

**KENNEBEC WATERDISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – APRIL 21, 2022 at 7:30 AM**

Note: KWD Trustees held this meeting at the KWD Business Office. 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 Stabins.

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

Trustees absent: Karl Dornish, Trustee; Allan Fuller, Trustee; Mark McCluskey, Trustee

Also present: Roger Crouse, KWD General Manager (Attended the Meeting Briefly by Remote Access); Matt Zetterman, KWD Technology Manager and Acting on Behalf of the General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineering Manager (Remote Access); Benny LaPlante, KWD Service Manager (Remote Access); Robbie Bickford, KWD Water Quality Manager (Remote Access)

**ITEM 1: INTRODUCTION OF GUESTS**

None

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF APRIL 7, 2022.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of April 7, 2022," seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – 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 April 21, 2022 total warrant of checks released for \$118,892.20," seconded by Trustee Earickson.

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

**ITEM 4: REVIEW MARCH 2022 FINANCIAL REPORTS**

The Trustees were provided with the March/Year-to-Date 2022 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted.

**ITEM 5: APPROVALS/MOTIONS NEEDED****A. Pavement Restoration Agreement**

The Trustees were provided with a request for authorization memo which included proposals from three bidders for the 2022 paving restoration work necessary due to the various KWD projects which require excavation.

Motion by Trustee Talbot, “to approve the low bid from Proseal, LLC for the 2022 pavement restoration work for the base price of \$70.00 per square yard,” seconded by Trustee Richards.

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

**B. Building Commissioning Agreement**

The Trustees were provided with a request for authorization memo which included proposals from two firms (KWD solicited three firms) for building commissioning services for KWD’s new facility. This service is to ensure the totality of the mechanical and electrical systems are operating properly, efficiently, and effectively.

Motion by Trustee Talbot, “to approve an agreement with Turner Building Science and Design, LLC for building commissioning services for the not to exceed price of \$47,300.00,” seconded by Trustee Williams.

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

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

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

**ITEM 7: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS****A. Jeff Earickson Feedback to the Board on Cybersecurity Review**

Trustee Earickson recently met with Mr. Crouse and Mr. Zetterman to review the Cybersecurity Evaluation conducted by Wright-Pierce. Trustee Earickson reviewed the general assessment and cost for

implementation for the recommendations proposed by Wright-Pierce. Overall, Trustee Earickson was impressed with the Wright-Pierce report and the continued efforts of Mr. Zetterman.

**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 Williams.

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

Meeting adjourned at 7:55 a.m.

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Sue Markatine, (for Amy Dyer, Recording Secretary for this meeting)