

**KENNEBEC WATER DISTRICT
ANNUAL BOARD OF TRUSTEES MEETING
THURSDAY – JANUARY 7, 2021 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 Trustee Earickson.

Trustees present: Jeff Earickson, Trustee; J. Michael Talbot, Trustee; Amy Stabins, Trustee;
(Remote Access) Al Hodsdon, Trustee; Karl Dornish, Trustee; Frank Richards, Trustee;
Allan Fuller, Trustee; Denise Bruesewitz, Trustee; Sarah Whateley, Trustee; Bruce
Williams, Trustee

Trustees absent: None

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, Recording
Secretary

ITEM 1: INTRODUCTION OF GUESTS

None.

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR
BOARD OF TRUSTEES' MEETING OF DECEMBER 17, 2020.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of December 17, 2020," seconded by Trustee Hodsdon.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 3: NOMINATIONS AND ANNUAL ELECTION OF BOARD OFFICERS

- a. President**
- b. Vice President**
- c. Treasurer**
- d. Assistant Treasurer**
- e. Clerk**
- f. Assistant Clerk**

After some discussion, a motion was made to nominate the available positions for the 2021 KWD Board of Trustees Officers.

Motion by Trustee Talbot, "to elect the following slate of officers for 2021: Al Hodsdon, President; Amy Stabins, Vice President; J. Michael Talbot, Treasurer; Jeff Earickson, Assistant Treasurer; Sarah Whateley, Clerk; Roger Crouse, Assistant Clerk," seconded by Trustee Fuller.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 4: ANNUAL BOARD APPROVAL PROVIDING KWD AUTHORITY TO FILE LIENS:

- a. Motion needed: “To commit the authority for collection of the rates and other charges of the Kennebec Water District in 2021 to the Treasurer of the Kennebec Water District Board of Trustees.”**

It was the consensus of the Trustees to commit to the KWD Treasurer/Assistant Treasurer the KWD rates and other charges for collection.

Motion by Trustee Hodsdon, “to commit the authority for collection of the rates and other charges of the KWD in 2021 to the Treasurer/Assistant Treasurer of the KWD Board of Trustees,” seconded by Trustee Williams.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 5: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, “to ratify the January 7, 2021 total warrant of checks released for \$148,581.15,” seconded by Trustee Richards.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 6: APPROVALS/MOTIONS NEEDED

The Board members were provided with a request for authorization memo which included proposals from two bidders for the coating of the concrete walls inside two filters at the KWD Water Treatment Plant (WTP).

Motion by Trustee Hodsdon, “to accept the low bid from Marston Industrial Services for \$13,400 for the coating of the concrete walls inside two filters at the WTP,” seconded by Trustee Richards.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 7: GENERAL MANAGER’S REPORT

As part of their Board packet, the Trustees were provided with the General Manager’s Report for review. Mr. Crouse updated the Board on a few items at today’s meeting.

The apparent low bidder for the Benton Avenue, Winslow, KWD water main replacement project was Ranger Contracting, Inc. KWD staff anticipates seeking Board approval for this project at the January 21, 2021 meeting. Subsequently, Ranger is the apparent low bidder for Town of Winslow' sewer and storm drain replacement project on Benton Avenue. Having one contractor for the two projects will be more efficient logistically and should result in significant cost savings.

With direction from Mr. Bickford, Pulse Marketing Agency has developed a one-minute video stressing the importance of protecting the China Lake water quality. Mr. Crouse presented this video, which was funded by a Maine Drinking Water Program Source Water Protection grant. This video is now available on the KWD website and Facebook page.

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

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. 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.

Trustee Earickson inquired and was informed by Mr. Zetterman that interested Board members could potentially begin testing the new customer portal around the beginning of February.

Several Trustees requested additional information regarding the hydrant flow rates referred to in Mr. Bragdon's report.

Motion by Trustee Richards, "to accept the Department Reports as presented," seconded by Trustee Talbot.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

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

The Board members thanked Trustee Earickson for serving as President of the KWD Board of Trustees for the past two years.

Board members discussed several topics including the pending new KWD Annual Report, low interest rates and the benefit of borrowing money now, PFAS contamination in private wells in Fairfield and what role KWD could play, and COVID-19 impacts on KWD and response plans in place if employees are COVID positive.

ITEM 10: PUBLIC PARTICIPATION

None

ITEM 11: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS**A. Land Purchase Offers****B. General Manager 2021 Performance Evaluation**

At 8:30 a.m., motion by Trustee Talbot, “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 Dornish.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

At 9:40 a.m., President Hodsdon brought the Board out of Executive Session.

On behalf of the Board, Trustee Talbot commended Mr. Crouse on his achievements at KWD, and proposed a motion.

Motion by Trustee Talbot, “to award a 3.0 percent wage increase to the General Manager effective January 1, 2021 and to award a performance incentive bonus of \$3,000 to be included in the next pay cycle,” seconded by Trustee Dornish.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

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

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

Meeting adjourned at 9:45 a.m.

Sue Markatine, Recording Secretary