

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – JULY 21, 2022 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; Denise Bruesewitz, Trustee (Remote Access); Allan Fuller, Trustee (Remote Access); Bruce Williams, Trustee; Mark McCluskey, Trustee; Ben Murray, Trustee

Trustees absent: Sarah Whateley, Clerk

Denise Bruesewitz, Trustee, joined the meeting at 7:33 a.m.
Frank Richards, Vice-President, 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); 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 JUNE 16, 2022.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of June 16, 2022," 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.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the July 21, 2022 total warrant of checks released for \$650,470.50," 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 Williams – Yea. Motion carried unanimously.

ITEM 4: REVIEW JUNE 2022 FINANCIAL REPORTS

The Trustees were provided with the June/Year-to-Date 2022 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted. Ms. Dyer also reviewed the investment strategy for the funds from the bond sale and the funds reserved for tank painting.

ITEM 5: APPROVALS/MOTIONS NEEDED

A. Approval of Payment for Annual Drinking Water Fee to the Maine CDC Drinking Water Program:

i. Current Bill (2023) - \$13,089.80. The 2022 bill was \$13,325.00

Mr. Crouse informed the Trustees that the KWD annual assessment fee for the Maine Center for Disease Control (CDC) Drinking Water Program is \$13,089.80. This program is a supportive regulatory agency for all Maine water utilities which aids public water systems to comply with the Federal Safe Drinking Water Act and state regulations, provides technical assistance, works with systems to support source water areas, and provides grants or loans for infrastructure improvements.

Motion by Trustee McCluskey, “to authorize the payment of \$13,089.80 to the Maine CDC Drinking Water Program for the State Fiscal Year 2023 Assessment Fee,” 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 Williams – Yea. Motion carried unanimously.

B. Approval of 2022 – 2023 MMA Property and Casualty Insurance Renewal

The Trustees were provided with a request for authorization memo explaining the increase in cost and requesting approval of the annual KWD Property and Casualty Insurance premium administered through the Maine Municipal Association. After a brief discussion, a motion was proposed.

Motion by Trustee Talbot, “to authorize the payment of \$63,837.00 to the Maine Municipal Association for KWD’s 2022 – 2023 Property and Casualty Insurance premium,” 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 Williams – Yea. Motion carried unanimously.

C. Approval of Payment of Bond Issuance Costs

The Trustees were provided with a request for authorization memo detailing the issuance costs associated with the selling of the revenue bond which will fund the new KWD Administration and Operations Facility and High Street and Eustis Parkway, Waterville, water main replacement projects.

Motion by Trustee Williams, “to authorize a payment of \$32,665.63 to Moors & Cabot, Inc., a payment of \$23,500.00 to Standard & Poor’s Financial Service, LLC, and a payment of \$29,500.00 to Moody’s Investor Services, LLC,” 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 Williams – Yea. Motion carried unanimously.

D. Approval of Agreement with Cayer Security

The Trustees were provided with a request for authorization memo which noted that KWD had reviewed qualifications and proposals from two security vendors to aid with the design and installation of security systems at the new KWD Administration and Operations Facility. The Trustees discussed this project, and a motion was proposed.

Motion by Trustee Williams, “to approve the agreement with Cayer Security to install video cameras and a building access control system at the new KWD Facility for a not to exceed price of \$80,000.00,” seconded by Trustee Talbot.

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

In addition to his report, Mr. Crouse gave kudos to KWD staff for their continued great efforts and efficiencies. This is also reflected by the recent renewal of the State of Maine Department of Labor Safety and Health Award for Public Employers which was awarded due to KWD’s exemplary safety and health management practices.

Mr. Crouse and KWD Water Treatment Plant (WTP) staff met with several consulting firms to review the request for qualifications criteria for a project to reduce the levels of PFAS in the KWD drinking water. This is in accordance with the U. S. Environmental Protection Agency’s recently published health advisory level. KWD has applied for a grant from the Maine CDC Drinking Water Program to aid in funding the cost of the consulting work and study.

The contractor’s work for the 2022 KWD water main replacement projects has been delayed due to the backorder of some materials.

In response to a question from Trustee Stabins, Mr. Crouse answered that the State of Maine Department of Transportation’s Ticonic Bridge replacement project (which includes KWD’s water pipe replacement) is slated to begin in 2023 and will be a multi-year undertaking.

KWD is experiencing a delay in the delivery of a truck which was ordered in 2021. Mr. Crouse and staff are going to begin strategizing for the 2023 replacement vehicle orders.

At Trustee Earickson’s request, Mr. Crouse reviewed the series of events involved in the theft of water by a KWD customer.

Mr. Crouse and Ms. Dyer are working on revisions to KWD's Procurement Policy. Mr. Crouse and the Trustees discussed possible adjustments in the spending threshold in which the Board of Trustees' approval is required. The draft document will be presented to the Board for consideration at a future meeting.

Motion by Trustee Talbot, "to accept the General Manager's Report as presented," 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 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.

Referring to the Neck Road, China, tree planting project, Trustee Earickson asked the reason the majority of the planting was conifer seedlings. Mr. Bickford explained this was partly due to the recommendations by the Maine Forest Service and Weyerhaeuser Timber Company staff. Another reason is that due to the high deer population in this area, conifer saplings have a higher survival rate.

Motion by Trustee Talbot, "to accept the Department Reports as presented," seconded by Trustee McCluskey.

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

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

None

ITEM 9: PUBLIC PARTICIPATION

None

ITEM 10: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

At 8:45 a.m., motion by Trustee Talbot, "to enter Executive Session under MRSA Title 1, Section 405-6C, Real Estate Transactions," seconded by Trustee Williams.

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

At 8:55 a.m., President Stabins brought the Board out of Executive Session. As a result of Executive Session, a motion was proposed.

Motion by Trustee Talbot, “to authorize the General Manager to discuss with a landowner the potential of purchasing a parcel of land off the Lands End Road, China, Maine,” seconded by Trustee Earickson.

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

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

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

Meeting adjourned at 8:57 a.m.

Sue Markatine, Recording Secretary