

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – JULY 18, 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; Denise Bruesewitz, Trustee (Remote Access); Allan Fuller, Trustee; Mark McCluskey, Trustee; Amy Stabins, Trustee

Trustees absent: Bruce Williams, Trustee

Also present: Matt Zetterman, KWD Technology Manager and Acting General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineering Manager; Benny LaPlante, KWD Service Manager (Remote Access); Jared Bragdon, KWD Distribution Manager (Remote Access); Robbie Bickford, KWD Water Quality Manager; Andrew Cormier, KWD Summer Intern; Sue Markatine, KWD Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

Mr. Andrew Cormier, KWD Summer Intern, was welcomed by the Board members.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF JUNE 20, 2024.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of June 20, 2024," seconded by Trustee McCluskey.

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

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Earickson, "to ratify the July 18, 2024 total warrant of checks released for \$1,151,957.68," 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 JUNE 2024 FINANCIAL REPORTS

The Trustees were provided with the June 2024 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 5: REVIEW OF YEAR-TO-DATE CAPITAL SPENDING REPORT

The Trustees were provided with the 2024 Year-to-Date Capital Budget Expenditures Report up to June 30, 2024. Mr. Zetterman highlighted a couple of items on this report.

ITEM 6: APPROVALS/MOTIONS NEEDED

A. Approval of Sale of Ditch Witch Vacuum Excavation Trailer

The Trustees were provided with a request for authorization memo which included proposals from three bidders (KWD solicited seven companies) to buy from KWD a 2016 Ditch Witch trailered vacuum excavator. This unit is now unnecessary as KWD has purchased an excavation truck with a mounted vacuum.

Motion by Trustee Fuller, “to approve the sale of the 2016 Ditch Witch trailered vacuum excavator to McGee Construction for \$43,000.00,” 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. Motion carried unanimously.

B. Approval of Purchase of F550 Utility Truck with Service Body

The Trustees were provided with a request for authorization memo which included proposals from four bidders (five dealerships were solicited) to purchase a replacement for the existing utility truck. The Board had approved the purchase of the utility body for this truck on June 6, 2024. The total purchase price requested for approval includes the cab, chassis, utility body (previously approved), and trade-in allowance for the current vehicle.

Motion by Trustee Earickson, “to accept the low bid of \$199,520.00 (includes trade-in allowance) from Darling’s Ford for a 2024 F-550 cab and chassis with the Maintainer utility body,” 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.

C. Approval of Agreement Extension with CDM Smith

The Trustees were provided with a memo outlining the background details, scope of proposed extension of agreement, and funding source for the extension of agreement between KWD and CDM Smith for preliminary engineering design services for PFAS mitigation. Mr. Bickford explained the specific details, importance, and goals of the overall project and answered questions from the Board members.

Motion by Trustee Stabins, “to approve an agreement extension with CDM Smith to complete preliminary design services for PFAS mitigation for a not to exceed price of \$299,880.00,” seconded by Trustee Talbot.

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

D. Approval of Renewal of Property and Casualty Insurance

The Trustees were provided with a request for authorization memo explaining the valuation adjustments and requesting approval of the annual KWD Property and Casualty Insurance premium administered through the Maine Municipal Association. Trustee Fuller suggested utilizing the bid process for this insurance coverage next year.

Motion by Trustee Earickson, “to authorize the payment of \$75,640.00 to the Maine Municipal Association for KWD’s 2024 – 2025 Property and Casualty Insurance premium,” 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.

E. Approval of Agreement with Proseal for Pavement Restoration

The Trustees were provided with a request for authorization memo which included proposals from two bidders (KWD solicited three firms) for pavement restoration work necessary due to water main breaks in Winslow at 71 Bay Street and 202 Augusta Road.

Motion by Trustee Earickson, “to accept the low bid of \$32,470.00 from Proseal, LLC to complete paving restoration work in Winslow in the areas of 71 Bay Street and 202 Augusta Road,” 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 7: GENERAL MANAGER’S REPORT

As part of their Board packet, the Trustees were provided with the General Manager’s report.

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 General Manager’s Report and Department Reports as presented,” seconded by Trustee Stabins.

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 9: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

In response to a question from Trustee Fuller, Mr. Bickford answered there is no update on the parcel of land a party has for sale in Vassalboro which abuts a portion of the West Basin of China Lake.

ITEM 10: PUBLIC PARTICIPATION

None

ITEM 11: AS NEEDED: EXECUTIVE SESSION – 1 MRSA §405. EXECUTIVE SESSIONS

None

ITEM 12: ADJOURNMENT

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 8:14 a.m.

Sue Markatine, Recording Secretary