

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – AUGUST 15, 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 (Remote Access); J. Michael Talbot, Assistant Treasurer; Sarah Whateley, Clerk (Remote Access); Allan Fuller, Trustee; Mark McCluskey, Trustee; Amy Stabins, Trustee

Trustees absent: Denise Bruesewitz, Trustee; Bruce Williams, Trustee

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); Jared Bragdon, KWD Distribution Manager (Remote Access); Robbie Bickford, KWD Water Quality Manager; Andrew Cormier, KWD Summer Intern (Remote Access); 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 JULY 18, 2024.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of July 18, 2024," seconded by Trustee Fuller.

Roll Call Vote: Trustee Earickson – 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 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT**

Motion by Trustee Earickson, "to ratify the August 1, 2024, total warrant of checks released for \$706,136.74 and to ratify the August 15, 2024, total warrant of checks released for \$147,006.89," seconded by Trustee Talbot.

Roll Call Vote: Trustee Earickson – 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 JULY 2024 FINANCIAL REPORTS**

The Trustees were provided with the July 2024 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted.

On behalf of the Board members, President Richards thanked Ms. Dyer for the review of the financial statements.

The Trustees had previously been provided with the 2023 annual financial audit reports prepared by Runyon, Kersteen, Ouellette (RKO). After some discussion, it was the consensus of the Trustees to have a representative from RKO attend an upcoming Board meeting via Zoom to summarize the results of the 2023 financial audit.

**ITEM 5: APPROVALS/MOTIONS NEEDED:**

**A. Approval of Special Rate for Bulk Water Sales**

The Trustees were provided with a request for authorization memo explaining the current charges and the proposed increase in charges for customers who purchase bulk water from KWD. Mr. Crouse reviewed this proposal and answered questions from the Board members.

Motion by Trustee Fuller, “to approve an increase of the cost of bulk water effective January 1, 2025, to a minimum of \$50 per transaction and with all usage greater than 5,000 gallons billed at the rate of \$10 per 1,000 gallons,” seconded by Trustee Talbot.

Roll Call Vote: Trustee Earickson – 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 Three-Year GIS Agreement**

The Trustees were provided with a request for authorization memo for a three-year agreement with Environmental Systems Research Institute (ESRI) for the geographic information system (GIS) software applications license renewals. Mr. Zetterman explained the value of this software and answered questions from the Board members.

Motion by Trustee Earickson, “to approve the three-year agreement of \$5,300.00 annually with ESRI for the GIS software licenses,” seconded by Trustee Talbot.

Roll Call Vote: Trustee Earickson – 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. Other**

The Trustees were provided with a sole-source request memo authorizing Waste Management to remove from and dispose of the alum residuals at the water treatment plant (WTP). Mr. Bickford explained the means in which these residuals are generated during the routine water treatment process and answered questions from the Board members.

Motion by Trustee McCluskey, “to execute a sole-source agreement with Waste Management for the removal and disposal of the WTP alum residuals at a price of \$75.00 per ton,” seconded by Trustee Talbot.

Roll Call Vote: Trustee Earickson – 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 6: GENERAL MANAGER 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 stated the public hearing for the proposed water rate increases will be held on September 17, 2024, at 7:00 p.m. in the KWD conference room at 131 Drummond Avenue, Waterville.

Mr. Crouse informed the Board that because the bids KWD received for the sale of the construction truck were too low, and were rejected, a nationwide auction house, GovDeals, will be utilized for the sale of this truck. The Trustees will be presented with the high bid for review and potential approval.

Mr. Crouse described the pending memorandum of agreement with the Town of Fairfield regarding water service at the privately owned hydrant at the new regional fire training facility in Fairfield. The memorandum of agreement between KWD and the Town of Fairfield will be presented to the Board for review and potential approval.

Mr. Crouse reviewed a legal dispute between the owner of the land in a mobile home park and the owner of a few rental house trailers seated on this land. KWD is seeking legal advice, as the present court order impedes the ability of the landowner, who owns the service box infrastructure, to aid KWD in shutting off water for vacancies or non-payment of water bills.

On behalf of the Board members, President Richards thanked Mr. Crouse for the review of the General Manager's report.

**ITEM 7: DEPARTMENT REPORTS**

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

At Trustee Earickson's request, there was a brief discussion regarding the security of the mobile app for the supervisory control and data acquisition (SCADA) inputs and outputs. A meeting with Trustee Earickson, Mr. Crouse, Mr. Zetterman, and Mr. Bickford will be held at a future date to discuss this in more details.

On behalf of the Board members, President Richards thanked the Department Managers for the reports.

**ITEM 8: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS**

Trustee Richards commended KWD for hiring a summer intern who provided valuable support to KWD and who gained industry knowledge during his tenure. He suggested continuing this program in future years.

**ITEM 9: PUBLIC PARTICIPATION**

None

**ITEM 10: AS NEEDED: EXECUTIVE SESSION – 1 MRSA §405. EXECUTIVE SESSIONS**

None

**ITEM 11: ADJOURNMENT**

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

Roll Call Vote: Trustee Earickson – 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 8:38 a.m.

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Sue Markatine, Recording Secretary