

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – OCTOBER 17, 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 (Remote Access); Allan Fuller, Trustee; Amy Stabins, Trustee (Remote Access); Denise Bruesewitz, Trustee (Remote Access); Mark McCluskey, Trustee; Bruce Williams, Trustee

Trustees absent: None

Sarah Whateley, Clerk, left the meeting at 8:30 a.m.
Denise Bruesewitz, Trustee, left the meeting at 8:45 a.m.
J. Michael Talbot, Assistant Treasurer, left the meeting at 8:56 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineering Manager; 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 (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 OCTOBER 3, 2024.

Motion by Trustee Williams, "to accept the minutes of the Regular Board of Trustees' meeting of October 3, 2024," seconded by Trustee McCluskey.

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: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Earickson, "to ratify the October 17, 2024, total warrant of checks released for \$551,053.24," seconded by Trustee Talbot.

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 SEPTEMBER 2024 FINANCIAL REPORTS

The Trustees were provided with the September 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.

ITEM 5: REVIEW OF 2024 CAPITAL BUDGET SPENDING

The Trustees were provided with the 2024 Year-to-Date Capital Budget Expenditures Report up to September 30, 2024. Mr. Crouse reviewed this report and answered questions from the Board members.

On behalf of the Board members, President Richards thanked Mr. Crouse for the review of the Capital Budget Expenditures Report.

ITEM 6: REVIEW OF PROPOSED 2025 CAPITAL BUDGET

The Trustees were provided with a draft of the proposed 2025 Capital Budget. Mr. Crouse and Mr. Longfellow reviewed in detail the planned 2025 capital equipment purchases and improvement projects, the funding sources for the items, and answered questions from the Board members. Prioritization of future water main replacement projects with consideration of planned road reconstruction projects was also briefly discussed. The request for approval of this budget will be presented at the December 5, 2024, meeting together with the 2025 Operating Budget and 2025 Cash Budget.

On behalf of the Board members, President Richards thanked Mr. Crouse and Mr. Longfellow for the review of the proposed 2025 Capital Budget.

ITEM 7: APPROVALS/MOTIONS NEEDED:

A. After-the-Fact Approval of Forklift Purchase

The Trustees were provided with an after-the-fact approval request, which included proposals from two vendors (three options), for a used forklift. There was one forklift less expensive than the one selected; however, that unit had many more hours of operation.

Motion by Trustee Williams, “to approve the after-the-fact purchase of a used 2022 Manitou forklift from W. D. Matthews Machinery Company for \$27,950.00,” seconded by Trustee Earickson.

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 Williams – Yea. Motion carried unanimously.

B. Other

The Trustees were presented with a request seeking approval to move the Engineering Technician position from a Pay Grade 8 to a Pay Grade 9 and the Accounting Supervisor from a Pay Grade B to a Pay Grade C. Mr. Crouse explained the reasoning for these requests. Because the Board sought additional information for these personnel matter requests, the decision was made to enter Executive Session. See Agenda Item 11.

ITEM 8: 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 proposed, and the Board members agreed, to hold a budget workshop for interested Trustees to discuss details of the proposed 2025 Operating and Cash Budgets in lieu of the regular Board meeting scheduled for November 21, 2024.

In memory of the one-year passing of Zach Noble, KWD co-worker and friend, a moment of silence and remembrance was held earlier today.

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

ITEM 9: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

Mr. Crouse responded to several questions from Trustee McCluskey.

The 2025 Capital Budget includes \$50,000 for KWD engineering salaries because some work is devoted to capital projects rather than regular operational duties.

There is the expectation KWD will have a higher cost for WTP residual removal in a couple of years due to the higher water production volumes in 2023 and 2024 (mostly due to increased consumption by the Huhtamaki Manufacturing Plant).

Relating to PFAS removal, the advantages and/or need of a new building versus replacing the granular activated carbon filtration media regularly is still under evaluation. KWD currently has an agreement with CDM Smith to complete evaluations and preliminary design services for PFAS mitigation.

Mr. Crouse stated the geothermal heating system at the KWD Administration and Operations Facility is operating efficiently.

The Drinking Water State Revolving Fund, which provides financial assistance to public water systems, continues to require a State of Maine investment to secure federal funds.

ITEM 10: PUBLIC PARTICIPATION

None

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

At 8:55 a.m., motion by Trustee Talbot, "to enter Executive Session under MRSA Title 1, Section 405-6A, Personnel Matters," seconded by Trustee Earickson.

Vote: Trustee Earickson – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Williams – Yea. Motion carried unanimously.

At 9:08 a.m., President Richards brought the Board out of Executive Session.

As a result of Executive Session, a motion was proposed.

Motion by Trustee McCluskey, “to adjust the salary grade and step structure by advancing the Engineering Technician to pay grade 9 and the Accounting Supervisor to pay grade C effective January 1, 2025,” seconded by Trustee Williams

Vote: Trustee Earickson – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 12: ADJOURNMENT

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

Vote: Trustee Earickson – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Williams – Yea. Motion carried unanimously.

Meeting adjourned at 9:10 a.m.

Sue Markatine, Recording Secretary