

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – SEPTEMBER 15, 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; Sarah Whateley, Clerk (Remote Access); Jeff Earickson, Assistant Treasurer; Allan Fuller, Trustee (Remote Access); Bruce Williams, Trustee; Mark McCluskey, Trustee; Ben Murray, Trustee

Trustees absent: Denise Bruesewitz, Trustee

Sarah Whateley, Clerk, left the meeting at 8:25 a.m.
Mark McCluskey, Trustee, left the meeting at 8:30 a.m.
Ben Murray, Trustee, left the meeting at 8:30 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

Mr. Ben Bard, KWD's recently employed Distribution Technician, was introduced and welcomed by the Board members.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF SEPTEMBER 1, 2022.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of September 1, 2022," 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 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the September 15, 2022 total warrant of checks released for \$1,457,018.56," seconded by Trustee Earickson.

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 4: REVIEW AUGUST 2022 FINANCIAL REPORTS & DRUMMOND AVE FACILITY SPENDING

The Trustees were provided with the August/Year-to-Date 2022 Financial Statements, Accounts Receivable Aging Report, and Budget and Summary of Expenditures up to September 15, 2022 for the new KWD Administration and Operations Facility, and a brief review was conducted. (Please note: This agenda item was discussed after the meeting was officially adjourned due to a loss of quorum.)

ITEM 5: 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. - \$ 53,619.62 (2021 Payment - \$50,404.50).

Mr. Crouse informed the Trustees that the renewal fee of \$53,619.62 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 \$53,619.62,” seconded by Trustee Richards.

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.

B. Approval of Addition of a \$12 Fee in KWD’s Terms and Conditions

The Trustees were provided with a memo explaining the request for approval of a revision to KWD Terms & Conditions, specifically assessing a fee to KWD customers with testable backflow devices to cover compliance program costs. Mr. Crouse responded to questions posed by the Trustees regarding this potential change. After some discussion, the consensus of the Board members was to have KWD absorb the vendor cost for this program rather than charge the customers.

Motion by Trustee McCluskey, “to authorize KWD to absorb the vendor cost for the Testable Backflow Devices Compliance Program,” seconded by Trustee Murray.

Roll Call Vote: Trustee Earickson – Nay, 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.

Because a couple of Trustees had to leave early, the Board decided to enter Executive Session at this time.

A. Ridge Road Property Appraisal

- i. Executive Session MRSA Title 1, §405 Section 6. C. Property Sale

B. Union Negotiations

- i. Executive Session MRSA Title, §405 Section 6. D. Labor Contracts

At 7:50 a.m., motion by Trustee Williams, “to enter Executive Session under MRSA Title 1, Section 405-6C, Property Sales and Executive Session under MRSA Title 1, Section 405- 6D Labor Contracts,” seconded by Trustee Earickson.

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.

At 8:25 a.m., President Stabins brought the Board out of Executive Session.

As a result of Executive Session, a motion was proposed.

Motion by Trustee Williams, “to direct the General Manager, Board President, and Trustee Williams to work with the KWD bargaining unit to amend the union contract to place all union employees under the KWD Salary and Administration policy,” seconded by Trustee Richards.

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 6: GENERAL MANAGER’S REPORT

The Trustees were provided with the General Manager’s report, and a brief review was conducted by Mr. Crouse. (Please note: This agenda item was discussed after the meeting was officially adjourned due to a loss of quorum.)

In addition to his report, Mr. Crouse informed the Board that on November 30, 2022, there will be an Emergency Response Drill training exercise with local responders.

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

Due to an inquiry Trustee Earickson received from a resident who recently moved to the Waterville area, Mr. Crouse explained the KWD procedure if there is a boil-water order. Fortunately, KWD has had to issue very few of these. (Please note: This agenda item was discussed after the meeting was officially adjourned due to a loss of quorum.)

ITEM 8: PUBLIC PARTICIPATION

None

**ITEM 9: AS NEEDED: EXECUTIVE SESSION MRSA TITLE 1, §405:
EXECUTIVE SESSIONS SECTION 6**

This agenda item was addressed earlier in the meeting.

Because the Board attendance dropped below a quorum, the meeting was officially adjourned at 8:30 a.m.

Sue Markatine, Recording Secretary