

**KENNEBEC WATER DISTRICT
ANNUAL BOARD OF TRUSTEES MEETING
THURSDAY – JANUARY 2, 2020 at 7:30 AM**

The meeting was called to order at 7:30 a.m. by Trustee Earickson.

Trustees present: Jeff Earickson, Trustee; Mark McCluskey, Trustee; J. Michael Talbot, Trustee; Allan Fuller, Trustee; Al Hodsdon, Trustee; Karl Dornish, Trustee; Frank Richards, Trustee; Alex Wild, Trustee; Amy Sabins, Trustee

Trustees absent: Denise Bruesewitz, Trustee

Alex Wild, Assistant Treasurer, left the meeting at 8:30 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; 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 19, 2019.

Motion by Trustee Dornish, "to accept the minutes of the Regular Board of Trustees' Meeting of December 19, 2019," seconded by Trustee Fuller.

Vote: 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 2020 KWD Board of Trustees Officers.

Motion by Trustee Fuller, "to elect the following slate of officers for 2020: Jeff Earickson, President; Mark McCluskey, Vice President; J. Michael Talbot, Treasurer; Alex Wild, Assistant Treasurer; Amy Sabins, Clerk; Roger Crouse, Assistant Clerk," seconded by Trustee McCluskey.

Vote: 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 2020 to the Treasurer of the Kennebec Water District Board of Trustees.”**

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

Motion by Trustee Earickson, “to commit the authority for collection of the rates and other charges of the KWD in 2020 to the Treasurer/Assistant Treasurer of the KWD Board of Trustees,” seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

ITEM 5: APPROVAL OF PURCHASE OF COPIERS (see memo). MOTION NEEDED

The Trustees were furnished with and discussed a Request for Authorization memo which included three bid proposals for a replacement copier for the Business Office and a used photocopier for the South Street Operations Office.

Motion by Trustee Fuller, “to accept the low bid from Kyocera Document Solutions of New England for \$5,495 for a replacement photocopier for the Business Office and a used photocopier for the South Street Operations Office,” seconded by Trustee Dornish.

Vote: Motion carried unanimously.

ITEM 6: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, “to ratify the January 2, 2020 total warrant of checks released for \$1,000,302.61,” seconded by Trustee Wild.

In response to a question by Trustee Wild, Mr. Crouse explained that the warrant is higher than typical due to the payments for the Fairfield main replacement capital project.

Vote: Motion carried unanimously.

ITEM 7: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405.

None

ITEM 8: 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.

Mr. Crouse stated that the SMRT/Sebago Techniques conceptual layout and cost estimate for the KWD property should be available on or before the February 6th Board meeting.

A draft of the bid specifications for the replacement of a crew truck will be provided to the Trustees for their review before the next Board meeting.

The Sustainably Managed Utility Seminar presented by Rural Community Assistance Partnership (RCAP) for the Trustees and KWD Senior Staff has been scheduled for two, two-hour evening sessions, January 9th and January 23rd at 5:30 p.m. in the Business Office conference room.

Trustees should inform Mr. Crouse or Mr. Longfellow if they are interested in receiving a copy of the 90 percent draft of the plans and specifications completed by Wright-Pierce for the KWD downtown Waterville main replacement project.

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

Vote: Motion carried unanimously.

ITEM 9: DEPARTMENT REPORTS

As part of their Board packet, the Trustees were provided with the Monthly Department Reports prepared by the respective managers. Mr. Crouse and the Department Heads reviewed these reports and updated the Board on additional items.

Mr. Bragdon gave kudos to the crew as the November 30th China Road main break took approximately thirteen hours to repair beginning at 3:00 a.m. in adverse weather conditions.

Mr. Bragdon announced that Shane George, KWD Utility Technician who has been a valuable employee at KWD, recently resigned to accept a job elsewhere.

Regarding the new KWD website, Trustee Sabins recommended modifying the bill rate tables page to add supplemental information for ease of understanding for the customers.

Mr. LaPlante informed the Board that the Maine Water Utilities Association Annual Conference and Trade Show is being held at the Augusta Civic Center on February 5th and 6th. Registration packets should be available soon.

Motion by Trustee Talbot, “to accept the Department Reports as presented,” seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

ITEM 10: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

The Trustees briefly discussed the focus of attention for Board meeting discussions.

ITEM 11: PUBLIC PARTICIPATION

None.

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

Vote: Motion carried unanimously.

Meeting adjourned at 8:34 a.m.

Sue Markatine, Recording Secretary