

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – NOVEMBER 4, 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 (Remote Access); Karl Dornish, Trustee; Allan Fuller, Trustee (Remote Access); Frank Richards, Trustee; Bruce Williams, Trustee; Denise Bruesewitz, Trustee (Remote Access)

Trustees absent: Al Hodsdon, President

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); 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 OCTOBER 21, 2021.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of October 21, 2021," seconded by Trustee Williams.

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 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT**

Motion by Trustee Talbot, "to ratify the November 4, 2021 total warrant of checks released for \$167,602.78," 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 SEPTEMBER 2021 FINANCIAL REPORTS INCLUDING YEAR-TO-DATE CAPITAL BUDGET REPORT**

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

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

The Board members were provided with and discussed the proposed revisions to the KWD Personnel Manual.

Motion by Trustee Talbot, “to approve the proposed modifications to the KWD Personnel Manual as presented,” 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: MAINE WATER COMPANY – OAKLAND DIVISION WATER SALE AGREEMENT**

During the October 21, 2021 Board meeting, Mr. Crouse informed the Trustees of a water rate discount currently enjoyed by the Maine Water Company (MWC) – Oakland Division but not described in the existing water sale agreement between KWD and MWC. This discount pertains to the meter size/demand charge. At today’s meeting, the Trustees were presented with and discussed the options prepared by Mr. Crouse to aid in deciding upon a course of action.

Motion by Trustee Talbot, “to increase the Maine Water Company – Oakland Division annual charge by approximately three percent per year beginning January 1, 2022 to the full six-inch meter rate in the year 2025,” seconded by Trustee Williams.

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

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 8: DEPARTMENT REPORTS**

As part of their Board packet, the Trustees were provided with and discussed the Monthly Department Reports prepared by the respective managers.

Motion by Trustee Talbot, “to accept the Department Reports 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 Dornish – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

**ITEM 9: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS**

None

**ITEM 10: PUBLIC PARTICIPATION**

None

**ITEM 11: 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 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.

Meeting adjourned at 8:49 a.m.

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Sue Markatine, Recording Secretary