

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – MAY 21, 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, (Remote Access) Treasurer; Alex Wild, Assistant Treasurer; Amy Stabins, Clerk; Al Hodsdon, Trustee; (By Roll Call) Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee

Trustees absent: Denise Bruesewitz, Trustee, joined the meeting at 7:45 a.m. and left the meeting at 8:55 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; (Remote Access) Jeff Longfellow, KWD Engineer; Matt Zetterman, KWD Director of Technology; (By Roll Call) 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 MAY 7, 2020.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of May 7, 2020," 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. Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the May 21, 2020 total warrant of checks released for \$103,510.83," 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. Motion carried unanimously.

ITEM 4: REVIEW OF APRIL FINANCIAL STATEMENTS

The Trustees were provided with the April/Year-to-Date 2020 Income Statement, and a brief review was conducted.

ITEM 5: DISCUSSION OF SEARCH FOR LOCATION FOR NEW KWD FACILITY – NEXT STEPS

After the May 7, 2020 Board meeting, Mr. Crouse spoke with Ms. Nicole Rogers and Mr. Michael Chonko from SMRT Architects and Engineers and Mr. Owens McCullough from Sebago Technics, and they recommended creating a decision matrix as a tool to evaluate and prioritize criteria in order to rate property options objectionably. They proposed meeting with the Trustees and select KWD Staff to facilitate the assessing and compiling of the appropriate evaluation factors for the scoring matrix.

Mr. Crouse and the Trustees discussed this option and possible next steps to secure a new land site or revisiting KWD’s existing South Street facility. After a lengthy discussion with input from all Trustees, no decision was reached regarding an acceptable location or the development of a scoring matrix.

The option to purchase agreement for the Industrial Road, Fairfield, property is set to expire on June 25, 2020. After some discussion, the Board members were evenly split on whether to extend the option to purchase agreement to October 25, 2020. Mr. Crouse was directed to use his discretion to work with the property owner on an extension.

ITEM 6: APPROVAL/MOTIONS NEEDED

A. Approval of Maine Public Utilities Commission Annual Regulatory Assessment - \$24,559

i. 2019 Assessment was \$22,597

Mr. Crouse informed the Trustees that the Maine Public Utilities Commission (MPUC) Annual Regulatory Assessment is \$24,559. This amount is determined by annual revenues of a utility, and the percentage of time spent by the MPUC’s staff for water-utility related items in proportion to other utilities.

Motion by Trustee McCluskey, “to authorize the payment of \$24,559 to the Maine Public Utilities Commission for the Annual Regulatory Assessment Fee,” 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 – Abstained. Motion carried.

B. Vacation Buy Back

Due to the COVID-19 pandemic and State issued guidelines during this crisis, there has been disruptions in KWD’s normal operations and completion of projects. Mr. Crouse informed the Trustees that because of this, KWD will be entering the second half of the calendar year behind in some normal work routine areas and percentage of vacation usage. Therefore, he is seeking approval to offer the option to hourly employees to sell back up to 60 hours of vacation time in lieu of their utilizing this vacation time.

Motion by Trustee Richards, “to grant the General Manager authority to buy back up to 60 hours of vacation time from individual and interested hourly employees for the year 2020,” 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 – Abstained, Trustee Richards – Yea, Trustee Bruesewitz – Yea. Motion carried.

C. Other

Mr. Crouse informed the Trustees that there are a couple of bank accounts, one at Kennebec Savings Bank and one at Kennebec Federal Savings Bank, at which past KWD management are the only authorized signers. He requested that the Board grant the present KWD General Manager and KWD Finance Manager signature authority at these banking institutions.

Motion by Trustee Talbot, “to grant the General Manager, Roger Crouse, and Finance Manager, Amy Dyer, official rights and signature authority on behalf of the Kennebec Water District at the Kennebec Savings Bank and Kennebec Federal Savings Bank,” seconded by Trustee Fuller.

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.

For their review and comment, the Trustees were provided with a draft request for proposals to aid KWD in the completion of a Risk and Resilience Assessment and the development of the associated Emergency Response Plan as a result of this assessment. These are required documents to maintain compliance with the America’s Water Infrastructure Act (AWIA) of 2018. Mr. Crouse informed the Board that KWD has been awarded a grant from the Maine Drinking Water Program’s Capacity Development Grant Program for one-half of the cost for this project.

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. Referring to his report, Mr. Crouse stated that of the several potential new facility sites, a vernal pool was only detected on KWD’s Norridgewock, Fairfield, property.

B. Other

At Trustee’s Earickson request, Mr. Crouse reported that, although as anticipated some ledge has been encountered, the Downtown Waterville main replacement project is progressing as planned.

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

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. Motion carried unanimously.

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

None

ITEM 9: PUBLIC PARTICIPATION

None

ITEM 10: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

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. Motion carried unanimously.

Meeting adjourned at 9:20 a.m.

Sue Markatine, Recording Secretary