

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – MAY 7, 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
(By Roll Call)

Trustees absent: Denise Bruesewitz, Trustee

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; (Remote Access) Jeff Longfellow, KWD Engineer; Matt Zetterman, KWD Director of Technology; (By Roll Call) Benny LaPlante, KWD Customer Service Manager/Safety Coordinator; Jared Bragdon, KWD Operations Superintendent; Robbie Bickford, KWD Director of Water Quality; Sue Markatine, Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

Ms. Nicole Rogers and Mr. Michael Chonko from SMRT Architects and Engineers and Mr. Owens McCullough from Sebago Technics were attendees for the proposed locations of the new KWD facility discussion.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF APRIL 16, 2020.

Motion by Trustee McCluskey, "to accept the minutes of the regular Board of Trustees' Meeting of April 16, 2020," 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. Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the May 7, 2020 total warrant of checks released for \$153,792.81," 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.

ITEM 4: DISCUSSION OF PROPOSED LOCATIONS OF NEW KWD FACILITY

- A. KWD's Existing Property on Norridgewock Road (Upper Main Street)**
- B. Industrial Road in Fairfield**

At the April 16th Board meeting, Ms. Rogers and Mr. McCullough conducted a slide presentation and narrative of the two proposed locations for the new KWD facility. After discussion, the Trustees concluded

that physical site visits to the two properties were warranted. Mr. McCullough, Mr. Crouse, Mr. Longfellow, and most of the Trustees visited the two sites on April 18th at which time additional questions were posed by the Board members. During the May 7, 2020 Board meeting, the Trustees were provided with correspondence from Mr. McCullough answering questions posed by the Trustees and a memo from Mr. Crouse detailing the staff recommendation for the new facility location. As a result of further deliberation by the Board members, a motion was proposed.

Motion by Trustee Richards, “to direct the General Manager to continue to pursue property location options for the new KWD facility,” seconded by Trustee Talbot.

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

Mr. Crouse will make an inquiry of the cost to continue to extend the option to purchase agreement for the Industrial Road, Fairfield, property and report back to the Board at the May 21, 2020 meeting.

ITEM 5: APPROVAL/MOTIONS NEEDED

None

ITEM 6: WATERSHED LANDS PURCHASE DISCUSSION

Trustee Earickson informed the Board members that he has become aware of a potential sale of property which abuts a portion of the KWD land which surrounds the West Basin of China Lake. It was the consensus of the Trustees that Trustee Earickson should call the property owners to make a general inquiry regarding this potential land sale.

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.

Mr. Crouse introduced Amy Dyer, KWD’s new Finance Manager, and the Board members welcomed her to KWD. The Trustees were informed that Bill Boucher, KWD Treatment Plant Operator, has been promoted to the position of KWD Engineering Technician.

B. Financial Implications of COVID-19 Recession on KWD

After being at a reduced staff level for the past several weeks due to COVID-19, KWD resumed near normal staffing operations on May 4th. KWD continues to adhere to strict safety measures including disinfecting and social distancing.

Because KWD bills quarterly, the full financial impact of the COVID-19 pandemic is currently unknown. Mr. Crouse did report that water demand was below average for the month of April. A more detailed analysis of the COVID-19 implications will be forthcoming. Trustee Stabins commented that with the high unemployment rate, KWD should anticipate requests from customers to waive interest on overdue bills during the pandemic and recovery period.

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

C. Other

None

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 Talbot, “to accept the 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. Motion carried unanimously.

ITEM 9: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

A. Expiration of Trustee Terms in 2020

The Trustees were provided with a spreadsheet of the status of terms for the present Board. The appropriate municipalities will be notified of the upcoming openings for the general election. Trustees interested in running for re-election should speak to their respective city/town officials regarding the appropriate steps necessary to be placed on the ballot.

B. Other

Trustee Richards informed the Board that he and Mr. Bickford will be serving on a steering committee for an update to the China Lake Watershed Based Management Plan focusing on updating the phosphorus loading in China Lake. This update is sponsored by the Kennebec County Soil and Water Conservation District and will be completed by a consulting firm (Ecological Instincts). The funding for this project comes from a Department of Environmental Protection (DEP) grant awarded in 2019 and contributions from KWD, China Lake Association (CLA), and other local groups.

ITEM 10: PUBLIC PARTICIPATION

None

ITEM 11: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

None

Motion by Trustee Talbot, “to adjourn the meeting,” 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. Motion carried unanimously.

Meeting adjourned at 9:36 a.m.

Sue Markatine, Recording Secretary