

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – SEPTEMBER 17, 2020 at 7:30 AM**

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; J. Michael Talbot, Treasurer; Alex Wild, Assistant Treasurer (Remote Access); Amy Stabins, Clerk (Remote Access); Al Hodsdon, Trustee (Remote Access); Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee (Remote Access)

Trustees absent: Mark McCluskey, Vice-President

Alex Wild, Assistant Treasurer, joined the meeting at 7:45 a.m.
Denise Bruesewitz, Trustee, left the meeting at 8:35 a.m.
Al Hodsdon, Trustee, left the meeting at 8:35 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineering Manager (Remote Access); Matt Zetterman, KWD Technology Manager (Remote Access); Benny LaPlante, KWD Service Manager (Remote Access); Jared Bragdon, KWD Distribution Manager (Remote Access); Robbie Bickford, KWD Water Quality Manager (Remote Access); Sue Markatine, KWD Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

None.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF SEPTEMBER 3, 2020.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of September 3, 2020," seconded by Trustee Richards.

Vote: Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the September 17, 2020 total warrant of checks released for \$535,767.04," seconded by Trustee Richards.

Vote: Motion carried unanimously.

ITEM 4: REVIEW AUGUST 2020 FINACIAL REPORTS

The Trustees were provided with the August/Year-to-Date 2020 Income Statement and August 2020 Cash Flow report and a brief review was conducted.

ITEM 5: NEW FACILITY SITE LOCATION SELECTION

On September 12, 2020, Mr. Crouse, Mr. Owens McCullough from Sebago Technics, and several Board members toured the two sites which are being considered for the new KWD facility. After deliberating the suitability of the two sites, a motion was proposed.

Motion by Trustee Richards, “to authorize the General Manager to purchase approximately 18.4 acres on Drummond Avenue in Waterville at the purchase price of \$160,000 for the purpose of constructing a new KWD Operations Center and Business Office,” seconded by Trustee Dornish.

Vote: 7 in favor, 2 opposed, motion carried.

Subsequently, the Trustees discussed the process of hiring an engineering consultant firm for the finalization of the design for the new KWD Operations Center and Business Office. The consensus of the Board members was to put forth a request for qualifications to competitively select a firm for the design of this project.

ITEM 6: APPROVAL/MOTIONS NEEDED

A. Pavement Restoration on North Street Due to Maine Break

The Board members were provided with a request for authorization memo which included proposals from three bidders to restore the pavement on a portion of North Street in Waterville which was damaged due to a water main break.

Motion by Trustee Fuller, “to accept the low bid of \$12,000 from Levi’s Paving to complete the paving restoration on a portion of North Street in Waterville with a contingency of up to 30 percent additional pavement replacement and cost compensation if necessary,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

B. Payment to Tyler Technologies for Annual Application Services (Licensing, Software as a Service, etc.) for Software used for Billing, General Ledger, Payroll, etc. – \$48,938.30 (2019 Payment – \$44,210.00)

Mr. Crouse informed the Trustees that the renewal fee of \$48,938.30 with Tyler Technologies for the Annual Software Application Services for the KWD financial software is now due. This contract includes support, upgrades, information back-up, and security services. Mr. Crouse stated a portion of the increase is due to the recent addition of the Tyler Content Manager module.

Motion by Trustee Talbot, “to authorize the payment to Tyler Technologies for the annual Software Application Services in the amount of \$48,938.30,” seconded by Trustee Fuller.

Vote: Motion carried unanimously.

ITEM 7: GENERAL MANAGER’S REPORT

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

Mr. Crouse updated the Board members on the additional course of actions being taken by KWD to rectify the situation of a property owner (and/or the tenant) who has been trespassing on the KWD China Lake West Basin shoreline property.

Mr. Crouse informed the Board that the Maine Water Company – Oakland Division, which provides and sells KWD water to a portion of customers in the Town of Oakland, has accepted the KWD proposed changes to and is ready to finalize the contract between KWD and the Maine Water Company – Oakland Division.

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

Vote: Motion carried unanimously.

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

Trustee Stabins noted that there has been an instance where an employer and his employee(s) have served concurrently on the KWD Board. Although there have been no reservations of the integrity of these Board members, the Trustees discussed the appearance of a potential conflict with this type of situation.

The Board members discussed the recent offer from a tentative buyer interested in the KWD Fairfield/Waterville land for sale. At the Board’s direction, KWD counter-offered the buyer’s proposed price, and there has been no further communication from the potential buyer. At this time, it was the consensus of the majority of the Trustees to abide by the sale price they determined and take no further action.

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 Wild.

Vote: Motion carried unanimously.

Meeting adjourned at 8:58 a.m.

Sue Markatine, Recording Secretary