

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – MAY 20, 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;
(Remote Access) Jeff Earickson, Assistant Treasurer; Sarah Whateley, Clerk; Karl Dornish, Trustee;
Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee;
Bruce Williams, Trustee

Trustees absent: None

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager;
(Remote Access) 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

ITEM 1: INTRODUCTION OF GUESTS

None

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF MAY 6, 2021.

Motion by Trustee Fuller, "to accept the minutes of the Regular Board of Trustees' meeting of May 6, 2021," seconded by Trustee Dornish.

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 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the May 20, 2021 total warrant of checks released for \$404,064.79," 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 APRIL FINANCIAL STATEMENTS

The Trustees were provided with the April/Year-to-Date 2021 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted. The Board was informed that the 2020 financial reports from KWD's auditing firm, Runyon Kersteen Ouellette, should be available for the June 3, 2021 meeting.

ITEM 5: APPROVAL/MOTIONS NEEDED**A. Approval of Maine Public Utilities Commission Annual Regulatory Assessment - \$24,464****i. 2020 Assessment was \$24,559**

Mr. Crouse informed the Trustees that the Maine Public Utilities Commission (MPUC) Annual Regulatory Assessment is \$24,464. This amount is determined by annual revenues of a utility, and the percentage of time spent by MPUC's staff for water-utility related items in proportion to other utilities. Trustee Hodsdon requested a financial report from the MPUC if available.

Motion by Trustee Fuller, "to authorize the payment of \$24,464.00 to the Maine Public Utilities Commission for the Annual Regulatory Assessment Fee," 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.

B. Other

The Board members were provided with a request for authorization memo which included proposals from two bidders for the inspections and repairs of the KWD intake structures located in China Lake. Trustee Hodsdon suggested to inform and discuss this project with the Maine Department of Environmental Protection Agency before proceeding.

Motion by Trustee Earickson, "to accept the low bid from Underwater Solutions, Inc. for the inspections and repairs of the KWD intake structures located in China Lake for \$7,380.00," seconded by Trustee Dornish.

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: PUBLIC VS. PRIVATE FIRE HYDRANTS – FOLLOW UP TO MAY 6, 2021 DISCUSSION

Mr. Crouse gave a historical account of the privately owned fire hydrant located by the school on Benton Avenue, Winslow, and reviewed the governing distinctions between public hydrants and privately owned hydrants. After some discussion, the Trustees proposed that KWD contact the Town of Winslow Fire Department and offer guidance if this hydrant is inoperable.

ITEM 7: GENERAL MANAGER REPORT

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

In addition to his report, Mr. Crouse briefed the Trustees on a few items including: the tentative agreement with the KWD Union members for the 2021-2023 contract; the exterior design of the new KWD facility; the new Keep China Lake Clean brochure which will be provided to the public during the watercraft inspections at the various boat launches. Mr. Crouse also gave accolades to Mr. Longfellow and Mr. LaPlante

for graduating from the Maine Water Utilities Association Leadership Institute, informed that an offer has been made for the engineering position, and announced the retirement of Holly Sadler, KWD Meter System Technician. Mrs. Sadler will return to KWD on a part-time basis to aid in converting paper documents to digital documents.

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

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

In response to a question by Trustee Earickson, Mr. Crouse stated that in alliance with State of Maine and Federal guidelines, KWD will be updating its COVID protocols effective May 24, 2021.

After some discussion, the Board decided to meet tentatively at the KWD Water Treatment Plant with the option of remote via Zoom.

ITEM 9: PUBLIC PARTICIPATION

None

ITEM 10: AS NEEDED: EXECUTIVE SESSION

A. 1 MRS §405-6D, Labor Negotiations

Executive Session was not necessary.

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

Meeting adjourned at 8:50 a.m.

Sue Markatine, Recording Secretary