

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – MAY 19, 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); Bruce Williams, Trustee; Allan Fuller, Trustee; Mark McCluskey, Trustee

Trustees absent: Denise Bruesewitz, Trustee

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); Benny LaPlante, KWD Service Manager (Remote Access); Robbie Bickford, KWD Water Quality Manager (Remote Access); Sue Markatine, KWD Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

On behalf of the Board members, President Stabins acknowledged the resignation of Karl Dornish, Trustee from Winslow, who served on and was dedicated to the KWD Board for many years. Mr. Crouse read a brief statement from Mr. Dornish who expressed his enjoyment as a KWD Trustee.

Mr. Benjamin Murray, owner of A. E. Hodsdon, was acknowledged and attended via Zoom.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF MAY 5, 2022.

Motion by Trustee Richards, "to accept the minutes of the Regular Board of Trustees' meeting of May 5, 2022," seconded by Trustee Williams.

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

ITEM 3: REVIEW OF COMMENTS RECEIVED AT RATE INCREASE PUBLIC HEARING ON MAY 18, 2022

The Board members reviewed the proceedings from the May 18, 2022, public hearing regarding the proposed changes in KWD water rates, effective beginning July 1, 2022, and July 1, 2023. Per the Maine Public Utilities Commission (MPUC), KWD can submit the final formal filing for the rate increases to the MPUC ten days after the public hearing.

ITEM 4: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, “to ratify the May 19, 2022, total warrant of checks released for \$75,725.17,” seconded by Trustee Earickson.

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

ITEM 5: REVIEW OF APRIL 2022 FINANCIAL REPORTS

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

ITEM 6: REVIEW OF 2021 FINANCIAL AUDIT REPORTS

The Board members were provided with the 2021 annual financial audit reports prepared by Runyon, Kersteen, Ouellette (RKO). Mr. Crouse and Mrs. Dyer answered questions from the Trustees regarding these reports. It was the consensus of the Trustees to have a representative from RKO attend a future meeting to summarize the results of the 2021 financial audit.

ITEM 7: APPROVALS/MOTIONS NEEDED**A. Approval of Maine Public Utilities Commission Annual Regulatory Assessment - \$27,723****i. The 2021 Assessment was \$24,464**

Mr. Crouse informed the Trustees that the Maine Public Utilities Commission (MPUC) Annual Regulatory Assessment is \$27,723. This amount is determined by annual revenues of a utility, and the percentage of time spent by MPUC’s staff for water-utility related items in proportion to other utilities.

Motion by Trustee Fuller, “to authorize the payment of \$27,723 to the Maine Public Utilities Commission for the Annual Regulatory Assessment Fee,” seconded by Trustee Richards.

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

B. Other

In order to proceed with the grant application for the funding under the Northern Border Regional Commission for the Chase Avenue Pump Station upgrade project, the Board needs to adopt a resolution authorizing the General Manager to make application on behalf of KWD. (See full resolution following conclusion of minutes.)

Motion by Trustee McCluskey, “to adopt the Northern Border Regional Commission State Economic and Infrastructure Development Investment Program resolution authorizing Mr. Crouse, KWD General

Manager, to submit and sign a grant application and future documentation on behalf of KWD,” seconded by Trustee Earickson.

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

ITEM 8: GENERAL MANAGER’S REPORT

The Trustees were provided with the General Manager’s report, and a brief review was conducted by Mr. Crouse.

In addition to his report, Mr. Crouse informed the Trustees that KWD has been broached by C. H. Stevenson, Inc., who is the contractor for the High Street and Eustis Parkway, Waterville, water main replacement project, regarding a potential change order due to the high price of diesel fuel. After some deliberation, the consensus of the Trustees was to consider this request. Mr. Crouse was asked to discuss this with the contractor(s) in order to determine the potential cost to KWD.

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

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

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

At the request of Trustee Earickson, Mr. Crouse updated the Board on the potential KWD solar panel project in Vassalboro which will aid in offsetting KWD’s electricity costs. Trustee Earickson mentioned a news source has indicated solar panels could be in short supply.

Trustee Richards mentioned that to commemorate the completion and success of the China Lake Alewife Restoration project, there will be guided tours and a ribbon cutting ceremony attended by Governor Mills later today.

Trustee Stabins stated she will be unable to attend the June 2, 2022, Board meeting.

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 Earickson.

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

Meeting adjourned at 8:48 a.m.

Sue Markatine, Recording Secretary

**KENNEBEC WATER DISTRICT
Authorized Official Resolution
Northern Border Regional Commission
State Economic & Infrastructure Development Investment Program**

BE IT HEREBY RESOLVED by the Board of Trustees of the Kennebec Water District (the “District”) assembled:

THAT: The General Manager of the District is hereby authorized, in the name of and on behalf of the District, to execute and file applications with the Northern Border Regional Commission (NBRC).

THAT: The General Manager of the District is hereby authorized, in the name of and on behalf of the District, to sign both the NBRC State Economic & Infrastructure Development (SEID) application and, should the project be selected for funding, all NBRC investment documents that bind the District.

THAT: The General Manager of the District is currently Roger Crouse.