

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – OCTOBER 15, 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; Mark McCluskey, Vice-President (Remote Access); 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: None

Amy Stabins, Clerk, joined the meeting at 7:40 a.m.
Allan Fuller, Trustee, joined the meeting at 7:40 a.m.
Denise Bruesewitz, Trustee, left the meeting at 9:00 a.m.
Al Hodsdon, Trustee, left the meeting at 9:15 a.m.
J. Michael Talbot, Treasurer, left the meeting at 9:20 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); 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

Ms. Nicole Rogers and Mr. Michael Chonko from SMRT Architects and Engineers, and Mr. Owens McCullough from Sebago Technics were attendees via Zoom to conduct a Project Delivery Methods presentation.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF OCTOBER 1, 2020.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of October 1, 2020," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the October 15, 2020 total warrant of checks released for \$1,942,077.67," seconded by Trustee Wild.

Vote: Motion carried unanimously.

ITEM 4: REVIEW SEPTEMBER 2020 FINANCIAL STATEMENTS

The Trustees were provided with the September/Year-to-Date 2020 Financial Statements and Accounts Receivable Aging Report. Mrs. Dyer briefly reviewed the new formats and series of monthly financial reports developed by the Finance Sub-Committee consisting of KWD staff and Board members.

ITEM 5: RESUMPTION OF DISCONNECTION PROCEDURES – STATUS UPDATE

Mr. Crouse informed the Board members that per the Maine Public Utilities Commission's (MPUC) guidelines, Notice of Resumption of Disconnection Activities letters were mailed to customers whose account balances are in arrears. Beginning in November, the MPUC is permitting the resumption of the disconnection process of water service due to non-payment of bill(s).

ITEM 6: NEW FACILITY BUSINESS OFFICE AND OPERATIONS CENTER – NEXT STEPS

A. Project Delivery Method (Design-Bid-Build, Design Build, Construction Manager at Risk) – Presentation by SMRT and Sebago Techniques via Zoom – At Approximately 8:15 a.m.

Ms. Rogers conducted a slide presentation and together with Mr. Chonko and Mr. McCullough answered questions from the Board members regarding the three choices of project delivery methods being considered for the new KWD Operations Center and Business Office. After the close of the presentation, the Trustees discussed the three options, and a motion was proposed.

Motion by Trustee Richards, “to select the Construction Manager at Risk delivery method for the new KWD Operations Center and Business Office,” seconded by Trustee Fuller.

Vote: Motion carried unanimously.

B. Request for Qualifications and Selection of Consultant

Mr. Crouse had furnished the Board members with a proposed schedule of dates for each segment of the process associated with the selection of an engineering consultant firm to finalize the design of the new KWD Operations Center and Business Office. After a lengthy discussion, the consensus of the majority of the Trustees was to authorize Mr. Crouse to proceed with this timeline with discretionary authority to adjust if necessary.

ITEM 7: APPROVAL/MOTIONS NEEDED

A. Other

None

ITEM 8: GENERAL MANAGER'S REPORT

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

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

Vote: Motion carried unanimously.

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

None

ITEM 10: PUBLIC PARTICIPATION

None

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

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:35 a.m.

Sue Markatine, Recording Secretary