

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES' MEETING  
THURSDAY – SEPTEMBER 19, 2019 at 7:30 AM**

The meeting was called to order at 7:30 a.m. by Vice-President McCluskey.

Trustees present: Mark McCluskey, Vice-President; J. Michael Talbot, Treasurer; Allan Fuller, Clerk; Al Hodsdon, Trustee; Karl Dornish, Trustee; Frank Richards, Trustee; Amy Stabins, Trustee

Trustees absent: Jeff Earickson, President; Alex Wild, Assistant Treasurer, Denise Bruesewitz, Trustee

J. Michael Talbot, left the meeting at 7:55 a.m.  
Karl Dornish, Trustee, left the meeting at 9:40 a.m.

Also present: Roger Crouse, General Manager; Betty Hastings, KWD Finance Manager; Jeff Longfellow, KWD Engineer; Matt Zetterman, KWD Director of Technology; Benny LaPlante, KWD Customer Service Manager/Safety Coordinator; Jared Bragdon, KWD Operations Superintendent; Robbie Bickford, KWD Director of Quality; Sue Markatine, Recording Secretary; Jim Couture, Guest, who joined the meeting at 7:30 a.m. and left the meeting at 7:45 a.m.

**ITEM 1: INTRODUCTION OF GUESTS**

Mr. Crouse introduced Mr. Jim Couture to the Board. Mr. Couture is an abutting landowner to KWD's twin tanks land in the area of Horizon Drive in Waterville. Mr. Couture is interested in purchasing approximately 5.1 acres of KWD's land which abuts his property. The consensus of the Board was to proceed with formalizing this potential sale, including obtaining an approximate cost for the legal fees, and to discuss this information at a future meeting.

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF SEPTEMBER 5, 2019.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of September 5, 2019," seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

**ITEM 3: FINANCIALS**

**A. August Financials**

The Trustees were provided with the August/Year-to-Date 2019 Income Statement and August 2019 Cash Flow Report. Mr. Crouse briefly reviewed these documents and reported KWD 2019 revenues and expenses continue to trend as anticipated. In response to a question by Trustee Hodsdon, Ms. Hastings reported that the KWD 2004 bond for the WTP will be extinguished in December 2020.

**B. Account Warrant**

Motion by Trustee Talbot, “to ratify the September 19, 2019 total warrant of checks released for \$224,084.22,” seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

**C. Outstanding Service Bills**

As had been discussed at a previous meeting, one suggested recommendation proposed by Runyon Kersteen Ouellette (RKO), KWD’s financial auditing firm, was to settle or abate old service receivables, typically invoices for work created by and billed to contractors independent of the regular KWD quarterly water bill. The Board members were furnished with a list of the oldest invoices dated 2016 and earlier, and Mr. Crouse briefly reviewed the details. The Trustees will consider a course of action for these invoices and discuss this at a future meeting.

**D. Other**

None

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

At 8:00 a.m., motion by Trustee Richards, “to enter Executive Session under MRSA Title 1, Section 405-6A, Personnel Discussions,” seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

At 8:30 a.m., Vice-President McCluskey brought the Board out of Executive Session.

**ITEM 5: MOTION ISSUES**

**A. Approval of Contract for:**

**a. Paving at Fairfield Booster Station**

The Board members were furnished with a Request for Authorization memo which included three bid proposals for the driveway paving at the Fairfield Booster Station.

Motion by Trustee Hodsdon, “to accept the low bid from Proseal, LLC for \$5,570 for the driveway paving at the Fairfield Booster Station” seconded by Trustee Talbot.

Vote: Motion carried unanimously.

**B. Other**

None

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

Trustee Fuller asked for an update regarding the land search for the new KWD Operations Center. Mr. Crouse responded that presently there are two properties under review for option to purchase agreements.

**ITEM 7: VALVE EXERCISING  
BRIEF PRESENTATION BY JARED BRAGDON**

Mr. Bragdon conducted a presentation overviewing the KWD distribution system valves, and the development of a valve exercising program.

**ITEM 8: GENERAL MANAGER'S REPORT****A. Updates to KWD Personnel Manual**

Mr. Crouse updated the Board members on some of the proposed changes to KWD's Personnel Manual. Mr. Crouse will provide a summary of changes that may have financial impacts on the District and present these at a future Board meeting.

**B. Downtown Waterville Water Main Replacement Project Update**

In addition to staff from the Maine Department of Transportation and City of Waterville, Mr. Crouse and Mr. Longfellow attended the latest meeting regarding the transportation and road reconstruction projects for Main and Front Street, Waterville, and addressed and answered questions from the public regarding KWD's planned main replacement project.

**C. M-4 Sale Finalization Progress**

As reported at the September 5<sup>th</sup> meeting, approval from the Federal Energy Regulatory (FERC) to transfer the FERC license from KWD to Messalonskee Stream Hydro, LLC is still pending; therefore, the sale of M-4, KWD's hydro station, has not yet been completed.

**D. KWD All Staff Meeting – October 4<sup>th</sup> at KWD Water Treatment Plant**

Mr. Crouse announced that KWD will be closing all operations on October 4<sup>th</sup> in order for employees to attend the KWD All-Staff Meeting.

**E. Other**

None

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

Vote: Motion carried unanimously.

**ITEM 9: PUBLIC PARTICIPATION**

None

Motion by Trustee Hodsdon, “to adjourn the meeting,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

Meeting adjourned at 9:50 a.m.

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Sue Markatine, Recording Secretary