



**Kennebec Water District Board of Trustees
Regular Meeting
Thursday, November 7, 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 October 17, 2024
3. Review and approval of account warrant
4. Approvals/Motions Needed:
 - a. Metering equipment purchase approval
 - b. Hiring timeline approval
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.
10. Adjournment

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – OCTOBER 17, 2024 at 7:30 AM**

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

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

Trustees absent: None

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

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineering Manager; Matt Zetterman, KWD Technology Manager (Remote Access); Benny LaPlante, KWD Service Manager (Remote Access); Jared Bragdon, KWD Distribution Manager (Remote Access); Robbie Bickford, KWD Water Quality Manager (Remote Access); Sue Markatine, KWD Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

None

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF OCTOBER 3, 2024.

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

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

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

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

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

ITEM 4: REVIEW OF SEPTEMBER 2024 FINANCIAL REPORTS

The Trustees were provided with the September 2024 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted.

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

ITEM 5: REVIEW OF 2024 CAPITAL BUDGET SPENDING

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

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

ITEM 6: REVIEW OF PROPOSED 2025 CAPITAL BUDGET

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

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

ITEM 7: APPROVALS/MOTIONS NEEDED:

A. After-the-Fact Approval of Forklift Purchase

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

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

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

B. Other

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

ITEM 8: GENERAL MANAGER REPORT

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

Referring to his report, Mr. Crouse proposed, and the Board members agreed, to hold a budget workshop for interested Trustees to discuss details of the proposed 2025 Operating and Cash Budgets in lieu of the regular Board meeting scheduled for November 21, 2024.

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

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

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

Mr. Crouse responded to several questions from Trustee McCluskey.

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

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

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

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

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

ITEM 10: PUBLIC PARTICIPATION

None

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

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

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

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

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

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

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

ITEM 12: ADJOURNMENT

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

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

Meeting adjourned at 9:10 a.m.

Sue Markatine, Recording Secretary

A. ACCOUNT WARRANT NOVEMBER 7, 2024

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
1	10/15/2024	DIVVY-VISA CARD	PAPER/OFFICE SUPPLIES/FIREWALL RACK MOUNT/ MEETING FOOD/CPA LICENSE RENEWAL/WTP SUPPLIES/SAMPLE SHIPPING FEES/LONGEVITY GIFT CARDS/CLASS IV LICENSE RENEWAL/ADOBE SUBSCRIPTION/ETHERNET SWITCH/ GOOGLE WORKSPACE/BATTERIES/CABLE/ MICROSOFT SUBSCRIPTIONS/GIFT CARDS-PIPE REPORTING INCENTIVE/MRWA SUMMIT/MICROWAVE-WTP/NITRO PDF SUBSCRIPTION/ MISC SUPPLIES/PAPER TOWELS/SPRAY BOTTLES/MONTHLY TELEPHONE SERVICE	4,085.85
2	10/18/2024	A PARTNER IN TECHNOLOGY	BACKUP SERVICES/APPLIANCE RENTAL/IT SERVICES	3,776.87
3	10/18/2024	ADVANCE AUTO PARTS	OIL/WASH SOLUTION	20.58
4	10/18/2024	AQUA BACKFLOW, INC.	PROGRAM MANAGEMENT SERVICE	357.00
5	10/18/2024	AUTOMATRIX, INC.	INTRUSION SYSTEM/PLC UPGRADE	9,959.50
6	10/18/2024	CAYER SECURITY SERVICES, INC.	UPDATE SECURITY SERVER	232.75
7	10/18/2024	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	172.01
8	10/18/2024	FRANCOTYP-POSTALIA, INC.	ANNUAL POSTAGE MACHINE RENTAL	468.00
9	10/18/2024	GONETSPEED	MONTHLY TELEPHONE/INTERNET SERVICE	148.40
10	10/18/2024	HALL'S HOMES RE, LLC	MONTHLY LAWN SERVICES-DRUMMOND AVENUE	600.00
11	10/18/2024	HUSSEY COMMUNICATIONS, INC.	MONTHLY INTERNET SERVICE	192.00
12	10/18/2024	INFOSEND, INC.	BILL PROCESSING & MAILING/PROGRAMMING FEES	5,291.37
13	10/18/2024	KENNEBEC AUTO SERVICE	OIL CHANGES-2 VEHICLES	193.16
14	10/18/2024	KYOCERA DOCUMENT SOLUTIONS-N. E.	QUARTERLY COPIER MAINTENANCE	420.16
15	10/18/2024	MAINE MUNICIPAL ASSOCIATION	LABOR LAW WORKSHOP-1 EMPLOYEE	85.00
16	10/18/2024	TREASURER, STATE OF MAINE-HETL	WATER TESTS	230.00
17	10/18/2024	TREASURER, STATE OF MAINE	OPERATOR LICENSE RENEWAL-1 EMPLOYEE	75.00
18	10/18/2024	MALLORY SAFETY AND SUPPLY, LLC	CO/H2S GAS SENSOR	257.44
19	10/18/2024	MODERN INDUSTRIES, INC.	ACTIVATED CARBON TESTING	1,530.00
20	10/18/2024	CARPARTS DISTRIBUTION CENTER	HEATER HOSE/PUNCH & CHISEL SET	210.02
21	10/18/2024	NORTHEAST LABORATORY	WATER TEST	55.00
22	10/18/2024	PDQ DOOR	SERVICE DOORS	1,110.95
23	10/18/2024	FANADO PELOTTE CONTRACTOR	CONTRACTOR SERVICES-VARIOUS LOCATIONS	17,058.75
24	10/18/2024	PINE TREE WASTE, INC.	PORTAPOTTY RENTAL/RUBBISH REMOVAL	202.00
25	10/18/2024	UNIVAR SOLUTIONS	SODIUM HYPOCHLORITE-WTP	6,798.60
26	10/18/2024	USA BLUE BOOK	LAB SUPPLIES	1,014.36
27	10/18/2024	F.W. WEBB COMPANY	CUT OFF GRINDER WITH BATTERIES/PLUG	484.76
28	10/18/2024	TOWN OF WINSLOW	HIGHWAY OPENING PERMITS-3	961.65
29	10/24/2024	THERESA BEGIN	REFUND-CREDIT BALANCE WHEN HOUSE SOLD	68.15
30	10/24/2024	E S BOULOS COMPANY	ELECTRICAL SERVICES-TWIN TANKS	409.53
31	10/24/2024	BUDGET DOCUMENT TECHNOLOGY	ANNUAL FOLDING MACHINE MAINTENANCE	1,080.52
32	10/24/2024	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	1,514.51
33	10/24/2024	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	276.87
34	10/24/2024	635-CONSOLIDATED COMMUNICATIONS	MONTHLY TELEPHONE SERVICE	130.92
35	10/24/2024	DEAD RIVER COMPANY	PROPANE-WTP	116.90
36	10/24/2024	INDUCTIVE AUTOMATION	SOFTWARE SCADA MOBILE APP/ANNUAL SUPPORT	7,040.55
37	10/24/2024	MAINE MUNICIPAL BOND BANK	LOAN ADMIN FEE/INTEREST/PRINCIPAL	26,755.12
38	10/24/2024	TREASURER, STATE OF MAINE-HETL	WATER TESTS	1,115.00
39	10/24/2024	MESSALONSKEE STREAM HYDRO, LLC	ENERGY CREDITS	9,791.02
40	10/24/2024	MID-MAINE MARINE, INC.	SEAL/GEAR LUBE/OIL-BOAT	177.07
41	10/24/2024	NITRAM EXCAVATION & GEN CONTRACT	PLEASANT STREET WATER MAIN REPLACEMENT	238,432.99
42	10/24/2024	NORTHEAST LABORATORY	WATER TESTS	215.00
43	10/24/2024	PINE TREE WASTE, INC.	RUBBISH REMOVAL	159.00
44	10/24/2024	PORTLAND PAPER PRODUCTS	TOWELS/RUBBISH BAGS	191.95
45	10/24/2024	DAVID MORIN	MONTHLY LAWN SERVICES-VARIOUS LOCATIONS	3,200.25
46	10/24/2024	UNIVAR SOLUTIONS	SODIUM HYDROXIDE-WTP	7,021.36
47	10/24/2024	F.W. WEBB COMPANY	ADAPTERS/WASHERS/TRANSFER PUMP KIT	108.85
48	10/24/2024	WRIGHT-PIERCE	TICONIC BRIDGE WATER MAIN SERVICES	1,464.91
49	10/24/2024	ORION ROPEWORKS, INC.	REFUND DEPOSIT ON INSPECTION FEES	394.04

A. ACCOUNT WARRANT NOVEMBER 7, 2024

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
50	10/31/2024	MAINE MUNICIPAL EMPS. HEALTH TRUST	MONTHLY HEALTH INSURANCE PREMIUMS	37,263.25
51	10/31/2024	NORTHEAST DELTA DENTAL	MONTHLY DENTAL INSURANCE PREMIUMS	942.72
52	10/30/2024	A PARTNER IN TECHNOLOGY	IT SERVICES	105.00
53	10/30/2024	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	9,380.31
54	10/30/2024	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	170.43
55	10/30/2024	COMPREHENSIVE LAND TECH, INC.	PROPERTY LINE MARKING AROUND CHINA LAKE	2,700.00
56	10/30/2024	CONSOLIDATED COMMUNICATIONS	MONTHLY INTERNET SERVICE	374.98
57	10/30/2024	CORE & MAIN LP	WALL CHARGERS/GASKETS/ALLY METER	1,182.88
58	10/30/2024	GENERAL ALUM N.E. CORP.	ALUM-WTP	5,326.83
59	10/30/2024	LAREESE HALL	REFUND-CREDIT BALANCE WHEN HOUSE SOLD	91.33
60	10/30/2024	INFORMATION TECH EXCHANGE, INC.	ELECTRONICS DISPOSAL	11.26
61	10/30/2024	TREASURER, STATE OF MAINE	OPERATOR LICENSE RENEWAL-1 EMPLOYEE	75.00
62	10/30/2024	TREASURER, STATE OF MAINE-HETL	WATER TESTS	960.00
63	10/30/2024	MODERN INDUSTRIES, INC.	WATER TESTS	810.00
64	10/30/2024	ROKI REPAIR SHOP	PREVENTIVE MAINTENANCE-1 VEHICLE	830.97
65	10/30/2024	SOMATEX	ANNUAL CRANE/HOIST/FIXED LADDER INSPECTIONS	1,300.00
66	10/30/2024	VERIZON WIRELESS	MONTHLY TELEPHONE/DATA SERVICE	777.66
67	10/30/2024	CITY OF WATERVILLE	MONTHLY VEHICLE FUEL USAGE	2,599.36
68	10/30/2024	F.W. WEBB COMPANY	GASKETS/NUTS/VALVE PARTS/SOCKETS/TAPE	2,411.83
TOTAL WARRANT				422,969.50



MEMO

November 7, 2024

To: Kennebec Water District Board of Trustees
From: Benny LaPlante, Service Manager
Cc: Roger Crouse, General Manager

Subject: After-the-fact request for authorization for the 2024 purchase of Sensus water meters and associated meter reading equipment.

Need/Background

KWD has been working toward replacing all brass-bodied meters with new composite (5/8"x3/4" through 1"), and epoxy-coated stainless steel (1.5" and larger). In order to continue replacing these brass meters, KWD purchases its smallest, most common meters by the pallet. A pallet of 5/8"x3/4" includes 192 meters.

KWD also utilizes an advanced metering infrastructure (AMI) system. Meter usage data is obtained via radio signals, streamlining the billing process and negating the need for staff to visit each customer site for a current meter reading. This system requires MXU Smartpoints, which when connected and paired with a meter, transmit data to the tower gateway base stations (TGBs). While we would normally purchase MXUs in smaller quantities, they have been difficult to acquire at times, so we took advantage of an opportunity to purchase a large sum.

Due to these items being purchased in large quantities, the total cost exceeds \$15,000, which requires Board approval per the Procurement Policy.

The following is a summary of metering equipment purchases in 2024 totaling greater than \$15,000:

Item Description	Vendor	Date	Quantity	Unit Cost	Total Cost
5/8"x3/4" IPERL METER	EJP	4/2024	384	\$ 159.07	\$ 61,082.88
MXU SMARTPOINT	Core & Main	8/2024	258	\$ 180.00	\$ 46,440.00
MXU SMARTPOINT	Core & Main	8/2024	216	\$ 180.00	\$ 38,880.00
5/8"x3/4" IPERL METER	Core & Main	10/2024	192	\$ 162.00	\$ 31,104.00
2" CORDONEL METER	Core & Main	Ordered	10	\$ 2030.00	\$ 20,300.00

Request: I am requesting retroactive Board approval for the purchases of water meters and associated meter reading equipment listed above.



MEMO

November 7, 2024

To: Kennebec Water District Board of Trustees

From: Roger Crouse, General Manager

Subject: Early Replacement of Pending Vacancy

Need/Background:

Over the past two months, we have been in the process of recruiting a candidate to fill the current distribution technician vacancy. In the process we have identified two well-qualified candidates. We are working with the highest rated candidate to bring him onboard as soon as possible.

Bob Durand, Distribution Technician II, has recently submitted his notice of retirement effective April 3, 2025, which will create another distribution technician vacancy.

The second candidate has expressed a willingness to wait until the beginning of January, but he cannot wait until April. Therefore, we are seeking Board of Trustee approval to fill Bob's position three months before Bob retires.

Some of the pros and cons of this early hiring include:

Pros	Cons
Eliminates the need for a new recruitment effort in early 2025	KWD will pay an estimated extra salary and benefits cost of around \$20,000 because of the three-month overlap.
Ensures we have a well-qualified candidate when Bob retires. (It could take 6 to 12 weeks, or more, to recruit a new candidate in the winter/spring.)	If Bob changes his retirement plan, the employee overlap could be longer (given Bob's level of planning, and willingness to sign a resignation letter five months early, this risk seems very low).
Enables the new employee to start well before the busy construction season so he will be trained and ready to start contributing when construction season starts.	
Enables managers and other senior staff greater flexibility on the new employee's training schedule (as opposed to trying to fit the training in during the busy period of the year).	

In 2024, we had more than eight months of payroll savings due to the distribution technician vacancy.

Request

I am requesting the Board of Trustees approval to fill Bob Durand's pending vacancy as early as the first week in January 2025.



November 7, 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. After several attempts, we were successfully able to sell Truck #1 for a price of \$61,000.
- b. A kick-off meeting for the preliminary design of a PFAS treatment facility was held with the CDM Smith project team on October 18, 2024. By the beginning of the 2nd quarter of 2025, we anticipate knowing KWD's path forward for PFAS treatment.

3. New or upcoming items of significance:

- a. Amy and I have spent many hours developing a process to ensure KWD complies with the overtime pay provisions of the Fair Labor Standards Act. Employees working more than 40 hours in a workweek and receiving "additional compensation" (e.g. on-duty stipend), must be paid at rate of 1.5 x their regular rate of pay ((base pay + additional compensation)/40 hours). After consultation with our attorney, Department of Labor staff, and others, we have implemented a new overtime pay process.



November 7, 2024

Trustee Meeting

Department Reports

Department: Engineering

Submitted by: Jefferson Longfellow, P.E.

1. Notable accomplishments/successes since last report (including personnel commendations):
 - a. As part of the Pleasant Street project, the main work is now complete on Center Street and Pleasant Place. All the services have been connected to the new main and paving is underway to substantially complete the project.
 - b. The Ticonic Bridge has the new insulated water main installed on the bridge. The Waterville side underground piping is underway. The existing main will be shut off in the first week of November to make the westerly connection to the distribution system. Testing for the work will be after the Winslow portion of the work is completed (anticipated in mid-November).
 - c. The former KWD utility body truck has been sold to O'Connor trucks for \$61,000.
 - d. The Waterville fire flow testing for Verisk is being completed in the last week of October as there has been warmer than usual temperatures and all the new mains have been connected into the distribution grid.
2. Progress report on items presented at the previous Trustee meeting:
 - a. The new vacuum excavation truck that was ordered last July is in its final upfitting in Connecticut and expected to be delivered to KWD before the end of November.
 - b. KWD has solicited Requests for Proposals to evaluate the options to rehabilitate the Chase Avenue Pumping Station, or to replace it with a new building and demolish the existing one. Proposals are due on November 4, 2024. Recommendation to the Trustees is scheduled for the December 5th Trustees meeting.
3. New or upcoming items of significance:
 - a. A replacement deck over trailer from the 2024 capital budget is set to be delivered in mid-November.



November 7, 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: 170.3 feet or 14 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. CLA completed phase 1 of its Erosion Reduction Campaign. This work addressed over many deficiencies identified in the 2021 watershed survey (7 individual sites) to reduce external loading of phosphorus laden sediments onto China Lake. KWD is supporting this campaign by providing funds through the MEDWP Source Protection Grant awarded in 2023.
 - iii. The executive director of CRLA, Jessie Mae MacDougall, has resigned after 7 months in the position. The board of directors of CRLA met in late October to review the next steps. Another meeting will be held in early December to finalize the path forward.
 - iv. As of 10/31/2024 (last 2024 China Lake sampling event) China lake is almost completely mixed, and the fall drawdown has begun. Communication with Nate Gray (volunteer operating the dam for the Town of Vassalboro) has been ongoing throughout the month.
- b. Recycle Water Reduction Project:
 - i. KWD, EPA, MEDWP, and Army Corp of Engineers met to review the Endangered Species Act (ESA) Section 7 Consultation requirements. A letter of justification for "may affect, not likely to adversely affect" Endangered Species Act Determination has been submitted to the MEDWP and Army Corp of Engineers for review.
- c. PFAS Mitigation Project:
 - i. Full Scale GAC Replacement Trial – Data continues to be collected from the two trial filters and models are being developed to estimate total life expectancies of the GAC in this filter configuration.
 - ii. Preliminary Engineering:
 - 1. A kickoff meeting, and plant inspection, was held at the WTP October 18, 2024 to start the 10% design of an addition of a PFAS specific treatment process to the WTP.
 - 2. Results from the Rapid Small Scale Benchtop Study are expected at the end of November 2024.

3. New or upcoming items of significance:

a. N/A



**November 7, 2024
Trustee Meeting
Monthly Department Reports**

Department: Technology Department

Submitted by: Matt Zetterman

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

- a. Paperless Billing– We have successfully implemented paperless billing into our customer portal, WaterSmart. We haven't advertised it yet so we can do a period of live testing, but customers have started to sign up and it is working well. We should save about 67 cents for every bill that is sent paperless (we send 36,000 bills annually).
- b. Automated Phone Payments – We have also implemented an automatic phone payment system so customers can pay their bills over the phone after hours or if our office staff are unavailable during normal business hours. There is no additional cost for this service.

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

- a. SCADA App – We plan to roll out the new SCADA app the week of November 4th. This will make mobile access easier and ultimately more secure. The app will be updated and improved as we move forward but the app is ready to be rolled out at this point.

2. New or upcoming items of significance:

- a. IT Consultant – The IT consulting company we've been using for the last 6 years, A Partner in Technology (API), has been bought out by a much larger company called Ergos. They're based out of Texas but their president lives in Maine and they operate in regional groups called "pods". For now, our pod will be the API team but they plan to add additional members over time. We don't expect any significant changes at this time.



**November 7, 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)- Complete
 2. Vassalboro Route 32- Pending surface pavement and final inspection.
 3. Benton River Rd- Pending surface pavement and final inspection.
 4. City of Waterville Road projects- Pending surface pavement and final inspection
 - b. Recruitment – Four candidates were interviewed for the Distribution Technician position. A candidate has been selected, and a tentative start date of November 15, 2024, has been set.
 - c. Fall Hydrant Flushing Program – The annual hydrant flushing program for the fall season has been completed.
 - d. Valve Maintenance – Crews have been actively exercising valves in preparation for the upcoming main replacement project, scheduled to begin in spring 2025.
- 3. New or upcoming items of significance:**
 - a. KWD's vacuum truck is slated for delivery in the second or third week of November.
- 4. Main Break Summary:**

DATE OF LEAK	LOCATION (STREET)	MUNICIPALITY	PIPE SIZE	PIPE/SERVICE INSTALLED DATE	MATERIAL	TYPE OF LEAK
10/16/2024	44 Sheridan Drive	Fairfield	8	1988	Ductile Iron (Lined)	2" Hole



**November 7, 2024
Trustee Meeting
Monthly Department Report**

Department: Service

Submitted by: Benny LaPlante

- 1. Notable accomplishments/successes since last report (including personnel commendations):**
 - a. Kevin Luttrell, Service Manager at Bangor Water District, and I presented to 4th, 5th, and 6th graders at the Children's Water Festival in Orono, ME. We did four presentations with around 20 students each. There were nearly 700 students in attendance at the event.
- 2. Progress on items presented in previous monthly department reports:**
 - a. A faulty backflow prevention device was replaced at Huhtamaki (at Huhtamaki's cost). This device protects one of the mill's fire services.
- 3. New or upcoming items of significance:**
 - a. We are working on creating two new training courses for our learning management system, Commercial Drivers' License and Forklift Operation.