



**Kennebec Water District Board of Trustees
Regular Meeting
Thursday, October 3, 2024 – 7:30 AM
131 Drummond Avenue, Waterville, ME and Via Zoom**

AGENDA

1. Introduction of guests
2. Review and approve minutes of regular meeting of September 19, 2024
3. Review and approval of account warrant
4. Approvals/Motions Needed:
 - a. Approval of cost-of-living adjustment for 2025
5. General Manager Report
6. Department Reports
7. Trustee comments, concerns, and/or ideas
8. Public participation
9. As needed: Executive session 1 MRS §405. Executive sessions
10. Adjournment

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – SEPTEMBER 19, 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; Allan Fuller, Trustee; Amy Stabins, Trustee; Bruce Williams, Trustee

Trustees absent: Denise Bruesewitz, Trustee; Mark McCluskey, Trustee

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Matt Zetterman, KWD Technology Manager (Remote Access); Benny LaPlante, KWD Service Manager; 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 SEPTEMBER 5, 2024.

Motion by Trustee Williams, "to accept the minutes of the Regular Board of Trustees' meeting of September 5, 2024," seconded by Trustee Earickson.

Vote: Seven in favor, Trustee Talbot abstained, motion carried.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Earickson, "to ratify the September 19, 2024, total warrant of checks released for \$244,073.05," seconded by Trustee Talbot.

Vote: Motion carried unanimously.

ITEM 4: REVIEW OF AUGUST 2024 FINANCIAL REPORTS

The Trustees were provided with the August 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: APPROVALS/MOTIONS NEEDED:

A. Approval of Agreement with Proseal for Armory Road Pavement Restoration

The Trustees were provided with a request for authorization memo which included a proposal from one bidder (KWD solicited nine firms) for pavement restoration work due to a water main break at 68

Armory Road, Waterville. Mr. Crouse explained this is an after-the-fact request as it was necessary to complete the paving on this heavily traveled road promptly.

Motion by Trustee Fuller, “to accept the after the fact bid of \$35,000.00 from Proseal, LLC to complete pavement restoration work at 68 Armory Road, Waterville,” seconded by Trustee Stabins.

Vote: Motion carried unanimously.

B. Approval of Agreement with Core & Main for Advance Metering Infrastructure

The Trustees were provided with a request for authorization memo to accept a five-year agreement with Core & Main for KWD’s meter data management software and equipment which includes Sensus Regional Network Interface, Sensus Analytics, and three Base Station warranties. Core & Main is the new Sensus representative in the State of Maine. Mr. Crouse and Mr. LaPlante answered questions from the Trustees regarding this agreement.

Motion by Trustee Williams, “to approve the five-year agreement with Core & Main for Sensus Regional Network Interface, Sensus Analytics, and three Base Station Warranties for \$217,523.81,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

C. Recap of Rate Increase Public Hearing and Approval of Proposed Rate Increases and Establishment of a Bulk Water Rate:

- i. 6 Percent on January 1, 2025**
- ii. 8 Percent on January 1, 2026**
- iii. Bulk Water Rate – \$50 Per Transaction Plus \$10 per 1,000 Gallons for All Usage Greater Than 5,000 Gallons**

Mr. Crouse and the Trustees (Trustee Richards, Trustee Earickson, and Trustee Talbot) who attended the Public Hearing held on September 17, 2024, for the proposed rate increases recapped the events of the evening.

Motion by Trustee Earickson, “to affirm the across-the-board water rate increase of six-percent effective January 1, 2025, eight-percent effective January 1, 2026, and the establishment of a bulk water rate of a minimum \$50.00 per transaction plus \$10.00 per 1,000 gallons for all usage greater than 5,000 gallons effective January 1, 2025,” seconded by Trustee Talbot.

Vote: 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 provided additional detail regarding his participation in a workgroup lead by the Office of the Public Advocate to evaluate the need for and creation of a low-income water rate assistance program.

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

ITEM 7: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

In response to a question from Trustee Fuller, Mr. Bickford updated Board members on the effectiveness of the ongoing PFAS removal pilot project.

Trustee Earickson mentioned there will be a new car wash on Kennedy Memorial Drive. Mr. Crouse stated that, although this will generate more revenue than the average customer, this will not have a significant financial impact.

There was a brief discussion of the recent spill incident of fire-fighting foam containing PFAS which contaminated the environment in Brunswick, Maine, and of PFAS in fire-fighting foam in general.

ITEM 8: PUBLIC PARTICIPATION

None

ITEM 9: AS NEEDED: EXECUTIVE SESSION – 1 MRSA §405. EXECUTIVE SESSIONS

At 8:12 a.m., motion by Trustee Talbot, "to enter Executive Session under MRSA Title 1, Section 405-6C, Disposition of Personal Property," seconded by Trustee Williams.

Vote: Motion carried unanimously.

At 8:25 a.m., President Richards brought the Board out of Executive Session.

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

Motion by Trustee Williams, "to authorize the General Manager and Trustee Williams to negotiate the sale of Truck #1 with a starting list price of \$70,000.00," seconded by Trustee Earickson

Vote: Motion carried unanimously.

ITEM 10: ADJOURNMENT

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

Vote: Motion carried unanimously.

Meeting adjourned at 8:27 a.m.

Sue Markatine, Recording Secretary

A. ACCOUNT WARRANT OCTOBER 3, 2024

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
1	09/15/2024	DIVVY-VISA CARD	PLC UPGRADE PROJECT PARTS/SHIPPING FEES/ SAMPLE EQUIPMENT/BATTERIES/MEETING FOOD/GPS SUPPLIES/STATE TAX SYMPOSIUM/ MISC. HARDWARE/SEMINARS/OFFICE SUPPLIES/ADOBE SUBSCRIPTION/HEARING PROTECTION/SAFETY GLASSES/TOOLS/TAPE/GOOGLE WORKPLACE & CHROME UPGRADE/MICROSOFT SUBSCRIPTIONS/BUILDING SUPPLIES/GODADDY DOMAIN/ BOAT GAS/CLOCK/STORAGE/TELEPHONE SERVICE/PDF EDITOR/MAIN BREAK FOOD	4,805.89
2	09/19/2024	BUDGET DOCUMENT TECHNOLOGY	POSTAGE MACHINE INK	128.44
3	09/19/2024	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-DRUMMOND AVE	244.36
4	09/19/2024	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	171.81
5	09/19/2024	CREATIVE PRINT SERVICES	WINDOW ENVELOPES-2500	307.26
6	09/19/2024	GAGNE & SON BELGRADE	MANHOLE REPAIR-DRUMMOND AVE	216.42
7	09/19/2024	GONETSPEED	MONTHLY TELEPHONE/INTERNET SERVICE	148.40
8	09/19/2024	HAMMOND LUMBER COMPANY	BLACK TOP PATCH	2,159.64
9	09/19/2024	INFOSEND, INC.	BILL PROCESSING AND MAILING	2,133.06
10	09/19/2024	BRAY INTERNATIONAL, INC.	SERVO NXT KITS FOR VALVES-WTP	1,236.40
11	09/19/2024	KENNEBEC EQUIPMENT - FAIRFIELD	PUMP RENTAL/BULL FLOAT RENTAL/GAS CAN	363.98
12	09/19/2024	MAINE WATER UTILITIES ASSOCIATION	BI-MONTHLY MEETING-1 EMPLOYEE	65.00
13	09/19/2024	TREASURER, STATE OF MAINE-HETL	WATER TEST	30.00
14	09/19/2024	MID-MAINE CHAMBER OF COMMERCE	MEETING-3 EMPLOYEES	69.00
15	09/19/2024	CARPARTS DISTRIBUTION CENTER	BATTERY REPLACEMENT-1 VEHICLE	301.51
16	09/19/2024	WILLIAM MUSERO, INC.	HAY/LOAM-LAWN REPAIRS	720.00
17	09/19/2024	PDQ DOOR	LASER SCANNER SENSOR-WTP GATE	1,610.00
18	09/19/2024	FANADO PELOTTE CONTRACTOR	CONTRACTOR SERVICES-VARIOUS LOCATIONS	13,693.25
19	09/19/2024	PINE TREE WASTE, INC.	PORTAPOTTY RENTAL/RUBBISH REMOVAL	361.00
20	09/19/2024	PROSEAL, LLC	PAVEMENT PATCHES-VARIOUS LOCATIONS	9,676.90
21	09/19/2024	SARGENT	COLD PATCH MIX	1,895.50
22	09/19/2024	DAVID MORIN	LAWN SERVICES-VARIOUS LOCATIONS	2,587.50
23	09/19/2024	SULLIVAN ASSOCIATES	PORTABLE CL METER	4,113.45
24	09/19/2024	TRANE US, INC.	FLOAT SWITCH/CONDENSATE PUMP	3,548.56
25	09/19/2024	UNITED AG & TURF NE, LLC	REPLACEMENT V-BELT	70.99
26	09/19/2024	POWERPLAN	BACKHOE MAINTENANCE	1,383.36
27	09/19/2024	US BANK CORPORATE TRUST BOSTON	MAINE BOND BANK PRINCIPAL & INTEREST	80,587.01
28	09/19/2024	CITY OF WATERVILLE	VEHICLE FUEL USAGE-2 MONTHS	6,390.64
29	09/19/2024	F.W. WEBB COMPANY	GASKETS/GATE VALVES/TEES/ADAPTERS/ CLAMPS/POLYWRAP	6,014.69
30	09/19/2024	WRIGHT-PIERCE	ENG. SERVICES-TICONIC BRIDGE WATER MAIN	179.71
31	09/26/2024	MAINE MUNICIPAL EMP. HEALTH TRUST	MONTHLY HEALTH INSURANCE PREMIUMS	37,249.29
32	09/26/2024	NORTHEAST DELTA DENTAL	MONTHLY DENTAL INSURANCE PREMIUMS	903.44
33	09/27/2024	ADVANCE AUTO PARTS	GREASE GUN FITTINGS	25.98
34	09/27/2024	AUBURN CONCRETE	MATERIALS-SIDEWALK REPAIR-BAY STREET	357.25
35	09/27/2024	CENTERLINE UTILITIES	MONTHLY KWD LOCATES	4,879.81
36	09/27/2024	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	6,916.80
37	09/27/2024	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	171.81
38	09/27/2024	635-CONSOLIDATED COMMUNICATIONS	MONTHLY TELEPHONE SERVICE	130.56
39	09/27/2024	CONSOLIDATED COMMUNICATIONS	MONTHLY INTERNET SERVICE	381.38
40	09/27/2024	CORE & MAIN LP	3/4" METERS-10	1,820.00
41	09/27/2024	EAGLE RENTAL	LOADER RENTAL (KWD'S IN FOR WARRANTY WK)	2,120.00
42	09/27/2024	EXPRESS ELECTRICAL	REMOVE ELECTRICAL FEEDS-SOUTH STREET	2,340.00
43	09/27/2024	GRAINGER	POLE MOUNT FOR SECURITY CAMERAS	30.82
44	09/27/2024	JUDDI L HALLOWELL	SURFACE GRAVEL	3,640.00

A. ACCOUNT WARRANT OCTOBER 3, 2024

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
45	09/27/2024	HAMMOND LUMBER COMPANY	MATERIALS-SIDEWALK/MANHOLE REPAIRS	104.99
46	09/27/2024	KENNEBEC AUTO SERVICE	OIL CHANGE/REPAIRS-1 VEHICLE	3,032.50
47	09/27/2024	KENNEBEC COUNTY SOIL & WATER DIST.	CHINA LAKE 319 GRANT CASH MATCH	10,000.00
48	09/27/2024	KENNEBEC COUNTY REGISTRY OF DEEDS	FILING FEES-2 LIENS/1 DISCHARGE	66.00
49	09/27/2024	KENNEBEC EQUIPMENT - FAIRFIELD	PRESSURE WASHER RENTAL-CLEARWELLS-WTP	360.00
50	09/27/2024	MAINE MUNICIPAL BOND BANK	LOANS-PRINCIPAL/ADMIN FEES/INTEREST	328,262.90
51	09/27/2024	MCCORMACK BUILDING SUPPLY	GAP & CRACK FOAM	16.17
52	09/27/2024	MESSALONSKEE STREAM HYDRO, LLC	ENERGY CREDITS	6,194.36
53	09/27/2024	MID MAINE RESTORATION	INTAKE BUILDING PROJECT	8,320.00
54	09/27/2024	NALCO COMPANY	CATIONIC POLYMER-WTP	25,825.62
55	09/27/2024	NORTHEAST LABORATORY	WATER TESTS	90.00
56	09/27/2024	PROSEAL, LLC	PAVEMENT PATCHES-ARMORY, BAY, VARIOUS	55,775.56
57	09/27/2024	ROKI REPAIR SHOP	TRAILER INSPECTION	90.00
58	09/27/2024	UNIVAR SOLUTIONS	HYDROFLUOSILICIC ACID-WTP	5,099.52
59	09/27/2024	VERIZON WIRELESS	MONTHLY TELEPHONE/DATA SERVICE	782.83
60	09/27/2024	VERRILL	LEGAL SERVICES	2,220.00
61	09/27/2024	F.W. WEBB COMPANY	GASKETS/FIRE HYDRANT EXT KITS/BLADES	1,979.30
TOTAL WARRANT				654,400.62



MEMO

October 3, 2024

To: Kennebec Water District Board of Trustees

From: Roger Crouse, General Manager

Subject: Request for Determination of Cost-of-Living Salary Adjustment for January 1, 2025

Need/Background:

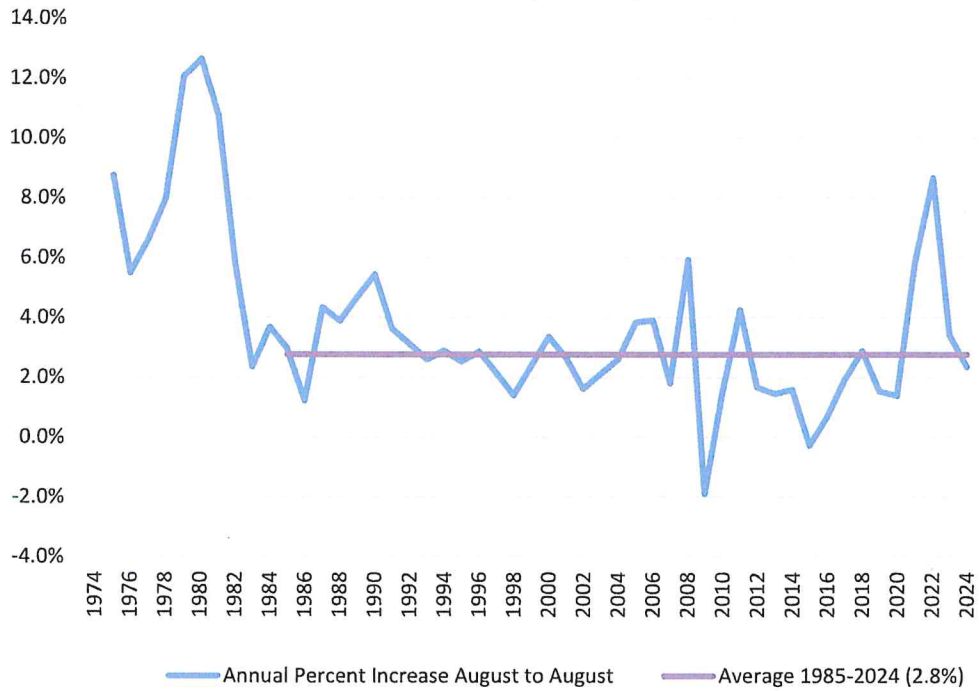
As detailed in KWD's Salary Administration Policy for All Positions (Revision B), the Board of Trustees is responsible for determining the annual cost of living adjustment (COLA) for all positions. Specific policy language includes:

Annually, the Board of Trustees will determine the COLA for all pay grades and salary ranges. The Board of Trustees will base the COLA on the CPI-W for one month as compared to the same month in the prior year (typically August). The Board of Trustees may take other factors into consideration when determining cost of living adjustments.

The Bureau of Labor Statistics (BLS) publishes the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) monthly, with updates posted three to six weeks after the end of each reporting month. The complete CPI-W monthly indices dating back to 1974 can be found at: <https://www.ssa.gov/oact/STATS/cpiw.html>. The CPI-W is used by the Social Security Administration to establish the annual COLA for Social Security recipients.

From August 2023 to August 2024 the CPI-W index increased 2.4 percent. The figure below shows the variations in CPI-W (August to August) from 1974 to 2024.

Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)



A 2.4 percent COLA would be an increase of approximately \$60,000 over the 2024 budget (payroll, pension, FICA, etc.).

Request

I am requesting that the Board of Trustees approve a COLA for all positions and salary ranges to be implemented on January 1, 2025.



**October 3, 2024
Trustee Meeting
General Manager Report**

1. Notable accomplishments/successes since last report (including personnel commendations):

- a. Robbie Bickford has been managing our service line inventory project. As noted in his monthly report, he submitted our service line inventory to the Maine CDC Drinking Water Program for review. His leadership and project management skills are commendable.

2. Progress report on items presented at the previous Trustee meeting:

- a. We had a great all-staff meeting on September 25th. Employees enjoyed socializing and eating good food. Employees that reached longevity milestones were recognized as follows.

Employee	Original Hire Date	Years of Service
Roger Bellavance	5/9/2014	10
Bob Durand	7/15/1999	25
Robbie Bickford	7/1/2019	5
Jared Bragdon	5/2/2014	10
Mickey Furbush	5/17/2019	5
Benny LaPlante	9/8/2009	15
Sue Markatine	10/25/2004	20
Matt Zetterman	5/18/2009	15

- b. We anticipate submitting the final rate increase package to the Public Utilities Commission by October 4th.

3. New or upcoming items of significance:

- a. We will be submitting three project applications to the Drinking Water State Revolving Fund (DWSRF) before the deadline on October 4th. These projects are for PFAS treatment, lagoon decant water discharge, and replacement of water main on Sanger and Boutelle Streets.



**October 3, 2024
Trustee Meeting
Department Reports**

Department: Finance Department

Submitted by: Amy Dyer

1. Notable accomplishments/successes since last report (including personnel commendations):
 - a. There were no critical comments regarding our rate increase at the public hearing. I will be preparing the final financial package for the PUC.

2. Progress report on items presented at the previous Trustee meeting:
 - a. Tammy and I are working on implementing changes to the payroll process due to the changes to the Union contract as well as other labor compliance requirements.
 - b. Danika Riggs will replace Jenn Phillips in October as a part-time employee to continue scanning our service books and other scanning projects. Jenn has worked about forty-five hours since June. She has prepared most of the service books to be ready for scanning. We anticipate her working a few more hours. Danika will work approximately six hours a week through the end of January which we anticipate will be the end of our scanning project
 - c. I am working on setting up 2025 budget templates for the managers and working on the payroll budget for 2025.

3. New or upcoming items of significance:
 - a. I am reviewing the process of paying bills through electronic funds transfer (EFT). Once the process is in place, vendors will receive payments electronically. Paper invoices will still be available for trustee review, and they will be scanned into Munis. We currently process approximately 100 checks a month. We currently make payments to a dozen vendors electronically. We will be sending out notices to vendors requesting electronic payment details. Most electronic payments will not start until next year. Not all vendors will accept electronic payment.



October 3, 2024
Trustee Meeting
Department Reports

Department: Water Quality

Submitted by: Robbie Bickford

1. Notable accomplishments/successes since last report (including personnel commendations):

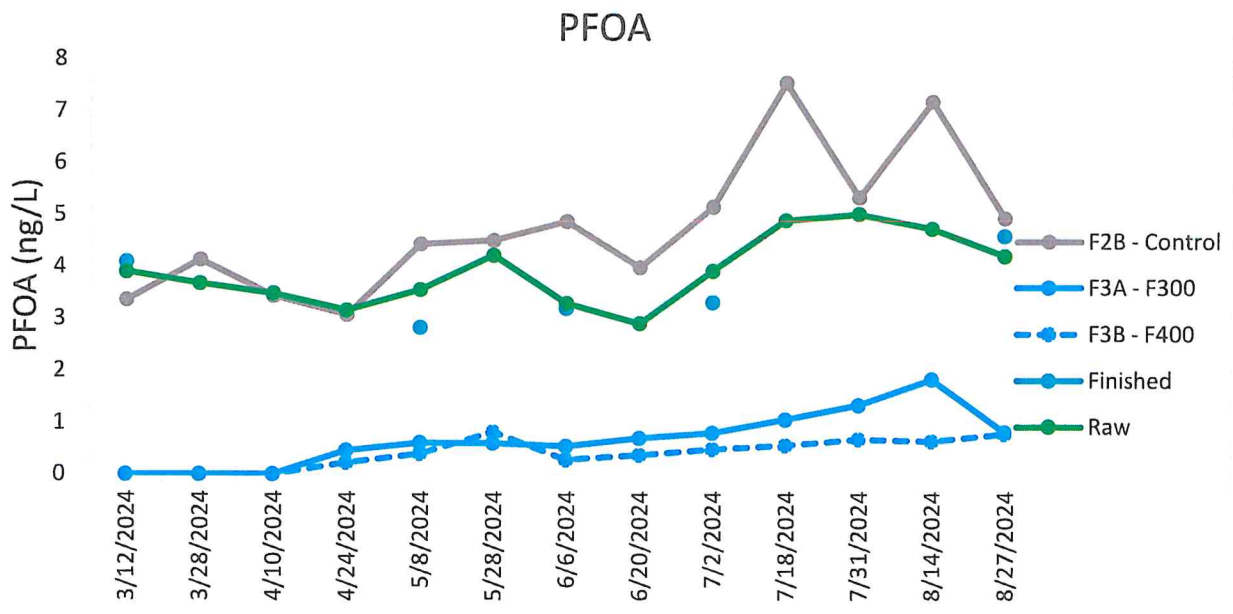
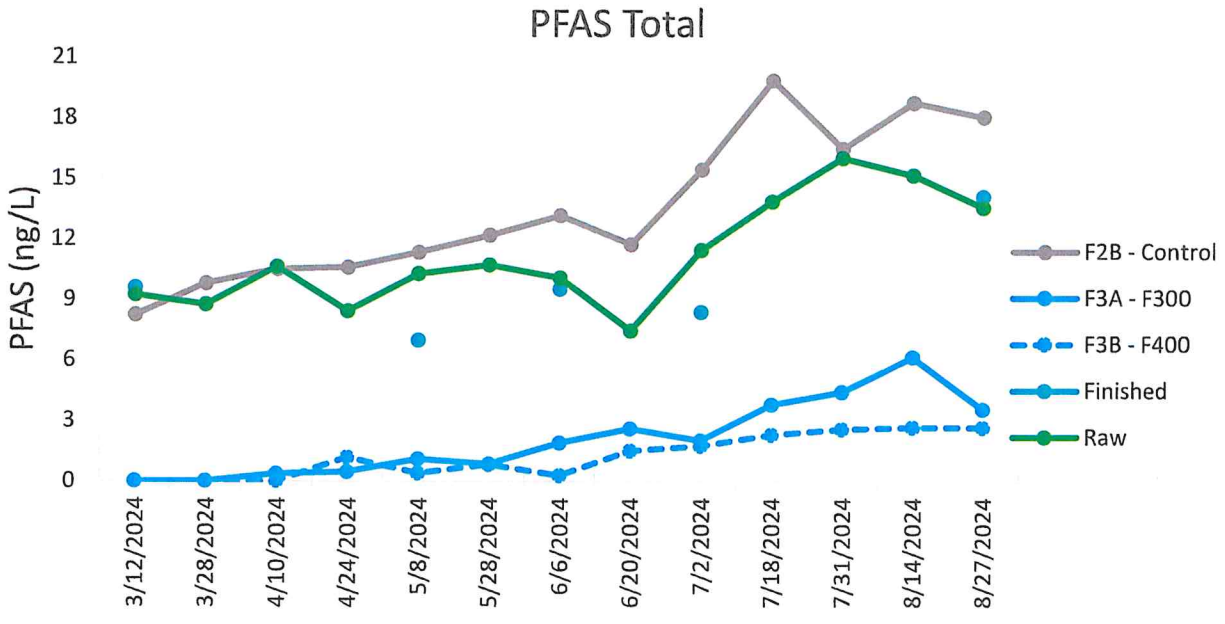
- a. Service Line Inventory:
 - i. The inventory required by the USEPA's Lead and Copper Rule Revised (LCRR) has been completed and submitted to the MEDWP for review.
 - ii. The full detailed inventory is posted for public access online at KennebecWater.org/SLI and available to the public at our business office.
 - iii. A letter (attached) is being sent to all customers with an "unknown" service line material. Much of the language within the letter is mandatory verbiage directly from the Maine CDC Drinking Water Program and the USEPA.

2. Progress report on items presented at the previous Trustee meeting:

- a. China Lake (Lake Elevation: 170.9 feet or 7 inches below spillway)
 - i. China Lake Section 319 Grant:
 - 1. Work continues on several phosphorus reduction projects around China Lake funded by this grant.
 - ii. Roger and I met with the CLA president and vice president to review water quality improvement projects completed this summer around China Lake and areas for partnerships in the future.
- b. Recycle Water Reduction Project:
 - i. Maine Discharge License / Maine Pollution Discharge Elimination System Permit – Following comments from EPA, minor revisions were made to the draft permit that is being submitted for final review and approval.
 - ii. A meeting is scheduled for the end of this month with KWD, EPA, MEDWP, and Army Corp of Engineers to review the Endangered Species Act (ESA) Section 7 Consultation requirements.
- c. PFAS Mitigation Project:
 - i. Full Scale GAC Replacement Trial – The PFAS results from the two trial filters show significant removal of PFAS compounds compared to the raw water. (See graphs on the following page for more information)
 - ii. Preliminary Engineering:
 - 1. The water collected from the WTP was received by CDM Smith's laboratory and is currently being run through the rapid small scale columns to identify the optimal media type.
 - 2. A kickoff meeting is being held in October to start the 10% design of an addition of a PFAS specific treatment process to the WTP.

3. New or upcoming items of significance:

- a. N/A





October 1, 2024

DRINKING WATER NOTICE

To reduce the risk of exposure to lead in drinking water, all water utilities are required by the US Environmental Protection Agency (USEPA) to develop a material inventory (database) of all pipes (service lines) connecting the water main in the street to customer's homes and/or businesses. KWD has completed an initial service line inventory which can be found on our website: www.kennebecwater.org/SLI.

Since 2021, KWD staff have reviewed installation and construction records and local, state, and national plumbing codes, completed onsite inspections and excavations, and collected data directly from customers to identify service line pipe materials. While these efforts were successful at identifying the pipe material for a large portion of the water system, the pipe material for many service lines remains unknown.

The good news is that as of September 13, 2024, no lead (or galvanized requiring replacement) service lines have been identified within the distribution system. Additionally, Maine plumbing code has prohibited the use of lead pipes for service lines since 1926 and KWD's 2024 lead testing results were well below the federal action level.

Because the material of the service line feeding your home or business has yet to be identified, we are required to report your service as "UNKNOWN." Because the material is "UNKNOWN" there is a possibility that the service line is made of lead or galvanized requiring replacement.

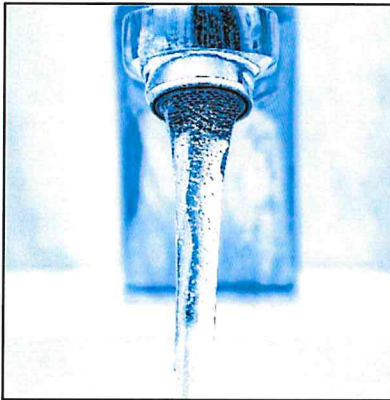
If you have questions regarding the initial service line inventory, want to verify your service line material, or believe a service line may have been categorized incorrectly, please visit our website at www.kennebecwater.org/SLI or contact us by phone at 207-872-2763.

Yours for safe drinking water,

Roger Crouse,
General Manager

Required Information for “Lead Status Unknown” Service Lines

There is no safe level of lead in drinking water. Exposure to lead in drinking water can cause serious health effects in all age groups, especially pregnant women, infants (both formula-fed and breastfed), and young children. Some of the health effects to infants and children include decreased IQ and attention span. Lead exposure can also result in new or worsened learning and behavior problems. The children of persons who are exposed to lead before or during pregnancy may be at increased risk of those harmful health effects. Adults have increased risks of heart disease, high blood pressure, kidney, or nervous system problems. Contact your health care provider for more information about your risks. For more information on reducing lead exposure around your home/building and the health effects of lead, visit EPA’s website at <http://www.epa.gov/lead>, or contact your health care provider.



If you are concerned about your risk of lead exposure in drinking water, following are steps you can take to reduce the risk:

- 1) Run the water for at least 15 seconds or until it becomes noticeably colder before using it for drinking or cooking. The longer water sits in piping the more lead it may contain.
- 2) Use cold water for drinking and cooking, as well as for preparing baby formula. Hot water dissolves lead more quickly than cold water.
- 3) Boiling water does not reduce lead levels.
- 4) Consider using bottled water for drinking and cooking.
- 5) If you are concerned about lead, contact your health care provider or the Maine Childhood Lead Poisoning Prevention Program (866-292-3474). You can ask about having you or your child tested for lead.



**October 3, 2024
Trustee Meeting
Monthly Department Reports**

Department: Distribution

Submitted by: Jared Bragdon

1. Notable accomplishments/successes since last report (including personnel commendations):

a. NA

2. Progress on items presented in previous monthly department reports:

a. Various road projects:

i. MDOT Projects

1. Fairfield Main St (College Ave/Main St/201)- Pending surface pavement and final inspection
2. Vassalboro Route 32- Pratt and Sons (MDOT contractor) continues to raise all KWD structures. Progress is ongoing and continues to go well.
3. Benton River Rd- Pending. No progress since last report. KWD continues to monitor progress.
4. Town of Fairfield Road Projects-Complete
5. City of Waterville Road projects- Pending surface pavement and final inspection
6. Recruitment – We have received several applications, which we will be reviewing shortly. Interviews are anticipated to begin in the first or second week of October.
7. Annual fall hydrant flushing is slated to start September 30th and run through October 25th.

3. New or upcoming items of significance:

a. Vac truck delivery slated for second or third week of October.

4. Main Break Summary:

DATE OF LEAK	LOCATION (STREET)	MUNICIPALITY	PIPE SIZE	PIPE/SERVICE INSTALLED DATE	MATERIAL	TYPE OF LEAK
8/28/2024	22 Donald St	Waterville	0.75"	1947	Copper(Service leak)	Small hole
8/30/2024	4 West St	Fairfield	6	1939	Cast Iron (Unlined)	1' Longitudinal Split, with 3" hole
9/4/2024	320 Augusta Rd	Winslow	8	1940	Cast Iron (Relined)	Split bell
9/11/2024	6 Morrison Ave	Waterville	6	1996	Ductile Iron (Lined)	Longitudinal Split
9/18/2024	12 Church St	Shawmut	8	1975	Ductile Iron (Lined)	2" Hole



October 3, 2024
Trustee Meeting
Department Reports

Department: Engineering

Submitted by: Jefferson Longfellow, P.E.

1. Notable accomplishments/successes since last report (including personnel commendations):
 - a. The main replacement work on Pleasant Street is now completed. Main replacement is underway on Center Street and Pleasant Place. The entire project is to be completed by the end of October.
 - b. The asbestos siding has been removed and properly disposed of at the intake building. The siding has been replaced with prefinished Hardie plank siding.
 - c. The electrical power has been removed from 5 and 6 South Street to prepare the buildings for demolition.
 - d. Main installation on the Ticonic bridge is underway. The bridge portion is nearly complete. Once the insulated pipe on the bridge is complete, the focus will be on the Waterville and Winslow connections. Getting the main tested and filled is on the critical work path as the concrete deck cannot be poured until KWD's main is filled.

2. Progress report on items presented at the previous Trustee meeting:
 - a. Because the first auction did not generate a satisfactory bid, nor could we gather any local interest. Truck #1 is being re-auctioned online at GovDeals: <https://www.govdeals.com/asset/1/27175> with a buy now price of \$70,000. This round of bidding closes on October 7th but can be re-opened if we do not have an acceptable buyer.

3. New or upcoming items of significance:
 - a. With the Pleasant Street main work complete, the engineering team will start a series of fire flow tests for Verisk, an organization that influences property insurance rates for communities. This work has been delayed because the new larger watermain on Pleasant Street will allow increased water flow through KWD's distribution system.



October 3, 2024
Trustee Meeting
Monthly Department Reports

Department: Technology Department

Submitted by: Matt Zetterman

- 1. Notable accomplishments/successes since last report (including personnel commendations):**
 - a. Western Avenue Pump Station Security Project – Working with Express Electric and Automatrix, we’ve successfully cutover to a new security system monitored by SCADA that utilizes door alarms, motion alarms, and security cameras. Now that we have a reduced physical presence at this site with the South St Office unoccupied this puts us in a better security position. This project was funded via grant money from the Maine Drinking Water Program.

- 2. Progress report on items presented at the previous Trustee meeting:**
 - a. Paperless Billing – We continue to work with our vendors to implement paperless billing. The pricing model from WaterSmart changed recently making it a much more attractive option than it was previously. If all goes well, we should be rolling it out before the end of the year.
 - b. Internet Resiliency – One of the takeaways from the windstorm last December was the need for improved internet resiliency. We’ve evaluated our options and have decided our best option moving forward is greater dependency on fiber optic internet with cellular backups at our highest priority sites. As a first step, we recently installed fiber optic internet at our Shores Road tank site giving us improved bandwidth and resiliency. We’ll continue to look at sites that are good candidates for fiber optic as well as our options for cellular as we move forward.

- 3. New or upcoming items of significance:**

N/A



**October 3, 2024
Trustee Meeting
Monthly Department Report**

Department: Service

Submitted by: Benny LaPlante

- 1. Notable accomplishments/successes since last report (including personnel commendations):**
 - a. Jared and I completed training in Verbal Judo. The class focuses on processes to deescalate tense situations and work toward generating voluntary compliance.

- 2. Progress on items presented in previous monthly department reports:**
 - a. One backflow prevention device was installed on a fire service at the JFK mall. Another was put on hold as they were unable to shut off water to the fire service.

- 3. New or upcoming items of significance:**
 - a. We continue to use AppSheet to improve processes. We have created an app to help with meter inventory tracking. Technicians will be able to submit item counts and comments. Once submitted, a report is generated that compares totals in the vehicle and warehouse against totals in MUNIS.