

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – FEBRUARY 20, 2020 at 7:30 AM**

The meeting was called to order at 7:30 a.m. by President Earickson.

Trustees present: Jeff Earickson, President; J. Michael Talbot, Treasurer; Alex Wild, Assistant Treasurer; Al Hodsdon, Trustee; Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee

Trustees absent: Mark McCluskey, Vice-President; Amy Stabins, Clerk

Alex Wild, Assistant Treasurer, left the meeting at 8:40 a.m.

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; 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 FEBURARY 4, 2020.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of February 4, 2020," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the February 20, 2020 total warrant of checks released for \$225,266.14," seconded by Trustee Wild.

Vote: Motion carried unanimously.

The Trustees were provided with the January/Year-to-Date 2020 Income Statement and January 2020 Cash Flow Report. Mr. Crouse responded to questions presented by the Board members.

ITEM 4: APPROVAL/MOTIONS NEEDED

A. Downtown Waterville Water Main Replacement Project Contract Award

The Board members were provided with a memo which included four bid tabulations for the downtown Waterville water main replacement project and bid evaluation and award recommendation correspondence provided by Wright-Pierce Engineers. Mr. Crouse explained the funding source and additional funding options for this project.

Motion by Trustee Hodsdon, “to accept the low bid from Ranger Construction Corporation for \$2,771,065.50 for the downtown Waterville water main replacement project,” seconded by Trustee Fuller.

Vote: Motion carried unanimously.

B. New Boat for Water Treatment Plant

The Board members were provided with a memo which included two bid tabulations for a new boat and the cost to repair the present 27-year old boat. This boat is utilized to collect water quality samples and to maintain the water intake boundary buoys in China Lake.

Motion by Trustee Hodsdon, “to accept the low bid from Mid-Maine Marine for a Lund ZLX200 pontoon boat for the net price (after trade-in allowance) of \$35,000,” seconded by Trustee Dornish.

At Trustee Fuller’s request, Mr. Bickford described the specifications of this boat.

Vote: Motion carried unanimously.

C. New Valve Maintenance Trailer

The Board members were provided with a request for authorization memo to purchase a new Valve Maintenance Trailer/Vacuum Unit from E H Wachs Company. Mr. Bragdon explained the functionality and efficiency of this unit.

Motion by Trustee Fuller, “to authorize the sole source purchase of a Valve Maintenance Trailer/Vacuum Unit from E H Wachs Company for the net price (after trade in allowance or outright sale of the current unit) of \$65,230.00,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

The Board members were provided with a memo which included three bid tabulations for a new work utility truck. The net bid prices include the cost of the Maintainer utility body previously approved by the Board and consider the trade-in allowance for the present truck.

Motion by Trustee Hodsdon, “to accept the low bid from Quirk Auto Group for a 2020 Ford F-550 Utility Truck for the net price (inclusive of the utility body and after trade-in allowance) of \$106,513.34,” seconded by Trustee Dornish.

Vote: Motion carried unanimously.

D. Personnel Manual Modifications

At the February 4th meeting, the Board members were provided with a memo seeking approval for and outlining two modifications to the KWD Personnel Manual. A few Trustees had requested additional information, which was provided as part of today’s Board packet, to aid in clarifying the change to the vacation day payout at time of retirement policy. Mr. Crouse further explained and answered questions from the Board members regarding this policy change.

Motion by Trustee Richards, “to approve the two modifications to the KWD Personnel Manual including the number of vacation days paid out at the time of employee retirement and an expansion of the language which prohibits employees from utilizing District assets for personal use and/or benefit,” seconded by Trustee Dornish.

Vote: Motion carried unanimously.

E. Agreement with Wright-Pierce for Construction Inspection/Administration

At the February 4th meeting, the Board members were provided with a request for authorization to contract with Wright-Pierce Engineers for construction administration and inspection services for the downtown Waterville water main replacement project. Several Board members had requested additional information regarding the inspection credentials and the hourly rate which was provided and discussed at today’s meeting.

Motion by Trustee Richards, “to execute a sole source agreement of up to \$248,000 with Wright-Pierce Engineers for the construction administration and inspection services for the KWD downtown Waterville water main replacement project,” seconded by Trustee Fuller.

Vote: Motion carried unanimously.

ITEM 5: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

None

ITEM 6: GENERAL MANAGER’S REPORT

As part of their packet, the Trustees were provided with the General Manager’s Report for review.

Mr. Laplante briefed the Board on the advantages of and system resources available due to the recent upgrade to the meter reading software mentioned in Mr. Crouse’s report.

Mr. Crouse commended the KWD staff for their dedication and efforts when responding to and repairing two recent challenging water main breaks, both in active areas and during inclement weather.

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

Vote: Motion carried unanimously.

ITEM 7: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

Trustee Earickson congratulated Trustee Hodsdon on his receipt of the Maine Water Utilities Association Lifetime Achievement Award.

ITEM 8: PUBLIC PARTICIPATION

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 8:47 a.m.

Sue Markatine, Recording Secretary