

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – OCTOBER 1, 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

Alex Wild, Assistant Treasurer, joined the meeting at 7:45 a.m.  
Allan Fuller, Trustee, joined the meeting at 7:55 a.m.  
Denise Bruesewitz, Trustee, left the meeting at 8:00 a.m.  
J. Michael Talbot, Treasurer, left the meeting at 8:35 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 SEPTEMBER 17, 2020.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of September 17, 2020," seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

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

Motion by Trustee Talbot, "to ratify the October 1, 2020 total warrant of checks released for \$50,514.22," seconded by Trustee Hodsdon.

Vote: Motion carried unanimously.

**ITEM 4: NEW FACILITY BUSINESS OFFICE AND OPERATIONS CENTER – NEXT STEPS**

**A. Land Purchase – In Progress**

Mr. Crouse reported that the closing process for the purchase of the Drummond Avenue land for the new KWD facility is underway.

**B. Defining Project Budget**

The Board members were provided with and Mr. Crouse reviewed graphs representing past, present, and future projections of the KWD Annual Debt Service and Debt Service versus Revenue. After a lengthy discussion, the Board members determined that the Drummond Avenue site conceptual design projected cost would be included as the budget figure in the request for qualifications documents for the new KWD facility final design provided to the engineering firms.

**C. Project Delivery Method (Design-Bid-Build, Design Build, Construction Manager)**

The Board members decided to engage the services of SMRT Architects and Engineers to attend the next Board meeting to review the project delivery methods in order to aid the Trustees in determining the best option for the new KWD facility.

**D. Selection of Consultant**

Trustees should inform Mr. Crouse if they are interested in serving on the sub-committee to review the qualification documents submitted by the engineering firms, interview engineering firms, and make a recommendation to the Board for an engineering firm to execute the final facility design.

**ITEM 5: APPROVALS/MOTIONS NEEDED**

**A. Approval of Agreement with Maine Water Company for Water Sales to Oakland**

The Board members were provided with a copy of the extension of the Agreement Between KWD and Maine Water Company, Oakland Division, for Potable Water Service. The Trustees discussed the terms of this agreement which were approved by the Board at the September 3, 2020 meeting. The Board members requested Mr. Crouse inform Maine Water Company, Oakland Division, that KWD would consider a phase out of the \$0.20 per 100 cubic feet discount after the expiration of the first five-year period of this new agreement.

Motion by Trustee Fuller, “to extend the agreement with the amended changes for a five-year term between the Kennebec Water District and Maine Water Company – Oakland Division for the sale of potable water,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

**ITEM 6: GENERAL MANAGER’S REPORT**

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

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.

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

Vote: Motion carried unanimously.

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

The Trustees discussed the programming change from meters reading in 100 cubic feet to 1 cubic foot which will be implemented over the course of a few years. Although not a requirement for the new customer portal and the additional features, this will provide customers with more precise water usage information.

**ITEM 9: PUBLIC PARTICIPATION**

None

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

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:35 a.m.

---

Sue Markatine, Recording Secretary