

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

Trustees absent: Denise Bruesewitz, Trustee

Alex Wild, Assistant Treasurer, joined the meeting at 7:40 a.m.
Al Hodsdon, Trustee, joined the meeting at 7:50 a.m.

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

ITEM 1: INTRODUCTION OF GUESTS

Ms. Sarah Whateley, Trustee elect from Waterville, and Mr. Bruce Williams, Trustee elect from Fairfield, attended today's meeting (Remote Access).

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

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

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Stabins – 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 December 17, 2020 total warrant of checks released for \$556,549.30," seconded by Trustee McCluskey.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Stabins – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea. Motion carried unanimously.

ITEM 4: REVIEW NOVEMBER 2020 FINANCIAL REPORTS

The Trustees were provided with the November/Year-to-Date 2020 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted.

ITEM 5: APPROVAL/MOTIONS NEEDED

A. Approval of Capital, Operating, and Cash Budgets for 2021

The Trustees were provided with the following documents: 1) Proposed 2021 Capital Budget; 2) Proposed 2021 Operating Budget; 3) Proposed 2021 Uncommitted Cash Reserves Budget; and 4) Operating Budget Category Descriptions. The Proposed 2021 Capital Budget was previously reviewed at the November 5, 2020 meeting, and the Proposed 2021 Operating Budget and Proposed 2021 Uncommitted Cash Reserves Budget were reviewed at the December 3, 2020 Board meeting. Mr. Crouse explained the adjustments to the Proposed 2021 Capital Budget and Proposed 2021 Operating Budget and answered questions from the Board members. The Trustees discussed the Proposed 2021 Operating Budget at length and decided that the details of the Salary and Wages budgeted category should be discussed in Executive Session.

Motion by Trustee Hodsdon, “to approve the 2021 Operating Budget with the exceptions of the Salary and Wages and Employee Pensions and Benefits category line items,” 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.

Motion by Trustee Richards, “to approve the 2021 Capital Budget and 2021 Uncommitted Cash Reserves Budget,” seconded by Trustee McCluskey.

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.

B. Approval of Changes to Personnel Manual (Earned Paid Leave)

The Board members were provided with a memo requesting approval for modifications to the KWD Personnel Manual. Mr. Crouse explained the proposed changes and answered questions from the Board members.

Motion by Trustee McCluskey, “to approve the proposed changes to the KWD Personnel Manual,” 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. Motion carried unanimously.

C. Approval of Changes to Procurement Policy (Good Will Payments)

As directed by the Board, Mr. Crouse provided a memo requesting approval for a modification to the Procurement Policy to incorporate a section for good will payments to homeowners impacted by water main breaks.

Motion by Trustee Richards, “to adopt a change to the KWD Procurement Policy by adding the Good Will Payments to Homeowners Impacted by a Main Break section,” seconded by Trustee Hodsdon.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Nay, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Nay, Trustee Richards – Yea. Motion carried.

D. Approval of Agreements for 2021 Water Treatment Chemical Purchases

The Board members were presented with a request for authorization memo which included a description of and the bid submittals for the supply of four bulk chemicals for the year 2021.

Motion by Trustee Talbot, “for the year 2021, to accept the low bids as follows: Sodium Hydroxide bid to Univar at \$1.9186 per gallon; Alum bid to GAC Corporation at \$1.21 per gallon; Sodium Hypochlorite bid to Harcos Chemicals at \$0.982 per gallon; and Fluoride bid to Univar at \$2.85 per gallon,” seconded by Trustee Hodsdon.

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.

E. Approval of Agreement with Tighe and Bond for Engineering Services

The Board members were provided with a request for authorization to execute an agreement with Tighe and Bond for Phase 1 – Preliminary Design of the Water Treatment Plant Chemical Storage Room Rehabilitation. After reviewing statements of qualifications from three engineering firms, KWD management staff determined Tighe and Bond best met KWD’s needs for this project. The Trustees discussed this proposal at length, and a motion was proposed.

Motion by Trustee Richards, “to approve the agreement with Tighe and Bond for Phase 1 – Preliminary Design of the Water Treatment Plant Chemical Storage Room Rehabilitation for up to \$29,400,” seconded by Trustee Stabins.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Nay, Trustee Talbot – Nay, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Nay, Trustee Dornish – Yea, Trustee Fuller – Nay, Trustee Richards – Yea. Motion carried.

ITEM 6: GENERAL MANAGER’S REPORT

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

In addition to his report, Mr. Crouse reviewed the fact that KWD was granted a loan with principal forgiveness through the Drinking Water State Revolving Fund (DWSRF) Program for the 2020 main

replacement projects. The DWSRF Program stipulates that before the principal forgiveness can be granted, the KWD Board members and Senior staff are required to participate in an Asset Management seminar presented by the Rural Community Assistance Partnership (RCAP). This training will be scheduled for two, two-hour evening sessions with the dates yet to be determined.

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

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

On behalf of the Board members, Trustee Talbot thanked out-going Trustees, Trustee McCluskey and Trustee Wild, for their service and dedication to the KWD Board.

ITEM 8: PUBLIC PARTICIPATION

None

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

A. Land Purchase Offer – Eccher/Somerset Woods Trustees

At 9:00 a.m., motion by Trustee Richards, “to enter Executive Session under MRSA Title 1, Section 405-6A, Personnel Discussions, and MRSA Title 1, Section 405-6C, Real Estate Transactions,” seconded by Trustee McCluskey.

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.

At 10:07 a.m., President Earickson brought the Board out of Executive Session.

As a result of Executive Session, a motion was proposed.

Motion by Trustee Talbot, “to reduce the 2021 Operating Budget Salary and Wages line item from \$1,615,544 to \$1,605,544,” seconded by Trustee Richards.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Nay, Trustee Dornish – Yea, Trustee Fuller – Nay, Trustee Richards – Yea. Motion carried.

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 10:10 a.m.

Sue Markatine, Recording Secretary