

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – MARCH 21, 2019, 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; Al Hodsdon, Trustee; Karl Dornish, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee; Amy Stabins, Trustee

Trustees absent: Allan Fuller, Clerk; Alex Wild, Assistant Treasurer

Denise Bruesewitz, Trustee, left the meeting at 8:30 a.m.

Also present: Roger Crouse, General Manager; Jeff Longfellow, KWD Engineer; Matt Zetterman, KWD Director of Water Quality/Director of Technology; 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 MARCH 7, 2019.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of March 7, 2019," seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

**ITEM 3: FINANCIALS**

**A. Account Warrant**

Motion by Trustee Talbot, "to ratify the total warrant of checks released for \$261,942.87," seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

**B. Other**

None

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

None

**ITEM 5: MOTION ISSUES****A. Approve Sensus Software Upgrade**

As part of their packets, the Trustees were provided with a request for authorization to upgrade KWD's meter data management software, the associated cost, and subsequent annual fees. Mr. Crouse and Mr. LaPlante explained the pertinent reasons for upgrading this system including the advantages to KWD and KWD's customers.

Motion by Trustee Richards, "to authorize the upgrade to Sensus Analytics software for the cost of \$33,853.12," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

**B. Approve Installation of Mixers at the Twin Tanks**

The Board members were informed the document for this project is in the process of being prepared and is expected to be presented at the April 4<sup>th</sup> meeting.

**C. Review and Approval of Policy on Board of Trustee Role in Employee Hiring**

The Board members were furnished with a draft copy of the Board of Trustees Role in Recruitment and Hiring of KWD Employees (excluding the General Manager) Policy composed by Mr. Crouse. Following a discussion, a few minor revisions requested from the Trustees were incorporated, and a motion was proposed.

Motion by Trustee Talbot, "to formally adopt the Board of Trustees Role in Recruitment and Hiring of KWD Employees (excluding the General Manager) Policy," seconded by Trustee Dornish.

Vote: Motioned carried unanimously.

**D. Other**

None

**ITEM 6: TRUSTEES****A. Comments, Concerns, Ideas**

As a follow-up to the discussion at the February 21<sup>st</sup> Board meeting, Trustee Richards prepared a memo regarding his views on strategic planning for KWD, and a copy was provided to the Board members. The Trustees briefly discussed a few of the cited subjects.

**B. Comments on RFQ for Downtown Waterville Engineering Work**

For their review and comments, the Trustees were provided with a Request for Qualifications (RFQ) for Engineering Services for the engineering design and construction management of the water main replacement project in downtown Waterville. Mr. Longfellow answered several questions

during the discussion of this project. There were no recommended changes to the RFQ proposed by the Trustees.

## **ITEM 7: GENERAL MANAGER'S REPORT**

### **A. Legislation**

Mr. Crouse informed the Board of a recent bill, LD 1198, which is "An Act to Ensure Transparency and Participation in Maine Water Districts". In summary, this bill removes the laws governing water districts and standard water districts language referencing the appointment of standard district trustees pursuant to standard district charters. It amends the law regarding appointments of trustees to provide that, if sufficient and appropriate nominations for the election of trustees have not occurred, trustees may be appointed. Because KWD Trustees are elected officials, this bill should have no impact on KWD.

Another bill which has been introduced is LD 1177, which is "An Act to Improve Public Sector Labor Relations". Mr. Crouse explained that this bill amends the labor relation laws to provide that determinations made by arbitrators with respect to controversies over all subjects, including salaries, pensions, and insurance are final and binding. On behalf of KWD, Maine Water Utilities Association, and Maine Rural Water, Mr. Crouse will be testifying at the public hearings in opposition of this bill, and the bill discussed at the March 7<sup>th</sup> meeting, LD 1041, which is "An Act Regarding Collective Bargaining for Public Employees under the Municipal Public Employees Labor Relations Laws".

### **B. Photo Release Form**

Mr. Crouse informed the Board that upon further review, there was a decision made that at the present time, an employee photo release form for business-related pictures disclosed on KWD's social media sites was not necessary.

### **C. Update on M-4 Sale**

The associated land sale and easements relating to the sale of KWD's hydro-station M-4 to Messalonskee Stream Hydro (MSH), LLC continue to be defined. Because the transfer of the KWD Federal Energy Regulatory Commission (FERC) license to MSH could take an estimated 60 days to complete, there could be an addendum to the purchase and sale agreement to allow MSH to be fully responsible for and receive the total income generated from M-4 in the interim.

### **D. Update on Operations Center Project**

Mr. Crouse and KWD staff will be touring a few facilities which have similar operations to KWD in order to obtain some strategic design options for the new KWD Operations Center.

### **E. Other**

There will be a KWD All-Staff Meeting in the morning on Friday, April 26<sup>th</sup>, and the Business Office will be closed until 12:30 or 1:00.

Mr. Crouse, Mr. Zetterman, and Mary Sabins, Vassalboro Town Manager, are meeting on March 27<sup>th</sup> to discuss the renewal of the China Lake Outlet Dam Operations Contract, which authorizes KWD staff to operate Vassalboro's China Lake Outlet Dam.

KWD staff are exploring purchase options for a new backhoe, and this information will be presented to the Board for review at a future meeting.

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

Vote: Motion carried unanimously.

**ITEM 8: PUBLIC PARTICIPATION**

**A. Other**

None

Motion by Trustee Talbot, "to adjourn the meeting," seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

Meeting adjourned at 8:45 a.m.

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Sue Markatine, Recording Secretary