

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – AUGUST 4, 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; Sarah Whateley, Clerk (Remote Access); Jeff Earickson, Assistant Treasurer (Remote Access); Denise Bruesewitz, Trustee (Remote Access); Allan Fuller, Trustee; Bruce Williams, Trustee; Ben Murray, Trustee

Trustees absent: Mark McCluskey, Trustee

Also present: Roger Crouse, KWD General Manager; Jeff Longfellow, KWD Engineering 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

None

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF JULY 21, 2022.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of July 21, 2022," seconded by Trustee Williams.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Abstained, Trustee Stabins – Yea, Trustee Murray – 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 August 4, 2022, total warrant of checks released for \$640,760.85," seconded by Trustee Earickson.

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

ITEM 4: APPROVALS/MOTIONS NEEDED**A. Approval of Payment to Pierce Atwood – Bond Issuance Cost - \$31,525.77 (In the July 21, 2022 Memo to the Board, the Estimated Bill was \$33,500 plus Expenses.)**

Mr. Crouse explained that this payment to Pierce Atwood LLP is for the final issuance cost associated with selling the revenue bond which will fund the new KWD Administration and Operations Facility and High Street and Eustis Parkway, Waterville, water main replacement projects.

Motion by Trustee Talbot, “to authorize a payment of \$31,525.77 to Pierce Atwood LLP,” seconded by Trustee Fuller.

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

B. Approval of Joint Agreement with CA White & Associates and Drumlin Environmental for Watershed Stewardship Plan

The Trustees were provided with a request for authorization memo which noted that KWD had reviewed qualifications and proposals from consultants to aid in the development of a KWD China Lake Watershed Stewardship Plan. Mr. Bickford explained that the full project cost (up to \$20,000.00) will be reimbursed by a Maine Drinking Water Program Source Water Protection grant.

Motion by Trustee Talbot, “to execute an agreement with Drumlin Environmental, LLC and C. A. White Associates, LLC for the development of a Watershed Stewardship Plan with a not to exceed price of \$20,000.00,” seconded by Trustee Fuller.

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

C. Review and Approval of Procurement Policy Revisions

The Trustees were provided with the KWD Procurement Policy with proposed revisions. The Board discussed these changes at length and recommended a few modifications. Mr. Crouse will incorporate these changes, and the final draft version will be presented to the Board at the August 18, 2022, meeting.

ITEM 5: 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 reported that a half-ton Chevy work truck ordered by KWD through O’Connor’s in 2021 was unlikely to be manufactured, and GMC/Chevy does not anticipate manufacturing any half-ton work trucks in 2023. However, O’Connor’s was able to locate a half-ton GMC work truck comparable to the one which was ordered in 2021. Although the price of the available GMC

work truck was \$4,894 higher than the purchase price authorized by the Board, KWD took the opportunity to purchase this vehicle.

At the July 21, 2022, meeting, the Board authorized Mr. Crouse to discuss with a landowner the potential of purchasing a parcel of land off the Lands End Road in China, Maine. Mr. Crouse reported that he did contact this landowner; however, the landowner has decided not to sell the property at this time.

Motion by Trustee Earickson, “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 Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 6: DEPARTMENT REPORTS

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

At Trustee Earickson’s request, Mr. Crouse described a few of the recent circumstances when KWD personnel have maintained their professionalism when encountered with challenging customer situations.

In response to a question by Trustee Fuller, Mr. Bickford stated that fruit trees were incorporated in the tree planting project as a positive public relations gesture to the abutting homeowners because of the anticipated loss of the view of the lake when the coniferous trees mature.

In addition to his report, Mr. Bragdon informed the Board that a Distribution Technician has resigned, and KWD is recruiting to fill this position.

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

ITEM 7: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

Trustee Fuller requested that, on a periodic basis, the Board be provided with a running account register of the expenditures for the new KWD Administration and Operations Facility.

Trustee Richards commented that both Mr. Crouse and Mr. Bickford attended the recent China Lake Association meeting. Mr. Crouse commended Mr. Bickford on his presentation at this meeting.

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 Earickson.

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

Meeting adjourned at 8:40 a.m.

Sue Markatine, Recording Secretary