

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – AUGUST 6, 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 (Remote Access) ; J. Michael Talbot, Treasurer; Alex Wild, Assistant Treasurer (Remote Access); Amy Stabins, Clerk; Al Hodsdon, Trustee (Remote Access); Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee (Remote Access)

Trustees absent: None

J. Michael Talbot, Treasurer, left the meeting at 8:30 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; Sue Markatine, Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

Matt Conti, KWD's newly employed Water Treatment Operator, was introduced to and welcomed by the Board members. Emile Nicole, KWD Water Treatment Plant Supervisor, was acknowledged and applauded for his 25 years of employment with KWD.

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

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of July 16, 2020," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the August 6, 2020 total warrant of checks released for \$236,413.41," seconded by Trustee Wild.

Vote: Motion carried unanimously.

ITEM 4: 2019 AUDIT REPORTS – HIGHLIGHTS – DISCUSSION

Prior to today's meeting, the Trustees were provided with the 2019 Financial Audit Statements prepared by KWD's auditors, Runyon Kersteen Ouelette, for their review. Mrs. Dyer reviewed the results from and entertained questions relating to these documents.

ITEM 5: APPROVAL/MOTIONS NEEDED**A. Appleton Street Paving**

The Board members were provided with a request for authorization memo which included proposals from three bidders to restore the pavement on Appleton Street and adjacent Concourse parking area in Waterville which was damaged due to water main breaks.

Motion by Trustee Talbot, "to accept the low bid of \$7,490.00 from Proseal, LLC to complete the paving restoration on Appleton Street and adjacent Concourse parking area," seconded by Trustee Fuller.

Motion carried unanimously.

At this time, because one Trustee had to depart from the meeting early, the Board members decided to enter into Executive Session.

At 7:58 a.m., motion by Trustee Talbot, "to enter into Executive Session under MRSA Title 1, Section 405-6C, Real Estate Transactions," seconded by Trustee Wild.

Vote: Motion carried unanimously.

At 8:22 a.m., President Earickson brought the Board out of Executive Session.

ITEM 6: GENERAL MANAGER'S REPORT

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

Mr. Crouse also reported that an inspector from the Department of Environmental Protection visited two properties KWD is considering for the new facility and both received favorable assessments for development. Wetland mapping has been completed for the Seton site and is in progress for the Drummond Avenue site. When this has been completed, the development estimates will be refined and presented to the Board. Thereafter, a site visit for the Trustees will be scheduled.

Mr. Crouse explained that KWD's Mission Statement and Core Values document has been updated with the addition of a Vision Statement. The Trustees were provided with and consensually approved this statement.

With deep sorrow, Mr. Crouse reported that Betty Hastings, KWD's Finance Manager for more than 38 years, recently passed away. Mr. Crouse will discuss options for a memorial gift with KWD staff and present this to the Trustees at the next meeting.

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

Vote: Motion carried unanimously.

ITEM 7: DEPARTMENT REPORTS

As part of their Board packet, the Trustees were provided with the Monthly Department Reports prepared by the respective managers.

Mr. Bickford informed the Board that all the repairs due to the recent pipe failure have been completed with the exception of the fire suppression system which will be replaced in the near future.

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

Vote: Motion carried unanimously.

ITEM 8: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

Trustee Earickson stated he has been in discussions with Mr. Crouse and Mrs. Dyer regarding modifications to the monthly financial reporting. Information will be presented to the Trustees during the August 20th meeting.

ITEM 9: PUBLIC PARTICIPATION

None

ITEM 10: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

A. Purchase Offer for Norridgewock Road Property

Executive Session was entered into earlier in the meeting. See agenda item 5.

Motion by Trustee Richards, “to adjourn the meeting,” seconded by Trustee Dornish.

Vote: Motion carried unanimously.

Meeting adjourned at 9:00 a.m.

Sue Markatine, Recording Secretary