

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – APRIL 2, 2020 at 7:30 AM**

Note: Due to the state of emergency associated with the COVID-19 pandemic, KWD Trustees held this meeting through remote access. Notice of this meeting was posted on the KWD Facebook and Webpage.

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 Stabins, Clerk; Al Hodsdon, Trustee; (Remote Access) Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Denise (By Roll Call) Bruesewitz, Trustee

Trustees absent: None

Karl Dornish, Trustee, joined the meeting at 7:35 a.m.

Also present: Roger Crouse, KWD General Manager; Jeff Longfellow, KWD Engineer; Matt (Remote Access) Zetterman, KWD Director of Technology; Benny LaPlante, KWD Customer Service (By Roll Call) 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 MARCH 19, 2020.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of March 19, 2020," seconded by Trustee McCluskey.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Fuller – Yea, Trustee Richards – Yea, Trustee Bruesewitz – Yea. Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the April 2, 2020 total warrant of checks released for \$87,809.01," seconded by Trustee Wild.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea, Trustee Bruesewitz – Yea. Motion carried unanimously.

ITEM 4: APPROVAL/MOTIONS NEEDED

A. Masonry Sealing of Cool Street Building

The Board members were provided with a request for authorization memo which included proposals from three bidders to refurbish the exterior of the KWD Cool Street Business Office building.

Motion by Trustee Talbot, “to accept the low bid of \$5,785.00 from Robert and Sons Masonry, Inc. to clean, repoint, and sealcoat the KWD 6 Cool Street building exterior block walls,” seconded by Trustee Richards.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea, Trustee Bruesewitz – Yea. Motion carried unanimously.

B. Cool Street Driveway Sealing

The Board members were furnished with a request for authorization memo which included proposals from three bidders to sealcoat and restripe the KWD Cool Street Business Office parking lot.

Motion by Trustee Hodsdon, “to accept the low bid of \$4,238.00 from ProSeal, LLC to repair, sealcoat, and stripe the KWD 6 Cool Street parking lot,” seconded by Trustee Dornish.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea, Trustee Bruesewitz – Yea. Motion carried unanimously.

C. North Vassalboro Pump Station Roof Replacement

The Board members were provided with a request for authorization memo which included proposals from four bidders to replace the roof on the North Vassalboro Pump Station. At the request of Trustee Earickson, Mr. Longfellow explained the reasons for replacing the existing roof shingles with asphalt rather than switching to metal.

Motion by Trustee Fuller, “to accept the low bid of \$7,999.94 from Elite Exteriors Roofing and Siding Contractor to replace the North Vassalboro Pump Station roof,” seconded by Trustee McCluskey.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Abstained, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea, Trustee Bruesewitz – Yea. Motion carried.

D. Water Treatment Plant Flooring Replacement

The Board members were provided with a memo which included proposals from four bidders to replace the flooring in the WTP administrative areas.

Motion by Trustee Talbot, “to accept the low bid of \$7,649.22 from H. T. Winters Flooring to replace the WTP administrative flooring areas,” seconded by Trustee Dornish.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea, Trustee Bruesewitz – Yea. Motion carried unanimously.

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. Mr. Crouse updated the Board on the new developments regarding the Benton Avenue, Winslow, water main replacement project financing referenced in his report.

B. COVID-19 Impacts

Mr. Crouse informed the Board of and answered questions regarding the additional steps KWD has implemented to date to follow State of Maine and Maine Public Utilities Association guidelines, to reduce the risk of employee exposure to COVID-19, and to continue maintenance of KWD operations.

On behalf of the Board members, President Earickson commended Mr. Crouse on his performance of managing the KWD operations during the COVID-19 pandemic.

C. Recruitment for Finance Manager

Mr. Crouse informed the Trustees that several remote access interviews are scheduled for the KWD vacant Finance Manager position. Betty Hastings, who had worked for the District for more than 38 years as the Finance Manager, retired on March 27, 2020.

D. Other

The Trustees were informed that the temporary storage container which was located next to the Business Office has been emptied. The container owner has removed the unit. KWD will no longer incur the monthly cost of the container rental fee.

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

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea, Trustee Bruesewitz – Yea. Motion carried unanimously.

ITEM 8: DEPARTMENT REPORTS

As part of their Board packet, the Trustees were provided with and the respective managers reviewed and answered questions regarding the Monthly Department Reports.

ITEM 9: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

A. Other

None

ITEM 10: PUBLIC PARTICIPATION

None

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

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea, Trustee Bruesewitz – Yea. Motion carried unanimously.

Meeting adjourned at 8:30 a.m.

Sue Markatine, Recording Secretary