

**KENNEBEC WATER DISTRICT
ANNUAL BOARD OF TRUSTEES MEETING
THURSDAY – JANUARY 4, 2018 at 7:30 AM**

The meeting was called to order at 7:30 a.m. by Trustee Hodsdon.

Trustees present: Al Hodsdon, Trustee; Karl Dornish, Trustee; J. Michael Talbot, Trustee; Jeff Earickson, Trustee; Mark McCluskey, Trustee; Bill Boucher, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee

Trustees absent: Allan Fuller, Trustee; Alex Wild, Trustee

Trustee Talbot left the meeting at 8:45 a.m.

Also present: Jeff LaCasse, General Manager; Jefferson Longfellow, KWD Engineer; Mike O'Brien, KWD Customer Service Manager/Safety Manager; Sue Markatine, Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

None

ITEM 2: TRUSTEE OFFICER ELECTIONS FOR 2018

The Board was provided with a spreadsheet indicating the names of the 2017 Officers of the KWD Board of Trustees and their respective positions.

Motion by Trustee Richards, “to move the slate of 2017 officers to serve in the same capacity in 2018: Al Hodsdon, President; Karl Dornish, Vice-President; J. Michael Talbot, Treasurer; Allan Fuller, Clerk; Jeff Earickson, Assistant Treasurer; and General Manager, Assistant Clerk,” seconded by Trustee Dornish.

Trustee Earickson commented that he feels it would be appropriate that, because Trustee Hodsdon has served as president for a few years, that a Trustee from a different municipality should have the opportunity to be appointed president. No other Trustee expressed interest in serving as capacity of president or for the other available officer positions.

Vote: 7 in favor, 1 opposed, motion carried.

ITEM 3: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF DECEMBER 21, 2017.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of December 21, 2017," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 4: FINANCIALS

A. ACCOUNT WARRANT

January 4, 2018

CHECKS RELEASED		Check	Dollar
Vendor	Description	Date	Amount
BNY Mellon Corporate Trust	2004 Bond Principal and Interest	12/15/17	38,102.08
Bromar Printing	Postage for Customer Rate Case Notice Mailing	12/18/17	2,700.00
A Partner in Technology	Computer Services & Equipment	12/20/17	962.50
Advance Auto Parts	Side Window Vent-Tk 4	12/20/17	49.99
Agway Inc.	Spare Keys for WTP/Magnetic Key Holder	12/20/17	11.25
Answering Services Unlimited	Monthly Answering Service	12/20/17	127.30
Business Card-Bank of America	Utility Pump/Microsoft Office/Magnetic Door Switches- Amazon/Thanksgiving Emp. Gift Cards-Hannaford Professional Eng. License Renewal-State of Maine Google Apps-Google	12/20/17	1,389.60
Business Card-Bank of America	Professional Eng. License Renewal-State of Maine	12/20/17	80.00
BPMS Software	Annual Program Updates & Tech Support-BFP Program	12/20/17	312.00
T Buck Construction Inc.	Western Avenue Pumping Station Capital Upgrade	12/20/17	126,453.12
Dennis K Burke Inc.	Heating Oil-\$1.79 Per Gallon-WTP	12/20/17	3,606.49
China Region Lakes Alliance	Funding for China Lake Courtesy Boat Inspection for 2017	12/20/17	8,000.00
S W Cole Engineering Inc.	Concrete Cylinder Compression Testing-WAPS	12/20/17	308.96
Commercial Divers Inc.	Messalonskee Stream Main Repair	12/20/17	4,530.00
Constellation NewEnergy Inc.	Monthly Electricity-Chase Ave	12/20/17	435.02
Earthlink Business 1058	Monthly Telephone Service	12/20/17	375.35
Fabian Oil Inc.	Propane-WTP	12/20/17	61.82
Hach Company	Lab Supplies-WTP	12/20/17	1,270.13
Joseph's Sporting Goods	Employees Clothing	12/20/17	374.96
M C Disposal Inc./DBA CMD	Monthly Portapotty Rental/Rubbish Removal	12/20/17	163.00
Maine Fire Equipment Comp. Inc.	Workman Personal Fall Limiters-WTP Pipe Gallery	12/20/17	2,975.00
Treasurer, State of Maine	Water Tests	12/20/17	90.00
Motor Supply Company	Anti-Freeze for Ditch Witch	12/20/17	34.00
Fanado Pelotte	Gravel	12/20/17	4,104.00
Merton Richards Inc.	Screened Loam	12/20/17	360.00
Robarge Enterprises	Pro City Kit Device-Enables Above Ground Valve Repairs	12/20/17	4,500.00
Rockingham Electrical Supply Co.	Parts for Level Sensor at Intake	12/20/17	34.05
Roki Repair Shop	Commercial State Inspection/Minor Rep.-Backhoe	12/20/17	267.50
The Sherwin-Williams Company	Sanding & Paint Supplies-WTP	12/20/17	67.03
Snow Pond Technology Group Inc.	Setup Data Monitoring at South St. & Cool St.	12/20/17	270.00
Spring Brook Ice & Fuel	Heating Oil-Variou Locations	12/20/17	869.67
Staples Credit Plan	Calendar/Pens	12/20/17	35.57
Super Shoe Stores Inc.	Employee Clothing	12/20/17	46.78
Time Warner Cable	Monthly Internet Service	12/20/17	232.70

City of Waterville	Excavation Street Permit	12/20/17	123.60
WESCO Distribution	Fuses-WTP	12/20/17	100.60
Wright-Pierce	Construction Administration-WAPS Capital Project	12/20/17	4,731.51
Kennebec County Reg. of Deeds	Water Lien Discharge	12/20/17	22.00
William Carollo	Refund Shoring Box Rental-Not Used for New Construction	12/21/17	300.44
TOTAL WARRANT			\$208,478.02

Motion by Trustee Talbot, “to ratify the total warrant in checks released of \$208,478.02,” seconded by Trustee McCluskey.

Referring to the payment to S. W. Cole Engineering, Inc. for the Western Avenue Pumping Station (WAPS) concrete cylinder compression testing, Trustee Earickson asked if this was part of the capital improvement project. Mr. LaCasse replied that this is related to the capital project, and, as with the other project invoices, KWD pays the vendor directly and will be reimbursed for all costs up to the maximum limit of State Revolving Fund bond funds.

Vote: Motion carried unanimously.

B. October Financials

Due to various year-end closing processes and procedures, the October financial reports have not been finalized. The October financial report is expected to be presented for review at the January 18th meeting.

C. Public Hearing Reminder – Jan. 16th, 7 p.m. at 462 Main St, Vassalboro

The Board was reminded that the public hearing for the rate case will be held at the KWD Water Treatment Plant at 7:00 on January 16th, and Mr. LaCasse encouraged the Trustees to attend this meeting. A tour of the WTP will also be conducted if there are any customers or Trustees interested in seeing the facility. In the event of a storm, the hearing will be held on January 17th. The hearing will be audio recorded and meeting minutes will be based on the audio recording.

At the January 18th regularly scheduled Board meeting, the Trustees will be asked to review the results of the public hearing and make a motion for the formal filing of the rate increase if so inclined. The formal filing to the Maine Public Utilities Commission (MPUC) is required to be completed within 10 to 30 days after the formal motion. If this filing is not petitioned, the rate increase can become effective as of the planned date of April 1, 2018.

Trustee McCluskey informed the Board that he happened upon Michelle Flewelling, Fairfield Town Manager, and she commented on the KWD rate increase. She was concerned for budgetary purposes, as the pending rate increase is planned to be effective as of April 1, 2018, and municipalities’ fiscal years are typically from July 1st to June 30th and budgets are currently in place. Trustee McCluskey mentioned to Ms. Flewelling that in the event this is a hardship for the Town of Fairfield, as in the past, the Board could offer to allow the municipalities, upon request, to postpone payment of the increased portion of the invoice until the July 2018 billing cycle with no interest accrual on that portion of their bill.

At this time, Mr. LaCasse reviewed the fact that William Harwood and staff from Verrill Dana, Portland, Maine, have represented KWD for the past several years and have been used for specific utility related matters, such as rate increases, bond financing, charter changes, Maine Tort Claims Act issues, and legislative counsel. For minor non-utility legal issues, such as real estate closings, KWD has typically employed the services of local firms. The proposed capped per hour rate for 2018 for Mr. Harwood is 1.6 percent above 2017. Mr. LaCasse explained that attorneys at the firm who normally receive less than the capped hourly rate would be billed at their normal rate.

Motion by Trustee McCluskey, “to authorize the General Manager to appoint William Harwood and the firm Verrill Dana to represent KWD for legal issues during 2018,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

It was also the consensus of the Board that Mr. Harwood should attend the public hearing in person at the capped fee he offered for the event instead of remote access via Skype.

D. Financial Statement Analysis

As part of their packets, the Trustees were provided with an updated copy of the KWD Financial Statement Analysis – Explanation of Summary Categories which describes the various account line items which compile the monthly financial statements.

E. 2017 Audit

The Trustees were informed that the KWD auditor from Runyon Kersteen Ouellette (RKO) was on site yesterday to conduct the KWD year-end physical inventory. The auditors will also be on site at the Business Office the second week of March to conduct the 2017 KWD audit. Trustee Hodsdon asked if this is the final year of the three-year contract with RKO. Mr. LaCasse confirmed that the 2017 audit is the third year, and the bid process will be utilized to select an auditing firm for the next three years unless the Board determines that an extension is prudent.

The Trustees were also informed that due to the expenditure of federal funds through the bond issue for the WAPS project through the State Revolving Fund program, there will be a requirement for a “federal” audit in addition to the regular annual audit. Due to this supplemental work, Mr. LaCasse stated RKO might request a price adjustment above the contracted price for the 2017 audit.

F. Other

The Board was informed that the Internal Revenue Service has increased the mileage rate from \$0.535 to \$0.545 as of January 1, 2018. Following standard operating procedure, the KWD reimbursement will be at this rate.

Regarding the 2018 KWD Operating Budget, at the previous meeting Trustee Earickson had pointed out that it appeared an extra zero was added to the 2018 regulatory

commission expense – rates, etc. category. The budget spreadsheet has now been corrected. Mr. LaCasse informed the Board that, due to the means in which he transposed the figures for the spreadsheet, the input error did not impact the bottom line projected net income of a negative \$264,002.

Referring to a different topic, Mr. LaCasse explained that KWD is a participant and insured through the Maine Municipal Association (MMA) for its unemployment compensation funding. KWD's allocated cost for 2018 has been determined to be a credit of \$562 chiefly due to the fact that KWD has not utilized this insurance in recent years.

At the December 21st meeting, there was a question regarding the results of the water sampling and testing for the herbicides endothall and diquat. Mr. LaCasse now has the results and was pleased to report that the outcome for both tests are below the minimum reporting regulatory limits for detections of these herbicides.

In other news, Mr. LaCasse mentioned that KWD received the safety grant from the MMA for \$463.80, which is two thirds of the cost of an additional clip-on air monitor purchased for staff members to use in places where air quality may be a concern.

The next subject discussed was concerning the KWD servers. The present KWD MUNIS server located at the Business Office is dedicated to the financial and accounting software and is being replaced with an offsite server located at Tyler Technology. In addition to hosting and securing the software, Tyler Technology staff will back-up the system and install regular updates.

KWD also has two Sensus servers which are used solely for the FlexNet fixed-based radio meter read system for water consumption billing and monitoring purposes. KWD had been considering a "cloud" solution for this data system when these particular servers need to be upgraded and replaced. Mr. LaCasse had received a quote in mid-2016 from E. J. Prescott for a five-year contract totaling \$131,637. The quote he received in October 2017 totaled \$177,373 for a five-year contract, an increase of approximately 35 percent. The price in 2018 has risen another 3 percent. Mr. LaCasse did contact E. J. Prescott regarding the extreme increase of 2017 but has not received a reply to date. At this time, chiefly due to the cost proposal, Mr. LaCasse is making a recommendation to continue to retain these servers on site as the annual maintenance and licensing fees are much less. KWD has not received the most recent annual bill for these fees, but they have typically been approximately \$12,000. In addition, at some point if KWD doesn't transition to the cloud system, it will be necessary to replace these servers. Mr. LaCasse added that there are minimal security concerns for the information stored on these servers as they are utilized exclusively for collecting data related to customer water consumption information.

ITEM 5: MOTION ISSUES

A. Appointment of Legal Counsel for 2018

This motion issued was addressed under Item 4. C. above.

B. Formal Authorization for Treasurer to File Liens. Proposed Motion: “To commit the authority for collection of the rates and other charges of the Kennebec Water District in 2018 to the Treasurer of the Kennebec Water District Board of Trustees.”

It was the consensus of the Trustees to commit to the KWD Treasurer the KWD rate and other charges for collection.

Motion by Trustee Earickson, “to commit the authority for collection of the rates and other charges of the KWD in 2018 to the Treasurer/Assistant Treasurer of the KWD Board of Trustees,” seconded by Trustee Dornish.

Vote: Motion carried unanimously.

C. China Lake Outlet Dam Operations Renewal Contract

Beginning in 2009, KWD entered into an annual agreement with the Town of Vassalboro authorizing KWD staff to operate Vassalboro’s China Lake Outlet Dam, and this agreement is up for renewal. Mr. LaCasse informed the Board that the only amendments to the contract are the elimination of one clause and a change to another clause. The clause eliminated referred to an initial inspection of the condition of the dam prior to the District operating the dam. Because KWD has been operating the dam for numerous years now, this clause is no longer necessary. The clause which was changed referred to copies of all records being forwarded to the Town of Vassalboro at the end of each month and at such other times as requested by the Town. KWD has not been sending these items on a monthly basis and based on Mr. LaCasse’s conversation with Mary Sabins, Vassalboro Town Manager, this is satisfactory as all the records are available at the WTP. Therefore, this clause has been changed to read “Copies of all records shall be forwarded to the Town at such times as requested by the Town.”

Mr. LaCasse mentioned that KWD receives an annual stipend of \$1,200 for operating the dam. Although this stipend only partially covers the KWD cost of operating and monitoring the dam, he feels it is important for KWD staff to continue operations. Because of the time KWD dedicates to the operation of the dam, it helps KWD to frequently monitor the overall condition of the lake including water quality.

Trustee Bruesewitz asked the difficulty of obtaining the China Lake water level data on a daily basis. Mr. LaCasse answered that KWD is in the process of installing a programmable logic controller (PLC) at the Intake Building. In addition to a security/alarm system, this PLC will also include a level sensor used for monitoring the China Lake water level and this data will be available on a daily basis. Currently, KWD staff acquires this information manually at the Outlet Stream Dam site, typically at minimum on a weekly basis. Mr. LaCasse further explained that KWD is required to monitor and retain records to meet the Department of Environmental Protection guidelines for the China Lake level and the Outlet Stream flow.

Motion by Trustee Dornish, “to ratify the annual agreement between the Town of Vassalboro and the KWD which authorizes KWD staff to continue operating the China Lake Outlet Dam,” seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

D. Other

None

ITEM 6: TRUSTEES

A. Comments, Concerns, Ideas

Trustee Earickson mentioned that he has contacted A. Partner in Technology via e-mail regarding testing the new KWD computer data recovery system but has not received a response. Trustee Earickson did add that he does realize that this person was out of the office during the holidays, and this is, most likely, not a high priority item.

Trustee Earickson also commented that during his attendance at the Christmas luncheon, he noticed and is concerned about the huge amount of paper information and stacked boxes stored at the Business Office as they are a potential fire hazard. Mr. LaCasse stated that there is a plan in place for storage of this information. Firstly, KWD has not utilized the services of Shredding on Site since the WAPS project began. They will be hired and any non-essential or outdated information will be destroyed. Due to Internal Revenue Service requirements, KWD is required to retain some physical information for a set amount of years and other information permanently. Mr. LaCasse is also researching the purchase or rental of a building which will be utilized for the balance of the boxes of paperwork that must be kept in storage. The option of digitizing all the information has been explored but would be very expensive and time consuming. Although not a viable solution for all the stored information, he is evaluating an option to utilize digitization for some of the information.

On a different subject, Trustee Hodsdon mentioned that there have been several main breaks lately. He commented that the KWD Operations and Maintenance crew deserves huge thanks as they have been working in very frigid conditions to conduct these repairs. Trustee Boucher commented, and Trustee Dornish and Trustee McCluskey agreed, that there appears to be more main breaks than usual lately. Mr. LaCasse replied that he believes there has been about the average number of breaks for the season, but the ones that have occurred have been at times and places that made them more obvious than some other years. He added that he does not believe the unusually cold weather streak is causing difficulties as of yet, as the snow cover has aided in insulating the ground and preventing the frost from being too deep to date. Trustee Hodsdon agreed that it could be that the breaks are on more populated and travelable streets and have been more noticeable. Mr. LaCasse also mentioned that District personnel have been involved in helping many customers in situations involving frozen and broken internal water pipes within residences and businesses resulting from the sustained below zero temperatures.

Regarding the WAPS, Trustee McCluskey asked if the lights on the outside of the building are new, and, if so, are they close in design to the previous lights. Mr. Longfellow responded that the lights are new. In order to uphold the historical image of the building, KWD searched for and purchased lights which are as near to the former pattern as possible.

Mr. LaCasse also mentioned that KWD received a thank you note from Sue Haines for the donation made to the American Lung Association in memory of her husband Phil Haines, former KWD Trustee from the Town of Vassalboro.

At this time, Trustee Hodsdon formally announced that Mr. Roger Crouse had been offered and has accepted employment as the new KWD General Manager to take effect on or about February 1, 2018. Trustee Hodsdon proposed that this employment announcement should be published in the Morning Sentinel.

B. Other

None

ITEM 7: ENGINEER'S REPORT

January 4, 2018

China Lake Elevation: 170.1

Stream Flow: 17 cfs

Operations

The Western Avenue Pump Station (WAPS) work is now to clean-up small items which need to be completed. A punch list is being generated for the WAPS. This will be combined with the electrical punch list when the Wright-Pierce's electrical engineer is able to visit the site later in January. The alarm system has been re-activated with the sensors connected to the rest of the South Street Complex. The generator was topped off with fuel when the winter blend of diesel became available.

I am reviewing the work orders from 2017. This review of the capital projects takes some time, but helps make KWD sure that the work includes all the necessary components.

Jefferson Longfellow, P.E.

Mr. Longfellow also reported that included in the balance of the WAPS capital project work to be completed is the repair of a glitch in one of the flow meters.

Regarding M-4, the electrical sub-contractor for T. Buck Construction and Mr. Longfellow continue to attempt to coordinate a date with Central Maine Power (CMP) to re-connect M-4 to the grid. In the meantime, the M-4 bypass gate is frozen in the opened position and attempts are being made to thaw and remedy this situation. Trustee McCluskey asked the reason there continues to be delays with any repairs necessary to M-4 to make it operable and producing revenue once more. Mr. Longfellow answered that, because it is not a priority, CMP continues to delay the reconnection to the grid, and this is essential before it is known if M-4 is working properly or if there continues to be any necessary repairs. Because this project has been procrastinated by CMP for a lengthy period of time, if this is not scheduled soon, a few Trustees suggested that perhaps this warrants a complaint to the Maine Public Utilities Commission.

Trustee Hodsdon asked, because KWD has been operating using the more efficient WAPS pumps for some time, has an electric bill been received and power calculations and cost analysis been prepared. Mr. LaCasse answered that after more data has been received an evaluation will be done and provided to the Board for review. Mr. Longfellow added that the present pumps are pulling fewer amps which was a known factor and included in the original specs for the WAPS upgrade.

Motion by Trustee Talbot, “to accept the Engineer’s Report as presented,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 8: DEPARTMENT REPORTS

A. Operations and Maintenance Update January 4, 2018

The Operations & Maintenance (O & M) Department finally had the opportunity to try out the new ProCity Deluxe Kit. This kit allows us to replace rounded, broken, or missing valve nuts without using an excavator. Most valves in our system have these types of valve nuts and without them the valves are rendered useless. Three O & M employees, one more than usual for training purposes, used this kit for the first time and completed the removal of a rounded nut and installation of a new one in just over an hour! This work was completed without a need for calling and scheduling DigSafe, no need for removing and replacing pavement, and no need for road opening permits and fees. Not all will be this easy, but three or four more valve nut replacements and these tools will have paid for themselves. On the far right of the picture below is the old nut to hold the valve nut in place, it was removed with the new tools also.



We have had 10 leaks this month and it seems that this cold weather is here to stay for a while. We are already making house calls for frozen meters and pipes.

Benjamin LaPlante, Distribution Superintendent

Trustee Hodsdon commented that it appears that, as outlined in the above report, the aforementioned tool is working out well and will be saving the District labor time and expense. Mr. LaCasse affirmed this, stating that the tool cost \$4,500 and will pay for itself within a short period of time.

B. Water Treatment Plant and Watershed Update January 4, 2018

With the recent stretch of cold weather China Lake has iced over. We've also continued to see higher levels of color than normal in our finished water, around 10 color units, but our readings remain under the EPA's secondary standard of 15 color units. Secondary standards are for aesthetic issues only and do not pose a risk to the public. If this year's trend continues to follow last year's the color should start coming down soon. In fact we measured one of our best readings in weeks yesterday (12/28/17) at 3 color units. We have received a handful of customer complaints related to the issue and have followed through with sampling at those locations to assure the customer that the water is safe to drink.

The new PLC at the intake building has been installed and needs to be commissioned by Results Engineering. As stated in a previous update this project will help improve security and improve access to lake level data. In the lab we've been working on annual items such as performing an internal audit, data integrity and ethics training, and a review of our lab safety policy. Other recent tasks performed include annual valve maintenance, development of a new HMI at the treatment plant, and cleaning clarifiers and filters.

Matt Zetterman, P. E., Director of Water Quality

As stated in the above report, KWD has continued to experience higher level of color in the finished water. Although WTP staff is still researching and analyzing the reason for this, test results are showing a strong indication it is due to the chemical manganese. KWD has never had an occurrence due to manganese previously. A few concerned customers have called stating that they have noticed this discoloration. As the report states, there is no health risks associated with this issue. Trustee McCluskey asked if the new granular activated carbon system is working properly as this process should remove all types of residues from the finished water. Mr. LaCasse replied that this is another component of the situation which will be investigated. The Trustees will be provided with an update as additional information is ascertained regarding the reason for this occurrence.

C. Customer Service and Safety Update January 4, 2018

Meter

- Service news of note:

At Five Guys Burgers & Fries at 373 Main Street, Waterville, a meter was set and the service activated.

The domestic service at the Colby housing project in downtown Waterville froze recently.

Safety

Annual confined space training was completed in-house in December.

Mike O'Brien, Customer Service Manager

In addition to the above report, Mr. O'Brien reported that due to the frigid weather, there have been an upsurge of calls and service appointments regarding frozen pipes and frozen meters.

In regards to the above-mentioned Colby housing project, Mr. O'Brien stated that there was one small spot which was not heated at the location the services came out from the ground. The freeze up was only temporary, there was no damage to any equipment, and the water service was restored in a short amount of time.

Regarding a safety update, during the month of January, there will be required annual training provided for KWD employees for six safety topics.

Mr. O'Brien also informed the Board that he has notified the District that he plans on retiring from KWD on January 31, 2018. He added that he thanks KWD for providing him with the opportunity to serve the District's customers. Although Mr. O'Brien is not leaving until the end of the month, on behalf of the Board, Trustee Hodsdon thanked Mr. O'Brien for his dedication and service to KWD.

Motion by Trustee Dornish, "to accept all Departmental Reports as presented," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 9: GENERAL MANAGER'S REPORT**A. Projects In Process**

Mr. LaCasse informed the Board that, although M-4 has not been generating for several months, in October KWD received \$3,800 in revenues due to the forward capacity formula used by ISO New England, the entity in control of overall generation within the New England grid. This complex formula is a projection of the performance capability of the hydro-generator to supply power to the grid and can be a positive or negative credit. Mr. LaCasse stated this formula calculation is set to change. Trustee Hodsdon added that, in the future, the forward capacity charge will be calculated on actuals rather than projections.

Regarding other projects in process, the Board was provided with a list of numerous specific items Mr. LaCasse is presently and will continue to work on before his official retirement in April, and a brief review was conducted. Several of these items will be completed before the end of April; however, due to project timelines, a few will continue to be in process after he retires. In addition to acclimating the new General Manager to KWD staff and systems, Mr. LaCasse will update and review these projects with him. Overall, this should aid in a smoother transition for the new General Manager. On behalf of the Board, Trustee Dornish thanked Mr. LaCasse for this update and information.

Regarding the on-going collective bargaining for the new contract (the previous one expired on December 31, 2017) for the KWD union employees, there are meetings planned with the Teamsters Local No. 340 on January 11th and January 18th.

B. Other

None

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

Vote: Motion carried unanimously.

ITEM 10: EXECUTIVE SESSION, IF NECESSARY

None

ITEM 11: PUBLIC PARTICIPATION

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 8:55 a.m.

Sue Markatine, Recording Secretary