

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – SEPTEMBER 1, 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; Bruce Williams, Trustee; Denise Bruesewitz, Trustee (Remote Access); Ben Murray, Trustee

Trustees absent: Sarah Whateley, Clerk; Allan Fuller, Trustee; Mark McCluskey, Trustee

J. Michael Talbot, Treasurer, left the meeting at 8:38 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 AUGUST 18, 2022.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of August 18, 2022," seconded by Trustee Earickson.

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

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the September 1, 2022 total warrant of checks released for \$215,138.46," seconded by Trustee Earickson.

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

ITEM 4: APPROVALS/MOTIONS NEEDED**A. Sensus Payment – Year Three of Agreement**

The Trustees were provided with a request for authorization memo to purchase the Sensus Analytics annual subscription for KWD’s meter data management software.

Motion by Trustee Richards, “to authorize the payment of \$28,364.26 to E. J. Prescott, Inc. for the Sensus Analytics annual subscription,” seconded by Trustee Earickson.

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

B. Other

The Trustees were provided with a request for authorization memo for the purchase and installation of a three-phase transformer to provide power to KWD’s new Administration and Operations Facilities on Drummond Avenue.

Motion by Trustee Earickson, “to authorize payment to Central Maine Power for \$31,690.42 for the purchase and installation of a three-phase transformer for KWD’s new Administration and Operations Facilities,” seconded by Trustee Talbot.

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

ITEM 5: SALE OF PROPERTY DISCUSSION**A. As Needed: Executive Session MRS Title 1, §405: Section 6. C. Property Sale**

For this meeting, Executive Session was not necessary for the discussion of property sales.

On Mr. Crouse’s recommendation, the Board’s consensus was to hire a real estate agent to list the Business Office and property on Cool Street. Because there are some parties already interested in purchasing the South Street garage, Mr. Crouse will work with an appraiser to determine a sale price. He will report back to the Board regarding both these cases.

The Trustee’s also briefly discussed the potential demolition of the South Street Administration Building, the potential sale of the house on South Street, the potential sale of the South Street yard, which is not a buildable lot because it is in a flood zone, and the potential sales of a few parcels near Drummond Avenue.

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 informed the Board that KWD has again been awarded the highest tier of the Maine Municipal Association's Workers' Compensation Safety Incentive Program. This program grants a ten-percent reduction of KWD's workers' compensation annual premium. Furthermore, KWD has a low experience modification ratio, which is based on workplace injuries, which affords an additional decrease in the premium rate. Mr. Crouse and the Board members gave kudos to KWD staff for their continued efforts and commitment to workplace safety.

As directed by the Board at the August 18, 2022, meeting, Mr. Crouse spoke with a representative from SL Environmental Law Group regarding the class-action litigation against PFAS manufacturers. KWD has received an agreement contract from this firm. Mr. Crouse is having this contract reviewed by an outside attorney and will report back to the Trustees.

Because the event location calendar is being compiled for 2023, the Trustees discussed hosting one of the Mid-Maine Chamber of Commerce Business After Hours Events at the new KWD facility. The decision was made to discuss this in 2023 for a possible hosting in 2024.

Referring to his report, Mr. Crouse reviewed the circumstances involved in trading in the service van for a utility truck and utilizing one of KWD's one-half ton pick-up trucks with modifications for the service vehicle.

ITEM 7: DEPARTMENT REPORTS

As part of their Board packet, the Trustees were provided with the Monthly Department Reports prepared by the respective managers.

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

None

ITEM 9: PUBLIC PARTICIPATION

None

ITEM 10: AS NEEDED: EXECUTIVE SESSION – MRS TITLE 1, §405: SECTION 6

None

Because the Board attendance dropped below a quorum, the meeting was adjourned at 8:38 a.m.

Sue Markatine, Recording Secretary