

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – MARCH 7, 2024 at 7:30 AM**

The meeting was called to order at 7:30 a.m. by President Richards.

Trustees present: Frank Richards, President; Ben Murray, Vice-President; Jeff Earickson, Treasurer; J. Michael Talbot, Assistant Treasurer; Sarah Whateley, Clerk; Amy Stabins, Trustee; Mark McCluskey, Trustee; Denise Bruesewitz, Trustee (Remote Access); Allan Fuller, Trustee

Trustees absent: Bruce Williams, Trustee

Trustee Bruesewitz joined the meeting at 7:33 a.m.

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 (Remote Access); Jared Bragdon, KWD Distribution Manager (Remote Access); 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 FEBRUARY 15, 2024.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of February 15, 2024," seconded by Trustee Earickson.

Vote: 7 in favor, Trustee Stabins abstained, motion carried.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Earickson, "to ratify the March 7, 2024 total warrant of checks released for \$139,857.80," 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. Motion carried unanimously.

ITEM 4: REVIEW OF JANUARY 2024 FINANCIAL REPORTS INCLUDING 2023 CAPITAL SPENDING SUMMARY

The Trustees were provided with the January 2024 Financial Statements, Accounts Receivable Aging Report, and 2023 Year-End Capital Budget Expenditures Report and a brief review was conducted. The Trustees were also provided with the 2023 annual report listing vendors/contractors utilized by KWD whose annual cost exceeded \$15,000.00.

The Board members thanked Mr. Crouse for the review of the financial statements.

ITEM 5: PRESIDENT’S COMMENTARY

As President of the KWD Board and as part of the 2023 audit process, Trustee Richards, along with Mr. Crouse, was requested to meet with staff from Runyon Kersteen and Ouellette, KWD auditors. Trustee Richards was pleased to report that the auditors indicated that the audit went very well with staff being well prepared. The auditors also mentioned that Ms. Dyer has made significant progress in identifying and individualizing historical assets for depreciation purposes. On behalf of the Board, Trustee Richards commended Ms. Dyer on her outstanding work. Trustee Richards did discuss with the auditors the technical verbiage contained in the reports provided as a result of the audit. He was informed that the language contained in these reports is required due to Generally Accepted Accounting Principles (GAAP) regulations.

On another note, Trustee Richards serves on the Town of Vassalboro Budget Committee. There was mention of how pleased the Town is of all of KWD’s efforts and contributions. Particularly mentioned was the involvement of Mr. Bickford in the China Region Lakes Alliance.

ITEM 6: CHINA LAKE WATERSHED LAND ACQUISITION POLICY DISCUSSION

The Trustees began discussion of the China Lake Watershed Land Acquisition Draft Policy, which was tabled at the January 18, 2024, meeting. As guided by the 2023 KWD Water Stewardship Plan, this draft policy is one of the documents being developed. There were multiple comments and opinions regarding this draft policy. The overall consensus was in favor of expanding KWD land ownership and increasing the protective buffer in the West Basin. After a lengthy discussion, the decision was made to form a work group consisting of KWD staff, Trustee Fuller, Trustee Whateley, Trustee Bruesewitz, Trustee Earickson, and Trustee Richards to continue review and potential revision of this draft.

ITEM 7: RATE STRUCTURE DISCUSSION

Trustee Earickson has received and continues to analyze 2023 KWD billing and metering data.

After a brief discussion, the Board decided to table Agenda Item 7: Rate Structure Discussion and Agenda Item 8: Review of Rate Increase Projections.

Motion by Trustee Earickson, “to table the Rate Structure Discussion and Review of Rate Increase Projections,” 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. Motion carried unanimously.

ITEM 8: REVIEW OF RATE INCREASE PROJECTIONS

This agenda item was tabled.

ITEM 9: APPROVALS/MOTIONS NEEDED**A. Approval of Rate Increase(s)**

Because the review of rate increase projections was tabled, this motion item was postponed.

B. Approval of Purchase of Bray Valves and Actuators

The Trustees were provided with a request for authorization memo which included proposals from three bidders to purchase nine electric actuator valves which control the flow of water and ensure the treatment processes are performed as designed at the WTP. Mr. Bickford explained the specifics of the valves for this project and answered questions from the Board members.

Motion by Trustee McCluskey, “to approve the purchase of nine 8-inch Bray Valves and Actuators from the low bidder J. T. Lynne/Flow Elements for \$21,240.00 plus an estimated freight charge of \$2,000.00 for a total cost of \$23,240.00,” 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. Motion carried unanimously.

ITEM 10: GENERAL MANAGER’S REPORT

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

The Board members briefly discussed PFAS in general, PFAS settlements in general, and the DuPont PFAS settlement mentioned in Mr. Crouse’s report.

The Board members thanked Mr. Crouse for his report.

ITEM 11: DEPARTMENT REPORTS

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

The Board members thanked the Department Managers for their reports.

ITEM 12: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

None

ITEM 13: PUBLIC PARTICIPATION

None

ITEM 14: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

None

Motion by Trustee Talbot, “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. Motion carried unanimously.

Meeting adjourned at 8:50 a.m.

Sue Markatine, Recording Secretary