

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – FEBRUARY 4, 2020 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; Amy Sabins, Clerk; Al Hodsdon, Trustee; Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee

Trustees absent: Alex Wild, Assistant Treasurer

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

Also present: Roger Crouse, KWD 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 JANUARY 16, 2020.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of January 16, 2020," seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the February 4, 2020 total warrant of checks released for \$80,879.82," seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

ITEM 4: APPROVAL/MOTIONS NEEDED

A. Approval of Agreement with Tyler Technologies – Tyler Content Management

The Board members were provided with a request for authorization memo outlining the benefits of purchasing an electronic document management system from Tyler Technologies. Mr. Crouse explained that the initial cost for implementation, annual licensing and hosting is \$17,360. The annual maintenance fees for the following years will be \$3,240. Questions posed from the Trustees concerned back-up capabilities and transference of data if converting to a new system in the future.

Motion by Trustee Richards, “to approve the proposal from Tyler Technologies for the purchase of the Tyler Content Manager for \$17,360,” seconded by Trustee Fuller.

Vote: Motion carried unanimously.

B. Approval of Modifications to the KWD Personnel Manual

The Trustees were provided with a memo seeking approval for and outlining two modifications to the KWD Personnel Manual. The first affects the amount of vacation days paid out at the time of retirement for staff employed by KWD as of December 2019, and the second provides a greater definition of the guideline which prohibits employees from utilizing District assets for personal use and/or benefit. A few Trustees requested additional information to further clarify the policy change to the vacation day payout at time of retirement.

Motion by Trustee Richards, “to table this item until further information is provided regarding the policy change affecting vacation day payout at time of retirement,” seconded by Trustee Fuller.

Vote: 5 in favor, 4 opposed, motion carried.

The Board members were provided with a request for authorization to contract with Wright-Pierce Engineers for construction inspection services for the downtown Waterville water main replacement project.

Motion by Trustee McCluskey, “to execute a sole source agreement of up to \$248,000 with Wright-Pierce Engineers for the administration and inspection services for the KWD downtown Waterville water main replacement project,” seconded by Trustee Richards.

During the discussion of the motion, several Board members conveyed concern with the hourly rate and expressed interest in receiving details regarding inspection credentials. Mr. Crouse will contact Wright-Pierce Engineers and report back to the Board members.

Vote: 3 in favor, 5 opposed, motion failed.

ITEM 5: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

None

ITEM 6: GENERAL MANAGER’S REPORT

As part of their packet, the Trustees were provided with the General Manager’s Report for review. Mr. Crouse and Mr. LaPlante, who spearheads the KWD Safety Program, recapped KWD’s successful renewal of the Maine Department of Labor’s Safety and Health Award for Public Employers (SHAPE) which recognizes public employers who maintain an exemplary safety and health management system.

Motion by Trustee Hodsdon, “to express appreciation from the Board to the KWD Staff for developing a very safe work environment,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

Recently, the sub-committee for the new KWD Operations Center met with SMRT Architects and Engineers and Sebago Technics, Inc. to review the site evaluations for the properties on the Industrial Road land in Fairfield and the KWD upper Main Street land in Waterville/Fairfield. The sub-committee has provided recommendations and requested supplemental information for these evaluations. When these revisions have been received, these proposals will be presented to the Board members for review.

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

Vote: Motion carried unanimously.

ITEM 7: DEPARTMENT REPORTS

As part of their Board packet, the Trustees were provided with the Monthly Department Reports prepared by the respective managers. At the request of Trustee Fuller, Mr. Bickford expounded on the ortho-polyphosphate injection location and carbon filter material topics referred to in his report.

Motion by Trustee Talbot, “to accept the Department Reports as presented,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

ITEM 8: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

A. Other

Trustee Earickson mentioned he alerted Mr. Crouse and Ms. Hastings, KWD’s Finance Manager, regarding his discovery of unclaimed property for KWD listed on the State of Maine website.

ITEM 9: PUBLIC PARTICIPATION

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 8:50 a.m.

Sue Markatine, Recording Secretary