

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – JULY 19, 2018 at 7:30 AM**

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

Trustees present: Al Hodsdon, President; Karl Dornish, Vice-President; J. Michael Talbot, Treasurer; Allan Fuller, Clerk; Jeff Earickson, Assistant Treasurer; Bill Boucher, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee

Trustees absent: Mark McCluskey, Trustee; Alex Wild, Trustee

J. Michael Talbot, Treasurer, left the meeting at 9:07 a.m.

Denise Bruesewitz, Trustee, left the meeting at 9:00 a.m.

Karl Dornish, Vice-President, left the meeting at 9:40 a.m.

Bill Boucher, Trustee, left the meeting at 9:50 a.m.

Also present: Roger Crouse, General Manager; Jefferson 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 REGULAR BOARD OF TRUSTEES' MEETING OF JUNE 21, 2018.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of June 21, 2018," seconded by Trustee Dornish.

Vote: 7 in favor, Trustee Earickson abstained, motion carried.

At this time, Trustee Boucher announced that this will be his final KWD Board of Trustees' meeting and tendered his resignation. Trustee Boucher has accepted a position at KWD as a Water Treatment Operator at the KWD Water Treatment Plant. The Board members thanked Trustee Boucher for his years of service and wished him well on his new endeavor.

ITEM 3: FINANCIALS

A. ACCOUNT WARRANT

July 19, 2018

CHECKS RELEASED		Check	Dollar
Vendor	Description	Date	Amount
A Partner In Technology	Professional IT/Computer Services	6/21/2018	615.00
Bluetarp Financial Inc.-Aubuchon	Hydrant Paint	6/21/2018	106.50
Business Card-Bank of America	Leaf Skimmer/Vinegar/Pole-Walmart/Analytical Sensors-Pond		
	Technical Sales Inc./Google Cloud-Google/Online Services-		
	Microsoft	6/21/2018	896.82
Business Card-Bank of America	Fasteners-Aubuchon	6/21/2018	3.90
Business Card-Bank of America	LED Light Bar for Tk 18/Control Box-SpeedTech Lights Inc./		
	Bulk Waste Disposal-Pine Tree Waste	6/21/2018	705.99
Business Card-Bank of America	Two Air Conditioners for South Street Offices-Home Depot	6/21/2018	607.00
BNY Mellon Corporate Trust	2004 Bond Principal & Interest	6/21/2018	38,062.08
Environmental Projects Inc.	Clean Up Fluoride Spill-WTP	6/21/2018	2,533.00
GWI	Monthly Internet Service	6/21/2018	284.60
Hammond Lumber Company	Foam Board/Chip Brushes	6/21/2018	946.52
John's Market Inc.	54 Bags of Ice	6/21/2018	107.46
Kennebec Auto Service	Inspection-Tk 11	6/21/2018	19.58
Kennebec County Reg. of Deeds	Lien Discharge-1 Property	6/21/2018	22.00
Gerald MacKenzie Inc.	Pavement Patches-Various Locations	6/21/2018	3,809.77
Maine Municipal Emp. Health Trust	Monthly Health Insurance	6/21/2018	27,811.42
Maine Water Works Supply	Saddle/Ball Corp/Copper Tubing/SS Couplings	6/21/2018	740.68
Treasurer, State of Maine	Water Tests	6/21/2018	149.00
Motor Supply Company	Magnet Mount-Tk 18	6/21/2018	73.34
Northeast Laboratory	WTP Residuals Testing for Disposal to Waste Management	6/21/2018	575.00
OTT Communications	Monthly Telephone Service	6/21/2018	929.11
Fanado Pelotte	Excavator/Wheelers-Various Locations	6/21/2018	2,751.25
	1 1/2" Meter/Backflows/Meter Gasket Rubber/Packing Joints	6/21/2018	27,988.30
E. J. Prescott Inc.			
David Morin	Lawn Services-Various Locations	6/21/2018	2,210.00
Super Shoe Stores Inc.	Employee Safety Boots	6/21/2018	139.49
United States Cellular	Monthly Telephone Service	6/21/2018	18.33
United States Cellular	Monthly Data Service	6/21/2018	99.56
Workplace Health	Employee Breath Test Screening	6/21/2018	40.00
Postmaster	Bulk Mail Postage-Billing	6/22/2018	522.58
Postmaster	Bulk Mail Postage-Billing	6/28/2018	412.66
Kennebec County Reg. of Deeds	Quit Claim Deeds-2 Properties	7/3/2018	44.00
Postmaster	Bulk Mail Postage-Billing	7/9/2018	697.99
A Partner In Technology	Professional IT/Computer Services	7/11/2018	275.00
Agway Inc.	Beet Pulp-M-4	7/11/2018	53.97
Business Card-Bank of America	Shipping Charge Refund/Tape/Batteries/Keyboard Case/No Parking Sign/Boat Stern Light/Boat Light Bulb/Dish Soap/Spotlight-Amazon	7/11/2018	295.37
Budget Document Technology	Sealing Solution for Water Bill Stuffer Machine	7/11/2018	34.45
Central Maine Power	Monthly Electricity-Various Locations	7/11/2018	8,858.07
CMRS - FP	Postage for Postage Machine	7/11/2018	2,000.00
Commercial Divers Inc.	Services for Messalonskee Stream Line Break	7/11/2018	5,615.00
635-Consolidated	Monthly Telephone Service	7/11/2018	150.44

Communications

EMSL Analytical Inc. - Products	Water Tests/Sterile Bottles	7/11/2018	282.91
Fastenal Company	Socket Bit Set/Bolts/Anchor Shackles/Slings/Tie Downs	7/11/2018	328.27
Wex Bank	Monthly Vehicle Fuel Usage	7/11/2018	2,395.67
Hammond Lumber Company	Concrete Mix	7/11/2018	22.92
Hilltop Cleaning Service	Monthly Cleaning Services	7/11/2018	846.00
Kennebec Auto Service	Inspection & Service-Tk 5	7/11/2018	426.07
Kennebec Water District	Monthly Petty Cash	7/11/2018	27.42
Maine Municipal Assoc.	Workers Compensation Premium	7/11/2018	3,115.65
Maine Water Works Supply	Valve Box Covers/Ball Valves	7/11/2018	2,742.00
Treasurer, State of Maine	Monthly Sales Tax	7/11/2018	3,801.95
Treasurer, State of Maine	Public Advocate Assessment Fee	7/11/2018	693.00
MainePERS	Monthly Employer Contribution	7/11/2018	8,087.66
MainePERS	Monthly Group Life Premiums	7/11/2018	643.81
NEIWPC	Flow & Dynamics with Fluids Course-3 Employees	7/11/2018	360.00
Northeast Laboratory	Fluoride Sample Tests	7/11/2018	60.00
Pike Industries Inc.	Stone Washed Ledge	7/11/2018	544.78
Portland Paper Products	Towels/Tissue/Soap	7/11/2018	944.02
E. J. Prescott Inc.	Meters-160/Grip Rings	7/11/2018	21,514.55
Quill Corporation	Paper Clips/Tape/Beverages/Plastic Cutlery	7/11/2018	97.83
Results Engineering Inc.	Develop Ignition Human Machine Interface-WTP	7/11/2018	650.00
Roki Repair Shop	Service-Backhoe	7/11/2018	980.21
Runyon Kersteen Ouellette	Meetings with Trustees & General Manager	7/11/2018	1,500.00
Spiller's	Battery Packs	7/11/2018	360.00
D L Thurrott Air Products	Chemical Pump Tubing-WTP	7/11/2018	468.26
The Turf Doctor North	Spray Poison Ivy at Chaffee Brook	7/11/2018	150.00
Verizon Wireless	Monthly Data Service	7/11/2018	222.22
Williams Scotsman Inc.	Monthly Storage Container Rental	7/11/2018	142.37
Winslow Supply Inc.	PVC Pipe for Chaffee Brook	7/11/2018	64.32
Wright-Pierce	Construction Administration-WAPS	7/11/2018	949.35
Treasurer, State of Maine	OSHA Training Cards	7/12/2018	16.00
Total Warrant			\$183,642.47

Motion by Trustee Talbot, “to ratify the total warrant of checks released for \$183,642.47,” seconded by Trustee Earickson.

Referring to the beet pulp purchased from Agway, Inc., Trustee Talbot commented that Mr. Longfellow explained that this material is used as a packing agent for the M-4 hydro-station gates.

Trustee Talbot also commented on the invoice from and payment made to Runyon Kersteen Ouellette (RKO), KWD’s auditing firm. Although the invoice was not itemized, the charges were for two meetings, the first with Mr. Crouse and the second, at the request of the Board, for addressing the Trustees regarding the annual audit findings, and there was a question if these charges were above and beyond the contracted price of the audit. Although Trustee Talbot was not in attendance at the meeting in which the auditors were present, he mentioned that this cost should be regarded if the Board considers having the auditing firm address the Trustees in subsequent years.

Vote: Motion carried unanimously.

B. April Financials

As part of their packet, the Board members were provided with a copy of the April 2018 financial statements, and a brief review was conducted. Although the rate increase went into effect as of April 1, 2018, there was only a slight increase in operating revenues for the month, \$4,568. Mr. Crouse explained that this is because the April 2017 industrial metered sales revenue, of which Huhtamaki Manufacturing Plant is the primary customer, was above April 2018 by \$27,596. Overall, the 2018 year-to-date revenues are above 2017 by \$106,889.

Under the operating expenses, the April 2018 contractual services – others category is above April 2017 by \$12,797 and the April 2018 materials and supplies category is above April 2017 by \$14,902. Mr. Crouse reported that this is due to several projects, including but not limited to the services provided by A Partner in Technology (API) for the information technology upgrades, the electrical services for the network drops at each employee work station for the new telephone system, and the rehabilitation to the air system in clarifier #3 at the WTP. Trustee Hodsdon noted, as in preceding months, that the 2018 purchased power category continues to be less than in 2017. Mr. Longfellow explained that Central Maine Power had not been sending bills to customers if there appears to be a billing discrepancy, and the KWD WTP was included in this category. In addition, after conducting some research, Mr. Longfellow discovered that since the decoupling of M-4 from the Western Avenue Pump Station (WAPS), there were issues with these electrical invoices, and this is in the process of being corrected. For subsequent months, as these accounts are rectified by Central Maine Power, the financial reports will include these corrections, and the purchased power category will eventually begin to reflect actual monthly costs. Overall, the 2018 year-to-date net income is below 2017 by \$61,518.

Regarding the M-4 Income Statement, April 2018 revenues were above April 2017 by \$16,634, and April 2018 expenses were below April 2017 by \$1,800. Overall, the 2018 year-to-date net income is above 2017 by \$3,071.

In review of the cash-flow statement, Mr. Crouse reported that the April 2018 ending balance is close in proximity to the March 2018 ending balance.

Trustee Fuller commented that these are the financial statements for April and questioned the delay in receiving more current statements. Historically, after the month-end, the reports are produced at or within five weeks. Mr. Crouse explained that as directed by the Board, Betty Hastings, KWD's Finance Manager, is in the process of converting the financial accounting process from the Maine Public Utilities Commission's (MPUC) method to the Generally Accepted Accounting Principles (GAAP) method. Transitioning to a new accounting system has been time-consuming; therefore, the monthly financial reports are slightly delayed. Mr. Crouse also mentioned that at an upcoming point not yet scheduled, Betty will be away from the office for several weeks. This will also create a delay in the financial reporting as, for decades, Betty has been the key focal point and instrumental in compiling the reports. Mr. Crouse will be meeting with her to discuss the work flow while she is away from the office. At some point in the future, staff from MUNIS, KWD's financial software system, will be conducting a presentation of the modules available, and this could aid in streamlining some of the more manual accounting processes currently being utilized. There are also other methods being explored, for instance financial practices and processes employed by other utilities, to potentially enhance the KWD accounting system. Trustee Fuller asked if the option of hiring a private firm to aid in the KWD accounting services has been considered. Mr. Crouse responded that this could be regarded in addition to utilizing other resources, but

consideration for which is the best practice for KWD and cost would need to be weighed. As in all aspects for any organization, changes and improvements need to be considered and discussed before transitioning to assure that the new standards are appropriate before implementation, and this takes a period of time. During the course of the discussion, the Trustees suggested a future goal of completing the financial statements for the previous month for availability to the Board by the second meeting of the subsequent month.

C. Other

None

ITEM 4: MOTION ISSUES

A. Approval of Procurement Policy

As part of their packets, the Trustees were provided with three versions of the Procurement Policy: 1) indicating Trustee Fuller's edits; 2) indicating new edits based upon the previous meeting and with Trustee input; and 3) indicating all changes incorporated. At today's meeting, Trustee Fuller distributed his document for suggested changes to the policy and referenced his website sources for these modifications. The Board discussed these documents and the Procurement Policy.

Firstly, Trustee Fuller complimented Mr. Crouse for his efforts in compiling and adopting a formal Procurement Policy which firmly outlines the criteria for making purchases and will aid the KWD organization and Board when making future decisions. Trustee Fuller pointed out that his document suggests incorporating additional clarification of the definitions for the type of bidders, responsive bidder, non-compliant bidder, and non-responsive bidder. In addition, Trustee Fuller proposed several other potential changes to improve upon the fairness of the bidding process.

Trustee Earickson asked for clarification of the authorization level for quotes which states, "Quotes are generally used for purchases under \$25,000", as he was under the impression that this should be at the \$5,000 level. Mr. Crouse clarified that this statement is not referring to the authorization level for approval by the Board which is \$5,000. The \$25,000 limit for purchases by quote is to allow for a less formal procurement process, if warranted, than the method level for the bid process which includes directives to meet certain specifications and deadlines. Mr. Crouse added that the compilation of the formal bid package is much more costly and time-consuming for staff and is not always necessary for smaller and general projects and equipment.

There was also some discussion regarding the clause Trustee Fuller suggested that "The KWD must request new bids with revised specs if the KWD feels that a non-compliant bidder offers the better bid even though they did not meet the specs". In the past, a low bid has been accepted by the Board from a non-compliant bidder but with the contingency included in the motion that the bidder submits the minor overlooked documents to meet the specs before officially awarding the contract. This decision by the Board saved the KWD significant monies, kept the project from being delayed, and was in the best interest of the rate payers. Trustee Earickson suggested excluding this phrase and related paragraph from the Procurement Policy. Trustee Hodsdon proposed adding a phrase to the signature line included on the bid documents which states something to the effect that the "contractor/vendor agrees that the utility has the right, justified or unjustified, to accept the bid or reject the bid for any reason whatsoever".

Trustee Hodsdon requested that these additional recommendations be incorporated in to the Draft Procurement Policy and distributed to the Board for review a couple of weeks before the next meeting which is scheduled for August 16th. Trustee Dornish commented that KWD has never had a formal procurement policy and when this next draft is submitted, there should be consideration to accept the document as written. If after utilizing this policy for a few months there appears to be that modifications are necessary, the Board can then revise the document.

B. Disposition of Properties – Review of Appraisal Information and Make Decision on the Disposition of Three Properties

At this time, the Board decided to enter Executive Session to discuss the above topic.

At 8:32 a.m. motion by Trustee Talbot, “to enter Executive Session under MRSA Title 1, Section 405-6C to discuss the disposition of surplus property owned by the Kennebec Water District,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

At 9:07 a.m., President Hodsdon brought the Board out of Executive Session.

As a result of Executive Session, it was the consensus of the Board that Mr. Crouse should entertain an offer from and negotiate with the perspective buyer for the KWD Ridge Road, Fairfield/Upper Main Street, Waterville property.

C. Purchase of Tools to Increase Vacuum Excavation Process Efficiency and Capability

Mr. Crouse stated he compiled a presentation regarding the benefits of these tools to the KWD, the ratepayers, and the municipalities. Because of time constraints, this presentation was not shown at today’s meeting. Mr. Bragdon explained that these tools are designed for maintenance and replacement of rounded, broken or missing valve nuts from the ground level without using an excavator. This ability allows KWD to conduct the majority of repairs without removing and replacing pavement, without road opening permits and fees, will increase productivity, and is a much safer repair method. Due to these cost-saving measures, the return on investment will be just a few repairs.

Motion by Trustee Fuller, “to authorize the general manager to purchase these tools from Kravitch for \$9,000,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

D. State Fiscal Year 2019 (July 1 to June 30) Insurance Premium

Mr. Crouse informed the Board members that KWD has recently received the invoice from the Maine Municipal Association for the KWD property and casualty insurance for \$52,938 which is an increase above the previous year by \$5,375. Trustee Hodsdon inquired if KWD obtains quotes from other insurance agencies for this coverage. Mr. Crouse answered that KWD did not request quotes from other providers but will in the future if the Board desires. Trustee Earickson asked for a further explanation for the 10-percent increase in premium cost. Mr. Crouse explained that the

insured items list was reviewed and the replacement value for several entities was updated which increased the coverage cost. There was also a mix of other categories which incurred premium cost increases or decreases.

Motion by Trustee Richards, “to approve the KWD 2019 property and casualty insurance cost and authorize payment to the Maine Municipal Association of \$52,938,” seconded by Trustee Fuller.

Vote: Motion carried unanimously.

E. Other

Mr. Crouse informed the Trustees that he has received the annual assessment cost from the Maine Drinking Water Program for \$13,191.80. 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 Fuller, “to approve the Maine Drinking Water Program’s annual assessment fee of \$13,191.80,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

ITEM 5: TRUSTEES

A. Comments, Concerns, Ideas

Trustee Hodsdon mentioned that there was a customer complaint of being treated unsuitably when he/she contacted KWD and asked if this concern had been addressed. Mr. Crouse responded that this has been resolved. He had a sincere discussion with the employee who was the focus of the complaint, and the employee’s supervisor. The employee telephoned the customer and apologized for their behavior. Mr. Crouse also informed the Trustees that he organized a meeting with the KWD front office staff to discuss customer service standards. He stated this was a great brain-storming session which resulted in numerous bullet points to provide “Exceptional Customer Service”. The staff will be held accountable to meet and maintain these standards.

Trustee Dornish asked for commentary regarding the letter to the editor entitled “Water District Must Improve Warning System”. This letter claimed KWD has an inefficient communication system, for instance, when problems occurs such as the low water pressure and brown water issue when the water main broke in the Messalonskee Stream. Mr. Crouse agrees that KWD could improve upon its customer communications. Presently, for social media purposes, the KWD website is the only device being utilized. Improving customer communications is listed on the agenda under the general manager’s report, and Mr. Crouse will expand upon this topic during this discussion.

B. General Manager’s Performance Evaluation

At a previous meeting, the decision was made to select a sub-committee which will be responsible for the evaluation of the General Manager. This sub-committee will then report back to the full Board. The sub-committee will be selected at a future meeting.

- C. Upcoming Water Industry Events (Trustees can be reimbursed up to \$500 per year for travel expense (lodging, food, travel) to attend meetings/conferences.)**
- a. MWUA Annual Clambake – August 9, 2018**
 - b. NEWWA Annual Conference – September 16 – 19, 2018**

Mr. Crouse informed the Trustees that the Maine Water Utilities Association's annual meeting/clambake is scheduled for August 9th at Thomas Point Beach in Brunswick.

Mr. Crouse also informed the Trustees that the New England Water Works Association fall conference is scheduled from September 16th to September 19th at the Stowe Mountain Lodge in Stowe, Vermont.

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

ITEM 6: GENERAL MANAGER'S REPORT

A. Report of Fuel Oil Bid Results from Maine Power Options

Mr. Crouse updated the Trustees regarding the fuel oil price for the WTP 2018-2019 heating season. The Board had granted prior authorization to accept the low bid which was presented through the Maine Power Options fuel oil bid program. The bid was awarded to Fabian Oil at a price of \$2.44 per gallon for up to 10,000 gallons which is much higher than the previous year's cost of \$1.575 per gallon.

B. Update on M-4 Sale Progress

The Trustees were informed that Mr. Longfellow and Mr. Crouse recently met with Mr. Paul Williams from Kleinschmidt Associates. Mr. Williams is actually familiar with M-4 as he helped compile the M-4 evaluation report in 2006. Mr. Williams can aid KWD in identifying a means in which to evaluate a fair value for M-4 in order to potentially enter a sales negotiation with Essex Hydro Associates, LLC. Before Mr. Williams begins, he will submit a price proposal for the cost for this assignment for review. Mr. Crouse will continue to update the Board as this project moves forward.

C. Evaluation of South Street Garage Complex

As had been discussed in previous meetings and as recommended by the 2001 KWD Comprehensive Facilities Master Plan, the present garage at South Street is inadequate for vehicle and equipment storage and maintenance, and there is a need for an upgraded garage or new garage at a different location. Wright-Pierce Engineers has been evaluating this situation in order to incorporate a recommendation in the newest Master Plan. Mr. Crouse explained that the South Street location has little room for expansion which will preclude attaining the necessary capacity for the vehicles and equipment. Wright-Pierce has estimated that to enhance the South Street site to a maximum, the cost is estimated to be three-million dollars. Also, as discussed in the past, this site has other challenges as the land is multi-leveled, and there is poor sight distance when pulling out from South Street onto Western Avenue.

Mr. Crouse stated the Board should consider the notions of either upgrading the present facility or building a new facility at an offsite location. He conveyed he feels that due to the aforementioned limitations, investing in a new location at a centrally positioned site would be more suitable. Mr. Crouse also ventured the idea of selling the KWD Business Office building and having one combined location (exclusive of the WTP) for the offices and garage/maintenance.

At a previous meeting, Trustee Earickson had proposed the idea of combining or utilizing garage space with other districts, such as the Waterville Sewerage District (WSD) or the Kennebec Sanitary Treatment District (KSTD). Mr. Crouse stated that this idea has not been pursued yet. Trustee Hodsdon commented that the WSD present garage bays meet the WSD storage needs but are not large enough to accommodate both the KWD and the WSD requirements. In addition, the WSD facility is rather new, and there was some doubt the WSD would want to invest in a new garage. Although the WSD might have available land for construction for the KWD, this site is on a hill and this could be detrimental for building purposes, and it is not conveniently located. In addition, the WSD is located on a road which needs rehabilitation and has not been well maintained.

Mr. Crouse proposed that the Trustees tour the South Street garage and property after the conclusion of the August 16th meeting to view the present garage's shortfalls and the obstacles of expanding on this property.

D. Customer Communication and Account Information

- a. New Website**
- b. Social Media**
- c. Re-Branding**

Mr. Crouse stated that many KWD customers have requested improved communications from KWD, for instance live updates during the aforementioned main break in the Messalonskee Stream. In addition, customers have repeatedly asked for better access to their account information, for example having the capability of viewing their quarterly bills and water usage on line. Presently, it is necessary for customers to have their bill physically in order to pay on the KWD website, or, at the very least, know their KWD account number and amount of their bill.

KWD's website was last updated in 2009 and is fairly antiquated. Mr. Crouse is proposing the idea of hiring a consultant to aid in updating the website and with social media communications. For instance, the addition of a portal to allow customers to view their account information. The subject of re-branding KWD was also broached, for example changing the KWD logo. A few Trustees shared their thoughts that re-branding and changing the logo is not necessary.

Mr. Crouse presented a few options to begin the process of enhancing the website and social media connections. The first is to contact a marketing firm to acquire a firm price proposal for the updates and present this to the Board. The second is to have the marketing firm attend a Board meeting and give a presentation regarding their services. The third is to request Ken Knight, Chairman of the Greater Augusta Utility District's (GAUD) Board of Trustees and a huge proponent of customer communications, attend a Board meeting and address the subject of their vision, investment, and successes in modernizing the GAUD website and social media communications. The marketing firm utilized by the GAUD consults with the Board members every few months to discuss desired updates, information, and newsletters. Trustee Fuller asked if the approximate cost for the KWD updates was known. Mr. Crouse responded approximately \$12,000 for web design and \$2,000

for the foundation of the social media. Trustee Richards suggested the investigation of a KWD Facebook site to communicate to customers also.

Trustee Hodsdon asked if KWD presently displays historical quarterly water consumption on the customer bills. Mr. Crouse answered that this is not included on the invoice. MUNIS, KWD's billing and financial software, staff could be contacted to learn if this information could be incorporated in the quarterly bills.

It was the consensus of the Board that Mr. Crouse invite Mr. Knight to attend a Board meeting to inform the Trustees of the means and methods of the GAUD public relations communications.

E. Other

None

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

Vote: Motion carried unanimously.

ITEM 7: DEPARTMENT REPORTS

Department: Water Treatment Submitted by: Matt Zetterman

1. Notable accomplishments/successes since last report (including personnel commendations):

a. Our work on clarifier unit #3 is substantially complete. Both the clarifier and the two adjacent filters are back online. We were able to recover more of the plastic clarifier media after putting it back online and will put the media back in at some point, but clarifier performance has been great. Flushes are now more efficient and uniform, and the concrete is coated which should extend its useful life.

2. Progress report on items presented at the previous Trustee meeting:

a. Roofing project – The roofing project is well under way at this point and should wrap up in the next couple of weeks. Despite the extreme heat, GE Roofing has done an excellent job up to this point.

b. China Lake (Lake Elevation: 171.2 feet, Outlet Flow: 12 cfs) – We are officially below our lake level target for the summer due to the lack of precipitation. According to the U.S. Drought Monitor, the China Lake region is on the verge of a moderate drought. With that said, our latest water clarity readings were outstanding. For the second time in the last 47 years we measured a secchi disk reading of at least 7.9 meters in the West Basin. The only other time we had a reading that high in the last 47 years in the West Basin was July of last year. While this is encouraging, our dissolved oxygen numbers continue to drop as the year goes on indicating that there's still more work to be done to reduce phosphorus levels.

c. During the June 21, 2018 Trustee meeting, we reported an issue with a water line letting go in the pump room at the treatment plant that appeared to have damaged one of our large 100 HP VFD's. After an inspection by an electrician and drying the equipment out with fans and a desiccant, we were able to get the VFD running again.

d. SCADA System Human Machine Interface (HMI) Upgrade – Work on the treatment plant's HMI is under way and is expected to be completed over the next couple of weeks.

3. New or upcoming items of significance:

a. WTP Residuals – We are currently exploring our options for disposing of our water treatment residuals that are removed during the filtration process. Historically, we have had Waste Management haul our residuals away at a discounted rate because they use it as landfill cover. Even with the discounted rate (\$50/ton) the cost is expected to be more than \$30,000, so we decided to investigate other opportunities such as spreading it agronomically. Beneficial use and other disposal options have been explored in the past without success, but we felt it was appropriate to investigate it again at this time.

b. Lead and Copper Testing – We are currently getting ready to start our next rounding of lead and copper testing. A letter will be going out the week of July 16th asking for 30 homeowners to commit to testing their water at the District's cost.

Department: Customer Service / Safety Submitted by: Benjamin LaPlante

1. Notable accomplishments/successes since last report (including personnel commendations).

a. We have relocated the meter at Teague's in Fairfield from a meter pit into the building. This meter pit was extremely small, making it difficult to access the meter. Both Customer Service Technicians spoke highly of their interactions with the customer and plumbing contractor during the process.

b. We found a cross connection between a customer's KWD service and water from a well on Clinton Avenue in Winslow. The Customer Service technicians explained the issue to the customer who has since corrected the plumbing.

c. The recent change from a Safety Committee to separate Departmental Safety Meetings has been going very well. Meeting with all department personnel as opposed to one or two representatives from each department has given more people a chance to ask questions and speak on safety topics.

d. KWD has been awarded the Ed McDonald Safety Grant for three chemical spill kits to be located at the treatment plant. These kits will allow KWD personnel to clean up spills of five gallons or less safely without having to hire contractors.

2. Progress on items presented in previous monthly department reports:

a. Dig Safe training with Barry Truman from the MPUC went very well. It is a great learning experience for the newer employees and a great refresher for the senior employees.

3. New or upcoming items of significance:

a. We will be replacing a malfunctioning threaded 2” meter with a flanged meter at the Kennebec River Development Park in Winslow. This will require some plumbing work for the Customer Service Technicians but will make testing and replacement much more efficient in the future.

b. All new employees and employees recently transferred to new positions have been signed up for multiple safety trainings taking place in the next three months.

Department: Operations & Maintenance Submitted by: Jared Bragdon

1. Notable accomplishments/successes since last report (including personnel commendations).

a. In conjunction with some research done by engineering regarding valve design, the O&M crew was successful in fixing a packing leak on a 1925 vintage Rensselaer double disc gate valve for the 10” main on Seavey St. in Waterville. Prints of sectional views of this style valve were a crucial deciding factor on whether we could replace the packing safely (without the valve stem and bushings of the valve coming apart as we performed this work). The alternative, had we not found this information in house, was to replace the value with a new valve. This was a significant cost savings for KWD. Job well done by Engineering and the O&M crew.

b. All lawn repairs from coinciding main breaks from late fall of 2017 and winter of 2018 are complete.

c. Pavement patches are ongoing as McKenzie fits this work in with other jobs they have going on. This process is monitored on a weekly basis. Some big patches remain to be completed from main breaks on Halifax St. in Winslow and Savage St. in Fairfield

d. Repairs of main breaks on Marcoux St. in Winslow and Industrial Rd. in Waterville were successful.

2. Progress on items presented in previous monthly department reports:

a. The O&M crew successfully removed the fire hydrant on the corner of Appleton St. and Main St. and replaced it with a new hydrant on the corner of Merchant Court and Temple Street. The removed hydrant was hit by snow removal equipment during the winter and has been out of service since then. The hydrant was located on the curb line of the side walk (adjacent to Seahla Tea) which was an undesirable location for snow removal and pedestrian traffic. The new location was selected based upon input from the Waterville Fire Department. Despite the challenges of working in the more congested downtown area, this project was executed without any issues.

3. New or upcoming items of significance:

a. A list of hydrant valve maintenance needs (hydrant painting if needed, locating hydrant valves, and damaged and/or misaligned valve gate boxes) was generated during hydrant inspections in 2016. With fewer paving projects in KWD’s service area this summer and the use of the vacuum excavation unit, the O&M crew has the time to work on this list. This effort continues to be on going and currently about 40 repairs have been made, with an estimated 30 remaining.

b. O&M and Engineering are developing a plan to ensure that a valve wrench can be put on every line valve operating nut in the system. This involves maintenance on gate boxes and valves. This is the beginning of a program of routine valve maintenance and exercising to ensure that valves can be operated when needed.

c. O&M is planning on installing a new line valve on Mayflower Hill at Taylor Rd. This will ensure a much smaller shutdown area in the event of another main break in that area. Three valves at First Rangeway and Mayflower Hill will also be evaluated to ensure a better shutdown. This may involve the replacement or the repair of the valves. With the current closure of the Gilman St. bridge, this is an opportune time to complete this work.

Department: Engineering Submitted by: Jefferson Longfellow, P.E.

1. Notable accomplishments/successes since last report (including personnel commendations).

- a. Hallowell Street main is installed
- b. The phone system is running at the WTP
- c. Clean-up and punch list is ongoing the Western Avenue Pumping Station Project

2. Progress report on items presented at the previous Trustee meeting:

a. Getting confirmation that a permit is not needed to get the Messalonskee Stream River Crossing on line.

b. Working with Wright-Pierce Engineers to evaluate possible alternatives to replacing the Messalonskee Stream crossing.

c. The 2nd draft of the Comprehensive Facilities Plan is being reviewed with a plan for input back to Wright-Pierce within a couple weeks.

3. New or upcoming items of significance:

a. Change order for the correct wage rates for the pump station painting. Partial payment will have to be processed soon.

Motion by Trustee Richards, “to accept all Department Reports as presented,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 8: PUBLIC PARTICIPATION

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:55 a.m.

Sue Markatine, Recording Secretary