

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – JULY 15, 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; Amy Stabins, Vice-President (Remote Access); J. Michael Talbot, Treasurer; Jeff Earickson, Assistant Treasurer; 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

Frank Richards, Trustee, left the meeting at 9:00 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, 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 17, 2021.

Motion by Trustee Earickson, "to accept the minutes of the Regular Board of Trustees' meeting of June 17, 2021," seconded by Trustee Talbot.

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 July 15, 2021 total warrant of checks released for \$288,025.82," 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: APPROVALS/MOTIONS NEEDED**A. Payment of Annual Drinking Water Fee – Maine CDC Drinking Water Program - \$13,325 – No Change from Previous Year**

Mr. Crouse informed the Trustees that the KWD annual assessment fee for the Maine Center for Disease Control (CDC) Drinking Water Program is \$13,325. This program is a supportive regulatory agency for all Maine water utilities which helps the public water systems comply with the Federal Safe Drinking Water Act and state regulations, provides technical assistance, works with systems to support source water areas, and provides grants or loans for infrastructure improvements.

Motion by Trustee Talbot, “to authorize the payment of \$13,325 to the Maine CDC Drinking Water Program for the State Fiscal Year 2022 Assessment Fee,” 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.

B. 2021-2022 – MMA Property and Casualty Insurance Renewal – \$56,285 (Two Installments of \$28,142.50 Each). The 2020 – 2021 Renewal was \$54,500 (3.3% Increase).

KWD recently received the premium renewal from the Maine Municipal Association (MMA) for the KWD property and casualty insurance.

Motion by Trustee Earickson, “to authorize the payment of \$56,285 to the Maine Municipal Association for KWD’s 2021 – 2022 Property and Casualty Insurance premium,” seconded by Trustee Talbot.

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. Approval of Four Bids for Seven Trucks - \$93,257; \$34,050; \$96,157; and \$20,593 (See Memos)

The Board members were presented with four requests for authorization memos which included bid specifications and proposals from one bidder (six dealerships were invited to bid) for the replacement of seven trucks. Three of the vehicles are part of the 2021 capital budget. The remaining four vehicles are part of the pending 2022 capital budget. All trucks were ordered at this time because of the difficulty in getting trucks. At least four trucks are anticipated in 2022. Mr. Crouse reviewed these requests and answered questions from the Trustees.

Motion by Trustee Earickson, “to accept the bids from O’Connor Auto Group for seven trucks for the net price of \$244,057 (after trade-in allowances),” second by Trustee Talbot.

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.

D. Policy for Remote Participation in Public Proceedings

In accordance with LD 32, An Act Regarding Remote Participation in Public Proceedings, which requires public bodies to adopt a policy for remote participation in public meetings, the Board members were provided with and discussed a tentative policy.

Motion by Trustee Talbot, “subject to a public hearing, to adopt the amended KWD Board of Trustees Remote Participation in Public Proceedings policy,” 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 – Nay, Trustee Williams – Yea. Motion carried.

The public hearing will be held at 7:30 a.m. on August 5, 2021 at the KWD Water Treatment Plant in Vassalboro prior to the regularly scheduled Board meeting.

ITEM 5: REVIEW OF NEW FACILITY DESIGN PROGRESS, COST ESTIMATES, IMPACTS ON RATES, AND POSSIBLE CHANGES IN SCOPE

Mr. Crouse conducted a PowerPoint presentation to review the design status, new construction cost estimates, rate impacts, cost reduction options, and funding options for the new KWD facility. The Board members discussed the updated project scope and directed Mr. Crouse to continue forward with the design of the new facility.

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.

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

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. 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 Talbot, “to accept the Department Reports as presented,” seconded by Trustee Williams.

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – 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

Earlier in the meeting, Trustee Hodsdon informed the Board members that Charlie Kent, a past Trustee who served on the KWD Board for many years representing the Town of Benton, passed away.

Motion by Trustee Talbot, “to authorize the General Manager to make a memorial donation in remembrance of Charlie Kent,” 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.

ITEM 9: PUBLIC PARTICIPATION

None

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

None

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

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – 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 9:15 a.m.

Sue Markatine, Recording Secretary