

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – MARCH 2, 2017 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; Joan Sanzenbacher, Trustee; Bill Boucher, Trustee; Patricia Gorman, Trustee; Mark McCluskey, Trustee; Frank Richards, Trustee

Trustees absent: None

Trustee Gorman left the meeting at 9:00 a.m.
Trustee Talbot left the meeting at 9:00 a.m.

Also present: Jeff LaCasse, General Manager; Jefferson Longfellow, KWD Engineer; Benny LaPlante, KWD Distribution Superintendent; Mike O'Brien, KWD Customer Service/Safety Manager; Matt Zetterman, KWD Director of Water Quality; Sue Markatine, Recording Secretary;

ITEM 1: INTRODUCTION OF GUESTS

Joanna Bowers of Verrill Dana will be arriving at today's meeting at approximately 8:00 a.m. to present a session on Succession Planning.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF FEBRUARY 2, 2017.

Note: A regular Board meeting was scheduled for February 16, 2017 but was cancelled in advance due to a predicted major snowstorm.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of February 2, 2017," seconded by Trustee Sanzenbacher.

Vote: Motion carried unanimously.

ITEM 3: FINANCIALS

As a result of the cancelled February 16th meeting, two account warrants were presented for approval at today's meeting.

A. ACCOUNT WARRANT

February 16, 2017

CHECKS RELEASED		Check	Dollar
Vendor	Description	Date	Amount
Postmaster	Bulk Mail Postage-Billing	01/31/17	521.86
Answering Services Unlimited	Monthly Answering Service	02/03/17	146.50
Bartlett & Brillon LLC	Cylinder Repair Kit & Cups	02/03/17	226.16
Central Maine Power	Monthly Electricity-Variou Locations	02/03/17	7,981.62
CMRS-FP	Postage for Postage Machine	02/03/17	94.54
Constellation NewEnergy Inc.	Monthly Electricity-Variou Locations	02/03/17	5,896.95
Damon Refrigeration Comp. Inc.	Replace Burner Transformer-WTP	02/03/17	702.59
Fastenal Company	Impact Socket	02/03/17	23.23
GWI	Monthly Internet Service	02/03/17	284.60
Hilltop Cleaning Service	Monthly Cleaning Service	02/03/17	658.00
IDEXX Distribution Inc.	Lab Testing Kit-WTP	02/03/17	212.01
Kennebec Auto Service	Oil Chg.-Tk 5/Oil Chg. & Tire Pressure Sensor Adj.-Tk 21.	02/03/17	130.76
The Low Impact Hydro Institute	LIHI Annual Fee/LIHI Phase 2 Recertification Fee-M-4	02/03/17	3,500.00
Maine Water Works Supply	Repair Clamp	02/03/17	71.63
Treasurer, State of Maine	Monthly Sales Tax	02/03/17	5,287.12
Treasurer, State of Maine	Water Test	02/03/17	26.00
MainePERS	Monthly Employer Contribution	02/03/17	7,631.15
MainePERS	Monthly Group Life Premiums	02/03/17	703.43
Motor Supply Company	Repair/Maintenance for Plow/Diesel Fluid/Lever Pump	02/03/17	422.76
Northeast Laboratory	Total Organic Carbon Testing-Finished-Raw-Distilled H2O	02/03/17	150.00
Quill Corporation	Towels	02/03/17	175.97
Schneider Electric Systems USA	3-Way Manifold Valve-WTP	02/03/17	357.57
USA Blue Book	Fluoride Standards Test Kit-WTP	02/03/17	206.61
Town of Vassalboro	Quarterly Real Estate Taxes	02/03/17	7,921.75
Verizon Wireless	Monthly Data Plan Service	02/03/17	131.00
Verrill Dana LLP	Professional Services-Rate Case/GAC Bond/WAPS Bond	02/03/17	2,442.00
Walmart Community/GEMB	Coffee/Filters/Creamer/Tea	02/03/17	49.14
F. W. Webb Company	3" Check Valve/3" Adapter-WTP	02/03/17	346.52
Wright-Pierce	Professional Services-Western Ave Pumping Station Proj.	02/03/17	12,105.39
Postmaster	Bulk Mail Postage-Billing	02/10/17	285.39
TOTAL WARRANT			\$58,692.25

Motion by Trustee Talbot, "to ratify the total warrant of checks released for \$58,692.25," seconded by Trustee Earickson.

In reference to the payment made to Verrill Dana LLP for \$2,442.00, Trustee Talbot informed the Trustees that this bill is for professional services for various legal matters for the entire 2016 year.

Vote: Motion carried unanimously.

A. ACCOUNT WARRANT

March 2, 2017

CHECKS RELEASED		Check	Dollar
Vendor	Description	Date	Amount
Advance Auto Parts	Blower Motor Resister-Tk 3/Plow Guides-Tk 4	02/15/17	43.39
Answering Services Unlimited	Monthly Answering Service	02/15/17	114.57
Brown's Welding and Steel	Angle Steel	02/15/17	23.40
Central Maine Power	Monthly Electricity-Taylor Ave	02/15/17	36.72
Earthlink Business	Monthly Telephone Service	02/15/17	344.69
Fabian Oil Inc.	Propane	02/15/17	334.77
FedEx	Shipping Charges-GAC Samples	02/15/17	95.10
Wex Bank	Monthly Vehicle Fuel Usage	02/15/17	1,367.76
Hammond Tractor Company	Spark Plug/Air Filters/Screws/Filter Cover/V-Belt	02/15/17	158.08
Hight Ford Mercury	Repairs-Relay Wire-Tk 13	02/15/17	471.17
Hussey Communications Inc.	Monthly Internet Service	02/15/17	250.00
Kennebec Auto Service	Oil Change-Tk 20	02/15/17	29.43
Kennebec Equipment-Fairfield	Vacuum Unit Burner Maintenance Parts & Labor	02/15/17	227.80
Kennebec Water District	Monthly Petty Cash	02/15/17	118.99
M C Disposal Inc./DBA CMD	Monthly Rubbish Removal/Monthly Portapotty Rental	02/15/17	163.00
Maine Municipal Association	Unemployment Compensation	02/15/17	156.21
Motor Supply Company	Parts & Material for Small Engine Maintenance	02/15/17	112.16
Fanado Pelotte	Wheelers-71 Francis St Waterville Main Break	02/15/17	236.25
Prevention Plus	CPR/First Aid Training	02/15/17	540.00
Quill Corporation	Ink Cartridges/Rubber Bands	02/15/17	1,058.91
Somatex	Western Ave Pump Station Bridge Crane	02/15/17	997.50
Spring Brook Ice & Fuel	Fuel Oil	02/15/17	716.88
Super Shoe Stores Inc.	Employee Clothing	02/15/17	71.98
Time Warner Cable	Monthly Internet/Phone Service	02/15/17	232.24
Vassalboro Car Care	Oil Change-Tk 1	02/15/17	29.81
Walmart Community/GEMB	Vinegar/Distilled Water/Thermometers/Beverages Sanitizer/Shovel/Soap	02/15/17	106.33
Waterville Sewerage District	Quarterly Sewer Bills-Variou Locations	02/15/17	137.70
Workplace Health	Audio Exam-1 Employee	02/15/17	43.00
Treasurer, State of Maine	OSHA Training Cards-3 Employees	02/17/17	24.00
Postmaster	Bulk Mail Postage-Billing	02/21/17	258.66
United States Cellular	Monthly Cell Phone Service-(2 Months)	02/22/17	162.48
Bard Paving/Construction	Paving-Main Street Waterville	02/22/17	7,683.31
Ace Tire & Auto Service Inc.	Towing Charges-Tk 13	02/23/17	600.00
American Water Works Assoc.	Annual Standards Subscription Service	02/23/17	767.00
Business Card-Bank of America	Google Apps.-Google	02/23/17	91.66
Business Card-Bank of America	MWUA Meeting-Hotel Three Nights-1 Employee	02/23/17	398.94
EMSL Analytical Inc. Products	Cryptosporidium Sampling	02/23/17	380.00
Fabian Oil Inc.	Propane	02/23/17	120.28
General Alum N. E. Corp.	Alum-WTP	02/23/17	4,901.40
Maine Municipal Emp. Health Trst.	Monthly Health Insurance Premiums WTP Chemical Inventory List-State Emergency	02/23/17	25,536.20
Treasurer, State of Maine	Response	02/23/17	300.00
Motor Supply Company	Plow Hose/Hydro Fluid/Funnel/Wrench/Clamps/Fittings Wiper Blades/Fuel Filter/Fuel/Fuel Line/Pin/Anchor Pin	02/23/17	195.23
O'Connor GMC/Buick	Hydraulic Ram Assembly for Plow	02/23/17	96.85
Phenova	Micro Presence/Absence-WTP	02/23/17	285.40
Roki Repair Shop	Attempted Repair-Tk 13	02/23/17	85.00

Spiller's	Laser Distance Meter with Viewscreen	02/23/17	499.00
Staples Credit Plan	Paper/File Pockets/Clips/Sign Kit	02/23/17	90.55
United States Cellular	Monthly Data Hot Spots	02/23/17	98.60
Walmart Community/GEMB	Trash Bags/Sugar/Paper Goods	02/23/17	40.15
TOTAL WARRANT			\$50,832.55

Motion by Trustee Talbot, “to ratify the total warrant of checks released for \$50,832.55,” seconded by Trustee Earickson.

Referring to the payment made to Ace Tire & Auto Service Inc. for \$600.00, Trustee Talbot explained that this was for a crew pick-up truck which was towed to two different locations. The first location was unable to make the repair; therefore, the truck had to be towed to a dealership to complete the repair. Trustee Talbot also commented that the repair was conducted by Hight Ford Mercury, and the labor charges for this repair were \$434.50 whereas the cost for the parts and materials were only \$36.67 for a total of \$471.17. Mr. LaCasse added that the repair costs for this vehicle were less than the towing costs.

Vote: Motion carried unanimously.

B. Audit Start

Mr. LaCasse informed the Board that the auditors from Runyon Kersteen Ouellette will be on site at the Business Office the week of March 6th for the 2016 KWD audit.

C. Other

The Trustees were informed that the Maine Public Utilities Commission has formally approved the KWD request for a rate increase, and the new rates will go into effect on the proposed date of April 1, 2017.

On a different subject, Mr. LaCasse informed the Board that KWD has received the Safety Enhancement Grant applied for from the Maine Municipal Association for \$1,579 to offset the purchase of the fall protection self-rescue devices.

Another item Mr. LaCasse brought to the Board’s attention is the fact that since December, M-4 has been generating on a fairly consistent basis. The January revenues just from the M-4 generation are approximately \$11,000, and this figure does not include the renewable energy credits (REC) monies which KWD receives on a quarterly basis.

ITEM 4: MOTION ISSUES

A. KWD Board Position Paper on Alewife Restoration Initiative

At the December 1, 2016 Trustee meeting, on behalf of the Board, Trustee Dornish had composed and presented a position statement from the perspective of the Trustees regarding the Alewife Restoration Initiative (ARI). At that time, Trustee Elect Richards had requested that the Board defer the discussion of the KWD position regarding this statement until such time as he could

participate in the discussion as a Trustee, as he is an advocate of the ARI project. At today's meeting the Board was again presented with this statement and discussion ensued.

Motion by Trustee Dornish, "to officially adopt the statement composed by Trustee Dornish as the KWD's Board position in regards to the ARI project," seconded by Trustee Talbot.

The Board discussed the motion. Trustee Richards spoke first and made several points in opposition to the motion. He feels confident that the restoration will significantly improve the future water quality in China Lake. However, due to potential liability issues, he does not feel that KWD should become involved, through the China Region Lakes Alliance (CRLA), with the deconstructions of the Masse and Lombard dams which are part of the ARI project.

Trustee Richards commented that although there are no present requests facing the KWD Board at this time for contributions to the ARI project, he feels by adopting this position that the Board is pre-committing to denying considering and potentially making a donation to the ARI project in future months. He added that because the CRLA is in the process of transitioning out of the ARI project, a future appeal for funds would probably be requested by the Maine Rivers Association.

Trustee Richards also does not want KWD to be perceived as "out of sync" with the efforts of other stakeholders, included but limited to the Town of China, Town of Vassalboro, CRLA, and China Lake Association (CLA).

Trustee Hodsdon asked for a further explanation of the philosophy behind the term of "pre-committing" used by Trustee Richards. Trustee Richards feels, adding further discussion is welcomed, that the position statement implies that the Board would not entertain any future monetary requests for the ARI project. Trustee Hodsdon feels that this position does not preclude the Board from recommending a donation as opposed to becoming a limited partner in the project.

Trustee Dornish commented that if future times prove that alewife restoration is paramount to restoring water quality in China Lake, the Board can reconsider its position. With this being said, he is more than happy to amend the position statement to add "at this time". One sentence in the document would now read "Because we cannot see any financial return to our ratepayers from the project "at this time", we cannot contribute financially, but as keeper of China Lake data since 1905, we are happy to share our information". KWD does contribute substantially in many areas such as in-kind services, projects funded through grant monies, and monetary support for projects. With that being said, a few Trustees were in agreement that the KWD ratepayers should not be financially burdened for the remediation of the degradation of China Lake, a problem they did not create. The ratepayers have already been forced to pay for the construction and operation of the filtration plant in order for the China Lake water to meet regulatory requirements.

Trustee Richards acknowledged that KWD has contributed to numerous projects in order to impede the run-off of phosphorus in China Lake, which is the driving force behind the algal blooms. Mr. LaCasse stated that it should be emphasized that KWD is providing substantial protection to the complete West Basin of the lake through its purchase of most of the shorefront property on that basin and subsequent addition of a forested buffer to the property in the early 1900's. Trustee Richards commented that the ARI project should be considered as another project and means to eradicate phosphorus from China Lake.

Trustee Earickson made the comment that, as has been stated in the past, KWD is not opposed to alewife restoration in China Lake. Because the CRLA's primary financial focus has been the ARI project in the past few years and because there is concern about potential financial liability associated with the long term commitment CRLA made to purchase the dam rights to Lombard and Masse, KWD ceased making a blanket contribution to the CRLA. Trustee Hodsdon made the point that KWD contributes both staff time and financially to projects which are solidly known to obstruct phosphorus from entering the lake as well as the Courtesy Boat Inspection program. According to Dr. Lake's report regarding the restoration of alewives in China Lake, the data and conclusion at this time was that alewife restoration should not impede water quality by a great degree or improve water quality by a great degree.

Trustee Fuller informed the Board that after the CLA meeting he recently attended, he spoke to a number of China residents. These residents conveyed that they totally understand the KWD neutral stance regarding financially supporting the ARI project, and the fact that KWD has a fiduciary responsibility to its customers. Mr. LaCasse added that in discussions with Landis Hudson, Maine Rivers Executive Director, and Matt Streeter, Maine Rivers ARI Project Manager, they both expressed similar views as the China residents. In addition, Mr. Streeter stated he looks forward to continuing to work with KWD staff in regards to the Outlet Stream Dam fish passage project in which KWD staff has attended the meetings and supplied historical and recent data in addition to input.

Motion by Trustee Dornish, "to officially adopt the amended statement composed by Trustee Dornish as the KWD's Board position in regards to the ARI project," seconded by Trustee Talbot.

The statement reads as follows: "China Lake is the sole source of the water that the KWD distributes to our some 8,600 customers. As such, the China Lake water quality has our utmost concern, and we believe we need to be continually involved with and understand any impacts on the lake that can affect water quality. From the information we have at this date, it is our best judgement that alewife restoration in China Lake will not decrease its water quality nor will it significantly improve it, making our position on the Alewife Restoration Initiative project neutral. Because we cannot see any financial return to our ratepayers from the project, at this time we cannot contribute financially, but as the keeper of China Lake data since 1905, we are happy to share our information."

Vote: 8 in favor, Trustee Richards opposed, Trustee Earickson abstained, motion carried.

B. 2016 and 2017 Funding for CBI and Lakesmart Programs

Mr. LaCasse informed the Board that Mr. Zetterman is now a Board member of the China Lake Association representing the Kennebec Water District.

After reviewing information from the 2016 Courtesy Board Inspection (CBI) and Lakesmart programs, Mr. LaCasse formalized his recommendation for a contribution, and the Board was provided with a copy of this proposal at today's meeting. In lieu of sending the CRLA a blanket contribution as in the past, KWD has been focusing on its goal of supporting projects that directly effect, promote, and protect China Lake water quality.

For the 2016 CBI program, the total cost for 2016 was \$9,519.56 (net grant funds) for the three lakes (China Lake, Three Mile Pond, and Webber Pond), of which 60 percent of the funds and hours were spent on China Lake. Therefore, Mr. LaCasse recommended contributing 60 percent of

the \$9,519.56 cost for a total of \$5,711.74 with the check being made payable to the CRLA. Trustee Hodsdon suggested applying for a Source Water Protection Grant for this program going forward.

For the 2016 China Lake Lakesmart program, Mr. LaCasse recommended a donation of \$15,000 which is approximately one-half of the program costs for 2016 with the check being made payable to the CLA. It was explained that the Lakesmart program is managed by the China Lake Association. The program strategizes the addition of natural landscaping buffers around the East Basin, mostly on private property, to aid in impeding run off into China Lake. Most of the actual physical work is accomplished utilizing the Youth Conservation Corp.

Motion by Trustee Sanzenbacher, “to accept the General Manager’s recommendations of reimbursing the CRLA \$5,711.74 for the 2016 Courtesy Boat Inspection program and donating to the CLA \$15,000 for approximately one-half the cost of the 2016 Lakesmart program,” seconded by Trustee Dornish.

Vote: Motion carried unanimously.

Trustee Dornish commented that the 2016 thesis paper from a Colby College student entitled “Assessing Lakesmart – The Development and Effectiveness of a Lake Protection Program,” Mr. LaCasse provided to the Board is quite comprehensive and worth reading.

For the 2017 CBI program, Mr. LaCasse recommends waiting for the finalized accounting of the program (net grant funds), typically available in the month of November, and then reimbursing the CRLA for the portion of the China Lake cost.

For the 2017 Lakesmart program, Mr. LaCasse’s first recommendation is donating to the program one of the KWD older vehicles which KWD had planned to use as a trade-in. Any repairs necessary in order to get it inspected will be completed before donating the truck. Having two vehicles would enable the utilization of two work crews to potentially double the number of projects to be undertaken. The anticipated donated value of this vehicle is \$5,000.

Also for the 2017 Lakesmart program, Mr. LaCasse’s next recommendation is donating \$15,000. The combined vehicle value and the monetary contribution will equal \$20,000 which should cover one-half the total cost of the 2017 program. In 2017, KWD will be applying for a source water protection grant for this program for up to \$10,000. If approved, the total amount KWD will have invested for 2017 will be \$10,000.

Motion by Trustee Boucher, “to accept the General Manager’s recommendations of reimbursing the CRLA the cost of the China Lake CBI program after the final accounting has been received, donating a KWD vehicle to the CLA for the Lakesmart program, and donating to the CLA \$15,000 for the 2017 Lakesmart program,” seconded by Trustee Fuller.

Trustee Talbot questioned the fact that the cost for the 2017 Lakesmart program is unknown at this time. Mr. LaCasse replied that the CLA has an estimated project and related cost list for 2017 projects. Trustee Richards asked when the funds would be disbursed. Mr. LaCasse replied that the contributions for 2016 will be released shortly, and the 2017 Lakesmart funds will be released during the upcoming project season.

Vote: Motion carried unanimously.

At this time, 8:05 a.m., the Board was introduced to Joanna Bowers from Verrill Dana and a Succession Planning Seminar was conducted. This seminar ended at 9:00 a.m. and the regular business of the KWD Board was continued. After the seminar, Trustee Boucher asked Mr. LaCasse to investigate if a course credit hour for certification could be received for this session. The Trustees also requested a copy of the slide show presentation if available.

C. 2017 Capital Budget

At the previous meeting, the Trustees were provided with the preliminary and proposed capital budget and funding plan. At today's meeting, the Board members were provided with a copy of the 2017 Proposed Capital Budget for final review. Mr. LaCasse reminded the Trustees that this is a baseline budget and due to the nature of the industry, there are almost always unexpected and necessary projects which could arise during the course of the year which could change the budget priorities.

There are only a few changes from the preliminary capital budget. Mr. LaCasse explained that under the engineering category, the number and related cost for main replacements have been reduced. The \$2,000 for replacement tablets has been moved from the operations and maintenance category to the office and administration category under the title of miscellaneous electronics. There have also been a few cost modifications from the original submission.

In regards to the engineering projects, Mr. LaCasse mentioned that, pending decisions by area municipalities, some of the listed projects may or may not transpire. For instance, if the Town of Winslow does not go forward with lowering the road several feet on the Sand Hill portion of Clinton Avenue, KWD will not be forced to replace its water main in this area. KWD does have plans to replace a major portion of main in Clinton Avenue, but not in this particular area. The water main in Sand Hill is almost new in water infrastructure terms. Mr. LaCasse petitioned Town Manager Heavener to look for potential alternatives to the proposed project that would save the District from replacing a main and services that are only ten years old.

There also may be a need to replace the water main in a portion of the South Concourse in Waterville. Mr. Longfellow explained that this section of 1905 vintage main is in the vicinity of the Colby Dormitory project area. There are plans to relocate sewer mains in this location, and the water main will be above the relocated sewer mains, leaving the water main in a vulnerable location. A picture of this location and the various infrastructures was circulated among the Trustees by Mr. LaCasse.

Trustee Earickson noted that there is a line item for the Virtual Private Network (VPN) for the three KWD office locations listed for \$25,000. He feels this is a high estimate and asked for the reasoning behind this figure. Mr. LaCasse responded that due to the Western Avenue Pumping Station (WAPS) upgrade, the VPN upgrade has become more complicated than originally believed, and the South Street complex may have to have a VPN server of its own. He added that, depending on some of the logistics, some of this project expense may be folded into the WAPS capital upgrade cost.

Mr. LaCasse reviewed the funding source for these projects. The allocated depreciation funds, which are dedicated to replacing or upgrading depreciable assets, are anticipated to be \$990,000. The 2017 Proposed Capital Projects is a total amount of \$1,225,751. Therefore, the amount of \$235,751 would have to be utilized from the invested checking funds to meet the budget.

Motion by Trustee Sanzenbacher, “to approve the proposed 2017 Capital Budget expenditures in the amount of \$1,225,751,” seconded by Trustee Earickson.

Motion carried unanimously.

ITEM 5: GENERAL MANAGER’S REPORT

A. Update on L. D. 55

The Trustees were informed that the legislative work session for L. D. 55 “An Act to Provide Funding for the Restoration of China Lake” which purpose is to charge a fee to customers of the Kennebec Water District to be used to restore the water quality in China Lake is scheduled for today at 2:00 p.m. Mr. LaCasse explained that at a work session the legislative analyst will address any of the legalities and effects of the bill. There is no public testimony allowed at this work session; however, the legislative committee, at times, will ask pertinent questions to the public in attendance. The committee will then make the decision to ought to pass, ought to pass as amended, ought not to pass, or to refer to a different committee. The committee’s decision will then go to the Senate and House for debate.

B. Other

Mr. LaCasse commented that he, Mr. Zetterman, Trustee Dornish, and Trustee Fuller recently attended a CLA meeting. He added that this was a productive meeting with great discussion.

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

Vote: Motion carried unanimously.

ITEM 6: TRUSTEES

A. Comments, Concerns, Ideas

Trustee Earickson stated that any e-mails he receives from KWD staff automatically end up in his spam mail box. He has forwarded the technical explanation for this issue to Mr. LaCasse to pass on to the KWD Information Technology person in hopes that it will be resolved eventually. Trustee Earickson also made the recommendation that KWD should transition to google e-mail at some point.

At the February 2nd meeting, Trustee Sanzenbacher mentioned that a customer had asked her to research the reason she was charged an additional fee on her water bill outside of the normal quarterly charges. At today’s meeting, Trustee Sanzenbacher provided KWD with the customer’s exact address of 67 Mayflower Hill Drive, and KWD staff will investigate the charge and provide her with this information.

Trustee Dornish stated that he has attended a few Trustee Sessions and the topic of what constitutes a public meeting was discussed. Trustee Dornish questioned if these same rules apply to e-mail communications. For instance, if he e-mails Mr. LaCasse, he is under the impression that this

is allowed, because Mr. LaCasse is not a fellow Trustee. However, the question was raised if a Trustee is allowed to e-mail another individual Trustee or address the entire Board via e-mail. There was also the matter of if an e-mailed document by a Trustee to another Trustee(s) which contains informational content only and is not intended for discussion is allowable. Mr. LaCasse remarked that any communications amongst Board members and/or him is considered a public document. In the past, there has been discussion that if a Trustee desires to discuss a subject, the Trustee could e-mail the President, and the President can then bring the topic before the Board at a regularly scheduled meeting.

Trustee Hodsdon brought up the point that many of the examples given to explain a public proceeding only addresses small Boards of three members and which probably have a two member rule for a quorum. Therefore, if two Trustees of this smaller Board discuss board business, it would be considered a public meeting. However, KWD's Board consists of ten Trustees, with the by-laws stating seven members constitute a quorum. Therefore, unless there are seven KWD Trustees present, a public meeting is not in session. Trustee Hodsdon also made the point that no action can be taken on a matter unless there is a quorum at the regularly scheduled meetings. At the sessions Trustee Dornish and Trustee Sanzenbacher have attended, there was no mention of a quorum, there was only commentary that if either two or more Trustees are together, they are not allowed to discuss any district business.

Mr. LaCasse will assemble information regarding this subject and present it to the Board for further discussion at the next meeting.

B. Other

None

ITEM 7: DEPARTMENT REPORTS

A. Operations and Maintenance Update March 2, 2017

As the seemingly never-ending winter continues, the O+M department also continues performing maintenance on vehicles, tools, and small engine equipment. We have had a few trainings and discussions on safety and standard operating procedures. The safety training was geared toward some of our less frequent tasks like welding and other hot work tasks. We had some meetings to fine tune procedures and questions for handling after hour customer calls. We all collaborated to update and add to our current list of reminders, like using *67 prior to calling customers back with personal phones, and frequently asked questions with probable answers/solutions, like asking customers with dirty water complaints if it is hot or cold water and is the problem in one fixture or all fixtures. This form is accessible to all employees on the KWD Google Drive.

We had two leaks this month, a 6" main leak on Yeaton Street in Waterville, and a service leak at #9 North Garand Street in Winslow. The crew also continues working on the WAPS, abandoning water lines that are in the way of the new incoming power service location. Have a great day everyone!

Benjamin LaPlante, Distribution Superintendent

Mr. LaCasse brought up the fact that due to federal rule standards of lead free pipes and fittings, some of the items which have been in the KWD inventory for numerous years will no longer be allowed to be used and will be salvaged. Trustee Fuller recommended that, because some of this stock could be useful to others not intending it for potable water use, KWD attempt to sell it utilizing a source such as eBay.

B. Water Treatment Plant and Watershed Update March 2, 2017

With the recent warm weather and snow melt, we've had to adjust the Outlet Dam to lower the level of the lake in order to stay within the Department of Environmental Protection lake level order. With a fair amount of snow left, we're still in good shape for raising the lake when spring comes. We recently joined the Board for the China Lake Association and look forward to working with them and moving forward with projects around the lake. We will also be working with the Maine Environmental Solutions in April or May to develop road management plans for the worst gravel roads identified in the gravel roads survey done last year.

Carbon Activated Corp. is slated to start exchanging the carbon at the Treatment Plant starting on April 10th. Their plan is to exchange carbon in one filter per week for six weeks. They are allowing us some time to coat one of our filters where water is leaking through the filter wall. The coating that we will be using is an asphalt and polyurethane based product that is certified for contact with drinking water.

As it was mentioned in our last report, we will be replacing a 16-inch valve that controls our backwash process at the WTP. We've ordered the material and started planning out the necessary steps. Because this is the only backwash valve that we have, we have to plan each step carefully to minimize downtime.

Some other projects and tasks outside of our normal day to day operations include completing our annual proficiency testing in the laboratory, lead testing at the Kennebec Montessori School, and submitting our annual chemical inventory to the Maine Emergency Management Agency.

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

In addition to the above, Mr. Zetterman informed the Board that a vehicle carrying hydraulic fluid slid off the Stanley Hill Road and a spill resulted of approximately 30 to 40 gallons. KWD did not know about this accident until a former Trustee mentioned it approximately two weeks after it occurred. When the accident happened, the Department of Environmental Protection and the Maine Drinking Water Program were notified. Because this happened near the watershed, KWD should have been notified immediately also. Mr. Zetterman has spoken to staff at the Maine Drinking Water Program in order to rectify the breakdown of normal protocol which occurred during this incident.

C. Customer Service and Safety Update March 2, 2017

Meter

Meter Department Statistics

[2006](#) [2007](#) [2008](#) [2009](#) [2010](#) [2011](#) [2012](#) [2013](#) [2014](#) [2015](#) [2016](#)

Meter Slips

Waterville	378	571	553	531	559	704	740	658	550	628	462
Winslow	162	202	253	218	242	231	319	308	413	234	252
Fairfield	123	209	368	236	231	178	180	419	171	179	154
Benton	27	25	32	36	78	28	26	183	35	39	27
Vassalboro	14	27	24	32	21	28	26	10	33	29	23
Total	704	1,034	1,230	1,053	1,131	1,169	1,291	1,578	1,202	1,109	918

2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016

Meters

5/8"x3/4"	660	839	1,038	879	919	284	1,113	1,383	986	954	769
3/4"	11	27	21	21	34	6	36	29	50	25	14
3/4"S (5/8"x3/4")	0	0	0	0	0	857	0	0	0	0	0
3/4"L	0	0	0	0	0	32	0	0	0	0	0
1"	20	23	30	23	24	40	29	46	34	16	14
1-1/2"	3	7	4	11	24	12	10	14	9	4	10
2"	16	13	21	16	36	14	18	14	9	9	12
3"	6	10	7	10	5	3	4	2	3	2	2
4"	0	0	0	2	3	2	2	0	0	1	0
6"	0	0	0	0	0	0	0	0	0	1	0
8"	0	0	0	0	0	0	0	0	0	0	0
Set	571	711	821	755	832	931	1,013	1,255	879	793	659
Removed	513	504	921	741	831	936	1,012	1,286	879	788	620
Tested In-House (discontinue 2015)	508	747	847	707	538	150	0	0	0	*	*
Tested Pre-Cleaned (discont. 2015)	8	24	21	8	17	30	16	0	0	*	*
Tested In Place	0	6	8	5	6	7	11	7	9	7	0
Rebuilt by MBS (discontinue 2015)	0	0	130	316	204	0	0	0	0	*	*
New iPeris Installed	0	0	0	0	113	889	898	1,130	746	698	527
Endpoints Installed	0	0	0	0	0	3,202	4,438	1,213	93	73	33
Flexnet Leaks	*	*	*	*	*	*	*	*	34	28	10

2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016

Backflow Preventers Installed

52985 (1" Watts #7)(disc. 2016)	71	161	134	69	89	11	14	11	2	2	*
52035 (1" Watts #7)	9	3	2	0	24	55	32	59	42	73	82
52385 (3/4" Watts #7) (discontinue 2015)	7	0	0	0	0	2	0	0	0	*	*
HHA3/4 (5/8"x3/4" Resetter) (discontinue 2015)	0	131	170	194	177	97	0	0	0	*	*
17-204WD (5/8"x3/4" Resetter)	19	44	0	0	0	76	156	165	178	210	163
203B2446-2A (5/8"x3/4" Resetter) (discontinue 2015)	2	0	0	0	0	0	22	19	0	*	*
12-3HE43 (3/4" Resetter)	0	3	8	8	6	5	4	6	12	4	3
12-3HE54 (1" Resetter)(disc. 2016)	2	6	0	1	1	1	0	6	7	0	0
Total	110	348	314	272	297	247	228	266	241	289	248

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<u>Other</u>											
Pit	10	8	6	7	26	12	17	10	10	13	13
Installed Backflow Preventer	110	342	314	272	297	247	228	266	241	289	248
Existing Backflow Preventer	77	506	698	637	798	956	938	1,185	818	714	578
No Backflow Preventer (Seller/Buyer)	43	66	44	30	40	31	26	32	34	34	26
Seasonal (Spring T/O/Fall S/O)	101	125	153	160	162	161	158	139	137	138	139
Shut Off (S/O) (Total)	129	231	354	260	278	251	262	292	288	286	256
Turn On (T/O) (Total)	195	251	266	307	320	272	291	302	294	320	299
For Repairs (S/O and/or T/O)	*	68	108	84	103	74	86	98	85	83	92
After Hours (S/O and/or T/O)	*	25	16	25	19	15	11	21	32	18	21
Old Meter (Replaced)	69	115	327	267	430	782	770	996	628	554	445
Broken Wire	*	2	0	108	87	44	47	34	56	90	70
Touch Pad	*	*	18	37	54	25	0	1	3	19	11
Frozen Meter	13	43	36	45	21	24	16	43	57	63	48
Hydrant (Metered)	5	6	8	9	2	1	0	1	1	0	0
High Bill (Leak Survey)	4	4	29	17	23	31	53	18	14	0	14
Non-Payment (Trips)	*	*	1,031	1,146	539	508	524	475	385	478	467
Bank Deposit & Updates (Trips)	*	*	241	241	256	248	249	259	254	252	253
Post Office (Trips)	*	*	466	489	496	502	507	520	525	503	519
Tenant Notices (Trips)	*	*	462	534	237	280	458	425	400	370	357
Readings (Pre-MXU - 34,000/yr)	*	*	230	272	205	183	81	6	373	466	166
Service Box Repairs	*	*	33	31	24	24	3	6	9	25	9
Endpoint (MXU) - Troubleshooting	*	*	*	*	*	*	*	189	347	92	30
Endpoint (MXU) - Siding	*	*	*	*	*	*	*	30	68	54	61
Endpoint (MXU) - Repair	*	*	*	*	*	*	*	*	*	112	27

Mike O'Brien, Customer Service Manager

As in past years, Mr. O'Brien provided the Trustees with the above updated compilations of the Meter Department statistics and entertained any questions. Trustee Sanzenbacher asked for a further explanation of the "pit" category listed on the report. Mr. O'Brien explained that there are some meters which are actually located in an in ground meter pit. Trustee Fuller inquired if the backflow prevention (BFP) device is mandated by code. Mr. O'Brien answered that the BFP device is required by both federal and state laws and also the KWD Terms and Conditions. In residential homes and other structures, KWD staff installs a BFP device if one does not already exist. KWD only charges the customer its cost for the device, and it becomes property of the home owner. Customers also have the option of having the BFP device installed by a plumber, but there normally would be a significant labor cost involved if they choose this option.

ITEM 8: ENGINEER'S REPORTS**A. Engineer's Report**

February 16, 2017

China Lake Elevation: 170.5

Stream Flow: 36 cfs

I have been gone for most of the past week at the Maine Water Utilities Association Conference, so there are few items to report.

That said, there has been some work conducted at the Western Avenue Pumping Station. The electricians have been demolishing what electrical that they can to reduce that task for when project resumes in the spring. That work is completed or nearly completed. This work also requires that KWD relocate its Supervisory Control and Data Acquisition controls to the pumping station. Despite the work, I have had several conversations with the temporary bypass pump supplier to get the controls to them configured in a manner that will operate with KWD's existing system.

The Assistant Engineer, Josh Couture, has been busy with the database that KWD will be using for its asset management of the mains. The likelihood of failure has been completed, and he is now onto the consequence of failure side of the matrix. These items require much more judgement concerning how a failure would impact the users on a particular section of main.

Jefferson Longfellow, P. E.

March 2, 2017

China Lake Elevation: 170.5

Stream Flow: 61 cfs

We are into the winter routine of work. I had taken most of the previous week off only to return for a cancelled Trustee meeting. Since I have been back, I have worked to get the final work order information to the Business Office so that they can close for 2016 and complete the depreciation schedule for 2017. I have also reviewed site plans for a dialysis center in Fairfield so that a letter could be written for the planning board. The structural design is being reviewed so that the sanding unit may be hung above the ground to alleviate the need for the backhoe loader to remove and install the sander for each use.

Spot work continues for the pumping station. KWD has used its crews to remove some of the water lines that have been used for monitoring. The removal makes room for the electricians to build the enclosures for the station's new main breaker. This breaker is part of the early work for 2017, since it will need to be fully functional for the bypass pumps.

Work still continues on the database KWD is compiling for the consequence of failure for the mains in KWD's system. This last phase of the work is slow, since it involves searching out road traffic data and then manually inputting a value for each main.

Jefferson Longfellow, P.E.

Mr. Longfellow also reported that Mr. Couture, KWD's Assistant Engineer, has completed another segment of the asset management database of the KWD mains. He has input all the available traffic data obtained from the Department of Transportation. This information will also be beneficial when KWD updates its comprehensive operational plan.

Recently, Mr. Longfellow has received notification from and will be working with a developer in regards to project plans on Main Street, Waterville.

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

Vote: Motion carried unanimously.

ITEM 9: EXECUTIVE SESSION, (IF NECESSARY)

None

ITEM 10: PUBLIC PARTICIPATION

None

Motion by Trustee Earickson, "to adjourn the meeting," seconded by Trustee Boucher.

Vote: Motion carried unanimously.

Meeting adjourned at 9:45 a.m.

Sue Markatine, Recording Secretary