

Kittery Water District – Board of Trustees Meeting – October 20, 2021 (via Zoom)

Meeting held via Zoom and called to order at 8:05 a.m.

In Attendance: Trustees Julia O’Connell, James Golter, John Perry, Julie Pelkey, Bob Gray; Supt. Mike Rogers; fifteen members of the public; four KWD employees.

Mission Statement: Trustee Perry stated that the KWD mission statement will no longer be read at the current and future meetings. Trustee O’Connell made a motion that the KWD mission statement be read. No one seconded. Mission statement was not read.

Agenda: Reviewed and accepted as written.

Secretary’s Report: Minutes from the September 15, 2021 BOT meeting, October 6, 2021 BOT meeting and minutes from the Trustee’s organizational meeting of September 22, 2021 were accepted with minor changes. Minutes will be reviewed and any comments will be submitted to the secretary well before meetings going forward.

Treasurer’s Report: For October 20, 2021 -- Cash was \$103,813.79; Accounts Payable was \$29,771.77 Payroll was \$13,753.33. There were fourteen hours of overtime; eight is the norm. Six were for pre-lime issues at the plant. Four were for Holiday pay. Three were for Shephards Way, KP. Trustee Golter moved to approve the October 13, 2021 bill payments retroactively, as well as payments for October 20, 2021. Seconded by Trustee Gray. Motion carried 5-0. Trustee Golter will sign checks.

President’s Report: Supt. Rogers, Trustee Golter and Trustee Perry met with YWD BOT President Richard Leigh and Supt. Don Neuman to acquaint themselves with each other. KWD Trustees attended a tour of YWD watershed recently. New Trustees need to sign FOAA certificates and return to the Office Manager, Linda Johnson, within 100 days of their nominations.

Superintendent’s Report: Dam maintenance is continuing in preparation for the annual inspection next month. New service lines have been added. The Government St. project will start on Monday. The pipeline to be used for the future interconnection with YWD via I-95 turnpike crossing with our Beech Ridge Rd. pumphouse needs to be built. This requires paying a landowner, Vicky Cross, \$6000 for an easement. Trustee Golter motions to approve \$6000 for the easement. Trustee Perry seconds. Four in the affirmative. One in the negative. Motion carries. Trustee O’Connell votes no and would like to look at the bigger financial picture. Trustee Perry has toured the pump house with Supt. Rogers and states that pumps need to be placed and they have already been funded. Supt. Rogers will be obtaining a work truck to replace the K-10 pick-up.

Financial Report for the month of September was reviewed.- Trustee Golter states that we are negative \$19,000 due to cost overruns at Keen Ave. Trustee O’Connell asks for clarification of Capital Improvement Fund expenses, if they include \$650,000 for the I-95 turnpike crossing and how that will affect the value of our Capital Improvement Fund. Some of the expenses are paid and not expensed over time; while some, like plant improvements, are expensed over time.

Third quarter budget comparisons show 70% of expenses have been paid while 85% of projected income has been received.

Filtration Plant Operations Report reviewed for the month of September. No violations were noted. Tour of the plant is available to all Trustees.

Duties and Responsibilities of the KWD BOT. Documents provided by President Perry and Supt. Rogers were reviewed. It was decided that the discussion would resume after "The Water Board Bible handbook of modern water utility management" was distributed to all Trustees. Supt. Rogers has ordered copies. Trustee O'Connell suggests adding three overarching goals to guide us such as 1) provide quality water at a cost effective price, 2) foster healthy relationships with our valued customers, 3) maintain financial integrity of the district by being fiscally responsible. Additional action statements may address financial concerns and customer concerns.

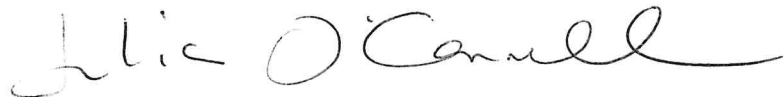
Open Discussion- Trustee Gray states that he is impressed with our staff, filtration plant, dams, and the YWD watershed. President Perry thanks the KWD staff.

Public Comment- President Perry states that all emails from the public should be sent to the Superintendent and President Perry, and copied to the Trustees. They will be read at BOT meetings. Office Manager Linda Johnson states that the engineering expense on the ledger sheet was negative 130% because we received funding in 2021 from the Maine Drinking Water Program for the expense incurred for the 2020 Master Plan in 2020. Suzanne Sayer suggests that water chemistry information can be obtained from available texts or a course at UNH.

Hearing no further comments the meeting was adjourned at 8:48 a.m.

The next regular Trustees meeting will be held on Wednesday, November 3, 2021 at 8:00 a.m. via Zoom.

Respectfully submitted,
Julia O'Connell, Secretary

A handwritten signature in cursive script that reads "Julie O'Connell". The signature is written in black ink and is positioned to the right of the typed name.

Disclaimer: The preceding minutes constitute the author's understanding of the meeting. While every effort has been made to ensure the accuracy of the information, the minutes are not intended to be a verbatim transcript of comments at the meeting, but as a summary of the discussion and actions that took place.