

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – AUGUST 19, 2021 at 7:30 AM**

Note: KWD Trustees held this meeting at the KWD Water Treatment Plant. 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 Stabins.

Trustees present: Amy Stabins, Vice-President; J. Michael Talbot, Treasurer (Remote Access); Jeff Earickson, Assistant Treasurer; Sarah Whateley, Clerk (Remote Access); Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee (Remote Access); Bruce Williams, Trustee

Trustees absent: Al Hodsdon, President

Denise Bruesewitz, Trustee, left the meeting at 8:42 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); Robbie Bickford, KWD Water Quality Manager; Sue Markatine, KWD Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

A. Introduce New KWD Employee

Mr. Chad Merrill, KWD's newly employed Distribution Technician, was introduced and welcomed by the Board members.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF AUGUST 5, 2021.

Motion by Trustee Fuller, "to accept the minutes of the Public Hearing and Regular Board of Trustees' meeting of August 5, 2021," seconded by Trustee Richards.

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

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the August 19, 2021 total warrant of checks released for \$242,082.27," seconded by Trustee Earickson.

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

ITEM 4. REVIEW JULY 2021 FINANCIAL REPORTS

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

ITEM 5: APPROVALS/MOTIONS NEEDED**A. Ortho-Poly Phosphate Purchase**

The Trustees were provided with a request for authorization memo which included proposals from two bidders (three were invited to bid) for the purchase of the annual supply of the chemical ortho-polyphosphate.

Motion by Trustee Earickson, “to accept the low bid from Shannon Chemical Corporation for \$13,440 for 2,000 gallons of ortho-polyphosphate,” seconded by Trustee Williams.

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

ITEM 6: TRUSTEE STANDARD OPERATING PROCEDURE

The Board members were provided with a copy of the KWD Trustee Standard Operating Procedure (SOP) document with proposed revisions reflecting changes/additions to the Remote Participation in Public Proceedings and Public Remote Attendance and Participation sections. A sub-committee consisting of Trustee Stabins, Trustee Richards, Trustee Talbot, Mr. Crouse and Ms. Markatine will review the total KWD Trustee SOP document and present additional recommended changes to the Board.

The Trustees also had a general discussion regarding the possibility of video recording and/or live streaming the Board meetings for public viewing. Mr. Crouse and Mr. Zetterman will explore different options and the associated cost for video recording and live streaming and report back to the Board.

ITEM 7: GENERAL MANAGER’S REPORT

The Trustees were provided with the General Manager’s report, and a brief review was conducted by Mr. Crouse.

The Board members also briefly discussed a KWD China Lake watershed management plan.

In response to a question by Trustee Fuller, Mr. Crouse reviewed KWD’s participation and his insight regarding the potential expansion of KWD water service to the areas in the Town of Fairfield affected by PFAS contamination.

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

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

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

Trustee Stabins stated she has enrolled in the auto-pay feature on the KWD Customer Portal and asked the reason this is not reflected in writing on her water bill. Mr. Crouse explained the programming challenge to have this message indicated on the water bill. However, there is a plan to explore adding this verbiage to the water bill when upgrading to other planned enhancements in the future.

Trustee Stabins stated she will be unavailable to attend the September 2, 2021 Board meeting.

ITEM 9: PUBLIC PARTICIPATION

None

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

At 8:30 a.m., motion by Trustee Talbot, “to enter Executive Session under MRSA Title 1, Section 405-6D, Labor Contract Discussion,” seconded by Trustee Earickson.

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

At 8:58 a.m., Vice-President Stabins brought the Board out of Executive Session.

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

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

Meeting adjourned at 8:59 a.m.

Sue Markatine, Recording Secretary