

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – JUNE 17, 2021 at 7:30 AM**

**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 Hodsdon.

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

Trustees absent: Denise Bruesewitz, Trustee

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, KWD Recording Secretary

**ITEM 1: INTRODUCTION OF GUESTS**

None

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF JUNE 3, 2021.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of June 3, 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 June 17, 2021 total warrant of checks released for \$479,096.89," seconded by Trustee Earickson.

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 4: REVIEW MAY 2021 FINANCIAL REPORTS**

The Trustees were provided with the May/Year-to-Date 2021 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted.

**ITEM 5: APPROVALS/MOTIONS NEEDED****A. Changes to Personnel Manual**

The Board members were presented with a memo requesting approval for modifications to the KWD Personnel Manual. Mr. Crouse explained the proposed changes and answered questions from the Board members.

Motion by Trustee Richards, “to approve the proposed modifications to the KWD Personnel Manual,” seconded by Trustee Earickson.

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.

**B. Approval of Fence Replacement at Shores Road Tank**

The Board members were presented with a request for authorization memo which included proposals from four bidders for the replacement of the fence around the Second Rangeway Tank at 45 Shores Road, Oakland.

Motion by Trustee Earickson, “to accept the low bid from Triple P Fence for the replacement of the fencing around the Second Rangeway Tank at 45 Shores Road, Oakland, for \$14,969.30,” seconded by Trustee Fuller.

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.

**C. Other**

The Board members were presented with a request for authorization memo which included a proposal from one bidder (five firms were invited to bid) to relocate two services and abandon a main on Kennedy Memorial Drive, Waterville.

Motion by Trustee Talbot, “to accept the bid from Ranger Construction to relocate two services and abandon the six-inch water main on Kennedy Memorial Drive, Waterville, for \$45,364.00,” seconded by Trustee Fuller.

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.

Mr. Crouse explained that as a result of the newly ratified contract for union employees, a 4.5 percent wage increase was agreed upon retroactively to January 2021. The non-union employees were granted a 3.0 percent wage increase in January 2021. Mr. Crouse proposed increasing the non-union employees, with the exclusion of those who were advanced to the top of their pay scale in January 2021, an additional 1.5 percent wage increase retroactively to January 2021.

Motion by Trustee Fuller, “to increase the non-union employees, with the exclusion of those who were advanced to the top of their pay scale in January 2021, an additional 1.5 percent wage increase retroactively to January 2021,” seconded by Trustee Richards.

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 6: GENERAL MANAGER’S REPORT**

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

The Board members briefly discussed the 2020 audited financial reports from Runyon Kersteen Ouellette (RKO), KWD’s auditing firm. A representative from RKO will be invited to an upcoming meeting to discuss the 2020 audit results.

In addition to his report, Mr. Crouse discussed the lifting of the Maine Civil State of Emergency (which included a provision for the attendance of Board meetings remotely) and LD 32, An Act Regarding Remote Participation in Public Proceedings, which requires public bodies to adopt a policy for remote participation in public meetings. Mr. Crouse will present a draft for Board review during the July 15, 2021 meeting.

Mr. Crouse also updated the Board on the projected increase in cost for the new KWD facility and planned revisions to the non-union employees’ salary administration policy. Both will be presented to the Trustees at a future meeting.

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

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

Trustee Richards mentioned he would be interested in the historical water rates effective in the early 1900s.

In response to a question by Trustee Richards regarding recent ransomware attacks in the news, Mr. Zetterman stated that KWD is presently well protected and continuously re-evaluates security measures as technology advances.

**ITEM 8: PUBLIC PARTICIPATION**

None

**ITEM 9: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS**

**A. 1 MRS §405-6D, Labor Negotiations – Non-Union Wages**

Executive Session was not necessary.

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

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.

Meeting adjourned at 8:50 a.m.

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Sue Markatine, Recording Secretary