

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – JUNE 18, 2020 at 7:30 AM  
KWD WTP CONFERENCE ROOM**

**Note:** Due to the state of emergency associated with the COVID-19 pandemic, KWD Trustees held this meeting through both remote access and in person. 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 (Remote Access); Amy Stabins, Clerk (Remote Access); Al Hodsdon, Trustee; Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee (Remote Access)

Trustees absent: None

Denise Bruesewitz, Trustee, joined the meeting at 7:35 a.m.  
Alex Wild, Assistant Treasurer, joined the meeting at 7:45 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineer (Remote Access); Matt Zetterman, KWD Director of Technology (Remote Access); Benny LaPlante, KWD Customer Service Manager/Safety Coordinator (Remote Access); Jared Bragdon, KWD Operations Superintendent (Remote Access); Robbie Bickford, KWD Director of Water Quality (Remote Access); 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 JUNE 4, 2020.**

Motion by Trustee Fuller, "to accept the minutes of the Regular Board of Trustees' meeting of June 4, 2020," seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

**ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT**

Motion by Trustee Talbot, "to ratify the June 18, 2020 total warrant of checks released for \$307,795.48," seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

**ITEM 4: REVIEW OF APRIL FINANCIAL STATEMENTS**

**A. Summary of Year-To-Date Impacts of COVID-19 on Revenues**

The Trustees were provided with the May/Year-to-Date 2020 Income Statement, and a brief review was conducted.

Mrs. Dyer reported that, because KWD bills quarterly, the full financial impact of the COVID-19 pandemic is not totally realized as of yet. She did report that residential water usage and associated revenue reflected an increase for the month of May. The Trustees were also informed that the over sixty days customer accounts receivable arrears have increased considerably.

**ITEM 5: APPROVAL/MOTIONS NEEDED**

None

**ITEM 6: GENERAL MANAGER'S REPORT**

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

Mr. Crouse also reported that during an excavation for a repair, KWD inadvertently hit an unmarked privately owned fiber optic cable located in the public right-away. Because of the fact that this cable was not labeled and there was no indication of this utility in the area, KWD has no liability for damages.

At Trustee Earickson's request, Mr. Crouse reported that the majority of the water main on Main Street for the downtown Waterville project has been installed, and the next phase will be to connect the individual building services to the water main.

The Trustees were also informed that the Business Office will open to the public on June 22, 2020.

As indicated by his report, Mr. Crouse is seeking three Board members to serve on a committee composed of KWD managers and consultants which will review and update KWD employees job descriptions and salary structures. Trustee Richards, Trustee Dornish, and Trustee Wild volunteered to participate.

The Trustees were reminded that the next Board meeting is scheduled for July 16, 2020 and will again be held at the KWD Water Treatment Facility in Vassalboro with the additional option to attend by remote access.

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

Vote: Motion carried unanimously.

**ITEM 7: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS**

Trustee Fuller mentioned that the former Ryder Truck Facility on Industrial Park Road, Waterville, is for sale and could be considered for the new KWD Facility.

**ITEM 8: PUBLIC PARTICIPATION**

None

**ITEM 9: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS**

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 8:30 a.m.

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Sue Markatine, Recording Secretary