

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – NOVEMBER 6, 2025 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; Mark McCluskey, Trustee; Allan Fuller (Remote Access), Trustee; Amy Stabins, Trustee

Trustees absent: Matthew Bulmer, Trustee

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Matt Zetterman, KWD Engineering 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 OCTOBER 2, 2025

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of October 2, 2025," seconded by Trustee Murray.

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 November 6, 2025 total warrant of checks released for \$683,619.49," 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 SEPTEMBER 2025 FINANCIAL REPORTS

The Trustees were provided with the September 2025 Financial Statements and Accounts Receivable Aging Reports, and a brief review was conducted. There was also a short discussion on the potential future use of the available cash.

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

ITEM 5: APPROVALS/MOTIONS NEEDED

A. Approval of Proposed 2026 Annual Budgets: - Capital, Operating, and Cash

Previously, the Trustees were provided with the Proposed 2026 Capital Budget, Proposed 2026 Operating Budget, and Proposed 2026 Cash Budget. These budgets were reviewed at the Budget Workshop, which was attended by KWD Staff and Trustees, on October 16, 2025. Mr. Crouse updated the Trustees on one change to the Proposed 2026 Capital Budget and one change to the Proposed 2026 Operating Budget. Ms. Dyer conducted a detailed review of the 2026 cash projections. Mr. Crouse and Ms. Dyer answered questions from the Trustees regarding these proposed budgets.

Motion by Trustee Earickson, “to approve the 2026 Capital Budget, 2026 Operating Budget, and 2026 Cash Budget,” 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 Agreement with Nicholson, Michaud, & Nadeau, Certified Public Accountants for Auditing Services

The Trustees were provided with a request for authorization memo which included proposals from three firms (KWD solicited five firms) for financial auditing services for fiscal years 2025 – 2027 and supplemental proposals for years 2028 and 2029. Mr. Crouse and Ms. Dyer answered questions regarding this request.

Motion by Trustee McCluskey, “to accept the proposal from Nicholson, Michaud, & Nadeau, Certified Public Accountants, for the Annual Audit Service for \$15,000.00 per year for fiscal years 2025 – 2027, and the discretion to extend the agreement for an additional two years at \$15,500.00 and \$16,000.00 respectively, if performance is satisfactory,” seconded by Trustee Earickson.

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’S REPORT

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

The consensus of the Board was that holding a Budget Workshop was an effective process and should be utilized in future years.

In addition to his report, Mr. Crouse informed the Board that KWD had two separate incidents of non-recording of data at the Water Treatment Plant. The Trustees were provided with summaries of these episodes. In accordance with regulations, these failures to monitor were reported to the Maine Drinking Water Program. KWD has numerous other monitoring points which ensured that the chemical levels and water quality produced were consistent and within guidelines. New procedures will be implemented to reduce the risk of another occurrence.

On behalf of the Board members, President Richards thanked Mr. Crouse for his 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.

In response to a question from Trustee Earickson, Ms. Dyer stated she has a 2024 Draft Financial Audit Report from the KWD auditors, Runyon Kersteen Ouellette, but is unsure when the finalized copy will be provided.

At Trustee McCluskey's request, Mr. Bickford reported that one phase of the lagoon discharge project has been completed; however, there are other phases underway and actual discharging will not begin until 2027.

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

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

None

ITEM 9: PUBLIC PARTICIPATION

None

ITEM 10: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSION

None

ITEM 11: ADJOURNMENT

Motion by Trustee Talbot, "to adjourn the meeting," seconded by Trustee Whateley.

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 8:25 a.m.

Sue Markatine, Recording Secretary