

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – APRIL 21, 2016 at 7:30 AM**

The meeting was called to order at 7:30 a.m. by President Hodsdon.

Trustees present: Al Hodsdon, President; Karl Dornish, Vice-President; J. Michael Talbot, Treasurer; Jeff Earickson, Assistant Treasurer; Gary Coull, Trustee; Mark McCluskey, Trustee; Bill Boucher, Trustee; Patricia Gorman, Trustee

Trustees absent: Allan Fuller, Clerk; Joan Sanzenbacher, Trustee

Also present: Jeff LaCasse, General Manager; Jefferson Longfellow, KWD Engineer; 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 APRIL 7, 2016.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of April 7, 2016," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

### ITEM 3: FINANCIALS

#### A. ACCOUNT WARRANT

April 21, 2016

CHECKS RELEASED		Check	Dollar
Vendor	Description	Date	Amount
A-Copi Imaging Systems	Quarterly Copier Maintenance Agreement-2 Copiers	04/01/16	146.25
Central Maine Power	Monthly Electricity-Variou Locations	04/01/16	6,549.91
Constellation NewEnergy Inc.	Monthly Electricity-Variou Locations	04/01/16	3,598.30
Electrical Controls of Maine	Arc Flash Analysis-WTP	04/01/16	3,433.56
IDEXX Distribution Inc.	Quanti-Tray for Testing-WTP	04/01/16	212.71
Karen E. Jimenez	Customer Sold Home-Reimburse Credit Balance	04/01/16	50.85
Joseph's Sporting Goods	Employees Clothing	04/01/16	151.20
Kennebec Auto Service	Oil Change & Inspection-Tk 14/New Tires-Tk 21	04/01/16	535.68
Kennebec Water District	Monthly Petty Cash	04/01/16	47.37
Maine Municipal Association	Workers Compensation Premium	04/01/16	8,398.50
Maine Oxy/Spec Air Gases & Tech.	Welding Mask Batteries	04/01/16	9.20
Maine Water Utilities Association	Workplace Safety Seminar-2 Employees	04/01/16	100.00
Maine Water Works Supply	Meter Spuds/Tapping Sleeve/Tapping Valve	04/01/16	2,374.70
New England Water Works Assoc.	Excavation Safety Seminar-3 Employees	04/01/16	1,170.00
E. J. Prescott Inc.	Korner Horns	04/01/16	1,588.69
Quill Corporation	Copy Paper/Staples/Envelopes/Lead/Clips	04/01/16	526.40
Snow Pond Technology Group Inc.	New Internet Connection & Troubleshoot Networking	04/01/16	240.00
Super Shoe Stores Inc.	Employee Clothing	04/01/16	89.98
Total Quality Machine & Fab.	Weld Hooks onto New Backhoe Buckets	04/01/16	270.00
US Bank Corporate Trust Boston	Maine Municipal Bonds 1996 & 2009 Interest Due	04/01/16	64,034.41
Utilitronics	Magnetic Locator/Pump	04/01/16	995.66
Town of Vassalboro	Quarterly Real Estate Taxes	04/01/16	7,724.35
Verizon Wireless	Monthly Service & 6 Tablet Purchases	04/01/16	1,032.68
Walmart Community/GEMB	Development of Pictures	04/01/16	24.92
F. W. Webb Company	Tee/Fittings/Reducers	04/01/16	29.47
Winslow Supply Inc.	Pipe Insulation/Tube Strap	04/01/16	11.44
Postmaster	Bulk Mail Postage-Billing	04/06/16	312.27
Kennebec County Reg. of Deeds	Water Lien Discharge Fee-1 Property	04/07/16	22.00
Maine Public Emp. Retirement	Monthly Employer Contribution	04/12/16	8,356.37
Treasurer, State of Maine	Monthly Sales Tax	04/12/16	3,088.59
MainePERS	Monthly Group Life Premiums	04/12/16	642.88
C & J Trailer Repair & Towing	Alternator Repair-Tk 1	04/13/16	572.73
Central Maine Power	Monthly Electricity-Taylor Avenue	04/13/16	33.98
CMC Technology Group	Updated and Reset Telephone Extensions	04/13/16	156.50
Earthlink Business	Monthly Long Distance Telephone Service	04/13/16	320.14
Electrical Controls of Maine	Arc Flash Analysis-WTP	04/13/16	5,090.00
Fabian Oil Inc.	Propane	04/13/16	180.61
FedEx	Freight Charge for UCMR3 Sampling for EPA	04/13/16	159.99
Galeton Gloves	Gloves-Variou Sizes	04/13/16	766.85
GW	Monthly Internet Service	04/13/16	224.82
Hach Company	Lab Testing Supplies-WTP	04/13/16	957.39
Home Depot Credit Services	Mops/Floor Sealer-WTP	04/13/16	55.65
J & S Oil Company Inc.	Diesel Fuel	04/13/16	39.81
K L Jack & Company Inc.	High Intensity LED Rechargeable Worklight	04/13/16	72.16
Kodiak Steel Company	Pipe	04/13/16	42.96

M C Disposal Inc./DBA CMD	Monthly Rubbish Removal	04/13/16	88.00
Maine Water Works Supply	Service Box Repair Lids/Blue Flags/Service Boxes		
	Service Box Covers/Valve Rubber/Packing/SS Rods	04/13/16	3,007.48
Treasurer, State of Maine	Water Test	04/13/16	190.00
Motor Supply Company	Wiper Blades & Fuses-Tk 11	04/13/16	31.42
Staples Credit Plan	Ink Pack	04/13/16	67.34
Utilitronics	Verifier GC Utility Locating Package	04/13/16	3,547.90
Walmart Community/GEMB	Batteries/Tissue	04/13/16	39.85
Winslow Supply Inc.	Couplings/Nipples/Ball Valves/Tubing	04/13/16	67.86
Postmaster	Bulk Mail Postage-Billing	04/13/16	339.00
<b>TOTAL WARRANT</b>			<b>\$131,820.78</b>

Motion by Trustee Talbot, “to ratify the total warrant of checks released for \$131,820.78”, seconded by Trustee Earickson.

Trustee Dornish asked for a further explanation for the payment made to Galeton Gloves for \$766.85. Mr. LaCasse explained that these are several dozens of construction grade gloves of various sizes which will be used throughout the summer/fall construction season.

Vote: Motion carried unanimously.

## **B. Discussion of Draft Year-End Financials and Audit Reports**

For their review, the Trustees had been provided with the following: 1) Mr. LaCasse’s Narrative on 2015 Year-End Financials with Auditor’s Comments; 2) Draft Copy of KWD’s 2015 Financial Statements with Independent Auditor’s Report; and 3) Draft Copy of KWD’s 2015 Reports Required by Government Auditing Standards. Mr. LaCasse and the Board discussed the audit and the financial reporting requirements determined by Runyon Kersteen Ouellette, KWD’s auditing firm. To begin, Mr. LaCasse reviewed that the annual audit process is a financial statement audit required of quasi-municipal utilities to ensure that proper accounting practices are being used and financial status is being accurately detailed. This audit process differs from a forensic audit in which the audit firm is tasked with dissecting all financial transactions to determine if fraud is present. Overall, the audit conducted by this firm found KWD to have solid accounting standards and fair reporting of its financials. The report also included a few proposed recommendations by the auditing firm.

The first item discussed was the request from the auditors to accrue all meter readings made prior to the year-end and the income which is expected for those accounts. The accounts are not actually billed until January. In review, due to the historical accounting of the KWD billing cycle and although meters continue to be read, quarterly invoices are not released in December but are released in January, with customers receiving four bills annually. There are approximately a dozen accounts, such as the Huhtamaki Manufacturing Plant, that have large meters and high consumption and are read and billed on a monthly basis including December. KWD has had approximately five different auditing firms since 1980 and no other firm has required this type of accrual for the billing accounting. In addition to this being an extremely time consuming task, it will also misrepresent the revenues for comparison purposes for 2015. However, if this change in procedure is required and not just recommended for KWD and is conducted annually going forward, the revenues should be comparable over time. Trustee McCluskey inquired if other water utilities bill similar to the KWD method. Mr. LaCasse replied he is unsure of the particulars of other utilities’ billing and accounting

particulars, although for many years, Mr. Malcolm Horton, from Horton, McFarland & Veysey, LLC, conducted the KWD audit and many other water utility audits throughout the State and he never requested this billing accrual. It was the consensus of the Trustees that Mr. LaCasse should inform the auditor that as per Board directive, KWD is not inclined to change the billing method to accruing for the prospective income from reads collected prior to year-end but are actually billed in January. Mr. LaCasse did inform the Board that Mr. Hank Farrah, one of the principals of the firm and participant of the KWD audit, will not be available for a consult until April 26<sup>th</sup>. Trustee McCluskey made the suggestion that the auditors could attend a Board meeting to further explain and expand on their accounting requirements.

The next item discussed was the surplus monies KWD received from MainePERS in 2015 and the overall accounting method required by the auditing firm. As had been reviewed at the previous meeting, originally, and with the guidance from the Maine Public Utilities Commission the Board decided to place the monies in a reserve account to be utilized to fund the KWD pension liability going forward. In essence, this is the same means in which the monies were utilized and accounted for when MainePERS had possession of the funds. The auditors are now requiring KWD to reallocate the surplus monies from the reserve account to an “extraordinary income account”, and to record the monthly KWD pension contribution as an expense. This accounting differs from how KWD had been handling the money. KWD had entered the money into a dedicated reserve account with monthly employer contributions to MEPERS premiums transferred from the reserve fund. Due to the RKO required reporting change, the financial reports will be skewed for comparison purposes for the next few years and when reporting financial information for bond issuance and a potential rate hike. Because the MEPERS funds have essentially been “owned” by KWD for numerous years and solely utilized for the employer portion of the pension expense with the only change being that MEPERS administered the transfer from fund to premium payment, the Board questioned the fact that the funds are now being forced to be declared as income and contemplated if there is a different means to record the funds. Trustee Hodsdon commented that he feels it should be accounted for and considered a “transfer of asset” rather than income.

If the recording change of the MEPERS fund stands and is no longer allowed to be in a reserve account, the offshoot is that KWD will not have restrictions on how the funds are utilized. Trustee Coull commented that these monies were originally dedicated to supply the employer portion of the retirement system, and it had been the consensus of the Board that, for the time being, to continue to utilize the funds for this purpose. He inquired if this continues to be an option, and Mr. LaCasse replied affirmatively. The money could be moved to a dedicated reserve account similar to those for the tank painting and granular activated carbon replacement at the WTP. However, as with the current reserve accounts, if KWD desires to utilize the funds for another purpose the change would have to be approved by the Maine Public Utilities Commission (MPUC). A primary requirement of expense reserve funds is that they cannot be used for purposes other than those designated upon creation of the reserve fund. Trustee Hodsdon noted on the draft financial reports that the bond debt will decrease substantially in 2021 and contemplated if the surplus funds could potentially be utilized until that period to delay a rate increase. In consideration of this, although forecasting for several years would be difficult due to the nature of the industry, he pondered if a pro forma could be compiled for the next five years. Mr. LaCasse stated that accurate budgeting for more than a couple years would be difficult. Trustee Coull pointed out that this capital funding plan has been discussed to some degree at previous meetings and the recommendation has been to issue new bonds without increasing the rate structure at that time to fund a major capital improvement plan for upgrades to the water treatment plant and major main replacements. Although KWD does make improvements and replacements to its infrastructure annually, due to budgetary constraints like most

other water utilities across the county, it has difficulty adhering to the recommended replacement of pipes on a hundred year schedule. If KWD decides to delay a near term rate increase and use the MEPEERS funds to offset the growing deficit for the next few years, the expected consequence would be that a much larger rate increase will eventually be required to fund expected those increased operational shortfalls. Bonds can be issued for capital improvements and infrastructure upgrades, but not for operational expenses.

Trustee McCluskey asked if KWD has a “sophisticated” asset management plan. Mr. LaCasse replied that KWD does not have a formal written asset management plan but it does have an asset management program including a main replacement priority rating system which takes into consideration several criterions. KWD plant staff is currently implementing the CUPSS software tool to complete an asset management plan for the plant and some other KWD infrastructure components.

In addition to the above, new this year is the Governmental Accounting Standards Board (GASB) Statement No. 68 which dictates methods to recognize and account for liabilities for pension plans. MainePERS, which administers KWD’s retirement system, is responsible for providing this financial schedule annually. Unfortunately, MainePERS follows a different fiscal year (July 1 to June 30) than KWD (Calendar Year), and these accounting entries this year did not become available until April. The auditors delayed the final draft of the annual financial reports until these figures became available. That delay also resulted in a necessary delay in the filing of the annual MPUC Report by KWD and an extension had to be requested. If a change to the method of accounting for this pension liability is not allowable, this will continuously delay the finalization of the financials for future years. Subsequently, processing the monthly financials for the new accounting year becomes pushed back as those figures cannot be finished until the prior year is finalized. Mr. LaCasse suggested computing an accrual figure for this entry to include in year end financials and an adjustment be made to the following year end financials to account for any change from the previous year’s estimate. In fact, the specific numbers prepared by the MainePERS for each entity are actuarial projections and are dependent on many constantly varying factors. The pension liability is required to be included per GASB 68 standards, but Mr. LaCasse suggested the adjustment method might be appropriate for situations like KWD’s where there are other pressing financial reporting needs. It has been confirmed that at least one other water utility accounting firm is utilizing a different type of accounting approach for this entry in order to finalize the annual financial statements in a timely manner. Because of the delayed closing of the 2015 financial year, Mr. LaCasse has been delayed from filing required 2015 financial information to the Maine Municipal Bond Bank for the Western Avenue Pump Station project and to the MPUC for the potential rate increase and authorization for issuance of securities. Because KWD is required to file annual financial statements with its financial bond trustees, Trustee Earickson asked if this delay will damage KWD’s credit rating. Mr. LaCasse replied that the agencies request these reports annually, but typically will allow a grace period to submit these reports. He suggested it should not be an issue.

Continuing with the audit discussion, Trustee Earickson asked for Mr. LaCasse to comment on the recommendation by the auditors for increased segregation of duties, for instance removing the checking signing authorization from the Finance Manager, Betty Hastings, due to the fact that she reconciles the bank statements. Mr. LaCasse began by stating that, in the past every auditor had an interview session with him as part of the audit and discussed with him any modifications they might be recommending to the financial operations. He had expected this interview, but it did not occur with this auditing firm. He really became aware of the new requests/requirements only after discussing the audit with Finance Manager Betty Hastings after the departure of the auditors. In reference to the additional segregation of duties, Mr. LaCasse informed the Board that Betty does not

process any of the customers' payment receipts received by the office. In addition, there are numerous procedures and multiple security processes performed on a daily basis, including approval authorizations, for the processing of both the accounts payable and the accounts receivable. The auditor's suggestion of a disaster recovery plan was also questioned. Presently, KWD backs up its financial data on a daily basis and the back-up hard drives are taken off site to a secured location. Although some recommendations had some validity, Mr. LaCasse commented that if the audit interview had occurred as it had in the past, the auditor would have been better enlightened regarding the matters proposed for improvement.

Mr. LaCasse will consult with the auditing firm, request participation of the auditing firm at a Board meeting if warranted, and report his findings to the Trustees for further discussion.

**C. Other**

None

**ITEM 4: MOTION ISSUES**

**A. Other**

None

**ITEM 5: TRUSTEES**

**A. Comments, Concerns, Ideas**

Trustee McCluseky asked if there is a target date for the start of the KWD Intake Building rehab. Mr. LaCasse replied that KWD's contractor, Sheridan Construction, is in the process of completing a couple of its other jobs and plans on providing a work schedule on the Intake Building in a couple of weeks.

**B. Other**

Trustee Dornish informed the Board that he will not be in attendance for the May 5<sup>th</sup> meeting.

**ITEM 6: ENGINEER'S REPORT**

**A. Engineer's Report**

Mr. Longfellow stated he is in the process of completing the specifications for the soliciting of bids for the KWD main replacement capital projects. He added that the City of Waterville's new excavation permit fee structure now increases the cost for main replacement projects.

Josh Couture, KWD's Assistant Engineer, has been updating the computerized work time sheets to increase the ease of use and efficiency of the information. In addition, he continues to

improve the accuracy of information in the KWD Geographic Information System, working on the areas of Lincoln Street, Washington Street, and Kennedy Memorial Drive, Waterville.

Trustee Boucher inquired about the upcoming paving job on Bay Street, Winslow. Mr. Longfellow explained that this is a continuation of the 2015 MDOT project. In 2015 this project was put on hold for the winter and the upper layer of the pavement was not applied. The KWD crew will again be adjusting valve boxes to accommodate this job. Mr. Longfellow also confirmed that the KWD service line to the Bay Street lot where the previous carwash and Red Barn were located is large enough to accommodate the new business set to be constructed.

Trustee Hodson asked Mr. Longfellow to comment on his trip to Washington, D. C. as a participant in the American Water Works Association Fly In conference. Mr. Longfellow stated that due to conflicting schedules, only the two Senators could meet with the group. However, there were productive discussions including the subject of lead levels in drinking water and the fact that new regulations will be forthcoming.

Motion by Trustee Talbot, “to accept the Engineer’s Report as presented,” seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

## **ITEM 7: GENERAL MANAGER’S REPORT**

### **A. Project Update (Personnel Changes Impact)**

Mr. LaCasse informed the Board that a few of the staff members at various agencies he has been communicating with regarding the Western Avenue Pump Station (WAPS) upgrade have changed or will be changing. The first change is his contact at the Maine Municipal Bond Bank. Mr. LaCasse, however, is familiar with the replacement as he worked successfully with him on the 2011 KWD bond issue. The second change is that the Maine Drinking Water Program Chief Engineer and Project Manager for the State Revolving Funds program has retired (but has been rehired as a consultant until the position can be filled). Therefore, there will be a different project management team reviewing the KWD SRF documentations going forward. Mr. LaCasse commented that these changes should not cause a delay in forward progress of the WAPS project.

KWD has received a copy of the initial design work for the WAPS upgrade to date for review from Wright-Pierce Engineering. There will be continued work on this design throughout the next month. Trustee Hodsdon asked for an update on the CMP involvement regarding this project. Mr. LaCasse informed the Trustees that he and Wright-Pierce staff have met and will continue to meet with the CMP rep to discuss various aspects of this project; however, the majority of the complex electrical details have been devised. Mr. LaCasse has also been in discussions with Mr. Pelletier from CMP regarding the revisions to the interconnection agreement between CMP and KWD. Although the M-4 hydro-station will no longer be directly connected to the WAPS, the electricity from M-4 can still be used to “power” the WAPS by utilizing and remotely syncing the two meters, one at M-4 and one at the WAPS, to obtain a net consumption reading. Trustee Hodsdon asked if KWD has a contract for the purchasing of electricity. Mr. LaCasse explained that KWD has a contract for the supply portion of the electricity with Constellation NewEnergy Inc. for its three primary usage facilities (WAPS, Chase Avenue Pump Station, and WTP - all considered as medium

service users by CMP). KWD receives a separate bill from CMP for these locations for the fixed demand and delivery charges (and its other smaller locations for generation, fixed demand, and delivery charges). Trustee Hodsdon suggested that KWD try to get a single consolidated contract with CMP for supply for all its services.

## **B. Intake Protection Zone Plan**

At the previous meeting, the Board authorized Mr. LaCasse to write a letter supporting the Town of Vassalboro and State of Maine ramp replacement project at the China Lake Vassalboro boat launch. The Trustees also decided, because the launch is not being re-located at this time, to increase the protection surrounding the KWD intake pipe making it less accessible. Presently, KWD has six buoys and two of these are slightly damaged (pictures were circulated).

Mr. LaCasse explained that KWD presently has applied to the Maine Drinking Water Program (MDWP) for a source water protection grant (SWPG) for a survey to assess camp roads surrounding China Lake to determine soil runoff which is a huge contributor to lake phosphorus. Mr. LaCasse has spoken to the MDWP and, if there are funds available after the initial SWPG distribution, KWD will request grant funds to purchase additional buoys to close the gap between markers as a warning to boaters to avoid this area. Trustee Boucher stated that he spoke to a rep from the Maine Department of Agriculture, Conservation, and Forestry and was informed that KWD could potentially need permission to increase the number of its buoys. Mr. LaCasse commented that KWD already has authorization to safeguard the intake area from the State, but will make some inquiries to learn if there is a formal process necessary to increase the number of buoys delineating this protection zone. To secure the area further, Trustee McCluskey suggested erecting some type of signage at the launch warning boaters to steer clear of the buoyed area.

Mr. LaCasse also informed the Board that he has discovered historical information regarding the relocating of the Vassalboro Boat Launch, and he plans on compiling a timeline based on this past and the present information. Interestingly enough, it was the Town which approached KWD in the early eighties to move the dock to the site now proposed by KWD.

In other news, Mr. LaCasse informed the Trustees that the University of Maine Orono's Mitchell Center will be conducting a cyanobacteria (aka blue-green algae) study beginning this year and China Lake has been chosen as one of the research lakes. KWD staff will provide information and work in conjunction with project leader John Peckenham and his group on an as-needed basis regarding this project.

Regarding a different subject, Mr. LaCasse explained that the U.S.E.P.A. has an unregulated contaminant monitoring rule program (UCMR) in which water utilities periodically are requested to test for selected contaminants to establish if the levels are to such a degree that they should be added to the list of regulated contaminants. KWD conducted the four quarterly tests required and received the results for three of the quarters. The third quarter test for chlorates revealed that KWD is in the top 103 utilities in New England with over 500 parts per billion in its sample. Mr. LaCasse and Mr. Zetterman are investigating possible causes for this concentrated reading. Chlorate presence can result from the degradation of the sodium hypochlorite (chlorine). KWD, as is the case with most water systems, utilizes sodium hypochlorite as a disinfectant. Mr. LaCasse explained that the KWD WTP was built and has the capability to supply 12 million gallons of drinking water daily. The present customer demand level is 3 million gallons per day. KWD has a chlorine tank which was designed based on the 12 million gallons daily figure and which has a capacity level to hold large



amounts of this chemical. Because the chlorine is not being utilized as quickly due to the lower water demand needs, it is sedentary for a long period of time so it was thought this could be the contributing factor to a chemical breakdown and the forming of the chlorates. However, after reviewing delivery dates, storage times and chlorate readings, no correlation found. Regardless of that information, KWD is still going to reduce the amount of chemical ordered in each delivery from its supplier in order to reduce the period of time the chlorine is in storage at KWD's plant. KWD also plans on taking monthly samples of chlorate in its finished water as well as samples of its raw water to increase its database on the issue. Based on KWD's limited data, however, a likely possibility is that the sodium hypochlorite sits in storage in an external environment at the supplier's and/or manufacturer's location before arriving at KWD. One connection Mr. LaCasse did discover from reviewing the EPA data is that it was primarily during the warmer months when KWD and the other utilities in New England experienced the high test readings. In order to collect more data, KWD will conduct monthly samples of its finished water to develop a fuller database that might lend more clarity to the issue. Trustee Hodsdon suggested, in addition to testing the processed water, sampling the raw water in order to rule out this as the source for the chlorates.

### **C. LIHI Recertification**

The Trustees were informed that KWD will be receiving an invoice for a flat fee of \$2,000 from the Low Impact Hydropower Institute (LIHI) to cover the first phase of the M-4 recertification application review as a low impact hydropower facility. Mr. LaCasse reviewed the fact that because M-4 is certified as low impact, KWD is able to increase revenue by selling renewable energy credits through Essex brokerage. M-4 was certified effective February 11, 2011, and this certification was set to expire on February 11, 2016. However, because there is a new set of criteria standards being established by LIHI the deadline has been extended to August 19, 2016. Mr. LaCasse will continue to update the Board regarding this, and if any changes and associated cost are required before M-4 will be recertified.

### **D. Dump Truck Specifications**

The specifications for the new dump truck continue to be developed by Mr. LaCasse, Ben LaPlante and the KWD Operations & Maintenance staff members, and will be presented to the Board at a future meeting.

### **E. Other (Newsletter, School Lead Testing-Public/Private?)**

At the previous Board meeting, the Trustees had authorized KWD to proceed with supplemental lead testing in public schools on a rotation basis. Mr. LaCasse wanted to clarify if this included the private schools, such as Mount Merici Academy, which are within the KWD service territory. It was concluded that the intentions of the Board was to also include the private schools in the testing parameters. Mr. LaCasse stated that the first round of testing is planned to be at the elementary schools. His initial estimate was there were six public and four private elementary schools serviced by KWD.

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

Vote: Motion carried unanimously.

**ITEM 8: EXECUTIVE SESSION (IF NECESSARY)**

None

**ITEM 9: PUBLIC PARTICIPATION**

None

**ITEM 10: “VIRTUAL” TOUR OF SOUTH STREET COMPLEX**

This virtual tour was not conducted at today’s meeting. Subsequently, Mr. LaCasse offered to provide a tour of the South Street complex at any time if so desired by a Trustee(s).

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:03 a.m.

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Sue Markatine, Recording Secretary