

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – JANUARY 19, 2023 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; Allan Fuller, Trustee; Bruce Williams, Trustee; Mark McCluskey, Trustee; Ben Murray, Trustee

Trustees absent: Sarah Whateley, Clerk; Denise Bruesewitz, Trustee

J. Michael Talbot, Treasurer, left the meeting at 8:40 a.m.

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**

None

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE ANNUAL BOARD OF TRUSTEES' MEETING OF JANUARY 5, 2023.**

Motion by Trustee Williams, "to accept the minutes of the Annual Board of Trustees' meeting of January 5, 2023," seconded by Trustee Talbot.

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

**ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT**

Motion by Trustee Talbot, "to ratify the January 19, 2023 total warrant of checks released for \$1,288,714.80," seconded by Trustee Earickson.

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

**ITEM 4: REVIEW OF BUDGET & SPENDING FOR 131 DRUMMOND AVE**

Mr. Crouse reviewed the Budget and Summary of Expenditures up to January 19, 2023, for the new KWD Administration and Operations Facility and answered questions from the Trustees.

**ITEM 5: APPROVALS/MOTIONS NEEDED****A. Approval of 2023 Chemical Purchases**

The Board members were provided with a request for authorization memo which included a description of and the bid submittals for the supply of six bulk chemicals for the year 2023. Mr. Bickford responded to questions posed by the Trustees regarding these bid submittals.

Motion by Trustee Talbot, “for the year 2023, to accept the low bids as follows: Sodium Hydroxide bid to Univar at \$4.780 per gallon; Alum bid to GAC Corporation at \$1.646 per gallon; Sodium Hypochlorite bid to Harcros Chemical at \$2.660 per gallon; Fluoride bid to Univar at \$5.010 per gallon; Ortho-Polyphosphate bid to Shannon Chemical at \$19.190 per gallon; and Cationic Polymer bid to Nalco Chemical at \$17.910 per gallon,” seconded by Trustee McCluskey.

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

**B. Approval of Transmission Main Surveying Agreement**

The Trustees were provided with a request for authorization memo which included proposals from three bidders for the KWD transmission main surveying project. Mr. Crouse and Mr. Longfellow answered questions regarding the scope of work for this project.

Motion by Trustee Fuller, “to accept the low bid from Sebago Technics to survey the KWD transmission main right-of-way, install new monuments where needed (for an additional cost at KWD’s discretion), and file easement descriptions with the Kennebec County Registry of Deeds through the areas of Waterville, Winslow, and Vassalboro for \$159,150.00,” seconded by Trustee Talbot.

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

**C. Approval of Furniture Purchase Contract for 131 Drummond Avenue**

The Trustees were provided with a request for authorization memo explaining the two methods assessed, having the architectural firm obtain vendor bids or having KWD staff work directly to choose a vendor, to purchase the new furniture for the new KWD Administration and Operations Facility. KWD staff worked directly with two vendors to evaluate product, services, cost, and warranties. Based upon this information, KWD staff offered a recommendation. After a brief discussion, a motion was proposed.

Motion by Trustee Talbot, “to approve an agreement with Union Office Interior for a price up to \$94,000.00 for the purchase, delivery, and installation of furniture for the new KWD Administration and Operations Facility,” seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Murray – Yea, Trustee Fuller – 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.

In reference to the General Manager’s report, Mr. Crouse and Mr. Bickford elaborated on and answered questions from the Trustees about the recent preliminary discussion with Huhtamaki staff regarding a potential increase of KWD water usage.

Mr. Crouse informed the Board members that Verizon has expressed interest in leasing space and erecting a cell tower antenna on the top of the KWD Shores Road water tank.

The Maine Drinking Water Program has published the 2023 Drinking Water Program State Revolving Fund (DWPSRF) project list. KWD has two main replacement projects on the primary list, Kennebec Street/Lockwood Alley, Waterville, and Pleasant Street, Waterville. The design for the KWD Chase Avenue Pump Station is on the secondary list; therefore, this project will not be funded by the DWPSRF in 2023.

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

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

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

Due to a date conflict with the Maine Water Utilities Association Annual Tradeshow and Conference which is scheduled for February 1<sup>st</sup> - 2<sup>nd</sup>, 2023, the Trustees decided to cancel the February 2, 2023, KWD Board meeting. The only scheduled Board meeting in February is on February 16, 2023.

Motion by Trustee Williams, “to cancel the February 2, 2023 KWD Board of Trustees meeting,” seconded by Trustee McCluskey.

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

In response to a question by Trustee Fuller, Mr. Crouse stated that KWD staff and China Lake Association’s staff will be scheduling a meeting to discuss a recommendation to aid in determining the KWD official position of an alum treatment in China Lake.

Board members discussed the level of supporting documentation desired from staff before Board approval is requested. No specific changes to the procurement policy were proposed.

**ITEM 8: PUBLIC PARTICIPATION**

None

**ITEM 9: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS**

None

Motion by Trustee Richards, “to adjourn the meeting,” seconded by Trustee Williams.

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

Meeting adjourned at 8:53 a.m.

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Sue Markatine, Recording Secretary