

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – MAY 18, 2023 at 7:30 AM**

Note: KWD Trustees held this meeting at the KWD Water Treatment Plant. 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; Allan Fuller, Trustee; Bruce Williams, Trustee; Ben Murray, Trustee

Trustees absent: Denise Bruesewitz, Trustee
Mark McCluskey, 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; 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

Ryan Adams, KWD Distribution Technician, was welcomed by the Board members.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF MAY 4, 2023.

Motion by Trustee Richards, "to accept the minutes of the Regular Board of Trustees' meeting of May 4, 2023," seconded by Trustee Talbot.

Vote: Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the May 18, 2023, total warrant of checks released for \$130,897.84," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 4: REVIEW APRIL 2023 FINANCIAL REPORTS

The Trustees were provided with the April 2023 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted.

ITEM 5: SURFACE MAINTENANCE OF THE DISTRIBUTION SYSTEM PRESENTATION

Mr. Bragdon and Mr. Adams conducted a PowerPoint presentation and answered questions from the Trustees regarding the vast KWD infrastructure necessary to maintain and the safety benefits, cost effectiveness, and efficiencies achieved by utilizing a vacuum excavation method instead of a mechanical (backhoe) excavation method. KWD presently has a vacuum trailer unit but has been awarded a grant to upgrade to a vacuum truck. Mr. Crouse explained fifty-five percent of the funding for this purchase would be a grant and the balance would be a ten-year, zero interest loan. The consensus of the Board members was to move forward with pursuing the purchase of a vacuum truck.

ITEM 6: APPROVALS/MOTIONS NEEDED

A. Resolution Indicating the General Manager is the Board's Authorized Official for Northern Border Regional Commission Grant Applications

In order to proceed with the grant application for the funding under the Northern Border Regional Commission Catalyst Program for the Chase Avenue Pump Station upgrade project, the Board needs to adopt a resolution authorizing the General Manager to make application on behalf of KWD. (See full resolution following conclusion of minutes.)

Motion by Trustee Talbot, "to adopt the Northern Border Regional Commission Catalyst Program resolution authorizing Mr. Crouse, KWD General Manager, to submit and sign a grant application and future documentation on behalf of KWD," seconded by Trustee Richards.

Motion carried unanimously.

B. PUC Annual Regulatory Assessment - \$27,040 (2022 Assessment was \$27,723)

Mr. Crouse informed the Trustees that the Maine Public Utilities Commission (MPUC) Annual Regulatory Assessment is \$27,040.00. This amount is determined by annual revenues of a utility, and the percentage of time spent by MPUC's staff for water-utility related items in proportion to other utilities.

Motion by Trustee Fuller, "to authorize the payment of \$27,040.00 to the Maine Public Utilities Commission for the Annual Regulatory Assessment Fee," seconded by Trustee Richards.

Motion carried unanimously.

C. Approval of CMP Fee for Electrical Service Separation on South Street – \$20,787.95

The Board members were informed that Central Maine Power (CMP) relocated a pole line in order to complete a portion of the utility separation for the garage at the KWD South Street complex as sanctioned by the Board at the April 20, 2023, meeting.

Motion by Trustee Earickson, "to ratify the payment to Central Maine Power for \$20,787.95 for the pole line relocation at the KWD South Street complex," seconded by Trustee Talbot.

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 Trustees that on June 21, 2023, he and Mr. Bickford will be conducting a presentation on KWD and China Lake to the Sebasticook Regional Land Trust.

A presentation from CDM Smith, KWD’s consultant for the PFAS mitigation study, is scheduled for the June 1, 2023, Board meeting.

Motion by Trustee Richards, “to accept the General Manager’s Report as presented,” seconded by Trustee Earickson.

Motion carried unanimously.

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

A. Participating in Board Meetings Remotely

Mr. Crouse advised the Trustees that in 2022 the Legislature made changes to the remote meeting attendance law (passed in 2021). Based on these changes, the Trustees requested that Mr. Crouse update KWD’s Remote Participation in Public Proceedings policy and present this revision to the Board members for discussion.

ITEM 9: PUBLIC PARTICIPATION

None

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

None

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

Motion carried unanimously.

Meeting adjourned at 9:02 a.m.

Sue Markatine, Recording Secretary

KENNEBEC WATER DISTRICT
Authorized Official Resolution
Northern Border Regional Commission
Catalyst Program

BE IT HEREBY RESOLVED by the Board of Trustees of the Kennebec Water District (the “District”) assembled:

THAT: The General Manager of the District is hereby authorized, in the name of and on behalf of the District, to execute and file applications with the Northern Border Regional Commission (NBRC).

THAT: The General Manager of the District is hereby authorized, in the name of and on behalf of the District, to sign both the Catalyst Program grant application and, should the project be selected for funding, all NBRC investment documents that bind the District.

THAT: The General Manager of the District is currently Roger Crouse