

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – SEPTEMBER 6, 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; Mark McCluskey, Trustee; Frank Richards, Trustee; Alex Wild, Trustee

Trustees absent: Denise Bruesewitz, Trustee

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; Amy Stabins, Prospective Trustee for the Town of Winslow

The KWD Pipe Tapping Team consisting of Ross Desjardins, Shane George, Tony Bellavance, and Tylen (TJ) Pooler joined the meeting at 7:30 and left the meeting at 7:37

ITEM 1: INTRODUCTION OF GUESTS

Trustee Hodsdon welcomed Amy Stabins, prospective Trustee for the Town of Winslow, to the meeting.

ITEM 2: CONGRATULATE PIPE TAPPING TEAM

At this time, the KWD Pipe Tapping Team introduced themselves along with the first-place trophy, and the video of their winning performance at the Maine Water Utilities Association's annual meeting was shown. There were five teams in the competition, and KWD took first place with a time of 2 minutes and 52 seconds. The Trustees stated they are "very proud" of the team's accomplishment and commended and congratulated the team on winning.

ITEM 3: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF AUGUST 16, 2018

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of August 16, 2018," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

ITEM 4: FINANCIALS

A. ACCOUNT WARRANT

September 6, 2018

CHECKS RELEASED		Check	Dollar
Vendor	Description	Date	Amount
A Partner In Technology	Professional IT Services	8/13/2018	660.00
Agway Inc.	Mulch/Mousetrap	8/13/2018	53.48
American Messaging	Late Payment Fee-July	8/13/2018	3.15
BNY Mellon Corporate Trust	2004 Bond Principal & Interest	8/13/2018	38,062.08
Bray Sales Inc.	Bray Valves for Filters-WTP	8/13/2018	4,719.31
G & E Roofing Company Inc.	Roofing Project-WTP	8/13/2018	60,091.00
Gregory's Disposal	Curbside Pickup for August	8/13/2018	28.95
Wex Bank	Monthly Vehicle Fuel Usage	8/13/2018	2,528.95
Hach Company	pH Buffer Solution Kit-WTP	8/13/2018	204.01
Hammond Tractor Company	V-Belts for Pavement Saws	8/13/2018	97.98
Hussey Communications Inc.	Monthly Internet Service	8/13/2018	250.00
Kennebec Equipment-Fairfield	Repair Vacuum Burner/Hose/Strainer/Cable Rental	8/13/2018	832.88
M C Disposal Inc/DBA CMD	Monthly Rubbish Removal/Monthly Portapotty Rental	8/13/2018	163.00
Gerald MacKenzie Inc.	Pavement Patches-Variou Locations	8/13/2018	10,879.27
Maine Water Works Supply	Ditch Witch Parts/Bushing/Pipe	8/13/2018	212.13
Treasurer, State of Maine	Water Operator Class IV Treatment License-1 Employee	8/13/2018	75.00
Treasurer, State of Maine	Water Tests	8/13/2018	174.00
New England Water Works Assoc.	Excavation Safety Seminar-2 Employees	8/13/2018	780.00
Northern Safety Company Inc.	Employee Clothing	8/13/2018	156.49
E. J. Prescott Inc.	Meters/K Horns	8/13/2018	3,116.50
Results Engineering Inc.	Develop Ignition Human Machine Interface-WTP	8/13/2018	6,414.68
The Turf Doctor North	Annual Grub Protection Service	8/13/2018	107.38
Verrill Dana LLP	Professional Legal Service	8/13/2018	1,732.50
Waterville Sewerage District	Quarterly Sewer Bills-Variou Locations	8/13/2018	137.70
Postmaster	Bulk Mail Postage-Billing	8/13/2018	450.67
A Partner In Technology	Professional IT Services	8/16/2018	275.00
Cardmember Service-Bangor Savings	Microsoft Online Services-Microsoft/Google Cloud-Google Cable Ties, Plugs, Fittings, Hose Repair Parts. Power Wash Wand		
	Replacement, Hose-Home Depot	8/16/2018	628.32
Earthlink Business 1058	Monthly Telephone Service	8/16/2018	257.61
Eastern Fire	Annual Fire Alarm System Inspection	8/16/2018	550.00
EMSL Analytical Inc. Products	Water Tests	8/16/2018	380.00
Grainger	Chemical Transfer Pump	8/16/2018	558.53
Hydrus Control Solutions Inc.	Service Valves	8/16/2018	9,655.94
Kennebec Auto Service	Inspection & Oil Change-Tk 22	8/16/2018	43.50
Kennebec County Registry of Deeds	Water Lien Discharge-1 Property	8/16/2018	22.00

Kennebec Equipment-Fairfield	Ditch Witch Parts/Saw Parts	8/16/2018	36.95
Maine Central Railroad, Treasurer	Real Estate Taxes-Water Line-Winslow	8/16/2018	24.00
Maine Municipal Association	Verbal Judo Seminar-2 Employees	8/16/2018	220.00
Maine Water Works Supply	Couplings/Ball Joints	8/16/2018	727.36
NLC Ink LLC	Tapping Competition T-Shirts	8/16/2018	139.50
Northeast Laboratory	Fluoride Analysis-Western Avenue Pump Station	8/16/2018	20.00
Northern Safety Company Inc.	Safety Glasses/Gloves	8/16/2018	117.59
E. J. Prescott Inc.	3/4 Inch IPERL Meters-8/Remote Meter Wire	8/16/2018	1,171.24
Quill Corporation	Beverages/Cleaning Supplies/Office Supplies	8/16/2018	133.47
Rita's Catering LLC	Food for Staff Meeting-September 7	8/16/2018	257.50
Roki Repair Shop	State Inspection-Trailer/State Inspection & Repairs-Tk 8	8/16/2018	1,565.41
Time Warner Cable	Monthly Internet/Phone Service	8/16/2018	233.66
Answering Services Unlimited	Monthly Answering Service	8/24/2018	87.37
Business Card-Bank of America	Filters & Parts for Ditch Witch-JESCO Inc./Commercial Driver		
	License Application-Bureau of Motor Vehicles	8/24/2018	586.83
Business Card-Bank of America	Ink Cartridges, Drill Tap, Car Polish, Dry Erase Board, Outlet		
	Receptacle Tester, Trash Can, Wire Stripper/Cutter, Dust Pan &		
	Broom Combo, Round Waste Utility Container-Amazon		
	Finance Charge-Bank of America	8/24/2018	418.35
Business Card-Bank of America	Late Fee & Finance Charge	8/24/2018	31.87
Central Maine Power	Monthly Electricity-M-4	8/24/2018	609.67
	Spare Tire & Rim for Ditch Witch/Replacement & Spare for Trailer	8/24/2018	541.00
Central Tire Co Inc. 635-Consolidated Communications	Monthly Telephone Service	8/24/2018	113.78
Fisher Scientific	Lab Supplies	8/24/2018	711.25
IDEXX Distribution Inc. Kennebec County Registry of Deeds	Lab Supplies	8/24/2018	222.46
	Water Lien Discharge-1 Property	8/24/2018	22.00
Kodiak Steel Company	Pipe for Service Box Extensions	8/24/2018	82.65
Maine Municipal Emp. Health Trust	Monthly Health Insurance Premiums	8/24/2018	26,936.64
Maine Rural Water Association	ISO and Hydrants Seminar-3 Employees	8/24/2018	405.00
Maine Water Utilities Association	Office Session Seminar-1 Employee	8/24/2018	40.00
OTT Communications	Monthly Telephone Service	8/24/2018	1,081.41
Fanado Pelotte	Wheeler/Gravel	8/24/2018	1,038.38
Runyon Kersteen Ouellette	Professional Services for Single Audit	8/24/2018	1,800.00
Sensus	Annual Service Agreement	8/24/2018	11,166.18
David G. Morin	Monthly Lawn Service-Variou Locations	8/24/2018	1,780.00
United States Cellular	Monthly Cell Phone Service	8/24/2018	43.88
United States Cellular	Monthly Data Service	8/24/2018	99.48
Ware-Butler Inc.	Epoxy for Cabinet Repair	8/24/2018	11.18
F. W. Webb Company	Parts for Cabinet Repair	8/24/2018	55.84
WESCO Distribution	Light Bulbs	8/24/2018	150.88
Town of Winslow	Hallowell Street, Winslow, Main Replacement Construction Administration-Western Ave Pump Station Project	8/24/2018	137,806.05
Wright-Pierce		8/24/2018	1,614.83
Postmaster	Bulk Mail Postage-Billing	8/24/2018	372.35
Postmaster	Bulk Mail Postage-Billing	8/31/2018	666.39
Total Warrant			\$337,444.41

Motion by Trustee Talbot, "to ratify the total warrant of checks released for \$337,444.41,"
seconded by Trustee Earickson.

There were no questions regarding today's account warrant.

Vote: Motion carried unanimously.

B. June Financials

As part of their packet, in addition to the June financial statements, the July financial statements were provided to the Board members. A brief review of the July financial statements was conducted. The 2018 year-to-date total operating revenues are \$3,725,225. This figure compiles 69.6 percent of the 2018 annual revenue budgetary number of \$5,353,368 and indicates that revenues are presently exceeding the forecasted budget. Trustee Fuller asked if the increase is due to the April 2018 rate increase or because of increased water usage. Mr. Crouse answered that the rate increase was considered when compiling the budget; therefore, the assumption would be that water consumption is greater than anticipated. Trustee Hodsdon observed that the industrial customers' revenues, of which the Huhtamaki Manufacturing Plant is the primary customer, is reflecting a year-to-date increase of \$37,000.

Mr. Crouse pointed out that due to KWD's historic billing system, although meters continue to be read in December, quarterly invoices are not released in December but are released in January with customers receiving four bills annually. Therefore, the financial statement for the month of January reflects high revenues. For 2018, KWD will implement the change of invoicing customers per the meter read cycle and bill in December as the meters are being read.

The 2018 year-to-date total operating expenses are \$2,361,146. This figure compiles 59 percent of the 2018 annual operating expenses budgetary number of \$4,001,107 and indicates that expenses are presently in accordance with the forecasted budget. As in past 2018 financial statements, Trustee Fuller noted the purchased power expense category continues to decrease and asked if this is due to the efficiency of the new pumps at the Western Avenue Pump Station (WAPS). Mr. Longfellow agreed that there should be a decline in power costs due to the pumps; however, partial reason for the decrease is due to the delay by Central Maine Power of sending the bills for the WTP monthly electricity. Mr. Crouse added that he believes KWD has now received these invoices and the August financial statements should reflect actual year-to-date costs. Subsequently, now that there are compatible test months, an analysis of comparative power usage will be composed which will include months in the years 2016 and 2018 as in 2017 temporary pumps were being utilized due to the project construction.

Regarding the M-4 financial statement, Mr. Longfellow explained that in 2018 ISO New England changed the method in which it calculates the forward capacity formula, because M-4 was not connected to the grid on January 1, 2018. Because it was re-connected to the grid in February, it will be able to meet the potential forward capacity demands again starting in 2019. Additionally, due to low stream flow, M-4 has not been generating since May. However, there is negative revenue reflected due to costs incurred by Essex Hydro as operators and administrators of M-4, as well as normal utility expenses. Overall, the 2018 year-to-date M-4 income is \$23,650.

In review of the cash-flow statement, Trustee Hodsdon noted that the net balance in the invested checking for July is \$167,088 higher than June. Mr. Crouse mentioned that in addition to the monies in the invested checking, the depreciation expense, which is funded by KWD and is typically in the vicinity of \$1 million dollars annually, is dedicated for capital expenditures, such as replacements of mains, hydrants, and service lines, vehicles, and other equipment and projects which

depreciate over time. If in any set year the cost of capital projects exceeds the depreciation funds, another means must be utilized to subsidize these improvements, for instance bonding or invested checking funds.

C. Approving Changes, Recommended by Auditors, to Check Signing Authority – Add Jeff Longfellow and Remove Betty Hastings

Runyon Kersteen and Ouellette (RKO), KWD’s auditing firm for the past three years, had made a recommendation regarding the segregation of duties. Mr. Crouse and Ms. Hastings, KWD’s Finance Manager, presently have check signing ability. Due to the fact that Ms. Hastings has controls over all account entries and also reconciles the bank statements, RKO suggested implementing a policy to have a different person, other than the Finance Manager, with check signing authorization. This is a standard recommendation made by RKO for practicing sound financial control processes. Therefore, because neither Mr. Crouse and Mr. Longfellow have access to general ledger entries, they will be the KWD authorized signers.

Motion by Trustee Talbot, “to ratify the resolution of adding Mr. Jefferson Longfellow to the KWD Bangor Savings Bank account as an authorized signer and removing Ms. Betty Hastings from the KWD Bangor Savings Bank account as an authorized signer,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

D. Other

None

ITEM 5: MOTION ISSUES

A. T Buck Change Order – Western Avenue Pump Station Painting

Mr. Longfellow stated that T Buck Construction is in the process of compiling a formal written change order request, which should be available for review at the next Board meeting. At today’s meeting, Mr. Crouse and Mr. Longfellow explained the premise for this change order request.

Because funding for the Western Avenue Pump Station (WAPS) was through the Maine Municipal Bond Bank State Revolving Fund program, the hourly pay for contractors are required to be paid at the Davis-Bacon wage rate. The wages for the WAPS project were grouped under the label of “heavy construction”. When the painting segment of the project was contracted, it was discovered that this portion falls under the label of “vertical construction” which are typically much higher rates than “heavy construction”. Although there were various appeals submitted to federal agencies, the U. S. Department of Labor determined the WAPS painters’ rates are required to be paid at the Davis-Bacon wage rate for “vertical construction” which is almost three times higher than the hourly rate the contracted painters typically charge. Therefore, the increase for the work conducted by the painters to date paid by the WAPS SRF bonding is \$11,000. The proposal which will be put forth before the Board is for KWD and T Buck Construction each to pay half for the additional monies due to this change order per a mutual agreement. Trustee Fuller stated he agrees with the decision to cost-share the change order for the painting. However, he did ask for clarification regarding T Buck being liable for the full amount as the painting was included in the original contract. Mr. Crouse answered that because the KWD specifications listed all the project work as

“heavy construction”, there was a potential for some legal exposure for the KWD. Mr. Crouse had sought advice from several sources and received conflicting opinions. Therefore, Mr. Crouse thought it was prudent to negotiate a settlement with T Buck.

B. HVAC Work at WTP – Mechanical Services

Mr. Crouse reported that the leadership team was reconsidering the approach in getting the heating, ventilation, air conditioning (HVAC) upgrade completed. This item will be revisited in a future Board meeting.

C. Other

None

ITEM 6: TRUSTEES

A. Comments, Concerns, Ideas

Both Trustee Dornish and Trustee Earickson mentioned that they approached the KWD Operations and Maintenance Crews, one at Frankwood Drive, Winslow, and one at Mayflower Hill Drive, Waterville, and inquired about the work being conducted. Both Trustees were impressed with the politeness and professionalism displayed by these KWD crews as they explained the work being done at the job sites.

Trustee Earickson remarked that he is still being approached by KWD customers occasionally regarding the main break within the Messalonskee Stream which occurred in June. He has informed these customers that to aid in avoiding another occurrence, KWD will potentially be phasing out this water main and continue to use the main in which the water was redirected.

Trustee Earickson also commented that he was recently at Hannaford Supermarket and observed a customer purchasing numerous cases of bottled water. Being curious, he explained he was a KWD Trustee and asked the customer if they lived in the KWD service territory and, if so, the reason they buy bottled water. The customer replied he/she does have water supplied by KWD; however, because his/her daughter has a sensitivity to the KWD water, bottled water is purchased.

Trustee Hodsdon asked if the Trustees had read the recent article regarding Detroit, Michigan, schools shutting off the drinking water supply due to high levels of lead and copper. Ms. Stabins had seen the article and commented that the editorial referenced that the tests of the water supply being delivered showed no signs of excess lead or copper, resulting in the determination that the leaching was from the internal plumbing infrastructure within the buildings.

Trustee Hodsdon also noted that in 2016 when Flint, Michigan, gained national attention due to high lead levels, the Trustees and KWD were proactive and initiated and paid for a “courtesy program” to test lead levels at local schools.

In 2016, there was also a coalition formed with water utility managers, educators, and state officials to encourage testing for lead at schools. As a result, the Maine CDC Drinking Water Program developed guidelines for lead sampling in drinking water at schools and offered free lead testing at schools served by water utilities. Trustee Fuller inquired if KWD should and will continue

to test for lead in schools in its service territory. Mr. Crouse answered that he will contact a few colleagues for advice regarding this and make a recommendation at a future meeting.

B. Comments on Chemical Bid Request

Per the Procurement Policy, the Trustees had been provided with the bid specifications and bid form for the purchase of the chemical polyphosphate. There were no comments regarding this document; therefore, KWD will proceed with the bid solicitations.

C. General Manager's Performance Evaluation

At a previous meeting, a sub-committee was selected which will be responsible for the evaluation of the General Manager. This sub-committee is as follows: Trustee Dornish, Trustee McCluskey, Trustee Fuller, and Trustee Richards. The committee will meet shortly after today's meeting to discuss a plan of action.

ITEM 7: GENERAL MANAGER'S REPORT

A. Messalonskee Stream Crossing – Update

As referenced in Mr. Longfellow's Engineering Department report, Wright-Pierce Engineers conducted an evaluation of the KWD distribution system by analyzing the effects of the permanent abandonment of the water main crossing the Messalonskee Stream. The results of this evaluation were presented to KWD staff members. The KWD Management Team and Wright-Pierce Engineers were all in agreement that the stream crossing main can be abandoned without risk to the distribution system.

B. Outsourcing Printing and Mailing of Bills

The Board was informed that KWD is preparing to outsource the printing and mailing of the KWD quarterly bills. Presently, KWD prints the invoices, feeds them through a machine which folds the bills and collates them with the return and mailing envelope. There is a mechanical counter which ensures the number of bills printed are individually enveloped. A check is then processed for the bulk mail fee, and the bills are brought to the post office. The cost for the KWD bulk mail is \$0.458 per item. This company, which provides this service nationwide, will print, postage, and mail the bills at the cost of \$0.147 per item plus postage which is expected to be approximately \$0.375 per envelope. Also, as part of this service, the company will design the invoice to KWD specifications. The Trustees were invited to submit input and ideas regarding the layout and information provided on the new KWD bill. Trustee Earickson recommended, and other Trustees concurred, adding historical quarterly water consumption information for customer comparison purposes to the bill, perhaps in the form of a graph if feasible. The Trustees requested to view a sample of the new bill before the final design is authorized. The target date to go live with this project is anticipated to be the beginning of 2019.

C. Other

Trustee Richards inquired about the status of the appraisal price for M-4. Mr. Crouse responded that, as approved by the Board at the August 16th meeting, KWD has contracted with

Kleinschmidt Associates for this project. This is a work in progress, and there is no update for today's meeting.

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

Vote: Motion carried unanimously.

ITEM 8: DEPARTMENT REPORTS

Department: Water Treatment Submitted by: Matt Zetterman

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

a. The uninterruptable power supply, serving the Water Treatment Plant's control system, was replaced by E.S. Boulos.

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

a. China Lake (Lake Elevation: 170.7 feet, Outlet Flow: 11.4 cfs) – The abnormally dry year continues so the lake level is almost a foot below normal operating level. Secchi disk readings continue to look great. Our 10-year average for Secchi disk readings in the West Basin of the lake is 1.98 meters. Current August 2018 measurements are at 4.7 meters. During a recent invasive plant paddle seminar attended by KWD staff we discovered some milfoil in the lake though it's not believed to be one of the invasive varieties (Maine has six native water-milfoils). Samples were taken to be analyzed and the results were not available at the time this report was written.

b. Lead and Copper Testing – Sampling bottles were distributed to 30 sites on Monday, August 27th. We have received 25 bottles back from customers. We will need to acquire at least five more samples to meet our requirement of 30.

c. System water quality – With low precipitation and hot days, we've seen higher than normal water temperatures entering the treatment plant. Like previous years, we've had to increase the chlorine dosage leaving the WTP and leave some hydrants open to maintain a reasonable chlorine residual throughout the system. Solutions such as mixers in the storage tanks, permanent bleeders, re-chlorination stations, and improved looping in the distribution system should be part of the long-term plan for more consistent chlorine residuals throughout the system.

3. New or upcoming items of significance:

a. Training Session at WTP Maine Water Utilities Association will be hosting a training session at KWD's Water Treatment Plant on September 12th. This session is part of a series of sessions held at water treatment plants across the state to help water operators gain a better understanding of different treatment processes. The session will be taught by KWD staff members, Matt Zetterman, Jared Bragdon, and Benny LaPlante.

Trustee Dornish inquired if KWD was aware of the recent alum treatment for phosphorus control in East Pond, part of the Belgrade Lakes region. Mr. Zetterman answered that at the annual China Lake's Association meeting in July, Dr. King conducted a presentation regarding this project. Dr. King reported East Pond was relatively clear; however, he cautioned that the outcome of the exact success of the treatment was in the early stages. Mr. Zetterman added that only one-half the dosage had been applied at that time, and the other half is scheduled to be applied sometime in October.

Department: Customer Service / Safety Submitted by: Benjamin LaPlante

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

a. We have created and updated some documents and letters for customers that were either outdated or nonexistent. One form we have updated is the "Service Activation Liability Release" form. This form allows us to turn on a customer's water without requiring an adult to be on the premises, negating the need to coordinate a specific time to meet. With only one customer service crew, it can be difficult to fit these types of reactivations in between the already scheduled appointments. Having the customers complete this form is very helpful to reactivate services, especially services that were disconnected for non-payment, as the MPUC requires us to turn the water on by no later than 5:00 pm the following day. The "Service Activation Liability Release" is now available on our website.

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

a. N/A

3. New or upcoming items of significance:

a. We recently became aware of an unmetered service at the Fairfield Center Fire Department Pump House when we were called for an emergency shut-off due to an internal leak. (A Fairfield Public Works sweeper truck drove off without disconnecting the fill line and damaged the internal plumbing.) Subsequently, we discovered that the connection at the Fairfield Fire Department on Lawrence Avenue was also unmetered. The Fairfield Public Works and Fire Department personnel informed us that these connections, which do not conform to KWD's Terms and Conditions, were apparently approved by former KWD employees. We are currently working on getting meters into these two facilities. Both are already protected from backflow with RPZ devices.

There were no additional questions regarding the Customer Service/Safety Report.

Department: Operations & Maintenance Submitted by: Jared Bragdon

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

a. Employee Tony Bellavance passed his tanker endorsement exam. This adds versatility to

our team. He can now drive trucks with the vacuum unit connected to the truck. Tony is one of three employees on our seven-person team that can drive the truck with the vacuum unit.

b. O&M completed 25 service box repairs on Frankwood Drive in Winslow. Repairs included locating valve boxes, raising valve boxes, replacing valve boxes, and replacing service valve rods. We now know, in the event there is an emergency on any one of these services, we will be able to locate the service box quickly and complete a service shutdown if needed.

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

a. The successful installation of a new 12-inch line valve was completed on August 17, 2018. The valve was needed to reduce the number of customers impacted by future shutdowns in the area. With the assistance of more experienced staff, the project was completed by four of the less experienced members of the O&M department. This project became a valuable training opportunity for these employees to plan and carryout a project. Everyone learned something new. This type of exercise helps the team grow as we move towards bigger more complex projects in the future.

3. New or upcoming items of significance:

a. Huhtamaki has requested that a fire hydrant near their front entrance be removed to allow for modifications to the building entrance. A tentative meeting is set up to discuss this project with KWD, Waterville Fire Department, Huhtamaki and the contractor, Gerald McKenzie.

There were no additional questions regarding the Operations and Maintenance Report.

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

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

a. A verbal agreement has been reached with T Buck Construction for a change order to cover the cost of painter wages on the Western Avenue Pump Station project. T Buck will be submitting a written change order request.

b. The new water main on Hallowell Street has been tied into two of the four side streets. Connection of service lines will occur after the sewer main is installed.

c. After the break of the Messalonskee Stream crossing in June, KWD staff questioned if the water main was still needed. Wright-Pierce Engineers, using KWD's hydraulic model, analyzed the distribution system under a variety of circumstances. Concerns about system resiliency, pressure increases, and water age were all evaluated. Staff from Wright-Pierce met with the KWD management team at the KWD Business Office to provide the results of the modeling and to answer questions. Those in attendance determined that, based upon the water demand in the distribution system and the existing redundancies, the abandonment on the stream crossing was appropriate. The stream crossing will need to be cut and capped off. Bleeders will be installed at both new end points to allow KWD to move water if water age/water quality becomes a concern.

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

a. N/A

3. New or upcoming items of significance:

a. Boundary surveying of the KWD property, Cool Street and South Street, will be conducted in anticipation of the sale of M-4.

b. We are reviewing water main replacement needs for 2019, and the potential to use the Drinking Water State Revolving Fund for financing.

c. We are working with Wright-Pierce to make final payments on the Western Avenue Pump Station project.

d. The Comprehensive Water System Facilities Plan is being finalized with Wright-Pierce.

There were no additional questions regarding the Engineering Report.

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

Vote: Motion carried unanimously.

ITEM 9: PUBLIC PARTICIPATION

None

ITEM 10: TOUR OF SOUTH STREET FACILITIES

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

Vote: Motion carried unanimously.

Meeting adjourned at 8:25 a.m.

At this time, the Trustees were provided with a tour of the South Street Complex. The main purpose of this tour was to aid the Board in evaluating and determining if the existing operations center should be expanded or if a new facility should be explored.

Sue Markatine, Recording Secretary