

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES' MEETING
THURSDAY – JULY 18, 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

Alex Wild, Assistant Treasurer, left the meeting at 7:50 a.m.
J. Michael Talbot, Treasurer, left the meeting at 9:00 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; Robbie Bickford, KWD Director of Water Quality; Sue Markatine, Recording Secretary

**ITEM 1: INTRODUCTION OF GUESTS
Welcome Robbie Bickford – New Director of Water Quality**

Robbie Bickford, KWD's newly employed Director of Water Quality, was introduced to and welcomed by the Board members.

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR
BOARD OF TRUSTEES' MEETING OF JUNE 6, 2019.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of June 6, 2019," seconded by Trustee Fuller.

Vote: Motion carried unanimously.

ITEM 3: FINANCIALS

A. Account Warrant

Motion by Trustee Talbot, "to ratify the June 27, 2019 total warrant of checks released for \$284,767.79," seconded by Trustee Fuller.

Vote: Motion carried unanimously.

Motion by Trustee Talbot, "to ratify the July 18, 2019 total warrant of checks released for \$107,750.19," seconded by Trustee Fuller.

Vote: Motion carried unanimously.

B. May and June Financial Statements

The Trustees were provided with the May/Year-to-Date 2019 Income Statement, June/Year-to-Date 2019 Income Statement, and June 2019 Cash Flow Report. Mr. Crouse and Ms. Hastings answered questions from the Board members. This included explaining some decrease reflected in revenues partly due to the transitioning from historically not billing in December and accruing revenues to actual billing in December beginning in 2018.

Referring to the cash-flow report, Trustee Earickson suggested, and the other Board members concurred, exploring the opportunity of investing some of the checking account monies in certificates of deposits (CDs) in order to achieve a higher yield of interest.

C. Other

None

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

A. Other

None

ITEM 5: MOTION ISSUES

A. Approval of Contracts for:

a. ES Boulos – Electrical Conduit at Twin Tanks

The Board members were furnished with a memo outlining the reasons for and requesting approval of sole sourcing to E. S. Boulos, KWD’s primary electrical contractor for maintenance projects, the installation of electrical conduit at the KWD Twin Tanks in order to power the tank water mixers which will be installed this summer.

Motion by Trustee Earickson, “to approve the proposal of \$12,600.00 from E. S. Boulos to furnish and install electrical conduit at the KWD Twin Tanks,” seconded by Trustee Talbot.

Trustee McCluskey commented that, although not a major project, the bid process could have been utilized for comparison and competitive pricing purposes.

Vote: Motion carried unanimously.

b. Ranger Contracting – Water Line Relocation in Vassalboro

The Board members were provided with a memo outlining the scope of this project and the reason for requesting approval of sole sourcing to Ranger Contracting, Inc. the relocation of an existing 16-inch KWD distribution water main in Vassalboro. Mr. Crouse explained that this project is necessitated by the fact that the Maine Department of Transportation (MDOT) is replacing twin concrete culverts. In conjunction with this, the Vassalboro Sanitary District (VSD) is installing new sewer lines in this area. Both the MDOT and VSD have contracted with Ranger Contracting, Inc. for

their respective projects. Therefore, for logistic purposes including a road closure during this construction, KWD staff recommends hiring Ranger Contracting, Inc. for the KWD portion of this project.

Motion by Trustee Dornish, “to approve the proposal of \$133,911.50 from Ranger Contracting, Inc. for the relocation of the existing 16-inch KWD distribution water main in Vassalboro,” seconded by Trustee Hodsdon.

The Board members discussed this project at length with Mr. Crouse and Mr. Longfellow providing additional information and answering questions.

Vote: 8 in favor, Trustee McCluskey opposed, motion carried.

In association with the above project, the Board members were presented with three bid proposals for the necessary materials to complete the main relocation. By purchasing the materials directly from the supplier, KWD will realize some cost savings.

Motion by Trustee Fuller, “to accept the low bid from E. J. Prescott for \$15,734.44 for the purchase of the materials which will be utilized for the relocation of the distribution water main in Vassalboro,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

c. JRA Sealmasters – Water Treatment Plant Driveway Sealing

The Trustees were provided with a memo which included two bid proposals for the sealing of the WTP driveway which will aid in extending the life of the current pavement.

Motion by Trustee Hodsdon, “to accept the low bid from JRA Sealmasters for \$6,750.00 for the sealing of the WTP driveway,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

B. Approval of:

- a. 2019-2020 – MMA Property and Casualty Insurance Renewal – \$53,049 (Two Installments of \$26,524.50 Each)**
 - i. The 2018-2019 renewal was \$52,938**

KWD recently received the invoice from the Maine Municipal Association for the KWD property and casualty insurance. For the next premium year, Trustee Hodsdon recommended obtaining quotes from other insurance providers.

Motion by Trustee Richards, “to approve the payment of \$53,049 to the Maine Municipal Association for KWD’s property and casualty annual insurance cost, and to direct the General Manager to solicit quotes for comparable coverage from other insurance providers for the next premium year,” seconded by Trustee Dornish.

Vote: Motion carried unanimously.

b. SFY 2020 Drinking Water Program Annual Drinking Water Fee – \$13,325.00

i. The SFY 2019 Fee was \$13,191.80

Mr. Crouse informed the Trustees that the KWD annual assessment fee for the Maine Drinking Water Program is \$13,325.00. This program is a supportive regulatory agency for all Maine water utilities which helps public water systems comply with the Federal Safe Drinking Water Act and state regulations, provides technical assistance, works with systems to support source water areas, and provides grants or loans for infrastructure improvements.

Motion by Trustee Hodsdon, “to approve the Maine Drinking Water Program’s annual assessment fee of \$13,325.00,” seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

C. Other

The Board members were provided with a document with two bid proposals for the cleaning, repointing, and sealing of the masonry in order to preserve the Western Avenue Pumping Station brick exterior.

Motion by Trustee Richards, “to accept the low bid from Richard Robert & Sons Masonry, Inc. for \$21,970.00 for the masonry project at the KWD Western Avenue Pumping Station,” seconded by Trustee Dornish.

Vote: Motion carried unanimously.

ITEM 6: TRUSTEES

A. New England Water Works Annual Conference – Samoset Resort, Rockport September 22 – 25, 2019

Mr. Crouse informed the Trustees that the New England Water Works Association’s fall conference is scheduled from September 22nd to September 25th at the Samoset Resort in Rockport, Maine.

Mr. Crouse also informed the Trustees that the Maine Water Utilities Association’s annual meeting/clambake is scheduled for August 8th at Thomas Point Beach in Brunswick.

Trustees can either register themselves or inform Mr. Crouse if they are interested in attending these events.

B. Comments Concerns, Ideas

The Trustees had previously received copies of two State of Maine statutes dated 1931 and 1969 to impose laws with the intentions to protect the water quality in China Lake. Trustee Dornish referenced the 1969 law and the passage which requires property owners to apply to the KWD for a septic system permit if the septic system was being installed within 500 feet of the high-water mark of the shore of China Lake. It is believed that KWD did review plans and issue permits after the law

was passed; however, this practice was discontinued at a later date. The Board discussed the possible interpretations of this statute passage and questioned if stricter local and state regulations in later years superseded the necessity of or made redundant a KWD septic system review and permit process.

Mr. Crouse had provided the Board members with a copy of the annual China Lake Association Newsletter. Trustee Fuller commented on this well-written document and was impressed with the many individuals, groups, and organizations who are devoted to improving and maintaining the good water quality in China Lake.

Trustee Earickson congratulated Trustee Bruesewitz on becoming a tenured professor at Colby College.

ITEM 7: GENERAL MANAGER'S REPORT

A. M-4 Sale Finalization Progress

Mr. Crouse reported that the final segment to complete the sale of M-4 is the approval from the Federal Energy Regulatory Commission (FERC) to transfer the FERC license from KWD to Messalonskee Stream Hydro, LLC. The documents requesting this transfer have been submitted to FERC, and it is anticipated this will be approved by early August.

B. Update on Operations Center Project

KWD staff continues to discuss with SMRT Architects and Engineers updates and improvements to the conceptual design for the new KWD Operations Center. Recently, KWD staff walked a few more land sites in search of a location for this center.

C. New Water Bill

A copy of the insert which will be enclosed when the new format of the KWD water bill is first mailed to the customers was distributed to the Board. This insert is entitled "Understanding Your New Kennebec Water District Water Bill" and gives a description of each field on the new bill. The Trustees were impressed with this document and the overall design of and additional information provided on the new bill. The outsourcing of the printing and mailing of these new bills should commence within the next couple of weeks.

D. KWD Property Around China Lake

Mr. Crouse projected for the Board members a portion of the shoreland property KWD owns on China Lake between the East Basin and West Basin known as the "narrows" area. He informed the Board that KWD has hired Comprehensive Land Technologies, Inc. (CLT) for a couple of projects. One project, which has been completed, is the marking of KWD boundaries with no trespassing signs and blazing/painting trees for approximately one mile in this area. (Additional sections of the property lines will be completed in the future.)

Mr. Crouse pointed out areas, which have been confirmed by CLT, where it appears that abutting property owners have been encroaching on KWD property and clearing trees/brush and mowing. Letters have been mailed to eight of these abutters indicating that State law prohibits

trespassing on KWD lands and that cutting or vegetation management on KWD property is prohibited. Additional letters will be sent if other areas of infringement are discovered.

Mr. Crouse informed the Trustees that the KWD Forest Management Plan being prepared by CLT is close to completion. Once completed, the document will be provided to the Trustees for review and action. Research has demonstrated that harvesting and encouraging a mixed growth canopy (older tree growth mixed with newer tree growth) is effective in reducing runoff and removing nutrients before they reach the lake, reducing the potential for algae growth. Mr. Crouse will be researching the benefits of placing the land in the State of Maine Tree Growth Program.

E. Other

None

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

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. KWD has received delivery of both the new John Deere backhoe and new utility truck and are extremely pleased with the performances of these vehicles.

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 Dornish, "to adjourn the meeting," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

Meeting adjourned at 9:20 a.m.

Sue Markatine, Recording Secretary