

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES' MEETING
THURSDAY – DECEMBER 4, 2019 at 7:30 AM**

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; Al Hodsdon, Trustee; Karl Dornish, Trustee; Frank Richards, Trustee; Amy Stabins, Trustee; Denise Bruesewitz, Trustee

Trustees absent Allan Fuller, Clerk; Alex Wild, Assistant Treasurer

Denise Bruesewitz, Trustee, joined the meeting at 7:55 a.m.
and left the meeting at 8:25 a.m.
J. Michael Talbot, Treasurer, left the meeting at 8:35 a.m.

Also, present: Roger Crouse, General Manager; Jeff Longfellow, KWD Engineer; Matt Zetterman, KWD Director of Technology; Benny LaPlante, KWD Customer Service Manager/Safety Coordinator; Jared Bragdon, KWD Operations Superintendent; Robbie Bickford, KWD Director of Water Quality; Sue Markatine, KWD Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

None

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF NOVEMBER 21, 2019.

Motion by Trustee Hodsdon, "to accept the minutes of the Regular Board of Trustees' Meeting of November 21, 2019," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

ITEM 3: FINANCIALS

A. Account Warrant

Motion by Trustee Talbot, "to ratify the December 4, 2019 total warrant of checks released for \$69,470.69," seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

B. Proposed 2020 Capital Budget Review

As part of their packet, the Trustees were provided with the proposed 2020 Capital Budget. Mr. Crouse and staff reviewed in detail the planned 2020 capital equipment purchases and improvement projects, the funding source for these items, and answered questions from the Board members. At the December 19th meeting, the Board members will be provided with the proposed 2020 Operating Budget and 2020 Cash Budget.

C. Outstanding Service Bills

Because there continues to be a pending action to collect a portion of the monies for these service bills, this agenda item was tabled until the next meeting.

D. Other

None

ITEM 4: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

None

ITEM 5: MOTION ISSUES

A. Approval of WTP Chemical Bid Awards

The Board members were presented with a memo which included a description of and the bid submittals for the supply of four bulk chemicals for the year 2020.

Motion by Trustee Earickson, “for the year 2020, to accept the low bids as follows: Sodium Hydroxide bid to Univar at \$1.9786 per gallon; Alum bid to GAC Corporation at \$1.21 per gallon; Sodium Hypochlorite bid to Harcros Chemicals at \$1.044 per gallon; and Fluoride bid to Univar at \$2.85 per gallon,” seconded by Trustee Richards.

Vote: 7 in favor, Trustee Bruesewitz abstained, motion carried.

B. Acceptance of Loan/Loan Terms from MMBB

In order to obtain the funding from the Maine Municipal Bond Bank for the Savage Street, Fairfield, main replacement project, it is necessary for the Board to approve a borrowing resolution as provided by Verrill, bond counsel.

Motion by Trustee Hodsdon, “to approve the 2019 Maine Municipal Bond Bank Safe Drinking Water Borrowing Resolution (\$740,000) as stated,” seconded by Trustee Dornish.

Vote: Motion carried unanimously.

C. Personnel Manual Approval

Per a motion at the November 21st meeting, the Trustees were provided with the requested and proposed Paid Parental Leave Policy prepared by Mr. Crouse. The Board members discussed this prospective policy at length, with one focus on the employee eligibility date for this benefit.

Motion by Trustee Talbot, “to retain the eligibility date as currently written whereas an employee has to be continuously employed by KWD for the immediate 12 preceding months before qualifying for Paid Parental Leave,” seconded by Trustee Richards.

Vote: 5 in favor, 2 opposed, motion carried.

Referring to a question asked by Trustee Hodsdon at the previous meeting, Mr. Crouse reviewed and clarified the KWD Military Leave of Absence with Pay Policy. The overall consensus of the Board was to retain this policy and associated language.

Motion by Trustee Richards, “to adopt the Personnel Manual,” seconded by Trustee Bruesewitz.

The Board discussed the motion. Trustee Dornish commented on some language change recommendations and policy change concerns of which Mr. Crouse explained and addressed. The majority of the proposed modifications to the manual had been discussed at previous meetings.

Vote: 2 in favor, 4 opposed, motion failed.

Mr. Crouse will incorporate the new Paid Parental Leave Policy in the proposed KWD Personnel Manual. The new version will be provided to the Board accompanied by the previous KWD Personnel Manual for comparison purposes. The Trustees can inform Mr. Crouse if there are additional comments or recommendations.

D. KWD Mission and Values

At the November 21st Board meeting, the Trustees reviewed and recommended changes to the recently revised KWD Values and Mission Statement. The new version of this statement was provided to the Board.

Motion by Trustee Earickson, “to adopt the new KWD Values and Mission Statement,” seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

E. Other

None

ITEM 6: TRUSTEES

A. Comments, Concerns, Ideas

Trustee Richards mentioned that while conversing with the Executive Director of the Maine Rural Water Association, Mr. Crouse was highly commended by this person.

ITEM 7: GENERAL MANAGER’S REPORT

A. New Facility Cost Estimate Review

Due to time constraints, the majority of this agenda item will be discussed at the next Board meeting. Mr. Crouse did briefly review the recommendations and cost estimates for an updated KWD Operations Center included in both the 2001 and 2018 Master Plans and the conceptual design and cost estimate for the new center recently provided by SMRT Architects and Engineers. In addition, he illustrated the numerous land sites which had been considered for the new KWD

Operations Center. Trustee Earickson commented on the two main land sites being considered and the one in which the sub-committee for this project considers to be the most appropriate.

B. Other

Mr. Crouse mentioned that KWD will be closing all operations until noon on December 6th in order for employees to attend a KWD All-Staff Meeting.

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

Vote: 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.

Motion by Trustee Richards, “to accept the Department Reports as presented,” seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

ITEM 9: PUBLIC PARTICIPATION

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:45 a.m.

Sue Markatine, Recording Secretary