

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – NOVEMBER 18, 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; Sarah Whateley, Clerk (Remote Access); Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee (Remote Access); Bruce Williams, Trustee

Trustees absent: Al Hodsdon, President

Denise Bruesewitz, Trustee, left the meeting at 8:08 a.m.  
Sarah Whateley, Clerk, left the meeting at 8:15 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 NOVEMBER 4, 2021.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of November 4, 2021," 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 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT**

Motion by Trustee Talbot, "to ratify the November 18, 2021 total warrant of checks released for \$147,521.54," seconded by Trustee Earickson.

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: REVIEW OCTOBER 2021 FINANCIAL REPORTS**

The Trustees were provided with the October/Year-to-Date 2021 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted.

**ITEM 5: REVIEW STATUS OF NEW FACILITY DESIGN AND ESTIMATED COST**

Mr. Crouse conducted a PowerPoint presentation and reviewed the newest design concepts, updated construction cost estimates, rate impacts, and cost reduction strategies for the new KWD facility. Mr. Crouse answered questions from the Board members as they discussed the updated project information.

**ITEM 6: APPROVALS/MOTIONS NEEDED**

**A. PAYMENT TO TYLER TECHNOLOGIES FOR ANNUAL APPLICATION SERVICES (LICENSING, SOFTWARE AS A SERVICE, ETC.) FOR SOFTWARE USED FOR BILLING, GENERAL LEDGER, PAYROLL, RECORD RETENTION, ASSET MANAGEMENT, ETC. - \$50,404.50 (2020 PAYMENT – \$48,938.30)**

Mr. Crouse informed the Trustees that the renewal fee of \$50,404.50 with Tyler Technologies for the Annual Software Application Services for the KWD financial software is now due. This contract includes support, upgrades, information back-up, and security services.

Motion by Trustee Talbot, “to authorize the payment to Tyler Technologies for the annual Software Application Services in the amount of \$50,404.50,” 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.

**B. BULK CHEMICAL BID AWARDS**

The Board members were presented with a request for authorization memo which included a description of and the bid submittals for the supply of four bulk chemicals for the year 2022.

Motion by Trustee Talbot, “for the year 2022, to accept the low bids as follows: Sodium Hydroxide bid to GAC Corporation at \$2.90 per gallon; Alum bid to GAC Corporation at \$1.35 per gallon; Sodium Hypochlorite bid to Harcros Chemicals at \$1.393 per gallon; and Fluoride bid to Univar at \$4.10 per gallon,” seconded by Trustee Earickson.

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 7: GENERAL MANAGER’S REPORT**

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

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

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

In response to a question by Trustee Earickson, Mr. Crouse stated that there is no recent update pertaining to the Maine Water Company – Oakland Division meter size/demand charge since the Board’s resolution.

Trustee Stabins mentioned that the Maine Water Utilities Association Board Member Development Program has been postponed until January.

**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 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.

Meeting adjourned at 8:40 a.m.

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Sue Markatine, Recording Secretary