

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – NOVEMBER 3, 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); Allan Fuller, Trustee; Denise Bruesewitz, Trustee (Remote Access); Bruce Williams, Trustee; Ben Murray, Trustee

Trustees absent: Mark McCluskey, Trustee

Denise Bruesewitz, Trustee, left the meeting at 8:30 a.m.

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

None

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF OCTOBER 20, 2022.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of October 20, 2022," seconded by Trustee Richards.

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 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the November 3, 2022, total warrant of checks released for \$1,885,305.36," 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: REVIEW OF PROPOSED 2023 CAPITAL BUDGET

Mr. Crouse conducted a PowerPoint presentation of an overview of KWD’s infrastructure investment which is partially driven by the 2018 Comprehensive Water System Facilities Plan and partially driven by the municipalities and the Maine Department of Transportation road projects. He reviewed water main and non-water main capital projects which have been or will be completed from 2019 through 2023, planned capital spending from 2024 going forward, and answered questions from the Board members.

The Trustees were provided with a draft of the proposed 2023 Capital Budget. Mr. Crouse reviewed in detail the planned 2023 capital equipment purchases and improvement projects, the funding sources for the items, and answered questions from the Board members.

ITEM 5: APPROVALS/MOTIONS NEEDED

A. Approval of Agreement with Nitram Excavation for 2023 Water Main Project

The Trustees were provided with a request for authorization memo which included proposals from eight bidders for the Kennebec Street and Lockwood Alley, Waterville, water main replacement project.

Motion by Trustee Williams, “to award the contract to the low bidder, Nitram Excavation, Inc., for \$685,510.00 plus the cost escalation allowed in the contract for the Kennebec Street and Lockwood Alley, Waterville, water main replacement project,” seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – 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 Purchase of Bulk Water Fill Station for 131 Drummond Avenue

The Trustees were provided with a request for authorization memo outlining the reasons for requesting approval of sole sourcing with Flowpoint Environmental Solutions for the purchase of a bulk filling station at the new KWD facility. After a brief discussion, a motion was proposed.

Motion by Trustee Richards, “to approve the purchase of a bulk filling station including the Access Terminal, four-inch overhead fill rack, and two-inch side outlet from Flowpoint Environmental Solutions for \$34,615.97,” seconded by Trustee Earickson.

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

ITEM 6: GENERAL MANAGER’S REPORT

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

After viewing KWD logo colors for the outside of the new facility, the Board members decided on the blue logo.

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

ITEM 7: DEPARTMENT REPORTS

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

The Trustees briefly discussed the installation of fiber optic for the internet service at the Business Office and the new telephone system which will decrease monthly cost and improve technology.

Motion by Trustee Talbot, “to accept the Department Reports as presented,” seconded by Trustee Richards.

Roll Call Vote: Trustee Earickson – 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 8: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

None

ITEM 9: PUBLIC PARTICIPATION

None

ITEM 10: 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 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 8:54 a.m.

Sue Markatine, Recording Secretary