attending.

Trustee Bruesewitz briefly described the project she is involved with funded by the National Aeronautics and Space Administration (NASA) to study lake water quality in the Northeast by utilizing unmanned drones equipped with hyperspectral sensors and physical lake water sampling for correlation analyses. Included in this study is China Lake.

Trustee McCluskey asked if KWD has fielded any customer concerns recently regarding discolored water in the Fairfield area. Mr. Crouse replied that when connecting a portion of the new main to the building services, there was a minor issue; however, this was rapidly corrected.

Trustee Fuller noted that there were two land options to purchase agreement payments for the new KWD Operations Center on today’s warrant and asked for a status update. Mr. Crouse explained that these agreements lock in sale prices and gives KWD exclusive rights to purchase for 90 days. These two properties are in Waterville and Fairfield, and the KWD real estate agent is seeking a third land option in Winslow.

ITEM 7: GENERAL MANAGER’S REPORT

A. Placing KWD Property in Tree Growth Program

Mr. Crouse provided the Board members with the property tax implications if KWD was to place some of its land in China and Vassalboro in the State of Maine Tree Growth Program. After some discussion, including KWD’s fiduciary responsibility to the rate payers, a motion was proposed.

Motion by Trustee Wild, “to authorize the General Manager to proceed with placing 259 acres of KWD land in China and 47.11 acres of KWD land in Vassalboro in the State of Maine Tree Growth Program,” seconded by Trustee Talbot.

Vote: Motion carried unanimously.

B. Updates to KWD Personnel Manual

The Trustees were provided with a summary of some of the proposed modifications to the KWD Personnel Manual and the financial impact and time availability implications due to these changes. Mr. Crouse reviewed the rationale for and details of these changes and answered questions from the Trustees. The overall Board consensus was favorable for the implementation of these revisions. The Trustees will be provided with a draft copy of the proposed updated KWD Personnel Manual when the entire changes have been incorporated.

C. Downtown Waterville Water Main Replacement Project Update

Mr. Crouse reported that KWD recently hosted a Utility Coordination Meeting for all entities involved in the downtown Waterville project. The main replacement bid solicitations are scheduled to be mailed at the end of December or beginning of January.

D. M-4 Sale Finalization

The Board members were informed that the Federal Energy Regulatory Commission (FERC) has approved the transfer of the FERC license for the M-4 hydro station from KWD to Messalonskee Stream Hydro, LLC, and the M-4 sale is anticipated to be finalized on October 4th.

E. KWD All Staff Meeting – October 4th at WTP

Mr. Crouse reminded the Trustees that KWD will be closing all operations on October 4th in order for employees to attend the KWD All-Staff Meeting.

F. Other

None

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

As part of their Board packets, 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 McCluskey.

Vote: 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 9:00 a.m.

Sue Markatine, Recording Secretary