

**KENNEBEC WATER DISTRICT  
ANNUAL BOARD OF TRUSTEES MEETING  
THURSDAY – JANUARY 4, 2024 AT 7:30 AM**

The meeting was called to order at 7:30 a.m. by Trustee Stabins.

Trustees present: Amy Stabins, Trustee; Frank Richards, Trustee; J. Michael Talbot, Trustee; Jeff Earickson, Trustee; Sarah Whateley, Trustee (Remote Access); Allan Fuller, Trustee; Denise Bruesewitz, Trustee (Remote Access); Bruce Williams, Trustee; Mark McCluskey, Trustee; Ben Murray, Trustee

Trustees absent: None

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); Benny LaPlante, KWD Service Manager (Remote Access); Robbie Bickford, KWD Water Quality Manager (Remote Access); Sue Markatine, Recording Secretary

**ITEM 1: INTRODUCTION OF GUESTS**

None

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF DECEMBER 7, 2023.**

Motion by Trustee Richards, "to accept the minutes of the Regular Board of Trustees' Meeting of December 7, 2023," 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.

**ITEM 3: NOMINATIONS AND ANNUAL ELECTION OF BOARD OFFICERS**

- a. President**
- b. Vice President**
- c. Treasurer**
- d. Assistant Treasurer**
- e. Clerk**
- f. Assistant Clerk**

After a brief discussion, a motion was made to nominate the available positions for the 2024 KWD Board of Trustees Officers.

Motion by Trustee Stabins, "to elect the following slate of officers for 2024: Frank Richards, President; Ben Murray, Vice President; Jeff Earickson, Treasurer; J. Michael Talbot, Assistant Treasurer; Sarah Whateley, Clerk; Roger Crouse, Assistant Clerk," 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 4: ANNUAL BOARD APPROVAL PROVIDING KWD AUTHORITY TO FILE LIENS:**

- a. Motion needed: “To commit the authority for collection of the rates and other charges of the Kennebec Water District in 2024 to the Treasurer of the Kennebec Water District Board of Trustees.”**

It was the consensus of the Trustees to commit to the KWD Treasurer/Assistant Treasurer the KWD rates and other charges for collection.

Motion by Trustee Earickson, “to commit the authority for collection of the rates and other charges of the KWD in 2024 to the Treasurer/Assistant Treasurer of the KWD Board of Trustees,” seconded by Trustee Fuller.

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 5: REVIEW AND APPROVAL OF ACCOUNT WARRANT**

Motion by Trustee Earickson, “to ratify the January 4, 2024 total warrant of checks released for \$511,436.75,” seconded by Trustee Talbot.

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: REVIEW OF NOVEMBER 2023 FINANCIAL REPORTS**

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

The Board members thanked Ms. Dyer for the review of the financial statements.

**ITEM 7: APPROVALS/MOTIONS NEEDED**

**A. Other**

The Board was informed that KWD received the annual premium renewal from the Maine Municipal Association (MMA) for the KWD workers’ compensation insurance for \$25,557.00. Mr. Crouse explained that KWD has an exceptional workers’ compensation experience modification rating, exemplary safety program, and has had no major accidents or substantial injury to an employee for several years. Resulting from these factors is a lower annual premium cost, approximately fifty percent less than the base premium cost.

Motion by Trustee Williams, “to authorize the payment of \$25,557.00 to the Maine Municipal Association for KWD’s 2024 workers compensation insurance premium” 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 8: GENERAL MANAGER’S REPORT**

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

Referring to his report, Mr. Crouse complimented the KWD staff on their response and ability to continue system-wide operations during the power outages resulting from the December 18, 2023 windstorm. He gave special kudos to Nick Richards, KWD Distribution Technician, who was on call during these adverse conditions. KWD staff will be conducting an after-action meeting to evaluate possible areas of improvement.

The Board members thanked Mr. Crouse for his report.

**ITEM 9: DEPARTMENT REPORTS**

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

In response to a question by Trustee Richards, Mr. Crouse and Mr. Bickford explained the surveying for potential water discharge to the China Lake Outlet Stream in order to reduce the amount of backwash water recycled through the KWD Water Treatment Plant. This effort is to improve the performance of the treatment plant and closer align with the U. S. Environmental Protection Agency’s Filter Backwash Recycling Rule.

At Trustee Earickson’s request, Ms. Dyer explained the Governmental Accounting Standards Board’s new rule for the financial recording and capitalizing of specific software contracts.

The Board members thanked the Department Managers for their reports.

**ITEM 10: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS**

None

**ITEM 11: PUBLIC PARTICIPATION**

None

**ITEM 12: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS**

None

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

Meeting adjourned at 8:07 a.m.

---

Sue Markatine, Recording Secretary