Kennebec Water District Board of Trustees
Regular Meeting
Thursday, December 5, 2024 – 7:30 AM
131 Drummond Avenue, Waterville, ME and Via Zoom

AGENDA

1. Introduction of guests
   a. Welcome new KWD employee – Matt Veilleux
2. Review and approve minutes of regular meeting of November 7, 2024
3. Review and approval of account warrant
4. Review of October 2024 financial reports
5. Approvals/Motions Needed:
   a. Approval of chemical purchase agreements
   b. Approval of 2025 budgets
      i. Operating
      ii. Capital
      iii. Cash
   c. Approval of annual employee holiday gift ($200 in 2023 and 2021, $150 in 2022, 2020)
6. General Manager report
7. Department reports
8. Trustee comments, concerns, and/or ideas
9. Public participation
10. As needed: Executive session 1 MRS §405.
11. Adjournment

KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – NOVEMBER 7, 2024 at 7:30 AM

The meeting was called to order at 7:30 a.m. by Vice-President Murray.

Trustees present: Ben Murray, Vice-President; Jeff Earickson, Treasurer; J Michael Talbot, Assistant Treasurer; Allan Fuller, Trustee; Amy Stabins, Trustee; Denise Bruesewitz, Trustee (Remote Access); Mark McCluskey, Trustee; Bruce Williams, Trustee

Trustees absent: Frank Richards, President; Sarah Whateley, Clerk

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); Jared Bragdon, KWD Distribution Manager (Remote Access); Benny LaPlante, KWD Service 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 17, 2024

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of October 17, 2024," seconded by Trustee Williams.

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

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Earickson, "to ratify the November 7, 2024, total warrant of checks released for $422,969.50," seconded by Trustee Talbot.

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

ITEM 4: APPROVALS/MOTIONS NEEDED:

A. Metering Equipment Purchase Approval

The Trustees were provided with an after-the-fact request for the purchases of the 2024 Sensus water meters and associated meter reading equipment. Mr. Crouse reviewed this request and answered questions from the Trustees. Mr. LaPlante updated the Board members on the meter replacement progress which entails swapping old brass-bodied meters to new composite-bodied meters.

Motion by Trustee Williams, "to approve the after-the-fact purchases of 2024 water meters and associated meter reading equipment from Everett J. Prescott, Inc. and Core & Main for a total of $197,806.88," seconded by Trustee Fuller.

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

B. Hiring Timeline Approval

The Trustees were provided with a request to hire a candidate the beginning of January even though a distribution technician position will not become vacant until early April due to a retirement. Mr. Crouse explained while interviewing for a current technician job opening, two well-qualified candidates were identified. The pros and cons of this early hiring were briefly discussed.

Motion by Trustee Fuller, "to approve the hiring of a technician approximately the first week of January 2025 to fill a pending vacancy," seconded by Trustee Earickson.

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

ITEM 5: GENERAL MANAGER'S REPORT

The Trustees were provided with the General Manager's report, and a brief review was conducted by Mr. Crouse.

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

ITEM 6: 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 by Trustee Fuller, Mr. Bickford briefly reviewed the China Lake phosphorus reduction projects such as shorefront buffer strips. These projects are partially funded by a U. S. Environmental Protection Agency Section 319 Clean Water Act grant and partially funded by matching funds of which KWD pledged $10,000.

On behalf of the Board members, Vice-President Murray thanked the Department Managers for their reports.

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

Trustee Earickson informed the Board that he will not be in attendance for the November 21, 2024, Budget Workshop and December 5, 2024, Board meeting.

There was a brief discussion of potential implications for public water districts when the new political administration assumes control in 2025.

In response to a question from Trustee McCluskey, Mr. Crouse reviewed the options being evaluated and preliminary designed by CDM Smith for PFAS mitigation. KWD anticipates having direction for a permanent PFAS removal method by the beginning of the second quarter 2025.

ITEM 8: PUBLIC PARTICIPATION

None

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

None

ITEM 10: ADJOURNMENT

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

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

Meeting adjourned at 8:17 a.m.

____

Sue Markatine, Recording Secretary

A. ACCOUNT WARRANT DECEMBER 5, 2024

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
1	11/01/2024	MAINEPERS	MONTHLY EMPLOYER RETIREMENT CONTRIBUTION	19,812.60
2	11/01/2024	MAINEPERS	MONTHLY GROUP LIFE PREMIUMS	1,084.63
3	11/01/2024	TREASURER, STATE OF MAINE	MONTHLY SALES TAX	3,183.47
4	11/08/2024	ADVANCE 1 CLEANING SERVICES, INC.	MONTHLY CLEANING SERVICE	1,350.00
5	11/08/2024	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	14,369.29
6	11/08/2024	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	170.42
7	11/08/2024	CSX TRANSPORTATION	EASEMENT FEE-WINSLOW PIPE	54.00
8	11/08/2024	DIG SAFE SYSTEM, INC.	MONTHLY COST OF OPERATIONS	720.24
9	11/08/2024	GRAINGER	TOOLS/BUSHINGS/ADAPTERS/SAFETY CLOTHING	3,839.20
10	11/08/2024	HUSSEY COMMUNICATIONS, INC.	MONTHLY INTERNET SERVICE	182.00
11	11/08/2024	KENNEBEC AUTO SERVICE	TIRE REPAIR	29.16
12	11/08/2024	KENNEBEC COUNTY REGISTRY OF DEEDS	LIEN FILING FEES-3 PROPERTIES	66.00
13	11/08/2024	MAINE LABORATORIES, LLC	WATER TESTS	2,915.00
14	11/08/2024	TREASURER, STATE OF MAINE-HETL	WATER TESTS	250.00
15	11/08/2024	WORKPLACE HEALTH	NEW EMPLOYEE EXAM/AUDIOGRAM	142.25
16	11/08/2024	W D MATTHEWS MACHINERY COMPANY	FORKLIFT PURCHASE	27,950.00
17	11/08/2024	PROSEAL, LLC	PAVEMENT PATCH	2,383.99
18	11/08/2024	TECHNOLOGY SOLUTIONS OF MAINE	MONTHLY ANSWERING SERVICE	100.00
19	11/08/2024	VERIZON	MONTHLY VEHICLE DATA SERVICE	303.20
20	11/08/2024	WARE-BUTLER, INC.	BOLTS/NUTS/WASHERS	3.40
21	11/08/2024	WATERVILLE SEWERAGE DIST	QUARTERLY SEWER CHARGE-2 LOCATIONS	106.92
22	11/08/2024	F.W. WEBB COMPANY	GASKET/BOLT SET/SAW HATCHET/DISC HOLDER/	
		MECHANICAL PARTS FOR REMOTE SITE		1,465.95
23	11/15/2024	DIVVY-VISA CREDIT CARD	MICROSOFT SUBSCRIPTIONS/MISC. SUPPLIES/	
		PLC SCADA/MEETING FOOD/TOOLS/BACKGROUND CHECKS/FUSE/OFFICE SUPPLIES/		
		UPS SHIPPING FEES/MWUA MEETING/FUSE HOLDER/APC BACKUP/VACUUM/NITRO PDF/		
		AWWA MEMBERSHIP/GOOGLE SUBSCRIPTIONS/LUNCH & LEARN MEETING/NEW HIRE TESTING/		
		SAFETY SUPPLIES/GOTO PHONE SERVICE/LABEL MAKER/WATER SYSTEM LICENSE RENEW/		
		DISPOSAL FEE		3,619.03
24	11/15/2024	A PARTNER IN TECHNOLOGY	THREE-YEAR FIREWALLS SUPPORT/BACKUP SERVICES	3,403.08
25	11/15/2024	AQUA BACKFLOW, INC.	PROGRAM MANAGEMENT SERVICE	493.00
26	11/15/2024	BERGERON TREE SERVICE	TREE REMOVAL-TWIN TANKS AREA	3,500.00
27	11/15/2024	CORE & MAIN LP	METERS-208	33,696.00
28	11/15/2024	HALL'S HOMES RE, LLC	MONTHLY LAWN SERVICES/BUSH HOGGING	3,250.00
29	11/15/2024	KENNEBEC AUTO SERVICE	OIL CHANGE-1 VEHICLE	98.94
30	11/15/2024	TREASURER, STATE OF MAINE-HETL	WATER TESTS	685.00
31	11/15/2024	NORTHEAST LABORATORY	WATER TESTS	880.00
32	11/15/2024	NORTHERN SAFETY CO, INC.	TAPE MEASURE/GLOVES	150.12
33	11/15/2024	PINE TREE WASTE, INC.	RUBBISH REMOVAL-DRUMMOND AVE	159.00
34	11/15/2024	UNIVAR SOLUTIONS	SODIUM HYPOCHLORITE-WTP	6,755.40
35	11/15/2024	USA BLUE BOOK	LAB SUPPLIES-WTP	1,073.41
36	11/15/2024	F.W. WEBB COMPANY	FLASHLIGHT/GASKET/BATTERY PACK	718.22
37	11/15/2024	WRIGHT-PIERCE	TICONIC BRIDGE WATER MAIN	1,899.92
38	11/22/2024	CDM SMITH, INC.	PFAS MITIGATION PILOT SUPPORT SERVICES	59,956.65
39	11/22/2024	CENTERLINE UTILITIES	MONTHLY KWD LOCATES	4,842.39
40	11/22/2024	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	1,502.96
41	11/22/2024	635-CONSOLIDATED COMMUNICATIONS	MONTHLY TELEPHONE SERVICE	131.58
42	11/22/2024	COOP'S, LLC	LOAD TRAIL DECKOVER TRAILER	4,195.00
43	11/22/2024	CORE & MAIN LP	10 2-INCH METERS	20,300.00
44	11/22/2024	DEAD RIVER COMPANY	PROPANE	193.89

A. ACCOUNT WARRANT DECEMBER 5, 2024

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
45	11/22/2024	EAGLE RENTAL	COMPACT EXCAVATOR RENTAL	745.00
46	11/22/2024	GONETSPEED	MONTHLY TELEPHONE/INTERNET SERVICE	148.40
47	11/22/2024	GRAINGER	REDUCING BUSHINGS	37.68
48	11/22/2024	INFOSEND, INC.	BILL PROCESSING AND MAILING	2,741.35
49	11/22/2024	KENNEBEC AUTO SERVICE	REPAIR TIRE SENSOR ISSUE/INSPECTION & OIL CHG	465.48
50	11/22/2024	KENNEBEC COUNTY REGISTRY OF DEEDS	FILING FEE-1 PROPERTY	22.00
51	11/22/2024	MAINE WATER UTILITIES ASSOCIATION	BI-MONTHLY MEETING-4 EMPLOYEES	300.00
52	11/22/2024	TREASURER, STATE OF MAINE-HETL	WATER TESTS	250.00
53	11/22/2024	WORKPLACE HEALTH	NEW EMPLOYEE EXAM/AUDIOGRAM	142.25
54	11/22/2024	MESSALONSKEE STREAM HYDRO, LLC	ENERGY CREDITS	2,503.58
55	11/22/2024	MID-MAINE CHAMBER OF COMMERCE	BUSINESS BREAKFAST-2 EMPLOYEES	46.00
56	11/22/2024	MODERN INDUSTRIES, INC.	WATER TESTS	810.00
57	11/22/2024	FANADO PELOTTE CONTRACTOR	CONTRACTOR SERVICES-VARIOUS LOCATIONS	2,624.50
58	11/22/2024	PINE TREE WASTE, INC.	PORTAPOTTY RENTAL/RUBBISH REMOVAL	202.00
59	11/22/2024	F.W. WEBB COMPANY	GASKETS/CLAMPS	917.28
TOTAL WARRANT				243,940.83

Kennebec Water District
Balance Sheet
As of October 31, 2024

	October 2024	October 2023	Variance
ASSETS			
Current Assets			
Cash	7,268,311	5,968,517	1,299,794
Accounts Receivables	413,883	425,249	(11,366)
Unbilled services	740,586	689,807	50,779
Prepaid expenses	104,702	156,443	(51,741)
Inventory	436,578	383,900	52,678
Total Current Assets	8,964,060	7,623,916	1,340,144
Non-Current Assets			
Other Assets	52,577	53,865	(1,288)
Total Non-Current Assets Excluding Capital	52,577	53,865	(1,288)
Capital Assets			
Capital assets, not being depreciated	3,202,488	16,134,087	(12,931,599)
Capital assets, being depreciated	84,564,708	68,914,330	15,650,378
Accumulated Depreciation	(30,312,355)	(28,877,294)	(1,435,061)
Total Capital Assets	57,454,841	56,171,123	1,283,718
DEFERRED OUTFLOWS OF RESORUCES			
Deferred Other Post Employee Benefits	23,883	51,841	(27,958)
Deferred Pension Benefits	219,994	319,077	(99,083)
Total Deferred Outflows of Resources	243,877	370,918	(127,041)
TOTAL ASSETS AND DEFERRED OUTFLOWS	**66,715,355**	**64,219,822**	**2,495,533**
LIABILITIES			
Current Liabilities			
Accounts Payable	55,030	41,237	13,793
Accrued Expenses	187,114	132,605	54,509
Accrued Interest Payable	312,453	314,689	(2,236)
Short-Term Debt	384,302	-	384,302
Current portion of LT Debt	967,203	581,483	385,720
Total Current Liabilities	1,906,102	1,070,014	836,088
Non-Current Liabilities			
Other Post Employee Benefits Liabilities	218,933	225,718	(6,785)
Net Pension Liability (Asset)	640,280	576,057	64,223
Long-Term Debt (Net)	23,947,608	24,081,552	(133,944)
Total Non-Current Liabilities	24,806,821	24,883,327	(76,506)
TOTAL LIABILITIES	**26,712,923**	**25,953,341**	**759,582**
DEFERRED INFLOWS OF RESOURCES			
Deferred Credits	3,594,209	2,706,397	887,812
Deferred Other Post Employee Benefits	79,911	90,542	(10,631)
Deferred-Pension Benefits	140,444	241,774	(101,330)
TOTAL DEFERRED INFLOWS OF RESOURCES	**3,814,564**	**3,038,713**	**775,851**
NET POSITION	**36,187,868**	**35,227,768**	**960,100**
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	**66,715,355**	**64,219,822**	**2,495,533**

KENNEBEC WATER DISTRICT

MONTHLY INCOME STATEMENT FOR THE PERIOD ENDING OCTOBER 31, 2024

	2024 OCTOBER ACTUAL	2023 OCTOBER ACTUAL	MONTHLY $ VARIANCE	2024 YTD ACTUAL	2023 YTD ACTUAL	YTD $ VARIANCE	2024 BUDGET	% OF BUDGET USED
OPERATING REVENUES								
METERED SALES RESIDENTIAL CUST	333,152	329,494	3,658	2,911,137	2,774,288	136,849	3,514,681	83%
METERED SALES COMMERCIAL CUST	104,040	105,404	(1,364)	971,055	907,320	63,735	1,151,511	84%
METERED SALES INDUSTRIAL CUST	127,498	143,398	(15,900)	1,261,459	882,014	379,445	648,000	195%
METERED SALES GOVERNMENTAL	18,163	17,860	302	162,779	151,056	11,723	193,087	84%
PUBLIC FIRE PROTECTION	211,053	211,053	-	844,213	812,946	31,267	877,980	96%
PRIVATE FIRE PROTECTION	82,837	85,008	(2,171)	330,689	294,260	36,429	353,709	93%
SALES FOR RESALE	21,879	16,772	5,107	166,090	145,994	20,096	191,520	87%
FORFEITED DISCOUNTS & PENALTIES	3,235	4,119	(884)	40,197	37,341	2,856	47,743	84%
BULK WATER FEES	300	-	300	2,200	-	2,200	1,200	183%
MISC SERVICE REVENUE	3,861	5,303	(1,442)	71,620	78,995	(7,375)	41,139	174%
OTH WATER REVENUE (SALE READ)	6,927	3,318	3,609	46,305	43,007	3,298	52,500	88%
TOTAL OPERATING REVENUES	**912,945**	**921,730**	**(8,785)**	**6,807,743**	**6,127,220**	**680,523**	**7,073,070**	**96%**
NON-OPERATING REVENUES								
INTEREST & DIVIDEND INCOME	27,560	27,093	468	264,299	250,899	13,400	150,000	176%
NONUTILITY INCOME	(1,088,621)	41,963	(1,130,584)	466,264	124,654	341,610	1,425,695	33% a
TOTAL NON-OPERATING REVENUES	**(1,061,060)**	**69,056**	**(1,130,116)**	**730,563**	**375,553**	**355,010**	**1,575,695**	**46%**
TOTAL REVENUES	**(148,115)**	**990,786**	**(1,138,901)**	**7,538,306**	**6,502,773**	**1,035,533**	**8,648,765**	**87%**
OPERATING EXPENSES								
SALARIES & WAGES EMPLOYEES	179,631	162,007	17,624	1,702,068	1,585,601	116,467	2,128,986	80%
EMPLOYEE PENSIONS & BENEFITS	61,228	57,368	3,860	628,981	590,785	38,196	802,900	78%
PURCHASED POWER	28,494	11,457	17,037	279,603	163,061	116,542	265,940	105%
CHEMICALS	19,147	33,426	(14,279)	211,908	248,376	(36,469)	215,000	99%
MATERIALS & SUPPLIES	44,765	64,372	(19,607)	367,688	284,772	82,916	373,209	99%
CONTRACTUAL SERVICES	67,008	75,646	(8,638)	741,645	438,213	303,431	1,082,275	69%
RENTAL EXPENSE	1,464	1,305	159	6,911	3,453	3,458	5,100	136%
TRANSPORTATION EXPENSES	4,091	8,947	(4,856)	62,038	53,295	8,743	70,171	88%
INSURANCE	8,680	7,834	846	79,299	76,681	2,618	101,932	78%
TAXES OTH THAN INCOME	15,517	13,962	1,555	188,912	178,369	10,543	222,610	85%
MISCELLANEOUS EXPENSES	11,049	5,566	5,483	172,617	191,340	(18,722)	244,465	71%
TOTAL OPERATING EXPENSES	**441,544**	**442,107**	**(563)**	**4,442,139**	**3,814,164**	**627,975**	**5,512,588**	**81%**
EARNINGS BEFORE INTEREST, TAXES, DEPR & AMORT (EBITDA)	**(589,659)**	**548,678**	**(1,138,338)**	**3,096,167**	**2,688,609**	**407,557**	**3,136,177**	99%

KENNEBEC WATER DISTRICT
MONTHLY INCOME STATEMENT FOR THE PERIOD ENDING OCTOBER 31, 2024

	2024 OCTOBER ACTUAL	2023 OCTOBER ACTUAL	MONTHLY $ VARIANCE	2024 YTD ACTUAL	2023 YTD ACTUAL	YTD $ VARIANCE	2024 BUDGET	% OF BUDGET USED
DEPRECIATION AND AMORTIZATION EXPENSE (NON-CASH ITEMS)	129,624	113,691	15,934	1,339,807	1,188,740	151,067	1,533,364	87%
TOTAL DEPRECIATION AND AMORTIZATION	**129,624**	**113,691**	**15,934**	**1,339,807**	**1,188,740**	**151,067**	**1,533,364**	**87%**
INTEREST EXP-LT DEBT	67,493	66,794	699	664,467	679,961	(15,493)	873,500	76%
TOTAL INTEREST & AMORTIZATION	**67,493**	**66,794**	**699**	**664,467**	**679,961**	**(15,493)**	**873,500**	**76%**
NET INCOME	**(786,777)**	**368,193**	**(1,154,970)**	**1,091,892**	**819,908**	**271,984**	**729,313**	**-50%**

COMMENTS ON SIGNIFICANT 2024 ITEMS

a Grant money received for both the Kennebec Lockwood project ($172,500) and the Pleasant Street project ($950,000) has been reclassified to the balance sheet as a deferred revenue. The grant revenue will be recognized over the life of the bond.

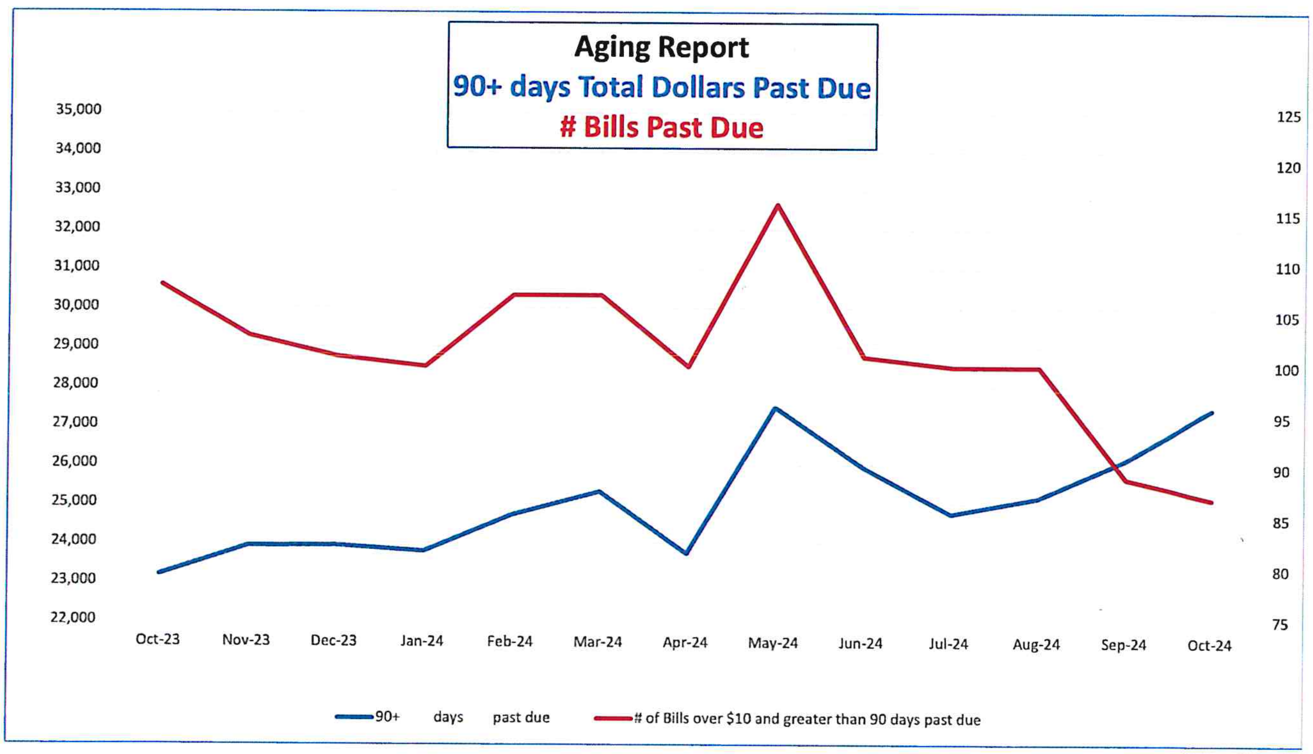
Kennebec Water District
Statement of Cash Flows
For the Period Ending October 31, 2024

Cash Balance 09/30/2024	**$**	**7,142,716.01**
Utility Billing Receipts		888,032.33
Payments to Vendors		(974,022.14)
Interest	$	27,560.19
Group Dynamics-Health Insurance claims and monthly fee		(84.00)
Credit Card Transaction Fees		(2,952.43)
ARPA Funds & DWSRF Funding		412,634.99
Payroll		(225,573.64)
Net Monthly Activity	**$**	**125,595.30**
Beginning Balance Plus Net Activity	**$**	**7,268,311.31**
Cash and Investment Accounts-Ending Balances		
Operating Checking Account TD Bank		1,919,763.12
Certificates of Deposit		5,345,531.19
Cash Drawers & Petty Cash & Deposits	$	3,017.00
Cash Balance 10/31/2024	**$**	**7,268,311.31**
Reserve for Debt Payments		
LESS RESERVE 2024 BOND PRINCIPAL	$	20,880.00
LESS RESERVE 2024 BOND INTEREST	$	4,345.32
LESS RESERVE 2022 BOND PRINCIPAL	$	50,277.85
LESS RESERVE 2022 BOND INTEREST	$	10,110.78
LESS RESERVE 2022 BOND PRINCIPAL	$	36,198.55
LESS RESERVE 2022 BOND INTEREST	$	7,279.46
LESS RESERVE 2022 REVENUE BOND PRINCIPAL	$	425,000.00
LESS RESERVE 2022 REVENUE BOND INTEREST	$	727,268.76
LESS RESERVE 2021 BOND PRINCIPAL	$	32,018.08
LESS RESERVE 2021 BOND INTEREST	$	6,120.17
LESS RESERVE 2020 BOND PRINCIPAL	$	141,126.00
LESS RESERVE 2020 BOND INTEREST	$	24,355.32
LESS RESERVE 2020 BOND PRINCIPAL	$	23,457.00
LESS RESERVE 2020 BOND INTEREST	$	3,930.86
LESS RESERVE 2009 STIMULUS PRINC	$	7,168.71
LESS RESERVE 2011 BOND PRINCIPAL	$	72,181.00
LESS RESERVE 2011 BOND INTEREST	$	17,172.92
LESS RESERVE 2017 BOND PRINCIPAL	$	136,470.00
LESS RESERVE 2017 BOND INTEREST	$	17,983.37
TOTAL CASH RESERVED BONDS	**$**	**1,763,344.15**
Uncommitted Balance	**$**	**5,504,967.16**

Kennebec Water District

AGING REPORT

	Current	31-60 days past due	61-90 days past due	90+ days past due	Total	# of Bills over $10 and greater than 90 days past due
Oct-23	359,862	41,495	428	23,172	424,956	108
Nov-23	368,032	(5,662)	1,669	23,905	387,945	103
Dec-23	338,544	(361)	1,228	23,924	363,335	101
Jan-24	452,933	(4,067)	3,329	23,778	475,973	100
Feb-24	257,548	40,217	(1,169)	24,709	321,306	107
Mar-24	280,803	49,091	658	25,311	355,863	107
Apr-24	411,993	(11,886)	4,910	23,730	428,747	100
May-24	294,898	(1,736)	339	27,466	320,493	116
Jun-24	327,439	(1,773)	3,094	25,943	354,704	101
Jul-24	453,873	9,651	2,755	24,739	491,018	100
Aug-24	331,280	(7,584)	1,257	25,157	350,110	100
Sep-24	291,287	4,305	489	26,130	322,210	89
Oct-24	392,203	(6,165)	77	27,413	413,528	87



KWD
Kennebec Water District

MEMO

December 5, 2024

To: Kennebec Water District Board of Trustees
From: Robbie Bickford, Water Quality Manager
Cc: Roger Crouse, General Manager
Subject: Request for authorization to sign agreements for the purchase of water treatment chemicals

Need/Background:

Annually, KWD requests bids from several competing companies to supply the bulk chemicals listed below. These bids are valid for calendar year 2025.

1. Sodium Hydroxide – Sodium Hydroxide increases the pH of the treated water. A high pH water is less corrosive and less likely to leach metals from the interior plumbing in homes and businesses.
2. Aluminum Sulfate (Alum) – Alum is a coagulant that binds particulate matter in the water together so it can be removed in the clarifiers and filters.
3. Sodium Hypochlorite (Hypo) – Hypo (high strength bleach) is a disinfectant and kills and/or inactivates microorganisms.
4. Hydrofluorosilicic Acid (Fluoride) – Fluoride is added to drinking water to improve oral health. Voters in the municipalities served by KWD approved the addition of fluoride in 1965.
5. Ortho-Polyphosphate (Phosphate) – Phosphate is used as a corrosion control inhibitor decreasing the likelihood of metals leaching from internal plumbing of homes and businesses.

Bids

As shown in the table below, we requested and received bids from chemical suppliers that provide services throughout Maine. In preparing for this bid, we were informed that there remains considerable volatility in the chemical supply industry for a variety of factors, however prices remained consistent or decreased from the 2024 bid.

Request:

I am requesting Board of Trustee approval to establish agreements to purchase Sodium Hydroxide, Aluminum Sulfate, Sodium Hypochlorite, and Hydrofluorosilicic Acid, and Ortho-Polyphosphate from the vendors outlined and at the prices shown in the "Recommended Bidder" row of the table below.

KWD
Kennebec Water District

2025 Chemical Bid Summary
All bids shown are in $/gallon unless otherwise stated

Chemical	Sodium Hydroxide	Alum	Hypo	Fluoride	Phosphate
Estimated Quantity Based on 1B Gallons Produced	7,000 gal ± 20%	24,000 gal ± 20%	22,500 gal ± 20%	2,000 gal ± 20%	2,000 gal ± 20%
2022 Price/Company	$2.90 / GAC	$1.35 / GAC	$1.393 / Harcros	$4.10 / Univar	No Bid
2023 Price/Company	$4.78 / Univar	$1.646 / GAC	$2.66 / Harcros	$5.01 / Univar	$19.19 / Shannon
2024 Price/Company	$2.8153 / Univar	$1.815 / GAC	$2.70 / Univar	$4.98 / Univar	$10.82 / Coyne
Univar	**$2.6602**	-	$2.60	**$5.00**	-
Monson Co.	$3.738	-	-	$7.795	-
Holland Co.	-	$2.495	-	-	-
Borden and Remington Corp.	-	-	-	-	-
GAC Corp.	-	**$1.835**	-	-	-
Harcros Chemicals	$3.0624	-	**$2.10**	-	-
Shannon Chemical	-	-	-	-	**$8.73**
Carus Chemical	-	-	-	-	$9.47
Coyne Chemical	-	-	-	-	$9.7535
Nalco	-	-	-	-	$19.234
Recommended Bidder	*Univar*	*GAC Corp.*	*Harcros*	*Univar*	*Shannon*
Estimated Total Contract	*$18,621*	*$44,016*	*$47,250*	*$10,000*	*$17,460*

Kennebec Water District Operating Budget

Category Descriptions

11/15/2024

Category	Descriptions
Operating Revenues	
Metered Sales	Metered water sales to residential, commercial, industrial and governmental customers.
Fire Protection	**Public Fire Protection** - Based upon percentage of total revenue as required by the Public Utilities Commission for public fire protection charges. The annual charge (billed quarterly in advance) is divided between the five municipalities based upon a ratio of the number of KWD owned hydrants in each municipality. Fire protection charges are fixed charges; there is no additional consumption charge for water used in fire-fighting or fire fighter training. **Private Fire Protection** - Assessed annual fee for sprinkler systems and private hydrants. The fee is based on the size of the tap . Billed quarterly in advance to the customer. Fire protection charges are fixed charges; there is no additional consumption charge for water used in fire fighting or system tests.
Wholesale and Bulk Water Sales (Formerly: Sales to Maine Water Company)	Sale of water to Maine Water Company, Oakland Division. Sale is through one master meter at a contract rate ($0.20 per 100 cu ft below standard rate). Oakland is the only customer in this class. Bulk water sold from our fill station at a cost of $10/thousand gallons.
Other Water Revenue	**Forfeited discounts and penalties:** Fees received from customers assessed for certain customer related expenses associated such as late fee interest charges from customers who did not pay their bills by the due date, tenant notices, and disconnection fees. **Miscellaneous service revenues:** Work and material charges from individual customers for tasks associated with their water service such as charges meters for new services, frozen meters, after hours calls, and connection fees. **Other water revenues** (sale of readings): KWD charges each sewer entity for which it supplies meter readings a quarterly charge based on a cost share formula involving the actual costs involved in operating its metering system and generating consumption readings. The supplied consumption reads are used to generate usage bills for sewer customers.
Operating Expenses	
Salary and Wages	Total expensed salaries and wages for employees including trustees. Labor costs for capital projects are capitalized in the cost of the specific project and are not included on the income statement.

Employee Benefits	Included in this category are KWD costs for benefit items with the major item being health insurance premiums and reimbursements but also including Maine Public Employees Retirement System allocated premium payments, dental insurance for the employee, cost share on safety shoes and health club memberships, training, personal protective equipment, and clothing allowance items.
Purchased Power	This category includes the cost for all electrical power used by KWD facilities (9 sites with the largest electric consumption sites being the Western Avenue Pump Station, the Water Treatment Plant, and the Chase Avenue Pump Station).
Treatment Chemicals	These are chemicals used in water treatment including alum, sodium hypochlorite, cationic polymer, polyphosphate, fluoride, and caustic soda.
Materials and Supplies	Materials and supplies necessary to conduct business (not including supplies used exclusively in capital projects). This category includes repair, maintenance, and operational items used throughout KWD (WTP, Distribution, Service, Engineering, and business office).
Contract Services	Operational and maintenance services provided by outside contractors including construction contractors (not on capital projects), financial auditing, engineering, legal, and other. This does not include contract services on capital projects such as main replacements or major upgrades to equipment or facilities. Typically includes ongoing fees for software licensing and services, bill processing/mailing costs, phone and internet services, answering services, trash removal, and cleaning service as well as annual service contracts for control valve maintenance, lab testing fees, SCADA maintenance, paving of most excavations, and test equipment calibration.
Rental Property and Equipment	Equipment rented or leased to be used in operations and maintenance (not including capital projects).
Transportation Expenses	The cost to fuel, maintain and repair KWD vehicles. Repairs and some upgrades are included. (Vehicles that are assigned to capital projects have any associated vehicle costs during the project period allocated to the specific capital project). Does not include depreciation or insurance.
Insurances	Includes three categories of insurance expenses: Property and casualty, worker's compensation, and unemployment insurance. As the Manie Municipal Association plans are pool type plans we frequently receive annual "dividends" from excess pool funds resulting from less than maximum use of the insurance program funds.
Miscellaneous Expenses	Contains expenses not included in other categories suchdues for association memberships, registration fees, China Lake Association funding, bond fees, trustee expenses, magazine subscriptions, and special employee and trustee outlays (recognition funding for holiday and summer gatherings, sympathy flowers, gift certificates, etc.)

Depreciation and Taxes

Depreciation	Accounting for loss in value of depreciable equipment and plant (infrastructure). Based on tables recognized by the Maine Public Utilities Commission. KWD depreciates on a straight line basis for the estimated useful life of the equipment or plant. The KWD rate structure as approved by the MPUC includes funding for depreciation. The intent of this inclusion is to provide funding for replacements or upgrades of infrastructure and equipment.
Taxes Other Than Income	Property taxes for China, Oakland and Vassalboro property, sales tax on non-residential and certain other water sales. Includes regulatory assessments such as the annual fee assessment for MPUC operation, the annual fee for Public Advocate operation, and the annual Drinking Water Fee to the Maine Drinking Water Program.

Deductions from Income

Amortization Adjustment	Amortization of debt forgiveness on borrowing and grants in conjunction with borrowing. Because this is on a reduction of debt, the amount is a negative. Amortization of bond issuance fees in the past was a positive amount. New GASB rules state that new bond issuance fees must be recognized in the first year and are no longer amortized over the life of the bond. The revenue recognized by this forgiveness and grants is amortized over the life of the related loans.
Interest Expenses	Primarily interest on long term debt.

Non-Operating Revenues

Revenues from Jobbing	Revenue from construction work performed for customers and contractors - creation of new services, abandoning existing services, charges for repairs to damaged hydrants, etc.
Interest and Dividend Income	Includes interest revenue on CDs and the operating account.
Non-Utility Income	Proceeds from the sale of scrap (if not salvage from a capital project) and charges for copies related to the Freedom of Access Act invoices. Net energy credits on the Central Maine Power invoices, net gains or losses on disposal of capital assets such as vehicles. Also includes contributions in aid of construction (developer costs of water mains constructed for system expansion).

Kennebec Water District
Proposed 2025 Operating Budget

Note: Revenue and Income shown as (negative) numbers

Updated: 11/27/2024

Category	2023 Actuals	2024 Year-End (Estimated)	2024 Budget	2025 Proposed Budget	Source of 2025 Budget Estimate
Operating Revenues					
Metered Sales	$ (5,725,821)	$ (6,367,716)	$ (5,507,279)	$ (6,263,970)	Est 2024 revenue + 6% rate Increase. Anticipated decrease in Huhtamaki consumption.
Fire Protection	$ (1,107,595)	$ (1,174,902)	$ (1,231,689)	$ (1,245,163)	Est 2024 revenue + 6% rate Increase.
Wholesale and Bulk Water Sales	$ (177,037)	$ (199,308)	$ (191,520)	$ (206,417)	Est 2024 revenue + 6% rate Increase.
Other Water Revenue	$ (184,648)	$ (135,586)	$ (132,582)	$ (131,400)	Est 2024 revenue + 6% rate Increase.
Total Operating Revenues	**$ (7,195,101)**	**$ (7,877,512)**	**$ (7,063,070)**	**$ (7,846,950)**	
Operating Expenses					
Salary and Wages	$ 1,939,406	$ 2,042,481	$ 2,128,986	$ 2,216,350	2.4% COLA plus salary step adjustments.
Employee Pensions and Benefits	$ 753,224	$ 754,777	$ 802,900	$ 832,500	9% increase in health insurance plus pension increases in proportion to salaries.
Purchased Power	$ 209,702	$ 335,524	$ 265,940	$ 311,560	Based upon estimated water production.
Treatment Chemicals	$ 294,819	$ 254,289	$ 215,000	$ 200,000	Based upon bids received in November 2024.
Materials and Supplies	$ 317,089	$ 441,226	$ 373,209	$ 480,354	Anticipated based on department needs.
Contract Services	$ 637,567	$ 889,973	$ 1,082,275	$ 1,065,812	Anticipated based on department needs.
Rental Property and Equipment	$ 4,348	$ 8,293	$ 5,100	$ 7,175	Anticipated based on department needs .
Transportation Expenses	$ 51,149	$ 74,446	$ 70,171	$ 74,850	Historical averages plus anticipated increased fuel costs in 2025.
Insurances	$ 93,626	**$ 95,158**	$ 101,932	$ 113,225	Based upon actual insurance rates from July 2024-June 2025 and estimated increase for the balance of the year.
Miscellaneous Expenses	$ 191,088	**$ 207,141**	$ 244,465	$ 207,600	Use 2025 estimate plus DWSRF fees on borrowing.
Total Operating Expenses	**$ 4,492,018**	**$ 5,103,308**	**$ 5,333,978**	**$ 5,509,426**	
Depreciation and Taxes					
Depreciation	$ 1,711,629	**$ 1,900,000**	$ 1,900,000	$ 2,100,000	Estimated based upon asset changes in 2025.
Taxes Other Than Income	$ 250,221	**$ 226,694**	$ 222,610	$ 243,075	Based upon July through June actual bills and planned increased in payroll.
Total Depreciation and Taxes	**$ 1,961,850**	**$ 2,126,694**	**$ 2,078,610**	**$ 2,343,075**	

Kennebec Water District
Proposed 2025 Operating Budget

Note: Revenue and Income shown as (negative) numbers

Updated: 11/27/2024

Category	2023 Actuals	2024 Year-End (Estimated)	2024 Budget	2025 Proposed Budget	Source of 2025 Budget Estimate
Deductions from Income					
Amortization Adjustment	$ (262,346)	**$ (238,858)**	$ (366,636)	$ (357,825)	Amortize forgiveness of debt from DWSRF loans.
Interest Expenses	$ 816,366	**$ 664,467**	$ 873,500	$ 840,000	Calculated based upon debt payment schedule.
Total Deductions from Income	**$ 554,020**	**$ 425,609**	**$ 506,864**	**$ 482,175**	
Other Income					
Contribution in Aid of Construction	**$ -**	**$ -**	**$ (500,000)**		ARPA grant for Ticonic Bridge Project.
Total Other Income	**$ -**	**$ -**	**$ (500,000)**	**$ -**	
Non-Operating Revenues					
Net Revenues from Jobbing	$ 3,872	**$ (56,799)**	$ (10,000)	$ (15,000)	Jobbing revenue less jobbing expense.
Interest and Dividend Income	$ (303,765)	**$ (317,159)**	$ (150,000)	$ (250,000)	Interest rates on KWD cash reserves is anticipated to remain around 4.0%.
Non-Operating Income	$ (201,010)	**$ (522,390)**	$ (925,695)	$ (864,500)	Gain on trade-in on truck $23,500 and net energy credits and non-amortized grants.
Total Non-Operating Revenues	**$ (500,903)**	**$ (896,348)**	**$ (1,085,695)**	**$ (1,129,500)**	
Summary					
Total Revenue and Income	$ (7,696,004)	$ (8,773,860)	$ (8,648,765)	$ (8,976,450)	
Total Expenses	$ 7,007,888	$ 7,655,611	$ 7,919,452	$ 8,334,676	
Net Income	**$ (688,116)**	**$ (1,118,249)**	**$ (729,313)**	**$ (641,774)**	

Kennebec Water District
2025 Capital Budget
November 27, 2024

Department	Item	Budget Estimate	Description and Justification
Water Quality	Replacement of Pneumatic Actuators	$75,000	Ongoing project to replace the pneumatically controlled process valves with electrically controlled actuators. The electric actuators are more efficient and replacement was recommended in the 2018 Master Plan. To date, the plant personnel have been able to update 24 of the 55 control valves (14 completed in 2024). All remaining valves are 16"-20" in size. This estimate is to upgrade an additional 8 actuators.
Water Quality	Building Access Control at WTP	$30,000	Upgrade security monitoring system at the WTP and install electrified hardware on employee and process area doors in order to be able to utilize a card reader system to improve security. KWD will be applying for a $20,000 Water System Asset Security Grant from the Maine CDC DWP to cover a portion of the cost of this project.
Water Quality	Routine Replacement of GAC in 2 Filter Units	$300,000	As part of the routine treatment process, water is passed through one of six mixed media gravity filter units. Over time the GAC's adsorption sites are exhausted and the efficiency of removal is reduced. Once a the GAC is exhausted it must be replaced. In past replacement cycles, the GAC in the gravity filters was replaced once the Iodine Number (a test identifying how much absorbative capacity remains) reaches 600 g/100g. Currently the GAC from 2017 (F1A, F1B, F2A, and F2B) has an Iodine number of approximately 400 g/100g
	Total Water Quality	**$405,000**	
Distribution	Hydrant Buddy/Valve Turner	$6,800	Portable hydrant and gate valve turner. To reduce the risk of injury and save time.
	Total Distribution	**$6,800**	
Office	Folding machine	$7,000	Machine to fold documents, stuff and seal envelopes for disconnect notices and other bulk mail items. To replace existing folding machine in frequent need of service.
	Total Office	**$7,000**	
Fleet	Upgrade an 3/4 ton existing service truck with a Ford F550 service truck with external hydraulics, electrical power, and compressed air. (Carryover from 2024)	$225,000	Purchase approved in 2024. Truck delivery anticipated in the first quarter of 2025. The cost for this truck with the body is $223,020. The trade-in value of the 3/4 ton truck is $23,500. The net cost of the truck with the body is $199,520.
	Total Fleet	**$225,000**	

Kennebec Water District
2025 Capital Budget
November 27, 2024

Department	Item	Budget Estimate	Description and Justification
Engineering	Summer and Grove Streets Main Replacement	$4,321,000	Replacement of 1800s and 1921 cast iron water main on Summer and Grove Streets in Waterville. Updating the water mains to a larger cement lined size was recommended in the 2018 Master Plan. KWD has been awarded DWSRF funding for this project and has a contract signed for the work to be completed in 2025.
Engineering	Chase Avenue Pump Station Rehabilitation Design	$218,160	Design of the rehabilitation of Chase Avenue Pump Station including new pumps, controls, SCADA, and back-up generation. This station has served KWD well, but getting replacement parts for the 1974 vintage equipment is becoming challenging. There is currently no on-site back-up generation to provide power during outages. KWD has applied for DWSRF funding for this project. The cost of construction (to occur in 2026) will be developed during the design phase.
Engineering	Lagoon Discharge Project	$625,000	To reduce the volume of lagoon decant water recycled to the WTP, the project will create a discharge to the Outlet Stream. The project consists of upgrades to the existing pumping, piping and controls and well as the construction of an outfall structure and associated piping.
Engineering	Miscellaneous Projects - various locations	$130,000	Hydrants, valves, and other work yet to be determined.
Engineering	Future capital projects design work	$50,000	Engineering staff time to survey, permit, and design future projects
Engineering	Ticonic Bridge Crossing (Carryover project from 2024)	$158,058	Replacement of the existing water main crossing the Ticonic Bridge as part of MDOT's contract. Project antiicapted to be substantially complete in December 2024. Remaining items will be completed in 2025.
	Total Engineering	**$5,502,218**	
	Total-All Departments	**$6,146,018**	
	DWSRF Funding Grants and Loans	$4,966,000	KWD has been awarded a DWSRF loan (with 30% principal forgivenss) for Summer Street main replacement. A DWSRF loan with 30% principal forgiveness is anticipated for the lagoon discharge project. A $20,000 grant is anticipated for the WTP access project.
	Trade-ins on Replacement Vehicles and Equipment	$23,500	Estimated trade-in on the 3/4 ton truck.
	Estimated 2025 Cash Spending	**$1,156,518**	
	Estimated 2025 New Debt Obligation	**$3,462,200**	Remaining principal on Summer Street and Lagoon Discharge projects

Kennebec Water District
Proposed Cash Budget

Updated: 11/27/2024

2024 Projections

Date	Purpose	(Decreases)/Increases (All Numbers are Estimates)	Cash Reserve Balance	Description
12/31/2023	Starting Balance		$ 5,804,345	Actual 2023 Year-End.
12/31/2024	2024 Total Expenses	$ (7,639,846)	$ (1,835,502)	From operating budget.
12/31/2024	2024 Depreciation Expense	$ 1,900,000	$ 64,499	Add depreciation expense back into cash budget (Depreciation is an expense but it does not reduce the cash balance).
12/31/2024	2024 Revenues and Income	$ 8,737,013	$ 8,801,512	Revenues less $500K grant for Ticonic Bridge project not yet received
12/31/2024	2024 Capital Expenditures	$ (3,862,505)	$ 4,939,007	Actual thru October, vac truck $610k, Pleasant St $700k, est for November & December.
12/31/2024	2024 Bond Principal Payments	$ (574,121)	$ 4,364,886	Estimated.
12/31/2024	2024 Loan Disbursement/Amort Grants	$ 2,383,610	$ 6,748,496	ARPA grants and forgiveness of debt on Pleasant Street.
12/31/2024	2024 Amortization Adjustment	$ (288,651)	$ 6,459,845	Amortization adjustment back into cash budget (Amortization is an adjustment but it does not reduce the cash balance).
12/31/2024	Ending Cash Balance		$ 6,459,845	Estimated 2024 Year-End.

2025 Projections

Date	Purpose	(Decreases)/Increases (All Numbers are Estimates)	Cash Reserve Balance	Description
12/31/2024	Starting Balance		$ 6,459,845	Estimated 2024 Year-End.
12/31/2025	2025 Total Expenses	$ (8,334,676)	$ (1,874,832)	From operating budget.
12/31/2025	2024 Operating Expenses to be paid in 2025	$ (60,000)	$ (1,934,832)	Raising and lowering valve boxes in 2024, billed in 2025 (MDOT project).
12/31/2025	2025 Depreciation Expense	$ 2,100,000	$ 165,169	Add depreciation expense back into cash budget (Depreciation is an expense but it does not reduce the cash balance).
12/31/2025	2025 Revenues and Income	$ 8,976,450	$ 9,141,619	Includes $500K Ticonic Bridge grant, $750K PFAS grant.
12/31/2025	2025 Capital Expenditures	$ (6,146,018)	$ 2,995,601	2025 capital budget.
12/31/2025	2024 Capital Expenditures paid in 2025	$ (1,000,000)	$ 1,995,601	Ticonic bridge expenditure from 2024 to be paid out in 2025.
12/31/2025	2025 Bond Principal Payments	$ (1,084,575)	$ 911,026	Estimated.
12/31/2025	2025 Loan Disbursement/Amortization of Grants	$ 6,256,087	$ 7,167,113	Borrowing Summer St, Lagoon discharge project, vac truck, December 2024 pay req funding for Pleasant St $700k.
12/31/2025	2025 Amortization Adjustment	$ (406,585)	$ 6,760,528	Amortization adjustment back into cash budget (Amortization is an adjustment but it does not reduce the cash balance).
12/31/2025	Ending Cash Balance		$ 6,760,528	Estimated 2025 Year-End.

Increase/(Decrease) in cash from 12/31/2024 $ 300,683

KWD
Kennebec Water District
SINCE 1899

December 5, 2024
Trustee Meeting
General Manager Report

1. **Notable accomplishments/successes since last report (including personnel commendations):**
   a. N/A

2. **Progress report on items presented at the previous Trustee meeting:**
   a. In November I attended a three-day class offered by the American Water Works Association - Rate-Setting Essentials: Connecting Financial Planning, Cost-of-Service, and Rate Design. This class provided insight into opportunities to evaluate how costs are assigned to classes of customers and options for rate design. KWD would benefit from working with a consultant to evaluate KWD's rate structure based on priorities identified by the Board of Trustees (e.g. affordability, revenue stability, equity, etc.).
3. **New or upcoming items of significance:**
   a. November is the annual employee review month at KWD. Most employees met with their managers to review their performance over the past 12 months. All reviews will be wrapped up by the end of the calendar year.
   b. We are in the process of selecting a legal firm to assist KWD with real estate legal needs (e.g. easements). We have been working with Bob Marden at Marden, Dubord, Bernier, & Stevens. However, Attorney Marden is retiring, and his firm has merged with O'Donnell Lee.
   c. Robbie Bickford and I met with Jennifer Jamison, the Director of the Division of Environmental and Community Health at the Maine CDC. The Division of Environmental and Community Health includes the Maine CDC Drinking Water Program. In addition to providing her with a tour of the WTP, we discussed issues impacting water utilities, including PFAS, service line inventories, and funding.
   d. The Committee of the Joint Environmental Training Coordinating Committee (JETCC) used KWD's large conference room for their monthly meeting. JETCC provides training opportunities for water and wastewater professionals in Maine. During the committee meeting, members of the KWD staff met with the Committee to discuss our perspective on industry training needs.
   e. We filed for a $481,000 tax credit under the Inflation Reduction Act of 2022 for the installation of our geothermal heating system at 131 Drummond Avenue. Rick McKenzie of Construction Consulting of Maine (KWD's Owner's Representative on our project) did most of the heavy lifting identifying all the costs associated with the geothermal system.

December 5, 2024
Trustee Meeting
Department Reports

Department: Engineering **Submitted by: Jefferson Longfellow, P.E.**

1. Notable accomplishments/successes since last report (including personnel commendations):
   a. KWD has taken delivery of a replacement 9900 lb. GVW (Gross Vehicle Weight) deck over trailer. This trailer only requires a typical class 'C' driver's license instead of needing a class 'A' license for a trailer greater than 9999 lb. GVW.
   b. The Pleasant Street area water main project is now substantially complete and only some paving repair and punch list items remain.
   c. The underground piping on the Ticonic Bridge has been completed on the Waterville side. Abutment curing, back filling and drainage installation needs to be completed before any water main work can begin on the Winslow side of the bridge. The plans are to have that work underway in mid-December.
   d. The buildings at 6 South Street have been demolished and the debris hauled off for proper disposal. It is a relief to not have these buildings so close to the transmission mains.

2. Progress report on items presented at the previous Trustee meeting:
   a. The ordered vacuum excavation truck is being upfitted in Connecticut with the expected delivery to be in the first half of December.

3. New or upcoming items of significance:
   a. The three snow blowers used by KWD are set to be serviced by Central Maine Equipment. The dealer where they were purchased has been sold and the new owner is no longer servicing the Toro brand equipment.

December 5, 2024
Trustee Meeting
Monthly Department Reports

Department: Technology Department **Submitted by:** Matt Zetterman

1. **Notable accomplishments/successes since last report (including personnel commendations):**
   a. SCADA App – The new SCADA mobile app was rolled out to Water Quality Department staff and is working well. Updates and improvements will be ongoing.
   b. Autopay Campaign – Working with the Finance Department and Paymentus (our third-party payment vendor), since May 2024 we've been running a contest for two $500 VISA gift cards that ends at the end of December. Customers who signed up for autopay or made two consecutive payments in the customer portal were eligible to win. During this time we've seen a significant increase in autopay payments and the overall adoption rate of our customer portal. We now have approximately 46 percent of our customers with a WaterSmart account.

2. **Progress report on items presented at the previous Trustee meeting:**
   N/A

2. **New or upcoming items of significance:**
   a. Inventory App – Working with the Distribution Team, we've developed and rolled out a basic app for tracking all non-metering inventory at KWD.
   b. SCADA Reports – In order to better streamline the access to pressure data in the system, we've started testing automated reports out of our SCADA system that will be available to staff. This replaces the need to call treatment plant staff for this data and the need to provide credentials to access the SCADA system.
   c. Water Service Application – When customers apply for water service, they will now be using a form hosted by Tyler Technologies. This allows us to lean on Tyler's team to manage updates and security for applications. We are also going to stop collecting scans of driver's licenses as we move forward to further our effort in improving our data security posture.

KWD
Kennebec Water District
SINCE 1899

December 5, 2024
Trustee Meeting
Monthly Department Reports

Department: Distribution **Submitted by:** Jared Bragdon

1. **Notable accomplishments/successes since the last report (including personnel commendations):**
   a. I'm pleased to announce that Matt Veilleux started on 11/15/2024 as Distribution Technician. Matt co-owned an earthwork company for over seven years, where he and his partner handled a variety of projects, including septic leach fields, drainage systems, lot clearing, and driveway installations.
2. **Progress on items presented in previous monthly department reports:**
   a. Various road projects:
      i. MDOT Projects
         1. Vassalboro Route 32- Complete pending apron paving.
         2. Benton River Rd- Complete
         3. City of Waterville Road projects- Complete
   b. Valve Maintenance – Crews have been actively exercising valves in preparation for the upcoming main replacement project, scheduled to begin in spring 2025. This effort is complete for now.
   c. The new vac truck is slated for delivery the week after Thanksgiving.
   d. Hydrant checks-We have started our second round of hydrant checks. This process is going well with minimal issues found thus far.
3. **New or upcoming items of significance:**
   a. One of our distribution technicians is scheduled for a medical procedure on December 9, 2024. We anticipate him being out on medical leave for 3-5 months during recovery.
   b. We have an additional Distribution Technician slated to start January 3, 2025.
4. **Main Break Summary:**

DATE OF LEAK	LOCATION (STREET)	MUNCIPALITY	PIPE SIZE	PIPE/SERVICE INSTALLED DATE	MATERIAL	TYPE OF LEAK
11/4/2024	8 Kelley St	Fairfield	6	1986	Ductile Iron (Lined)	3" hole
11/10/2024	15 Yeaton St	Waterville	6	1975	Cast Iron (Lined)	Circumferential Split
11/11/2024	6 High St	Fairfield	8	1993	Ductile Iron (Lined)	2-3" holes
11/20/2024	2 High St	Fairfield	8	1993	Ductile Iron (Lined)	2" hole

KWD
Kennebec Water District
SINCE 1899

December 5, 2024
Trustee Meeting
Department Reports

Department: Water Quality **Submitted by:** Robbie Bickford

1. **Notable accomplishments/successes since last report (including personnel commendations):**
    a. N/A

2. **Progress report on items presented at the previous Trustee meeting:**
    a. China Lake (Lake Elevation: 169.2 feet or 27 inches below spillway)
        i. China Lake Section 319 Grant:
            1. The second steering committee meeting for this grant was held November 26 to plan for activities throughout 2025.
        ii. With the difficulties associated with recruiting a part time executive director and the hardships faced by low volunteerism rates, the board of directors of CRLA is meeting December 4, 2024 to discuss the future of CRLA.
        iii. With continued communication between the operator of the China Lake Outlet Dam and interested stakeholders, the 2024 fall drawdown was a success reaching the goal 30 inches below spillway mid-November. The gates are now being closed to return China Lake to the goal of 18 inches below spillway for the winter months.
    b. Recycle Water Reduction Project:
        i. The MEDWP submitted the letter crafted by KWD to the Maine Field Office of US Department of Fish and Wildlife asking for the determination of "may effect, not likely to effect" endangered species within the area.
    c. PFAS Mitigation Project:
        i. Full Scale GAC Replacement Trial – More than 4,000 data points have been collected over the past 9 months. Data continues to be collected and analyzed to determine the lifespan of the GAC in this filter configuration.
        ii. Preliminary Engineering:
            1. The Rapid Small Scale Column Testing was completed in October 2024, and we are waiting for laboratory results to be validated.
            2. Work continues with CDM Smith to evaluate the options of building a stand-alone building or adding onto the treatment plant to add a pressure vessel filtration process to mitigate PFAS. Once an option is chosen a 10% design will be completed for the desired option.

3. **New or upcoming items of significance:**
    a. China Lake Association (CLA) as reached out to KWD to discuss partnering to host an AmeriCorps position in 2025 focused on environmental stewardship around China Lake. A meeting between KWD and CLA to review this proposal is scheduled for December 3, 2024.

December 5, 2024
Trustee Meeting
Department Reports

Department: Finance Department **Submitted by: Amy Dyer**

1. Notable accomplishments/successes since last report (including personnel commendations):
   a. Tammy and I implemented changes to the payroll process due to the changes to the Union contract as well as other labor compliance requirements.
   b. Operating and cash budgets are completed and waiting approval from the board.
   c. Provided employees with open enrollment updates for benefits and completed the set up for payroll and benefits for Matthew Veilleux.

2. Progress report on items presented at the previous Trustee meeting:
   a. I am working with Matt Zetterman to create 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.
   b. I have been attending trainings on the new Paid Family Medical Leave (PFML) law that will give employees up to 12 weeks of paid leave per year for their own medical health issues, to care for a family member or person with whom they have a significant relationship with, or several other conditions. The employer must pay one percent of the employee's wages to the state of Maine for this benefit. Up to one half of one percent may be collected from the employee. We will be collecting one half of one percent from all KWD employees. I believe the wages given to the trustees are exempt because the wages are a stipend and are not paid according to wage and labor standards.

3. New or upcoming items of significance:
   a. Year-end audit preparations. The auditors will be here to audit the inventory on January 2, 2025.

Kennebec Water District

December 5, 2024
Trustee Meeting
Monthly Department Report

Department: Service **Submitted by:** Benny LaPlante

1. **Notable accomplishments/successes since last report (including personnel commendations):**
   a. With the acquisition of a forklift, Jared and I completed forklift certification training, and we will be training staff soon. Forklift operation certification requires formal instruction, and evaluation of the operator's performance. We continue working on the course in our learning management system for tracking and documentation. Recertification is required every 3 years.
   b. We are fully stocked with metering inventory. The office staff scheduled, and technicians completed, the highest number of meter swaps I have seen in a 12-month period. I will present the numbers at our all-staff meeting, then provide numbers to the board in the next report.

2. **Progress on items presented in previous monthly department reports:**
   a. N/A

3. **New or upcoming items of significance:**
   a. Jared and I will be conducting safety and operational training with new employees and current staff. We will be updating safety documentation to include the new personnel as well.