

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – AUGUST 20, 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 Vice-President McCluskey.

Trustees present: Jeff Earickson, President (Remote Access); Mark McCluskey, Vice-President; J. Michael Talbot, Treasurer (Remote Access); Alex Wild, Assistant Treasurer (Remote Access); Amy Stabins, Clerk (Remote Access); Al Hodsdon, Trustee; Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee

Trustees absent: Denise Bruesewitz, Trustee

Alex Wild, Assistant Treasurer, left the meeting at 8:50 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineer (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 (Remote Access); 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 AUGUST 6, 2020.

Motion by Trustee Dornish, "to accept the minutes of the Regular Board of Trustees' Meeting of August 6, 2020," seconded by Trustee Richards.

Vote: Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the August 20, 2020 total warrant of checks released for \$89,995.32," seconded by Trustee Wild.

Vote: Motion carried unanimously.

ITEM 4: DISCUSS FINANCIAL STATEMENTS/REPORTING PRESENTATION BY GENERAL AND FINANCE MANAGERS

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

Mr. Crouse conducted a brief slideshow presentation narrating the KWD Trustees' Fiduciary Oversight Responsibilities. Subsequently, Mr. Crouse and Mrs. Dyer reviewed the proposed changes to and additional information options for the financial reports provided to the Board members. Because a lengthy discussion ensued, the Trustees decided to table the remainder of this subject to the next meeting.

Motion by Trustee Richards, "to table the financial reporting and statements subject to the next meeting," seconded by Trustee Fuller.

Vote: Motion carried unanimously.

At this time, the Board members decided to enter into Executive Session.

At 8:45 a.m., motion by Trustee Hodsdon, "to enter into Executive Session under MRSA Title 1, Section 405-6C, Real Estate Transactions," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

At 8:55 a.m., Vice-President McCluskey brought the Board out of Executive Session.

ITEM 5: APPROVAL/MOTIONS NEEDED

A. Purchase and Installation of Crushed Stone in WTP Lagoon

The Board members were provided with a request for authorization memo which included proposals from two bidders for the cost of materials and installation to restore the lagoon's crushed stone layer.

Motion by Trustee Richards, "to accept the low bid of \$14,000.00 from Pike Industries and Fanado Pelotte Construction for the purchase and placement of the crushed stone for the lagoon," seconded by Trustee Fuller.

Vote: Motion carried unanimously.

ITEM 6: GENERAL MANAGER'S REPORT

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

Mr. Crouse informed the Trustees that a property owner (and/or their tenant), whose land abuts KWD China Lake West Basin shoreline property, has been trespassing, cutting vegetation, and leaving personal belongings on KWD land. The KWD property line is clearly marked, and the property owner has been informed previously, both verbally and in writing, not to trespass or cut vegetation on KWD land. Consequently, Mr. Crouse and Mr. Bickford have worked with legal counsel from Verrill to prepare a letter which will be hand delivered by a Sheriff to the owner and tenant. This letter requires that all personal belongings be removed and trespassing cease within 14 days.

Motion by Trustee Talbot, "to accept the General Manager's Report as presented," seconded by Trustee Dornish.

Vote: Motion carried unanimously

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

At Trustee McCluskey's request, Mr. Crouse updated the Board regarding the Huhtamaki, Inc. billing issue, and informed the Trustees that an invoice has been issued for the underbilled amount.

At Trustee Dornish's request, Mr. Crouse explained that Central Maine Motors is replacing the fiber optic cable KWD inadvertently hit during an excavation because it was unmarked at their cost. As was originally planned, KWD did pay for the pavement patch.

ITEM 8: PUBLIC PARTICIPATION

None

ITEM 9: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

Executive Session was entered into earlier in the meeting. See agenda item 4.

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:20 a.m.

Sue Markatine, Recording Secretary