

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – JANUARY 17, 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

Trustees absent: Denise Bruesewitz, Trustee

J. Michael Talbot, Treasurer, left the meeting at 7:35 a.m.

Also present: Roger Crouse, General Manager; Jeff Longfellow, KWD Engineer; 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

None

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE ANNUAL BOARD OF TRUSTEES' MEETING OF JANUARY 3, 2019.

Motion by Trustee Talbot, "to accept the minutes of the Annual Board of Trustees' Meeting of January 3, 2019," seconded by Hodsdon.

Vote: 8 in favor, 1 abstention, motion carried.

ITEM 3: FINANCIALS

A. Account Warrant

Motion by Trustee Talbot, "to ratify the total warrant of checks released for \$125,577.01," seconded by Trustee Wild.

Vote: Motion carried unanimously.

B. Other

None

ITEM 4: MOTION ISSUES

A. Approval of Public Communications Firm Agreement with Pulse Marketing, LLC.

As part of their packets, the Trustees were provided with the Pulse Marketing, LLC, Service Agreement, and a memorandum outlining the goals of and requesting authorization to proceed with

this agreement prepared by Mr. Crouse. Mr. Crouse briefly explained the components of this agreement and entertained questions from the Board.

Motion by Trustee Fuller, “to authorize the General Manager to execute a 2-year service agreement with Pulse Marketing, LLC,” seconded by Trustee Wild.

Vote: Motion carried unanimously.

B. Process for Purchasing Class C Vehicles

The Board members were provided with a document prepared by Mr. Crouse requesting modification to the KWD Procurement Policy to streamline the process when purchasing Class C Vehicles. Mr. Crouse reviewed the details of this policy and answered questions posed by the Board members.

Motion by Trustee Richards, “to approve the modification to the KWD Procurement Policy for the Purchase of Class C Vehicles,” seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

C. Sole-Source Purchase of Truck Body

The Board members were furnished with a document prepared by Mr. Crouse requesting approval of a sole source purchase of an aluminum utility body for a new service truck. Additionally, the quote from F3 MFG, the only manufacturer of aluminum truck bodies in the State of Maine and which is located in Waterville, listing the specifications of this service body was provided. Mr. Crouse reviewed this information, and a motion was proposed.

Motion by Trustee Hodsdon, “to authorize the General Manager to exercise a sole source purchase from F3 MFG for \$16,776.00 for an aluminum utility service truck body,” seconded by Trustee Dornish.

Vote: Motion carried unanimously.

D. Other

At this time, the Board members decided to enter into Executive Session.

At 8:15 a.m., motion by Trustee Hodsdon, “to enter into Executive Session under MRSa Title 1, Section 405-6C, Real Estate Transactions,” seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

At 8:46 a.m., President Earickson brought the Board out of Executive Session.

As a result of Executive Session, a motion was put forward.

Motion by Trustee Earickson, “to authorize the General Manager to negotiate the price proposal from Essex Hydro for the purchase of the M-4 Hydro Station,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

ITEM 5: TRUSTEES

A. MWUA Annual Meeting and Tradeshow

The Trustees were requested to submit their registration information by January 22nd if they are interested in attending the 2019 Maine Water Utilities Association conference.

B. Comments, Concerns, Ideas

None

ITEM 6: GENERAL MANAGER’S REPORT

A. Update on New Operations Center Project

Mr. Crouse reported that a meeting regarding the scope of work for the new KWD Operations Center was recently held with SMRT Architects and Engineers, P. C. and Sebago Technics, Inc., SMRT’s subcontractor for the project. Mr. Crouse anticipates receiving the formal agreement for presentation and review by the next Board meeting.

B. M-4 Sale Progress

This agenda item was discussed earlier in the meeting during Executive Session. See agenda item 4. D.

C. Other

Mr. Crouse informed the Board that recently a few elected State Representatives and Trustees toured the KWD Water Treatment Facility. There are plans for an additional tour for other State Representatives, and, as suggested by the Trustees, community town/city leaders will also be invited.

Mr. Crouse and Mr. Longfellow met with Mr. Mike Roy, Waterville City Manager, and City of Waterville engineering staff to discuss the preliminaries and coordination of the Waterville Main and Front Street transportation and road reconstruction project. Before this project commences, the City of Waterville is required to hold public sessions in order to communicate the impacts to and answer questions by the general population and business owners. At one of these meetings, KWD staff will have the opportunity to address and present to the public the planned KWD upgrades which will occur in conjunction with this project.

Other items discussed during the aforementioned meeting was the planned 2019 North Street paving by the City of Waterville. The KWD infrastructure in this street should be replaced before this restoration. However, KWD was just recently made aware of this project; therefore, the necessary engineering design work for this has not been performed, and the cost to replace this main

was not included in the KWD 2019 Capital Budget. To accommodate KWD, the City of Waterville has postponed this project until the year 2020. KWD and the City of Waterville resolved to arrange a joint planning session each November to discuss projected five-year paving and infrastructure replacement goals. Mr. Crouse will propose to the other communities in the KWD service territory to have a similar planning session annually.

Mr. Crouse informed the Board that in order to improve and refine communication skills, nine KWD employees attended an in-house writing class taught by Kendra Rand Communications.

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

Vote: Motion carried unanimously.

ITEM 7: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

Executive Session was entered into earlier in the meeting. See agenda item 4. D.

ITEM 8: PUBLIC PARTICIPATION

None.

Motion by Trustee Hodsdon, “to adjourn the meeting,” seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

Meeting adjourned at 9:00 a.m.

Sue Markatine, Recording Secretary