

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – SEPTEMBER 16, 2021 at 7:30 AM**

Note: KWD Trustees held this meeting at the KWD Water Treatment Plant. Notice of this meeting was posted on the KWD Facebook and Webpage.

The meeting was called to order at 7:30 a.m. by Vice-President Stabins.

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

Trustees absent: Al Hodsdon, President

Denise Bruesewitz, Trustee, left the meeting at 8:16 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, KWD Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

None

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

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of September 2, 2021," seconded by Trustee Earickson.

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

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the September 16, 2021 total warrant of checks released for \$605,458.85," seconded by Trustee Earickson.

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

ITEM 4: REVIEW AUGUST 2021 FINANCIAL REPORTS

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

ITEM 5: APPROVALS/MOTIONS NEEDED**A. Sensus Base Station Warranty Payment**

The Board members were presented with a memo requesting authorization to purchase the 2022 warranties for the three KWD tower gateway base stations which transmits customers' meter data information to the Sensus Analytics system for billing and other reporting analyses.

Motion by Trustee Talbot, "to authorize the payment to E. J. Prescott for \$9,945.93 for the 2022 warranties for the three Sensus tower gateway base stations," seconded by Trustee Williams.

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

B. Agreement with Wright-Pierce for Cybersecurity Evaluation

The Board members were presented with a request for authorization memo which explained the proposal from one engineering firm (three were invited to submit statements of qualifications) to assess the KWD supervisory control and data acquisition (SCADA) cybersecurity. Mr. Zetterman describe the project scope and answered questions from the Board members.

Motion by Trustee Talbot, "to approve the agreement with Wright-Pierce for \$17,100.00 for an assessment of the KWD SCADA cybersecurity," seconded by Trustee Richards.

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

C. Adoption of New Version of KWD's Terms & Conditions

The Board members were provided with a memo requesting approval of the revised KWD Terms & Conditions and the associated document. At a previous meeting, the Board members were given a PowerPoint presentation which focused on the proposed changes that would increase or decrease the financial impact on customers. Mr. Crouse and Mr. LaPlante responded to questions posed by the Trustees regarding sections of the KWD Terms and Conditions document.

Motion by Trustee Earickson, "to approve the new KWD Terms & Conditions with the effective date of January 3, 2022," seconded by Trustee Talbot.

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

D. Replacement of Water Treatment Plant Conference Room Chairs

The Board members were presented with a request for authorization memo which included proposals from three bidders for the replacement of the conference room chairs at the WTP.

Motion by Trustee Talbot, “to accept the low bid from Union Office Interiors for \$5,626.00 for the replacement of the WTP conference room chairs,” seconded by Trustee Dornish.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – 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.

As a follow up to a previous meeting discussion, Mr. Crouse advised the Trustees that if the Board chooses to video record or live stream the Board meetings for public viewing there would be no cost associated with this but would require some dedicated staff time. Presently, the Board meetings are audio recorded only. After a discussion of the available options, a motion was proposed.

Motion by Trustee Williams, “to continue status quo with the means in which the Board meetings are presently recorded,” seconded by Trustee Richards.

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

In addition to the General Manager’s report, Mr. Crouse informed the Board of a metering/billing issue for three accounts. He explained the means in which this was discovered, the resolution, and the solution to avoid this issue in the future.

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

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – 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 reported that the China Lake Alewife Restoration project is close to completion. The final dam slated for removal has been removed, and the fish ladder construction at the China Lake Outlet Stream Dam is almost complete.

Trustee Fuller made an inquiry regarding KWD’s vaccination policy. Mr. Crouse reported that there was no status change. A brief discussion of the topic followed with no action taken.

ITEM 8: PUBLIC PARTICIPATION

None

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

None

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

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

Meeting adjourned at 8:40 a.m.

Sue Markatine, Recording Secretary