

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – JULY 16, 2020 at 7:30 AM
KWD WTP CONFERENCE ROOM**

Note: Due to the state of emergency associated with the COVID-19 pandemic, KWD Trustees held this meeting through both remote access and in person. 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 (Remote Access); Amy Stabins, Clerk; Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee (Remote Access)

Trustees absent: Al Hodsdon, Trustee

Denise Bruesewitz, Trustee, joined the meeting at 7:35 a.m.
J. Michael Talbot, Treasurer, left the meeting at 8:35 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineer (Remote Access); Matt Zetterman, KWD Director of Technology (Remote Access); Benny LaPlante, KWD Customer Service Manager/Safety Coordinator (Remote Access); Jared Bragdon, KWD Operations Superintendent (Remote Access); 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 JUNE 18, 2020.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of June 18, 2020," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the July 16, 2020 total warrant of checks released for \$825,506.84," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

ITEM 4: REVIEW OF JUNE 2020 FINANCIAL STATEMENTS

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

Mr. Crouse informed the Trustees that due to the COVID-19 pandemic and the directive from the Maine Public Utilities Commission that potential disconnection of water service notices and disconnection of water services are temporarily prohibited, some current customers' accounts are in arrears by over 90 days past the due date. To protect KWD's financial interest, KWD will begin the lien process for accounts which have two or more outstanding bills past the due date by 90 plus days.

ITEM 5: APPROVAL/MOTIONS NEEDED

A. SFY 2021 Drinking Water Program Annual Drinking Water Fee – \$13,325 (No change from previous year.)

Mr. Crouse informed the Trustees that the KWD annual assessment fee for the Maine Drinking Water Program is \$13.325. This program is a supportive regulatory agency for all Maine water utilities which helps the public water systems comply with the Federal Safe Drinking Water Act and state regulations, provides technical assistance, works with systems to support source water areas, and provides grants or loans for infrastructure improvements.

Motion by Trustee McCluskey, "to authorize the payment of \$13,325 to the Maine Drinking Water Program for the State Fiscal Year 2021 Assessment Fee," seconded by Trustee Fuller.

Vote: Motion carried unanimously.

B. 2020-2021 – MMA Property and Casualty Insurance Renewal – \$54,500 (Two Installments of \$27,250 each.)
i. The 2019 – 2020 Renewal was \$53,049

KWD recently received the premium renewal from the Maine Municipal Association (MMA) for the KWD property and casualty insurance.

Motion by Trustee Fuller, "to authorize the payment of \$54,500 to the Maine Municipal Association for KWD's 2020 – 2021 Property and Casualty Insurance premium," seconded by Trustee Richards.

Vote: Motion carried unanimously.

C. Risk and Resilience Assessment and Emergency Response Planning – Agreement Award

The Board members were provided with a request for authorization memo which included proposals from three bidders to aid KWD in the completion of a Risk and Resilience Assessment (RRA) and the development of the associated Emergency Response Plan (ERP) as a result of this assessment. These are required documents to maintain compliance with the America's Water Infrastructure Act (AWIA) of 2018 and must be submitted to the U. S. Environmental Protection Agency (EPA). Mr. Bickford reviewed this request and answered questions from the Trustees. He also informed the Board members that KWD has been awarded a grant from the Maine Drinking Water Program's Capacity Development Grant Program for one-half (up to \$13,500) of the cost for this project.

Motion by Trustee Talbot, "to accept the low bid of \$28,200 (\$13,500 to be reimbursed from the Maine Drinking Water Program) from Gradient Planning to complete a Risk and Resilience Assessment and Emergency Response Plan for KWD," seconded by Trustee Dornish.

Vote: 8 in favor, 1 opposed, motion carried.

D. On-line Customer Portal – Agreement Award

The Board members were provided with a request for authorization memo which included proposals from three bidders for an Online Customer Portal. Mr. Crouse, Mr. Zetterman, and Mr. LaPlante explained the features, advantages, and customer conveniences the portal provides and answered questions from the Trustees.

Motion by Trustee Fuller, “to accept the bid of \$108,132 from WaterSmart for the implementation of a new KWD Customer Portal,” seconded by Trustee Richards.

Vote: 8 in favor, 1 opposed, motion carried.

E. Continuation of KWD Payment of Credit Card Fees

The Board members were provided with a memo outlining KWD’s current practice of absorbing bank fees associated with processing customer bill payments by credit card and the related cost to KWD. With the implementation of an Online Customer Portal, there is the likelihood the method of paying by credit card will increase. KWD does have the option of charging a convenience fee to customers for the utilization of a credit card for payment; however, this could discourage customer use of and impede the benefits KWD will derive from an automated system.

Motion by Trustee Fuller, “to continue the current KWD process of absorbing bank transaction fees associated with customer credit card payments,” seconded by Trustee Stabins.

Vote: Motion carried unanimously.

Recently, President Earickson received a request from Waterville Community Land Trust, a nonprofit organization dedicated to improving neighborhoods in Waterville, for KWD to donate the installation of a water system for the purpose of watering a patio flower garden.

Motion by Trustee Fuller, “to aid Waterville Community Land Trust by providing in-kind services for the installation of a water system,” seconded by Trustee Richards.

The Board deliberated this subject at length before the vote. The overall consensus was to maintain KWD’s past precedent of declining charitable requests without bias.

Vote: 0 in favor, 8 opposed, motion failed.

ITEM 6: REVIEW OF NEW FACILITY SITE OPTIONS

The Trustees were provided with a memo from Mr. Crouse explaining two scoring modifications to the decision matrix which is being utilized to prioritize and evaluate properties for the new KWD facility. This matrix tool was used by select KWD staff to rate seven potential property sites. The outcome of this scoring was provided to the Trustees, and Mr. Crouse reviewed the results. The Trustees requested further evaluations of the two properties with the highest scores.

ITEM 7: GENERAL MANAGER’S REPORT

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

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

Vote: Motion carried unanimously.

ITEM 8: DEPARTMENT REPORTS

As part of their Board packet, the Trustees were provided with the Monthly Department Reports prepared by the respective managers.

Mr. Bickford briefed the Trustees on the recent pipe failure, the subsequent flooding and damages, and the plan and estimated cost for repairs. Kudos were given to all the employees who responded to this significant emergency and their actions taken to ensure that there was no interruption in customers’ water service.

Motion by Trustee Richards, “to accept the Department Reports as presented,” seconded by Trustee Dornish.

Vote: Motion carried unanimously.

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

The two Board meetings scheduled for August will be held at the KWD Water Treatment Facility in Vassalboro.

ITEM 10: PUBLIC PARTICIPATION

None

ITEM 11: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:35 a.m.

Sue Markatine, Recording Secretary