

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – FEBRUARY 16, 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; Sarah Whateley, Clerk (Remote Access); Allan Fuller, Trustee; Denise Bruesewitz, Trustee (Remote Access); Bruce Williams, Trustee; Ben Murray, Trustee; Mark McCluskey, Trustee

Trustees absent: None

Denise Bruesewitz, Trustee, left the meeting at 9:00 a.m.  
J. Michael Talbot, Treasurer, left the meeting at 9:15 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineering Manager; Max Kenney, KWD Project Engineer; 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; Sue Markatine, KWD Recording Secretary

**ITEM 1: INTRODUCTION OF GUESTS**

Mr. Nick Richards, KWD’s recently employed Distribution Technician, was introduced and welcomed by the Board members.

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES’ MEETING OF JANUARY 19, 2023.**

Motion by Trustee McCluskey, “to accept the minutes of the Regular Board of Trustees’ meeting of January 19, 2023,” seconded by Trustee Fuller.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – 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 February 16, 2023, total warrant of checks released for \$309,830.06,” seconded by Trustee Earickson.

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

**ITEM 4: FINANCIAL REPORTS**

**A. December 2022 Monthly Financial Reports**

The Trustees were provided with the preliminary December/Year-End Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted. There will be minor adjustments to these statements as a result of the 2022 financial audit which will be conducted at the end of February.

**B. 2022 Year-End Capital Spending Summary**

The Board members were provided with a copy of the 2022 Capital Budget Expenditures Report updated through February 3, 2023. Mr. Crouse responded to questions from the Trustees.

**C. Updated Budget and Spending for 131 Drummond Avenue**

Mr. Crouse reviewed the Budget and Summary of Expenditures up to February 9, 2023, for the new KWD Administration and Operations Facility and answered questions from the Trustees.

**D. 2022 Purchases Greater than \$15,000**

The Trustees were provided with the annual report listing vendors/contractors routinely utilized by KWD whose annual cost exceeds \$15,000 and with no anticipated change in the vendor/contractor level of service. Mr. Crouse and Ms. Dyer answered questions from the Board members regarding the KWD Procurement Policy and this document.

**ITEM 5: APPROVALS/MOTIONS NEEDED**

**A. Approval of 2023 Workers Compensation Insurance Premium - \$22,111 (2022 Premium was \$20,038)**

The Board was informed that KWD received the premium renewal from the Maine Municipal Association (MMA) for the KWD workers' compensation insurance for \$22,111.00. Mr. Crouse explained that KWD's workers' compensation experience modification rating, which is calculated based on a three-year period, is exceptional for the construction industry and results in a lower annual premium cost. KWD has an exemplary safety program and has had no major accidents or substantial injury to an employee for several years.

Motion by Trustee Fuller, "to authorize the payment of \$22,111.00 to the Maine Municipal Association for KWD's 2023 workers' compensation insurance premium," seconded by Trustee Williams.

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

**B. Approval to Purchase Turbidimeters**

The Trustees were provided with a request for authorization memo which included proposals from two bidders to replace seven turbidimeters. These meters monitor the turbidity of the water throughout the

treatment process and are critical to ensure that safe drinking water is produced. Mr. Bickford answered questions from the Board members regarding this purchase.

Motion by Trustee Fuller, “to accept the low bid from HACH Company for \$22,084.65 for the purchase of seven turbidimeters,” seconded by Trustee Earickson.

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

### **C. Approval to Purchase Information Technology Equipment for 131 Drummond Ave**

The Trustees were provided with a request for authorization memo outlining the reasons for requesting approval of sole sourcing with A Partner in Technology (API) to supply and install information technology (IT) equipment at the new KWD Administration and Operations Facility. Trustee Earickson, whose expertise is in the IT field, was a proponent of this request.

Motion by Trustee McCluskey, “to approve the sole source agreement with A Partner in Technology to supply and install IT equipment at the new KWD Administration and Operations Facility for the not to exceed price of \$19,000.00” seconded by Trustee Earickson.

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

### **D. Other**

The Trustees were provided with a request for authorization memo outlining the reasons for requesting an approval of a cost increase for the 2023 cationic polymer chemical supply.

Motion by Trustee McCluskey, “to approve the increase in cost for the cationic polymer to be purchased from Nalco Chemical from \$17.91 per gallon to \$21.16 per gallon,” seconded by Trustee Earickson.

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

Referring to his report, Mr. Crouse explained that as a result of KWD staff field investigative work into system data gaps and anomalies, two unmetered services were discovered. Both these services are now metered.

One unmetered service was the result of a KWD error and could not have been reasonably detected by the customer as being under/not billed. Per the Maine Public Utilities Commission (MPUC) regulations, KWD is allowed to and did issue a minimum-flow back bill to this customer for one year.

The customer for the other unmetered service was aware he/she was using public water and was not receiving a bill. Mr. Crouse noted this customer was extremely cooperative when notified of the issue. He/she had the plumbing revamped in order for the meter installation and paid KWD for the new service fee. Per the MPUC regulations, if there is unauthorized use of water, KWD is allowed to back bill a customer up to six years. The Board members discussed at length the number of years to back bill this customer.

Motion by Trustee Fuller, “to issue a minimum-flow back bill to this customer for one year,” seconded by Trustee Earickson.

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

Motion by Trustee Williams, “to issue a minimum-flow back bill to this customer for six years and noting that if the customer requests an abatement he/she should address the Board members,” seconded by Trustee McCluskey.

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

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

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

## **ITEM 8: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS**

Trustee Earickson stated he recently completed a RCAP Board Training for Water Systems course. One item of particular interest to him was the methodology of rate setting. Because the last study was conducted many years ago, he suggested budgeting for an updated review of the mechanics of the KWD rate

structure in potentially 2024. Later this year, KWD staff will present to the Board members information for this tentative review.

Trustee Fuller commended Mr. Crouse and his staff for continually providing exceptional water and service and congratulated KWD for receiving the 2022 Excellence in Operations Award at the Maine Water Utilities annual 2022 conference.

**ITEM 9: PUBLIC PARTICIPATION**

None

**ITEM 10: AS NEEDED: EXECUTIVE SESSION MRS TITLE 1, §405: EXECUTIVE SESSIONS SECTION 6.**

**A. Ridge Road Property Offer**

**i. Executive Session MRS Title 1, §405: Executive Sessions Section 6. C. Property Sale**

Before entering Executive Session, Mr. Crouse requested that a couple of Trustees aid him in negotiating prices and making tentative commitments to buyers if there is an agreeable offer for the multiple KWD properties which are for sale. The final decision for the sales will be presented to the total Board for consideration.

Motion by Trustee Williams, “to designate Trustee Talbot and Trustee Murray to aid the General Manager in negotiating prices and making tentative commitments to interested buyers for the KWD properties which are for sale,” seconded by Trustee McCluskey.

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

At 9:20 a.m., motion by Trustee Earickson, “to enter Executive Session under MRS Title 1, Section 405-6C, Real Estate Transactions,” seconded by Trustee McCluskey.

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

At 9:31 a.m., President Stabins brought the Board out of Executive Session.

Motion by Trustee Earickson, “to adjourn the meeting,” seconded by Trustee McCluskey.

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

Meeting adjourned at 9:32 a.m.

---

Sue Markatine, Recording Secretary