

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – SEPTEMBER 3, 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; J. Michael Talbot, Treasurer; Alex Wild, Assistant Treasurer (Remote Access); Amy Stabins, Clerk (Remote Access); Al Hodsdon, Trustee (Remote Access); Karl Dornish, Trustee (Remote Access); Allan Fuller, Trustee; Frank Richards, Trustee

Trustees absent: Mark McCluskey, Vice-President; Denise Bruesewitz, Trustee

Alex Wild, Assistant Treasurer, joined the meeting at 7:50 a.m.
J. Michael Talbot, Treasurer, left the meeting at 9:05 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineering Manager (Remote Access); Matt Zetterman, KWD Technology Manager (Remote Access); Benny LaPlante, KWD Service Manager (Remote Access); Jared Bragdon, KWD Distribution Manager (Remote Access); Robbie Bickford, KWD Water Quality Manager (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 AUGUST 20, 2020.

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

Vote: Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the September 3, 2020 total warrant of checks released for \$1,321,907.14," seconded by Trustee Richards.

Vote: Motion carried unanimously.

ITEM 4: NEW FACILITY SITE LOCATION DISCUSSION AND SCHEDULE SITE VISIT

The Board members were provided with supplemental information compiled by Sebago Technics further evaluating the two properties being considered for the new KWD facility. A site visit for the Board members to both parcels was scheduled for Saturday, September 12, 2020, at 1:00 p.m.

ITEM 5: CONTINUE DISCUSSION OF FINANCIAL REPORTING

The Trustees decided to select a sub-committee compiled of three Trustees, Mr. Crouse, and Mrs. Dyer to determine the financial reports format provided to the Board members. Trustee Earickson, Trustee Hodsdon, and Trustee Fuller volunteered to participate.

ITEM 6: SALARY ADMINISTRATION POLICY AND GRADE AND SALARY RANGE STRUCTURE FOR NON-UNION PERSONNEL

The Board members were provided with a Salary Administration Policy and Grade and Salary Range Structure for Non-Union Positions. This policy and these guidelines were developed by select KWD Management Staff, Trustee Dornish, Trustee Richards, Trustee Wild, and human resource consultant, Laurie Bouchard. After some discussion, a motion was proposed.

Motion by Trustee Richards, “to adopt the Salary Administration Policy and Grade and Salary Range Structure for Non-Union Positions and to grant the General Manager authorization to make minor modifications as necessary for implementation,” seconded by Trustee Talbot.

Vote: Motion carried unanimously.

ITEM 7: APPROVAL/MOTIONS NEEDED

A. Approval of Purchase of Polymer

The Board members were provided with a request for authorization memo outlining the reasons for requesting approval of sole sourcing to Nalco Chemical Company the purchase of the annual supply of cationic polymer used during the water treatment processes. Trustee Fuller expressed his concern for sole sourcing this purchase. Mr. Crouse and Mr. Bickford explained that this is a highly specialized proprietary formula only manufactured by Nalco Chemical Company.

Motion by Trustee Talbot, “to authorize the purchase of 1,200 gallons of cationic polymer from Nalco Chemical Company for \$18,256.00,” seconded by Trustee Richards.

Vote: 7 in favor, 1 opposed, motion carried.

B. Award of Bid for New Customer Service Vehicle

The Board members were provided with a request for authorization memo which included proposals from four bidders for a new Customer Service Department service utility vehicle.

Motion by Trustee Talbot, “to accept the low bid of \$39,713.00 from Quirk Auto Group for a 2021 Dodge Ram,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

C. Other

The Board members were provided with a request seeking Board acceptance of Eastern Fire's quote to replace the WTP fire suppression system. This replacement is necessary due to the pipe failure and subsequent flooding at the WTP and expected to be covered by KWD's insurance claim.

Motion by Trustee Richards, "to accept the quote of not to exceed \$68,400 from Eastern Fire to replace the fire suppression system at the WTP," seconded by Trustee Talbot.

Vote: 7 in favor, 1 abstention, motion carried.

ITEM 8: GENERAL MANAGER'S REPORT

A. Pending Agreement Renewal with Maine Water Company for Wholesale Rate to Oakland

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

As indicated by his report, the current agreement between KWD and Maine Water Company – Oakland Division, which provides and sells KWD water to a portion of customer in the Town of Oakland, is due to expire November of this year and is up for renewal. Mr. Crouse reviewed the history of this agreement, and the Board members discussed this subject at length.

Motion by Trustee Talbot, "to authorize the General Manager to negotiate a 5-year contract with Maine Water Company – Oakland Division, to continue with the current unit cost subject to KWD rate increases, and to present the final contract details to the Board before ratification," seconded by Trustee Fuller.

Vote: Motion carried unanimously.

Mr. Crouse informed the Trustees that he provided the Board agreed upon counter sale price offer to the party which expressed interest in purchasing the KWD Fairfield/Waterville acreage, and, to date, there has been no response.

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

Vote: Motion carried unanimously.

ITEM 9: DEPARTMENT REPORTS

A. Feedback on Draft RFQ for Engineering Design of Chemical Feed Room Upgrades

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

For their review, the Board members were provided with a draft copy of a Request for Qualifications for the Engineering Design of the WTP Chemical Feed Room Upgrades. Trustee recommendations and/or comments may be directed to Mr. Crouse or Mr. Bickford.

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

Vote: Motion carried unanimously.

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

Trustee Earickson requested that he and other interested Trustees be initial participants to test the new Online Customer Portal when it becomes available.

ITEM 11: PUBLIC PARTICIPATION

None

ITEM 12: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:12 a.m.

Sue Markatine, Recording Secretary