

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – FEBRUARY 18, 2021 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 Hodsdon.

Trustees present: Al Hodsdon, President; Amy Stabins, Vice-President; J. Michael Talbot, Treasurer; Jeff Earickson, Assistant Treasurer; Sarah Whateley, Clerk; Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee; Bruce Williams, Trustee
(Remote Access)

Trustees absent: None

Denise Bruesewitz, Trustee, joined the meeting at 7:35 a.m.

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

ITEM 1: INTRODUCTION OF GUESTS

None

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF FEBRUARY 4, 2021.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of February 4, 2021," seconded by Trustee Dornish.

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the February 18, 2021 total warrant of checks released for \$154,820.76," seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 4: REVIEW OF JANUARY FINANCIAL STATEMENTS

The Trustees were provided with the January 2021 Financial Statements, and a brief review was conducted.

ITEM 5: APPROVAL/MOTIONS NEEDED**A. Approval of Agreement with SMRT for New Facility Design**

The Trustees were provided with SMRT Architects and Engineers (SMRT) KWD Phase II: Administration and Operations Facility Design, SMRT Standard Form of Agreement Between Owner and Architect, and a request for authorization memo to execute a contract agreement with SMRT. The Board members discussed these documents, and a motion was proposed.

Motion by Trustee Talbot, “upon review and advice by KWD’s legal counsel, to execute a contract agreement with SMRT Architects and Engineers for the design and construction administration of the new KWD facility for up to \$774,643.00,” seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

B. Remote Meter Reprogramming

The Board members were provided with a request for authorization memo outlining the benefits of executing an agreement with E. J. Prescott, Inc. and Sensus to conduct an over the air reprogramming of the KWD meters to reflect water usage to their lowest reading capabilities, typically converting from reading in 100 cubic feet to 1 cubic foot. This change will provide customers with more precise water usage information on a daily basis and can be displayed by the customer in either cubic feet or gallons when viewing on the KWD customer portal.

Motion by Trustee Earickson, “to approve an agreement with E. J. Prescott, Inc. and Sensus for over the air reprogramming of KWD meters to their lowest reading capabilities for \$13,500,” seconded by Trustee Richards.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

C. New Truck Purchases – Two One-Ton Trucks with Dump Bodies

The Board members were provided with the bid specifications and a request for authorization to purchase memo which included proposals from four bidders for the replacement of two existing work trucks.

Motion by Trustee Stabins, “to accept the low bid from Darling’s for two new 2021 Dodge Ram one-ton dump body trucks for the net price of \$79,260.00 (after trade-in allowances),” seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 6: GENERAL MANAGER REPORT

The Trustees were provided with the General Manager's report, and a brief review was conducted by Mr. Crouse.

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

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

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

At Trustee Earickson's request, Mr. Longfellow provided Board members with a summary of KWD's hydraulic modeling system and how it is utilized for design and planning purposes.

ITEM 8: PUBLIC PARTICIPATION

None

ITEM 9: AS NEEDED: EXECUTIVE SESSION**A. 1 MRS §405-6D, Labor Negotiations**

At 8:44 a.m., motion by Trustee Talbot, "to enter Executive Session under MRSA Title 1, Section 405-6D, Labor Negotiations," seconded by Trustee Williams.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

At 8:58 a.m., President Hodsdon brought the Board out of Executive Session.

Motion by Trustee Talbot, "to adjourn the meeting," seconded by Trustee Williams.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

Meeting adjourned at 9:00 a.m.

Sue Markatine, Recording Secretary