

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

Trustees absent: Denise Bruesewitz, Trustee

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 NOVEMBER 17, 2022.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of November 17, 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 December 1, 2022, total warrant of checks released for \$1,746,128.97," 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 OF PROPOSED 2023 OPERATING AND CASH BUDGETS

The Trustees were provided with the following documents: 1) Proposed 2023 Capital Budget; 2) Proposed 2023 Operating Budget; 3) Proposed Cash Reserves Budget; and 4) Operating Budget Category Descriptions.

The Proposed 2023 Capital Budget was previously reviewed at the November 3, 2022 Board meeting. Mr. Crouse pointed out that two-line items were added to the 2022 Capital Projects Carried Over into 2023 category. These items do not affect the Proposed 2023 Capital Budget. Mr. Crouse addressed additional questions posed by the Trustees regarding this budget.

At today's meeting, Ms. Dyer reviewed in detail the Proposed 2023 Operating Budget and Proposed 2023 Cash Reserves Budget. Mr. Crouse explained that although the KWD 2023 Operating Budget is still presented to the Trustees on a company level, Ms. Dyer and Mr. Crouse worked with KWD department managers to develop itemized 2023 operating budgets. Department managers will be responsible for managing expenditures throughout 2023 in accordance with the approved budgets. Ms. Dyer and Mr. Crouse answered questions from the Board members regarding these budgets.

Motion by Trustee Earickson, "to approve the 2023 Capital Budget, 2023 Operating Budget, and 2023 Cash Reserves Budget," seconded by Trustee Talbot.

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 5: APPROVALS/MOTIONS NEEDED

A. Purchase and Installation of Compressed Air System

The Trustees were provided with a request for authorization memo outlining the reasons for requesting approval of sole sourcing with DL Thurrott, Inc. for the purchase and installation of a compressed air system for the new KWD facility. After a brief discussion, the decision was made to solicit one or more additional bids for this project.

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 reported that KWD's emergency response table-top exercise facilitated by Maine Rural Water Association was a success. A follow-up meeting will be held on December 1, 2022 to discuss the results.

According to the KWD vehicle replacement schedule, the General Manager's car is slated to be replaced in 2023. Mr. Crouse informed the Board he believes the salary range for the General Manager in the current salary administration policy does not warrant the additional benefit of a company provided vehicle for the General Manager's position. Therefore, he intends to end the use of the company vehicle in 2023. Mr. Crouse will work with his staff on the plan to sell the vehicle.

Motion by Trustee Talbot, “to accept the General Manager’s Report as presented,” 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 7: DEPARTMENT REPORTS

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

The Trustees briefly discussed main break numbers and water pressure recordings.

At Trustee Fuller’s request, Mr. Laplante expounded upon the new and upcoming ultrasonic water meters.

Trustee Fuller commended Mr. Bickford on the excellent article he wrote for the *Town Line* newspaper.

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

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

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 McCluskey – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

Meeting adjourned at 9:25 a.m.