

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – OCTOBER 7, 2021 at 7:30 AM**

Note: KWD Trustees held this meeting at the KWD Water Treatment Plant. Notice of this meeting was posted on the KWD Facebook and Webpage.

The meeting was called to order at 7:30 a.m. by Vice-President Stabins.

Trustees present: Amy Stabins, Vice-President; J. Michael Talbot, Treasurer; Jeff Earickson, Assistant Treasurer (Remote Access); Sarah Whateley, Clerk (Remote Access); Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Bruce Williams, Trustee; Denise Bruesewitz, Trustee (Remote Access)

Trustees absent: Al Hodsdon, President

Denise Bruesewitz, Trustee, left the meeting at 7:55 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); Benny LaPlante, KWD Service Manager (Remote Access); Jared Bragdon, KWD Distribution 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 SEPTEMBER 16, 2021.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of September 16, 2021," seconded by Trustee Richards.

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Dornish – 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 October 7, 2021 total warrant of checks released for \$334,539.24," seconded by Trustee Fuller.

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

ITEM 4: APPROVALS/MOTIONS NEEDED**A. Removal of Trees Near Twin Tanks**

The Board members were presented with a request for authorization memo outlining the reasons for requesting approval of sole sourcing to Paradis Landscape Construction, LLC for the removal of several trees adjacent to the fencing at the KWD Twin Water Tanks in Waterville. Mr. Crouse explained KWD applied and was approved for a grant of \$3,000 from the Maine Municipal Association to aid in offsetting the cost of this project. After a brief discussion, a motion was proposed.

Motion by Trustee Dornish, “to approve the agreement with Paradis Landscape Construction, LLC for the removal of trees at the KWD Twin Tanks property for \$6,000 (\$3,000 of KWD funds and \$3,000 of Maine Municipal Association funds),” seconded by Trustee Williams.

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

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 informed the Trustees that he anticipates having a draft of the 2022 Capital Budget to present to the Board at the next meeting.

The design development phase for the new KWD facility is complete, and a new cost estimate is being projected. Mr. Crouse reviewed the options and expected source for funding the new facility.

At a previous meeting, a sub-committee was formed to review and recommend changes to the KWD Trustee Standard Operating Procedure (SOP) document. At today’s meeting, the decision was made to review and refine the KWD Trustee By-Laws document before making changes to the SOP document. Trustee Fuller and Trustee Dornish will join the sub-committee consisting of Trustee Stabins, Trustee Richards, Trustee Talbot, and Mr. Crouse. Mr. Crouse will compose a working draft of the By-Laws for the sub-committee.

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 Dornish – 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.

There was a brief discussion regarding the pending repair to the flashing at the Western Avenue Pumping Station.

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

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

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

None

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 Williams.

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

Meeting adjourned at 8:03 a.m.

Sue Markatine, Recording Secretary