

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – MAY 4, 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); Mark McCluskey, Trustee; Bruce Williams, Trustee; Ben Murray, Trustee

Trustees absent: None

Denise Bruesewitz, Trustee, joined the meeting at 7:33 a.m.
Allan Fuller, Trustee, joined the meeting at 7:33 a.m.
Denise Bruesewitz, Trustee, left the meeting at 8:45 a.m.
Ben Murray, Trustee, left the meeting at 8:50 a.m.
J. Michael Talbot, Treasurer, left the meeting at 9:00 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 REGULAR BOARD OF TRUSTEES' MEETING OF APRIL 20, 2023

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of April 20, 2023," seconded by Trustee Richards.

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

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the May 4, 2023, total warrant of checks released for \$666,819.24," 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 – Abstained, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried.

ITEM 4: REVIEW OF DRUMMOND AVENUE SPENDING

Mr. Crouse reviewed the Budget and Summary of Expenditures up to April 25, 2023, for the new KWD Administration and Operations Facilities, the pending change orders, the budget adjustments, and answered questions from the Trustees.

ITEM 5: APPROVALS/MOTIONS NEEDED

**A. Approval of Purchase of Shelving and Racking for Drummond Avenue
(Bids Due on May 1, 2023)**

The Trustees were provided with a request for authorization memo which included a proposal from one bidder (KWD solicited three firms) to furnish and install shelving and racking at the new KWD Administration and Operations Facilities. After a brief discussion, a motion was proposed.

Motion by Trustee Talbot, “to accept the bid from Materials Handling Sales, Inc. to furnish and install shelving and racking at the new KWD Administration and Operations Facilities for \$47,540.37” 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.

**B. Approval of Agreement to Complete South Street Garage Electrical Separation
(Pricing Due on May 1, 2023)**

This price quote is below the dollar threshold level requiring Board approval. Therefore, no Board action was necessary for this item.

C. Approval of Addition Site Paving at Drummond Avenue Project

The Trustees were provided with a request for authorization memo for a change order to expand the area to be paved at the new KWD Administration and Operations Facilities. Mr. Crouse explained paving for this area was moved from phase I to phase II of the project as a cost savings measure. However, total facility construction costs are anticipated to be under budget; therefore, staff is requesting to reinstate this paving to phase I. The Board discussed this request, and a motion was proposed.

Motion by Trustee Richards, “to approve a change order with JF Scott Construction Company for \$31,302.00 for an increase in the paved area at the new KWD Administration and Operations Facilities on Drummond Avenue, Waterville,” seconded by Trustee McCluskey.

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. After-the-Fact Approval of 2023-2024 Fuel Oil Contact for Water Treatment Plant (Bid due on May 2, 2023)

The Trustees were provided with a request for authorization memo explaining that Mr. Crouse had reviewed the bids solicited by the Maine Power Options fuel oil program. After the bid offerings, vendors require an almost immediate commitment; therefore, Mr. Crouse accepted the low bid price for the annual fuel supply for the Water Treatment Plant (WTP) 2023 – 2024 heating season.

Motion by Trustee Williams, “to ratify the agreement with Dennis K. Burke Oil Company for a fixed price of \$2.6700 for up to 10,000 gallons of fuel oil for the WTP 2023 – 2024 heating season,” seconded by Trustee McCluskey.

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 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 addition to his report, Mr. Crouse reported that he informed the owner of a parcel of property for sale close to China Lake, and abuts KWD property, the price offer as directed by the KWD Board members. The owner turned down this offer but has since called and left a message for Mr. Crouse. Mr. Crouse returned the call and left a message. Mr. Crouse will report to the Board any additional information at the May 18, 2023, meeting.

There was a discussion regarding PFAS and the positive actions KWD is undertaking to identify the most appropriate plan to reduce PFAS levels in KWD’s finished water. Mr. Bickford is composing an update for the KWD website regarding these actions. A presentation from CDM Smith, who is spear heading the PFAS mitigation study, is scheduled for the June 1, 2023, Board meeting.

The Board discussed a dedication for the new KWD Administration and Operations Facilities. The decision was to hold an open house and a ribbon-cutting ceremony with involvement from the Mid-Maine Chamber of Commerce. Town/City municipality staff and others related to the water industry will also be offered planned tours at a later date. The Trustees also suggested a commemorative plaque in dedication of the completion of the building.

Mr. Crouse referred to his report regarding the Planning Board’s requirement to erect a six-foot fence at an estimated cost of \$45,000.00 around the stormwater pond at the new KWD Administration and Operations Facilities. The Board supported the decision to have Mr. Crouse attend the Waterville Planning Board meeting to request a waiver of this requirement.

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

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 7: 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. Zetterman reported on the progress of the information technology (IT) equipment installation at the new KWD facility.

The Board members recognized Zach Noble on his recent promotion to KWD's highest-level Distribution Technician position.

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**A. Trustee Terms Review – Notices to Municipalities of Trustee Terms Expiring in 2023**

The Trustees were provided with a spreadsheet of the status of terms for the present Board. The appropriate municipalities will be notified of the upcoming openings for the general election. Trustees interested in running for re-election should speak to their respective city/town officials regarding the appropriate steps necessary to be placed on the ballot.

The Board members reviewed KWD's Remote Participation in Public Proceedings policy. No change was recommended at this time.

The Trustees decided to hold the May 18, 2023, Board meeting at the KWD Water Treatment Plant with a tour to view the recent improvements to follow.

ITEM 9: PUBLIC PARTICIPATION

None

ITEM 10: AS NEEDED: EXECUTIVE SESSION – MRS TITLE 1, §405: EXECUTIVE SESSIONS SECTION 6. C. LAND SALE

None

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 Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

Meeting adjourned at 9:10 a.m.

Sue Markatine, Recording Secretary