

**KENNEBEC WATER DISTRICT
ANNUAL BOARD OF TRUSTEES MEETING
THURSDAY – JANUARY 2, 2025 AT 7:30 AM**

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

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

Trustees absent: Allan Fuller, Trustee

Ben Murray, Trustee, joined the meeting at 7:42 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance 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, Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

Mr. Kyle Walch, KWD’s recently employed Distribution Technician, was introduced and welcomed by the Board members.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES’ MEETING OF DECEMBER 5, 2024.

Motion by Trustee Williams, “to accept the minutes of the Regular Board of Trustees’ Meeting of December 5, 2024,” 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 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 2025 KWD Board of Trustees Officers.

Motion by Trustee Talbot, “to re-elect the 2024 officers for 2025” (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 Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – 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 2025 to the Treasurer of the Kennebec Water District Board of Trustees.”

Motion by Trustee Earickson, “to commit the authority for collection of the rates and other charges of the KWD in 2025 to the Treasurer of the KWD Board of Trustees,” 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 Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 5: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Earickson, “to ratify the January 2, 2025 total warrant of checks released for \$498,030.13,” 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 Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

ITEM 6: REVIEW OF NOVEMBER 2024 FINANCIAL REPORTS

The Trustees were provided with the November 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 7: APPROVALS/MOTIONS NEEDED

A. Approval of Agreement with Dirigo Engineering for Design Services

The Trustees were provided with a request for authorization memo which included proposals from three firms to evaluate alternative designs, either modification or replacement, for the Chase Avenue Pumping Station. Mr. Crouse explained the engineering firm chosen for the evaluation will also be recommended to complete the actual design. Mr. Crouse answered questions from the Board members as they discussed this project.

Motion by Trustee Williams, “to approve the agreement with Dirigo Engineering for the Chase Avenue Pumping Station evaluation for a not to exceed cost of \$16,000.00,” 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 Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

B. Approval of 2025 Workers’ Compensation Insurance Premium - \$22,809. The 2024 Premium was \$25,557.

The Board was informed that KWD received the annual premium renewal from the Maine Municipal Association (MMA) for the KWD workers’ compensation insurance for \$22,809.00. At Trustee McCluskey’s request, Mr. Crouse reviewed the facts relating to an employee who is presently on extended workers’ comp medical leave due to a work-related injury.

Motion by Trustee Earickson, “to authorize the payment of \$22,809.00 to the Maine Municipal Association for KWD’s 2025 workers’ compensation insurance premium,” 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 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.

In addition to his report, Mr. Crouse informed the Board that there was a recent article in the *Morning Sentinel* entitled “Public Audits are Falling Behind throughout Central Maine”. Partially due to the diligence of Ms. Dyer and KWD’s history with the auditing firm of Runyon, Kersteen, Ouellette (RKO), KWD has had audits completed on a timely basis in comparison to other entities. Mr. Crouse informed the Trustees that RKO’s contract expires in 2025, after the completion of the 2024 financial audit. In consideration of the issues and delays others are experiencing, Mr. Crouse plans to propose a contract extension with RKO rather than soliciting bids from multiple firms.

Trustee Richards commended Mr. Crouse and Mr. Bickford for initiating a tour of the water treatment plant for legislators. Prior to the tour, a PowerPoint presentation was conducted of a systemwide overview of KWD.

In response to a question from Trustee Earickson, Mr. Crouse commented on the transition to the law firm of Kozak and Gayer for most real estate transactions.

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

At Trustee Williams’ request, Mr. Crouse explained the dealer’s reasons for the delay in the delivery of the new vacuum truck. A commitment has been made for delivery to KWD on January 10, 2025.

Responding to a question from Trustee Earickson, Mr. Crouse stated that there is no update on the decision on the future of the China Region Lakes Alliance.

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

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

Trustee Richards introduced the subject of potentially holding only one Board meeting per month on the first Thursday. If business is warranted, a second meeting could be scheduled for the third Thursday of the month. Due to a date conflict with the Maine Water Utilities Association Annual Tradeshow and Conference, the first Board meeting in February is typically cancelled. Therefore, the Trustees decided to hold a second meeting in January. Beginning with the first meeting in March, the Board will decide whether to hold a second meeting each month going forward.

In answer to a question from Trustee McCluskey, Mr. Bickford stated the increase in alum usage is partially due to the increase in water consumption by the Huhtamaki Manufacturing Plant.

ITEM 11: PUBLIC PARTICIPATION

None

**ITEM 12: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS
6. A. PERSONNEL MATTERS**

At 8:36 a.m., motion by Trustee Talbot, “to enter Executive Session under MRS Title 1, Section 405-6A, Personnel Matters,” 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 Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

At 8:45 a.m., President Richards brought the Board out of Executive Session.

ITEM 13: ADJOURNMENT

Motion by Trustee Talbot, “to adjourn the meeting,” 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 Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

Meeting adjourned at 8:46 a.m.

Sue Markatine, Recording Secretary