

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

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; Denise Bruesewitz, Trustee (Remote Access); Bruce Williams, Trustee; Ben Murray, Trustee

Trustees absent: Mark McCluskey, Trustee

Denise Bruesewitz, Trustee, joined the meeting at 7:33 a.m.
J. Michael Talbot, Treasurer, left the meeting at 8:15 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineering Manager; Matt Zetterman, KWD Technology Manager (Remote Access); Jared Bragdon, KWD Distribution 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 AUGUST 17, 2023

Motion by Trustee Earickson, "to accept the minutes of the Regular Board of Trustees' meeting of August 17, 2023," seconded by Trustee Richards.

Vote: Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the September 7, 2023, total warrant of checks released for \$321,374.60," seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 4: REVIEW OF 2022 AUDIT AND AUDIT LANGUAGE

The Trustees had previously been provided with the 2022 annual financial audit reports prepared by Runyon, Kersteen, Ouellette (RKO). Ms. Dyer answered questions from, and a few suggestions were offered by, the Trustees regarding these reports. It was the consensus of the Board members to have a representative from RKO attend the September 21, 2023, meeting to summarize the results of the 2022 financial audit.

ITEM 5: APPROVALS/MOTIONS NEEDED**A. Approval of Sale of Honda CRV (General Manager's Vehicle)**

The Trustees were provided with a request for authorization memo which included proposals from six bidders (KWD solicited seven dealerships) to purchase the vehicle which was previously assigned to the General Manager. The General Manager decided to end his use of a company vehicle; therefore, this vehicle is being sold outright.

Motion by Trustee Williams, "to approve the sale of the 2018 Honda CR-V to Central Maine Motors for \$21,500.00," seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. 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. After all inspections have been completed, a summarized written report will be provided to the Trustees (anticipated for the October 5, 2023, meeting).

At the August 17, 2023, meeting, Mr. Crouse mentioned that these inspections have yielded additional information which will affect the billing details for a few accounts. Staff have identified six customers which have not been properly billed (four underbilled and two overbilled). Per Public Utilities Commission rules, refunds dating back six years will be issued to the overbilled customers and back bills will be issued for one year to the underbilled customers.

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 that he received notification from the Northern Border Regional Commission that KWD was not successful in the grant request for the upgrade to the Chase Avenue Pump Station. There was \$150 million in grant requests and only \$44 million available.

The Board members concurred with the verbiage Mr. Crouse suggested for the commemorative plaque in dedication of the completion of the KWD Administration and Operations Facilities.

Motion by Trustee Richards, "to accept the General Manager's Report as presented," seconded by Trustee Williams.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. 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.

Mr. Longfellow and Mr. Crouse addressed questions about the recent failure of a pipe installed in 2001 on Highland Avenue, Waterville, apparently due to corrosion of the pipe. Starting in 2018, KWD began following the American Water Works standards for polyethylene encasement of new ductile iron pipe and fittings to reduce corrosion. In 2023, KWD has been developing an operational procedure for polyethylene encasement of pipe repair work to minimize corrosion in areas that have previously failed.

Trustee Earickson inquired if there were any agreements between municipalities to share resources in the event of a natural disaster. Mr. Crouse stated that on an informal basis, KWD and other municipalities have provided mutual aid and equipment. On a more formal basis, KWD is a member of the Maine WARN (Water and Wastewater Agency Response Network) System. The Maine WARN System is a statewide program with federal direction where water and wastewater utilities work in conjunction sharing resources in the event of an emergency.

At Trustee Fuller's request, Mr. Bickford expounded on the mercury discharge from an antiquated piece of equipment at the North Vassalboro Pump Station. He praised the responsiveness and efficiency of the KWD staff, Department of Environmental Protection, and Environmental Projects, Inc. as they addressed this issue. KWD will be filing an insurance claim with the Maine Municipal Association to recoup a portion of the cost for this cleanup.

Motion by Trustee Williams, "to accept the Department Reports as presented," seconded by Trustee Fuller.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

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

In response to a question by Trustee Fuller, Trustee Richards described the spawning and migration habits of the alewives in China Lake.

The Board members acknowledged the passing of Karl Dornish, Jr. (past Trustee) who served on and was dedicated to the KWD Board for many years.

Motion by Trustee Fuller, "to make a \$250.00 donation to the Ellsworth W. Millett Financial Aid Fund at Colby College in memory of Karl Dornish, Jr.," seconded by Trustee Richards.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 10: PUBLIC PARTICIPATION

None

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

None

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

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

Meeting adjourned at 8:55 a.m.

Sue Markatine, Recording Secretary