

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – NOVEMBER 17, 2022, 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); Denise Bruesewitz, Trustee (Remote Access); Allan Fuller, Trustee; Bruce Williams, Trustee; Mark McCluskey, Trustee; Ben Murray, Trustee

Trustees absent: None

Denise Bruesewitz, Trustee, left the meeting at 8:26 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; 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 3, 2022.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of November 3, 2022," 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 Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the November 17, 2022 total warrant of checks released for \$83,322.47," 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 Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 4: REVIEW OCTOBER 2022 FINANCIAL REPORTS

The Trustees were provided with the October/Year-to-Date 2022 Financial Statements and Accounts Receivable Aging Report and a brief review was conducted by Ms. Dyer. Mr. Crouse reviewed the 2022 Year-to-Date Capital Budget Expenditures Report and responded to questions from the Trustees.

ITEM 5: REVIEW OF BUDGET AND SPENDING AT 131 DRUMMOND AVE

Mr. Crouse reviewed the Budget and Summary of Expenditures up to November 10, 2022, for the new KWD Administration and Operations Facility and answered questions from the Trustees.

ITEM 6: APPROVALS/MOTIONS NEEDED**A. Propane Tank Purchase and Installation**

The Trustees were provided with a request for authorization memo which included proposals from four bidders for four, 1,000-gallon propane tanks. Mr. Crouse explained this is to provide the primary heat source during the construction of the new KWD facility and will be a secondary heat source when the building is completed. After a brief discussion, a motion was proposed.

Motion by Trustee Williams, “to accept the low bid from Suburban Propane for the purchase and installation of four, 1,000-gallon propane tanks and the associated gas piping at the new KWD facility for \$22,000.00,” seconded by Trustee Richards.

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 Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

B. Other

Mr. Crouse informed the Trustees that KWD solicited bids for propane for the aforementioned propane tanks for the new KWD facility, and the low bidder was Suburban Propane.

Motion by Trustee Richards, “to accept the low bid from Suburban Propane for \$1.639 per gallon to initially fill and auto fill the propane tanks at the new KWD facility during the construction period,” 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 Whateley – 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.

In addition to his report, Mr. Crouse informed the Board members that the KWD Business Office is in a residential zoning area. Due to being a quasi-municipality water district, KWD was permitted the usage of a Business Office in this area. In order to attract buyers for this building, Mr. Crouse, with the aid of Jeff

Jolicoeur, KWD’s real estate agent, will request the Waterville City Council to rezone the KWD Business Office area for commercial use.

Due to the time period in between Board meetings, Mr. Crouse requested that a couple of Trustees aid him in negotiating a price and making a tentative commitment to a buyer if there is an agreeable offer for the Business Office. Trustee Talbot and Trustee Murray agreed to assist with these decisions. The final decision for the sale of the Business Office will be presented to the total Board for consideration.

Motion by Trustee Williams, “to designate Trustee Talbot and Trustee Murray to aid the General Manager in negotiating a price and making a tentative commitment to a buyer for the Business Office,” 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 – Abstained, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried.

Typically, in past years as an expression of appreciation, KWD employees have been provided with a one-time cash bonus in December in their paychecks.

Motion by Trustee Richards, “in appreciation of KWD employees, to authorize a one-time cash bonus of \$150.00 per employee in their paycheck,” 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 Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

Mr. Crouse informed the Board members that due to the upcoming short work week because of the Thanksgiving Holiday, Board packets will not be disbursed until Monday, November 28, 2022.

Motion by Trustee Talbot, “to accept the General Manager’s Report as presented,” 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 Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

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

Trustee Williams commended KWD for partnering with Waterville Public Works (WPW) for fueling the KWD vehicles and equipment at the WPW fuel island at a fixed price per gallon for gasoline and diesel fuel.

ITEM 9: PUBLIC PARTICIPATION

None

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

At 8:15 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 Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

At 8:36 a.m., President Stabins brought the Board out of Executive Session.

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 8:37 a.m.

Sue Markatine, Recording Secretary