

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – MARCH 19, 2020 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 President Earickson.

Trustees present: Jeff Earickson, President; Mark McCluskey, Vice-President; J. Michael Talbot, Treasurer; Alex Wild, Assistant Treasurer; Amy Stabins, Clerk; Al Hodsdon, Trustee; (Remote Access) Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee
(By Roll Call)

Trustees absent: None

Frank Richards, Trustee, joined the meeting at 7:45 a.m.
Denise Bruesewitz, Trustee, left the meeting at 9:49 a.m.

Also present: Roger Crouse, KWD 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; (Remote Access) Robbie Bickford, KWD Director of Water Quality; Sue Markatine, Recording Secretary
(By Roll Call)

ITEM 1: INTRODUCTION OF GUESTS

None.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF FEBRUARY 20, 2020.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of February 20, 2020," seconded by Trustee McCluskey.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Abstained, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Bruesewitz – Yea. Motion carried.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the March 19, 2020 total warrant of checks released for \$318,112.21," seconded by Trustee Wild.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Bruesewitz – Yea. Motion carried unanimously.

ITEM 4: REVIEW OF FEBRUARY FINANCIAL STATEMENTS

The Trustees were provided with the February/Year-to-Date 2020 Income Statement and February 2020 Cash Flow Report, and Mr. Crouse responded to questions presented by the Board members.

ITEM 5: APPROVAL/MOTIONS NEEDED**A. Approval of Agreement with Centerline Utilities for Utility Locating Services**

The Board members were provided with a request for authorization memo to outsource Dig Safe locate requests. In 2019, KWD had approximately 1,200 Dig Safe “tickets”. Outsourcing this work would allow KWD to spend time on distribution operations and maintenance needs. Several Trustees expressed a desire to ensure that KWD has proper legal protection in the agreement if an error is made by the contractor.

Motion by Trustee Dornish, “to authorize the establishment of an agreement with Centerline Utility Services for KWD’s line location works,” seconded by Trustee Richards.

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

B. Sole Source Utility Body Purchase

The Board members were furnished with a request for authorization memo seeking approval for a sole source purchase of an aluminum utility truck body from F3 Manufacturing in Waterville for a new customer service van.

Motion by Trustee Richards, “to authorize a sole source purchase from F3 Manufacturing for \$26,998.95 for an aluminum utility service body,” seconded by Trustee Wild.

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

C. Funding for CRLA 2019 Courtesy Board Inspection

The Board members were provided with a request to reimburse the China Region Lakes Alliance (CRLA) for a portion of the cost for the 2019 Courtesy Boat Inspection Program which utilizes summer workers (typically students) to inspect water craft at the boat launches on China Lake, Three Mile Pond, and Webber Pond for plant matter to reduce the risk of invasive species entering the lake.

Motion by Trustee Fuller, “to authorize payment of \$8,000 to the China Region Lakes Alliance for the 2019 Courtesy Boat Inspection Program,” seconded by Trustee Dornish.

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

D. Water Main Replacement Bid Award – North & Middle Streets, Waterville and China Road in Winslow (Bids Due on March 17th)

The Board members were provided with a memo which included the tabulations from four bidders for the North and Middle Streets, Waterville, and China Road, Winslow, water main replacement projects.

At Trustee Earickson's request, Mr. Crouse explained the anticipated funding for these and the downtown Waterville main replacement projects.

Motion by Trustee McCluskey, "to accept the low bid from Nitram Construction for \$1,760,766 for the water main replacements on North and Middle Streets, Waterville, and China Road, Winslow," seconded by Trustee Dornish.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea, Trustee Bruesewitz – Abstained. Motion carried.

E. 2020 – 2021 Fuel Oil Bid for WTP – \$1.645/Gallon

The Board members were advised that through the Maine Power Options program, the low bid price for the annual fuel supply for the WTP 2020 – 2021 heating system is \$1.645 per gallon.

Motion by Trustee Hodsdon, "to accept the low bid of \$1.645 per gallon from Dennis K. Burke, Inc. for the annual fuel supply for the WTP 2020 – 2021 heating season," seconded by Trustee Wild.

Roll Call Vote: Trustee Earickson – Nay, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea, Trustee Bruesewitz – Abstained. Motion carried.

Mr. Crouse presented one additional motion item at today's meeting which was a request for authorization to apply for interim financing of \$4,946,831 from the Maine Municipal Bond Bank for the 2020 water main replacement projects. This interim funding will pay for the downtown Waterville project and the China Road and North and Middle Street project.

Motion by Trustee Hodsdon, "to authorize the General Manager to apply for interim financing of \$4,946,831 from the Maine Municipal Bond Bank/Drinking Water State Revolving Fund program for the downtown Waterville, North and Middle Streets, Waterville, and China Road, Winslow, water main replacement projects," seconded by Trustee Wild.

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

ITEM 6: AS NEEDED: EXECUTIVE SESSION – 1 MRS \$405. EXECUTIVE SESSIONS

A. Personnel Discussion

Please Note: The Executive Session topic was moved to the end of today's meeting agenda.

ITEM 7: GENERAL MANAGER'S REPORT

A. Written Report

As part of their packet, the Trustees were provided with the General Manager's Report for review.

B. Business Continuity Planning

Mr. Crouse apprised the Board of the steps KWD has implemented to date to reduce the risk of employee exposure to COVID-19. In addition, the Management Team has begun Business Continuity Planning in the event the KWD work force is reduced at or excluded from their work sites (by law, due to sickness, or lack of outside childcare). After discussing the COVID-19 pandemic, a couple of motions were proposed by the Trustees.

Motion by Trustee Richards, “to authorize paid administrative leave due to COVID-19 related absences,” seconded by Trustee Bruesewitz.

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

Motion by Trustee Richards, “to grant the General Manager authority to scale back work hours as appropriate in order to protect the health of the employees due to the COVID-19 emergency and to pay the employees administrative leave while their hours are scaled back,” seconded by Trustee Dornish.

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

C. Renewal of Water Sale Agreement with Maine Water Company – Oakland Division

Mr. Crouse informed the Board members that the water sale agreement between KWD and Maine Water Company, which provides and sells KWD water to a portion of customers in the Town of Oakland, is up for renewal this year. The proposed agreement will be presented to the Trustees for their review at a later date.

D. Other

As a member of the Rotary Club, Mr. Crouse will be a presenter on the topic of KWD water at the April 27th meeting. Trustees are invited to attend this meeting as guests.

ITEM 8: DEPARTMENT REPORTS

As part of their Board packet, the Trustees were provided with the Monthly Department Reports prepared by the respective managers. Mr. Bragdon commented that KWD had an additional main break on Cherry Hill Terrace/Cherry Hill Drive, Waterville, since his written report. In response to a question by Trustee Stabins, Mr. Crouse stated that KWD typically has more main breaks during the winter months.

Motion by Trustee Talbot, “to accept the General Manager’s Report and Department Reports as presented,” seconded by Trustee Dornish.

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

ITEM 9: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS**A. Other**

Trustee Stabins praised Mr. LaPlante's presentation on "How to Handle Difficult Customers" at the annual Maine Water Utilities Association (MWUA) conference. Trustee Stabins also attended the "Active Shooter" seminar at the MWUA conference and commented that KWD should consider the recommendations made including having a "safe room" when designing the new facility. Mr. LaPlante commented that the majority of the KWD employees have viewed and discussed the "Active Shooter" video and safe sites are being designated in the present facilities.

At 9:10 a.m., motion by Trustee Wild, "to enter Executive Session under MRSA Title 1, Section 405-6A, Personnel Discussions," seconded by Trustee McCluskey.

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

At 9:56 a.m., President Earickson brought the Board out of Executive Session.

ITEM 10: PUBLIC PARTICIPATION

None

Motion by Trustee Talbot, "to adjourn the meeting," seconded by Trustee Wild.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea. Motion carried unanimously.

Meeting adjourned at 9:57 a.m.

Sue Markatine, Recording Secretary