

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – JANUARY 16, 2020 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; Alex Wild, Assistant Treasurer; Amy Sabins, Clerk; Al Hodsdon, Trustee; Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee

Trustees absent: Denise Bruesewitz, Trustee

Also present: Roger Crouse, KWD General Manager; Jeff Longfellow, KWD Engineer; Betty Hastings, KWD Finance Manager; Matt Zetterman, KWD Director of Technology; Benny LaPlante, KWD Customer Service Manager/Safety Coordinator; Jared Bragdon, KWD Operations Superintendent; Robbie Bickford, KWD Director of Water Quality; Mickey Furbush, KWD Maintenance Supervisor; Sue Markatine, Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

None.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE ANNUAL BOARD OF TRUSTEES' MEETING OF JANUARY 2, 2020.

Motion by Trustee Talbot, "to accept the minutes of the Annual Board of Trustees' Meeting of January 2, 2020," seconded by Trustee Wild.

Vote: Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the January 16, 2020 total warrant of checks released for \$130,846.54," seconded by Trustee Wild.

Vote: Motion carried unanimously.

ITEM 4: REVIEW OF DECEMBER FINANCIAL STATEMENTS

The Trustees were provided with the December/Preliminary Year-to-Date 2019 Income Statement and December 2019 Cash Flow Report. Mr. Crouse and Ms. Hastings responded to several questions from the Trustees regarding various aspects of these reports. It was noted that the year-to-date figures are pre audit and year-end closing journal entries.

ITEM 5: APPROVAL/MOTIONS NEEDED

A. Purchase of Replacement Class C Vehicle (#7) for WTP (bids due by January 14th)

The Board members were provided with the bid specifications document and request for authorization to purchase memo, which included three vehicle bid proposals, for a 2020 Chevrolet Equinox.

Motion by Trustee Earickson, “to accept the low bid from O’Connor Auto Park for the net price (after trade-in allowance) of \$21,210.00 for a 2020 Chevrolet Equinox,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

B. Truck #13 Engine Repair

The Trustees were provided with a memo detailing the diesel engine mechanical failure in the Operations and Maintenance department crew truck which is heavily utilized during the construction season, and two options for resolution. This truck is slated for replacement; however, the lead time from placing the order for manufacturing and combining the body to the chassis and vehicle delivery is approximately one year. Mr. Furbush explained the value of replacing the engine which would include a warranty plus increase the trade-in value versus repairing the vehicle which would not include a warranty and yield less trade-in value. The Trustees discussed these and other available options.

Motion by Trustee Dornish, “to authorize the engine replacement of the 2010 Ford F550 Crew Truck 13 by Whited Ford Truck Center for \$22,159.80,” seconded by Trustee Fuller.

Vote: Motion carried unanimously.

Mr. Crouse provided a memo for and the Trustees discussed an additional request for authorization outlining the reasons for requesting approval of sole sourcing to Hews Company, Inc. the purchase of a Maintainer utility body for the new crew truck. He noted that KWD could anticipate utilizing this utility body for two vehicle lifespans.

Motion by Trustee McCluskey, “to authorize the purchase of a Maintainer utility body from Hews Company, Inc. for \$72,585.00,” seconded by Trustee Dornish.

Vote: Motion carried unanimously.

C. Approval for Purchasing Services from Standard Waterproofing for Concrete Coating

The Board members were provided with a request for authorization memo to sole source to Standard Waterproofing services for coating the concrete in Clarifier 1 at the WTP. Standard Waterproofing successfully performed this same rehabilitation on Clarifiers 2 and 3.

Motion by Trustee Hodsdon, “to authorize the services of Standard Waterproofing to seal the concrete in Clarifier 1 at the WTP for the cost of \$13,000.00,” seconded by Trustee Dornish.

Vote: Motion carried unanimously.

D. Engineering Agreement with Wright-Pierce Engineers for Benton Ave Project Design

The Trustees were provided with a request for authorization memo to sole source to Wright-Pierce Engineers the design specifications for the Benton Avenue, Winslow, water main replacement project. Mr. Crouse explained that the Town of Winslow has contracted with Wright-Pierce Engineers for the sewer and storm drain design and combining the overall design projects is both logical and cost effective. Trustee Hodsdon recommended investigating the potential of combining the inspection services and related cost with the Town of Winslow for these projects.

Motion by Trustee Richards, “to approve the proposal from Wright-Pierce Engineers for the design of the Benton Avenue, Winslow, water main replacement project for \$40,200.00,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

E. Agreement with Pulse Marketing for Public Communications Services

The Board members were provided with and discussed a request for authorization memo outlining the proposed services to be provided by Pulse Marketing Agency in 2020. KWD will be seeking a Source Water Protection Grant from the Maine Drinking Water Program for one of the listed items, and, if approved, this would aid in reducing the overall 2020 cost.

Motion by Trustee Fuller, “to authorize the 2020 services proposed by Pulse Marketing Agency for \$13,640.00,” seconded by Trustee Dornish.

Vote: Motion carried unanimously.

F. Abatement of Outstanding Service Bills

The Trustees were provided with a request to abate old service receivables (2002 – 2016). These service receivables were for costs incurred by contractors and one uninsured motorist and are independent of the regular KWD quarterly water bill.

Motion by Trustee McCluskey, “to authorize the abatement of service receivables in the amount of \$5,083.25,” seconded by Trustee Earickson.

Vote: 7 in favor, 2 opposed, motion carried.

ITEM 6: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

None

ITEM 7: GENERAL MANAGER’S REPORT

A. Written Report

As part of their packet, the Trustees were provided with the General Manager’s Report for review. One item discussed today was the KWD hosting of a meeting with property owners whose land abuts KWD China Lake property to communicate KWD’s expectations regarding their access to KWD properties. In addition, other stakeholders, such as the China Lake Association and China Region Lakes Alliance, and the general public will be welcomed as a portion of this meeting will be dedicated to the upcoming KWD China Lake property projects of forest management and property line marking. After some discussion, the decision was made to send letters to the KWD land abutters in early spring regarding the KWD projects and to schedule the meeting on an evening weekday in July.

B. MRWA Membership

Mr. Crouse stated that KWD has received the invoice for the annual Maine Rural Water Association (MRWA) membership. Mr. Crouse reviewed the numerous services and resources MRWA provides, and the consensus of the Board was to renew this membership.

C. Other

None

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

Vote: Motion carried unanimously.

ITEM 8: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

A. MWUA Conference February 5th and 6th – Early Registration Deadline January 24th

Trustees who are interested in attending the Maine Water Utilities Annual Conference should submit their forms to Mr. Crouse for registration.

B. Consider Rescheduling February 6th Board Meeting to Avoid Conflict with MWUA Conference

After some discussion, the Board decided to change the regularly scheduled Board of Trustees’ meeting from Thursday, February 6th, at 7:30 a.m. to Tuesday, February 4th, at 7:30 a.m.

C. Other

Trustee Wild commented on the positive effect the addition of the KWD face book page and updating of the website has had on increasing public awareness and communication.

In response to a question by Trustee Fuller, Mr. Crouse stated that KWD is in the process of investigating the addition of a customer portal which would include such features as bill autopay and water usage data.

Trustee Hodsdon mentioned that a representative of Trafton Properties is willing to discuss the potential of KWD building the new Operations Center on a portion of the land off the Trafton Road.

Trustee Earickson was approached by a committee member of the Mid Maine Global Forum who inquired if the downtown Waterville construction project will hinder the annual Taste of Waterville event. Mr. Crouse answered that included in the specifications for this project is the clause that the contractor has to vacate Main Street on this day and the pavement must be intact.

Mr. Crouse reminded the Trustees that the second phase of the Rural Community Assistance Partnership (RCAP) training is scheduled for January 23rd at 5: 30 p.m. in the Business Office conference room.

ITEM 9: PUBLIC PARTICIPATION

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:15 a.m.

Sue Markatine, Recording Secretary