

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – AUGUST 17, 2023 at 7:30 AM**

Note: KWD Trustees held this meeting at the Administration Facility. 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; Allan Fuller, Trustee; Mark McCluskey, Trustee; Bruce Williams, Trustee; Ben Murray, Trustee

Trustees absent: Sarah Whateley, Clerk; Denise Bruesewitz, Trustee

Also present: Roger Crouse, KWD General Manager; Jeff Longfellow, KWD Engineering Manager (Remote Access); Matt Zetterman, KWD Technology Manager (Remote Access); Benny LaPlante, KWD Service Manager; 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 JULY 20, 2023

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of July 20, 2023," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the August 17, 2023, total warrant of checks released for \$1,460,766.88," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 4: REVIEW OF JULY FINANCIAL REPORTS

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

ITEM 5: APPROVALS/MOTIONS NEEDED

A. Approval of Cationic Polymer Purchase

The Trustees were provided with a request for authorization memo explaining the reasons for the increase in consumption of cationic polymer, which is used during the water treatment process, and for requesting approval of sole sourcing to Nalco Chemical Company a purchase. Mr. Bickford explained that

the bid process was not utilized because this is a proprietary formula only manufactured by Nalco Chemical Company. Mr. Bickford did research the usage and cost of polymers by other water districts; however, because these are proprietary chemicals and selection is based on raw water quality, comparisons between districts have limited value. Changing to a different vendor would require a costly study to ensure similar or improved water quality results. The potential for meaningful cost savings as a result of the study is low. Therefore, Messrs. Crouse and Bickford strongly recommended that KWD continue sole sourcing the Nalco product.

Motion by Trustee Richards, “to authorize the purchase of 1,200 gallons of cationic polymer from Nalco Chemical Company for \$25,388.06,” seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

B. Approval of A Partner in Technology Cost Increase

The Trustees were provided with a request for authorization memo requesting after-the-fact approval of and the reasons for a slight increase in the previously approved agreement with A Partner in Technology. The original agreement ratified by the Board to supply and install information technology equipment at the new KWD Administration and Operations Facility was up to \$19,000.00.

Motion by Trustee Earickson, “to approve an after-the-fact increase of \$1,138.78 to the original agreement with A Partner in Technology,” seconded by Trustee Talbot.

Vote: Motion carried unanimously.

C. Other

The Trustees were provided with a request for authorization memo to purchase the Sensus Analytics annual subscription for KWD’s meter data management software. Mr. LaPlante explained the programs, systems, and data made available by utilizing this software.

Motion by Trustee Earickson, “to authorize the payment of \$35,455.32 to E. J. Prescott, Inc. for the Sensus Analytics annual subscription,” seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

ITEM 6: UPDATE ON FIRE SERVICE CROSS CONNECTION INSPECTIONS AND RISK MITIGATION

Mr. LaPlante reported on the progress of the fire service cross-connection inspections including the number of completed assessments to date and the detailed findings and answered questions from the Board members.

Mr. Crouse mentioned that these inspections have yielded additional information which will affect the billing details for a few accounts. He will present additional material at a future meeting.

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.

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

Vote: Motion carried unanimously.

ITEM 8: DEPARTMENT REPORTS

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

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

Vote: Motion carried unanimously.

ITEM 9: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

The Trustees were recently provided with the 2022 annual financial audit reports prepared by Runyon, Kersteen, Ouellette (RKO). The delay by RKO in finalizing these reports was briefly discussed. A review of these reports will be scheduled for the September 7, 2023, Board meeting.

ITEM 10: PUBLIC PARTICIPATION

None

**ITEM 11: AS NEEDED: EXECUTIVE SESSION – MRS TITLE 1, §405:
EXECUTIVE SESSIONS SECTION 6.**

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 8:55 a.m.

Sue Markatine, Recording Secretary