

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – DECEMBER 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; Bruce Williams, Trustee; Denise Bruesewitz, Trustee (Remote Access); Mark McCluskey, Trustee; Ben Muray, Trustee

Trustees absent: None

J. Michael Talbot, Treasurer, left the meeting at 9:05 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Matt Zetterman, KWD Technology Manager (Remote Access); Benny LaPlante, KWD Service Manager (Remote Access); Jared Bragdon, KWD Distribution 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 NOVEMBER 16, 2023.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of November 16, 2023," 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 – Abstained, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the December 7, 2023 total warrant of checks released for \$68,026.57," 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 OF 2024 BUDGETS

A. Capital

The Proposed 2024 Capital Budget was previously reviewed at the November 2, 2023 Board meeting. At today's meeting, Mr. Crouse explained a couple of updates to this budget and addressed additional questions from the Trustees.

B. Operating

Ms. Dyer reviewed in detail the Proposed 2024 Operating Budget and explained the source and reasoning for the budget estimates. For budgeting purposes only, an eight percent rate increase effective as of July 1, 2024 was factored in for the Operating Revenues. Mr. Crouse explained that the KWD 2024 Operating Budget is presented to the Trustees on a company level. Mr. Crouse, Ms. Dyer, and the Department Managers developed an itemized 2024 operating budget for each department. The Department Managers will be responsible for managing the expenditures for their respective departments. Ms. Dyer and Mr. Crouse answered questions from the Board members regarding this budget.

C. Cash

Ms. Dyer reviewed in detail the Proposed 2024 Cash Budget and answered questions from the Board members. Mr. Crouse explained the current benefits of borrowing money through the Drinking Water State Revolving Fund (DWSRF) while maintaining a larger than normal cash balance. Presently, KWD can take advantage of very low-interest rates and some principal forgiveness (aka grant) through the DWSRF. Conversely, financial institutes are offering high interest rates, much larger than the aforementioned loan interest, on account balances. Therefore, the proposed cash budget maintains a cash reserve higher than normal.

ITEM 5: APPROVALS/MOTIONS NEEDED

A. Approval of 2024 Budgets

Motion by Trustee Earickson, “to approve the 2024 Capital Budget, 2024 Operating Budget, and 2024 Cash Budget,” 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. Approval of Agreement with Calgon Carbon Corporation for Replacement of Carbon in Two Filters

The Trustees were provided with a request for authorization memo which included proposals from one bidder (KWD solicited seven firms) for the replacement of granular activated carbon with known PFAS absorbent properties in two of the six filters at the WTP. This is a full-scale pilot study to evaluate the potential of utilizing KWD’s existing filters to mitigate the PFAS contamination levels. The project is being funded 100 percent by the Maine Drinking Water Program Emerging Contaminants Grant Program. Mr. Crouse and Mr. Bickford explained the specifications for and scope of this project and answered questions from the Board members.

Motion by Trustee Williams, “to award the replacement of granular activated carbon in two filters to Calgon Carbon Corporation for \$243,450.00,” 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.

C. Approval of Agreements for Chemical Purchases

The Trustees were provided with a request for authorization memo which included a description of and the bid submittals for the supply of four bulk chemicals for the year 2024.

Motion by Trustee McCluskey, “for the year 2024, to accept the low bids as follows: Sodium Hydroxide bid to Univar at \$2.8153 per gallon; Alum bid to GAC Corporation at \$1.815 per gallon; Sodium Hypochlorite bid to Univar at \$2.70 per gallon; and Fluoride bid to Univar at \$4.98 per gallon,” 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.

D. Approval of Salary Schedule Modification

The Trustees were provided with a request for authorization memo seeking approval for moving the Office Associate I position from Pay Grade 1 to Pay Grade 2 and the Distribution Technician I position from Pay Grade 2 to Pay Grade 3. Mr. Crouse explained the reasoning for these requests and answered questions from the Board members.

Motion by Trustee Richards,” to approve the move for the Office Associate I position from Pay Grade 1 to Pay Grade 2 and the Distribution Technician I position from Pay Grade 2 to Pay Grade 3,” seconded by Trustee McCluskey.

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.

E. Approval of Annual Employee Holiday Gift (\$150 in 2022, 2020, 2019, and 2018; \$200 in 2021)

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 \$200.00 per employee in their paycheck,” 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 6: GENERAL MANAGER’S REPORT

The Trustees were provided with the General Manager’s report, and a brief review was conducted by Mr. Crouse.

At this time, Mr. Bragdon recapped the complexity and challenges involved, in addition to the adverse weather conditions, to repair the water main break on Bay Street, Winslow. Kudos were given to the KWD team, contractors, and other supporting agencies involved in the repair of this break.

Motion by Trustee McCluskey, “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 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.

Motion by Trustee Richards, “to accept the Department Reports as presented,” seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – 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

Because there is no upcoming urgent business, the consensus of the Trustees was to cancel the December 21, 2023 Board meeting.

Trustee Fuller recommended updating the PFAS information section on the KWD website to reflect the positive actions KWD is undertaking to mitigate PFAS levels.

ITEM 9: PUBLIC PARTICIPATION

None

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

None

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

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – 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.

Sue Markatine, Recording Secretary