



**Kennebec Water District Board of Trustees
Annual Meeting
Thursday, January 2, 2025 – 7:30 AM
131 Drummond Avenue, Waterville, ME and Via Zoom**

AGENDA

1. Introduction of guests
 - a. Welcome new KWD employee – Kyle Walch
2. Review and approve minutes of regular meeting of December 5, 2024

3. Nominations and Election of Board Officers

Officer Positions	2024 Officers
President	Frank Rickards
Vice President	Ben Murray
Treasurer	Jeff Earickson
Assistant Treasurer	Mike Talbot
Clerk	Sarah Whateley
Assistant Clerk – (Typically the General Manager)	Roger Crouse

4. Annual Board approval providing KWD authority to file liens:
Motion needed: “To commit the authority for collection of the rates and other charges of the Kennebec Water District in 2024 to the Treasurer of the Kennebec Water District Board of Trustees.”
 5. Review and approval of account warrant
 6. Review of November 2024 financial reports
 7. Approvals/Motions Needed:
 - a. Approval of agreement with Dirigo Engineering for design services
 - b. Approval of 2025 workers’ compensation insurance premium - \$22,809 (paid in two installments of \$9,123.60 each). The 2024 premium was \$25,557.00.
 8. General Manager report
 9. Department reports
 10. Trustee comments, concerns, and/or ideas
 11. Public participation
 12. As needed: Executive session 1 MRS §405. 6. A. Employment
 13. Adjournment
-

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – DECEMBER 5, 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 (Remote Access); J. Michael Talbot, Assistant Treasurer; Sarah Whateley, Clerk (Remote Access); Amy Stabins, Trustee (Remote Access); Allan Fuller, Trustee; Bruce Williams, Trustee; Mark McCluskey, Trustee

Trustees absent: Denise Bruesewitz, Trustee

J. Michael Talbot, Assistant Treasurer, joined the meeting at 7:35 a.m.

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

ITEM 1: INTRODUCTION OF GUESTS

A. Welcome New KWD Employee – Matt Veilleux

Mr. Matt Veilleux, KWD's recently employed Distribution Technician, was introduced and welcomed by the Board members.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF NOVEMBER 7, 2024.

Motion by Trustee McCluskey, "to accept the minutes of the Regular Board of Trustees' meeting of November 7, 2024," seconded by Trustee Fuller.

Roll Call Vote: Trustee Earickson – Yea, Trustee Richards – Abstained, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Earickson, "to ratify the December 5, 2024 total warrant of checks released for \$243,940.83," seconded by Trustee Williams.

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – Abstained, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried.

ITEM 4: REVIEW OF OCTOBER 2024 FINANCIAL REPORTS

The Trustees were provided with the October 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 Chemical Purchase Agreements

The Trustees were provided with a request for authorization memo which included a description of and the bid submittals for the supply of five bulk chemicals for the year 2025.

Motion by Trustee McCluskey, “for the year 2025, to accept the low bids as follows: Sodium Hydroxide bid to Univar Solutions at \$2.6602 per gallon; Alum bid to GAC Chemical Corporation at \$1.835 per gallon; Sodium Hypochlorite bid to Harcros Chemicals at \$2.10 per gallon; Fluoride bid to Univar Solutions at \$5.00 per gallon; and Ortho-Polyphosphate bid to Shannon Chemical Corporation for \$8.73 per gallon,” seconded by Trustee Fuller.

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

B. Approval of 2025 Budgets

- i. Operating**
- ii. Capital**
- iii. Cash**

Previously, the Trustees were provided with the Proposed 2025 Capital Budget, Proposed 2025 Operating Budget, and Proposed 2025 Cash Budget. The Proposed 2025 Capital Budget was reviewed at the Board meeting on October 17, 2024. The Proposed 2025 Operating Budget and Proposed 2025 Cash Budget were reviewed at the Budget Workshop on November 21, 2024. The Trustees were provided with updated versions of the proposed budgets. Mr. Crouse and Ms. Dyer answered questions from the Trustees regarding these budgets.

Motion by Trustee Williams, “to approve the 2025 Capital Budget, 2025 Operating Budget, and 2025 Cash Budget,” seconded by Trustee Talbot.

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

C. Approval of Annual Employee Holiday Gift (\$200 in 2023 and 2021; \$150 in 2022 and 2020)

Typically, in past years as an expression of appreciation, KWD employees have been provided with a one-time cash bonus in December in their paychecks.

Motion by Trustee Williams, “in appreciation of KWD employees, to authorize a one-time cash bonus of \$200.00 per employee in their paycheck,” seconded by Trustee Talbot.

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

ITEM 6: GENERAL MANAGER’S REPORT

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

In addition to his report, Mr. Crouse informed the Board that an All-Staff Meeting will be held on Friday, December 13, 2024, from 12:00 p.m. to 2:30 p.m.

In response to a question from Trustee McCluskey, Mr. Crouse stated the return on investment for the geothermal heating system at 131 Drummond Avenue is approximately ten years. However, KWD has filed for a tax credit which, if granted, would be an immediate return on investment.

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

ITEM 7: DEPARTMENT REPORTS

As part of their Board packet, the Trustees were provided with the Monthly Department Reports prepared by the respective managers.

In response to a question from Trustee Williams, Mr. Crouse responded that due to the numerous main breaks on High Street, Fairfield, KWD is assessing the potential of a water main replacement in this area before the Town replaces the pavement.

In response to a question from Trustee Fuller, Mr. Crouse answered any necessary paving relating to projects have been completed. Temporary pavement patches due to repairs will be monitored throughout the winter.

In response to a question from Trustee McCluskey, Ms. Dyer responded that as more customers elect KWD’s new service of opting for electronic bills in lieu of paper bills, KWD will realize some cost savings for bill mailing. The auto pay option KWD offers saves time on check processing, payment telephone calls, and potential disconnect notices and disconnections. However, there is a fee for all transactions made on KWD’s payment portal.

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

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

Because there is no upcoming urgent business, the consensus of the Trustees was to cancel the December 19, 2024 Board meeting.

ITEM 9: PUBLIC PARTICIPATION

None

**ITEM 10: AS NEEDED: EXECUTIVE SESSION – MRS TITLE 1, §405:
EXECUTIVE SESSIONS SECTION 6.**

None

ITEM 11: ADJOURNMENT

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

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

Meeting adjourned at 8:23 a.m.

Sue Markatine, Recording Secretary

A. ACCOUNT WARRANT JANUARY 2, 2025

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
1	11/27/2024	MAINE MUNICIPAL EMPs. HEALTH TRUST	MONTHLY HEALTH INSURANCE PREMIUMS	37,246.49
2	11/27/2024	NORTHEAST DELTA DENTAL	MONTHLY DENTAL INSURANCE PREMIUMS	942.72
3	12/02/2024	US BANK WEALTH MGMT & INVESTMENT SVCS	BOND INTEREST	363,634.38
4	12/03/2024	MAINEPERS	MONTHLY EMPLOYER RETIREMENT CONTRIBUTION	17,189.80
5	12/03/2024	MAINEPERS	MONTHLY GROUP LIFE PREMIUMS	1,084.63
6	12/03/2024	TREASURER, STATE OF MAINE	MONTHLY SALES TAX	3,719.59
7	12/06/2024	BUDGET DOCUMENT TECHNOLOGY	INK CARTRIDGE-POSTAGE MACHINE	128.42
8	12/06/2024	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	17,959.26
9	12/06/2024	CHINA LAKE ASSOCIATION	CHINA LAKE ASSOC. EROSION CONTROL PROJECTS	9,321.85
10	12/06/2024	CINTAS	EMPS. UNIFORM/CLOTHING SERVICE-3 WEEKS	523.98
11	12/06/2024	635-CONSOLIDATED COMMUNICATIONS	MONTHLY INTERNET SERVICE	374.98
12	12/06/2024	ERGOS TECHNOLOGY PARTNERS, INC.	REMOTE SCADA IT SUPPORT	218.75
13	12/06/2024	FASTENAL COMPANY	VARIOUS GLOVES	2,543.17
14	12/06/2024	KENNEBEC AUTO SERVICE	OIL CHANGE/TIRE REPAIR-1 VEHICLE	115.14
15	12/06/2024	TREASURER, STATE OF MAINE-HETL	WATER TESTS	250.00
16	12/06/2024	ROKI REPAIR SHOP	COMMERCIAL STATE INSPECTION	90.00
17	12/06/2024	USA BLUE BOOK	LAB SUPPLIES-WTP	537.39
18	12/06/2024	VERIZON WIRELESS	MONTHLY TELEPHONE/DATA SERVICE	739.34
19	12/06/2024	CITY OF WATERVILLE	MONTHLY VEHICLE FUEL USAGE/SOUTH ST DEMO PERMIT	3,022.10
20	12/06/2024	F.W. WEBB COMPANY	HYMAX GRIPS/CURB BOX PARTS/CORP STOPS/RODS/ BOLTS/PIPE/CREDITS FOR SOME RETURNS	1,600.26
21	12/13/2024	ADVANCE 1 CLEANING SERVICES, INC.	MONTHLY CLEANING SERVICES	1,080.00
22	12/13/2024	ADVANCE AUTO PARTS	GENERATOR SUPPLIES	1,963.81
23	12/13/2024	BRANN & ISAACSON	LEGAL SERVICES	1,800.00
24	12/13/2024	CENTRAL MAINE EQUIPMENT & MOTORSPORTS	SNOWBLOWERS SERVICE	441.67
25	12/13/2024	CINTAS	EMPS. UNIFORM/CLOTHING SERVICE/ANNUAL PURCHASE	3,269.32
26	12/13/2024	DEAD RIVER COMPANY	HEATING OIL/PROPANE	736.61
27	12/13/2024	DIG SAFE SYSTEM, INC.	MONTHLY COST OF OPERATIONS	720.24
28	12/13/2024	ERGOS TECHNOLOGY PARTNERS, INC.	APPLIANCE RENTAL/BACKUP SERVICES	171.60
29	12/13/2024	G & E ROOFING CO, INC.	LOCATE/REPAIR ROOF LEAK-WTP	760.43
30	12/13/2024	GENERAL ALUM N.E. CORP.	ALUM-WTP	5,375.88
31	12/13/2024	HUSSEY COMMUNICATIONS, INC.	MONTHLY INTERNET SERVICE	182.00
32	12/13/2024	INFORMATION TECHNOLOGY EXCHANGE, INC.	ELECTRONICS DISPOSAL	12.50
33	12/13/2024	INFOSEND, INC.	BILL PROCESSING AND MAILING	2,591.55
34	12/13/2024	KENNEBEC AUTO SERVICE	OIL CHANGE/MAINTENANCE-3 VEHICLES	618.14
35	12/13/2024	KENNEBEC EQUIPMENT - FAIRFIELD	FITTINGS TO WINTERIZE FILL STATION	49.75
36	12/13/2024	KODIAK STEEL COMPANY	STEEL FABRICATION FOR PIPE RACK	71.92
37	12/13/2024	MAINE WATER UTILITIES ASSOCIATION	ANNUAL MEMBERSHIPE RENEWAL/BI-MONTHLY MTG	4,588.00
38	12/13/2024	TREASURER, STATE OF MAINE-HETL	WATER TESTS	585.00
39	12/13/2024	CARPARTS DISTRIBUTION CENTER	FILTERS/AEROSOL/GREASE	81.05
40	12/13/2024	NORTHEAST LABORATORY	WATER TESTS	1,290.00
41	12/13/2024	FANADO PELOTTE CONTRACTOR	CONTRACTOR SERVICES-VARIOUS LOCATIONS	5,728.75
42	12/13/2024	POSTMASTER	ANNUAL POST OFFICE BOX RENTAL	442.00
43	12/13/2024	PROSEAL, LLC	PAVEMENT PATCHES-VARIOUS LOCATIONS	3,754.00
44	12/13/2024	POWERPLAN	SAW MAINTENANCE	170.46
45	12/13/2024	VERIZON	MONTHLY VEHICLE DATA SERVICE	303.20
TOTAL WARRANT				498,030.13

Kennebec Water District
Balance Sheet
As of November 30, 2024

	November 2024	November 2023	Variance
ASSETS			
Current Assets			
Cash	7,684,921	6,219,121	1,465,800
Accounts Receivables	392,050	387,710	4,340
Unbilled services	740,586	689,807	50,779
Prepaid expenses	94,060	157,119	(63,059)
Inventory	463,892	375,292	88,600
Total Current Assets	9,375,509	7,829,049	1,546,460
Non-Current Assets			
Other Assets	52,330	55,293	(2,963)
Total Non-Current Assets Excluding Capital	52,330	55,293	(2,963)
Capital Assets			
Capital assets, not being depreciated	2,916,073	16,041,209	(13,125,136)
Capital assets, being depreciated	84,849,005	69,023,393	15,825,612
Accumulated Depreciation	(30,466,774)	(29,018,294)	(1,448,480)
Total Capital Assets	57,298,304	56,046,308	1,251,996
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	66,970,020	64,301,568	2,668,452
LIABILITIES			
Current Liabilities			
Accounts Payable	58,703	59,890	(1,187)
Accrued Expenses	197,406	126,923	70,483
Accrued Interest Payable	379,583	379,928	(345)
Short-Term Debt	1,023,196	-	1,023,196
Current portion of LT Debt	966,383	578,443	387,940
Total Current Liabilities	2,625,271	1,145,184	1,480,087
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)	23,546,077	24,082,702	(536,625)
Total Non-Current Liabilities	24,405,290	24,884,477	(479,187)
TOTAL LIABILITIES	27,030,561	26,029,661	1,000,900
DEFERRED INFLOWS OF RESOURCES			
Deferred Credits	3,570,435	2,684,567	885,868
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	3,790,790	3,016,883	773,907
NET POSITION	36,148,669	35,255,024	893,645
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	66,970,020	64,301,568	2,668,452

KENNEBEC WATER DISTRICT

MONTHLY INCOME STATEMENT FOR THE PERIOD ENDING NOVEMBER 30, 2024

	2024	2023	MONTHLY		2024	2023	YTD	2024	% OF
	NOVEMBER ACTUAL	NOVEMBER ACTUAL	\$	VARIANCE	YTD ACTUAL	YTD ACTUAL	\$	BUDGET	BUDGET USED
OPERATING REVENUES									
METERED SALES RESIDENTIAL CUST	312,976	311,902	1,074		3,224,113	3,086,190	137,923	3,514,681	92%
METERED SALES COMMERCIAL CUST	86,353	90,116	(3,763)		1,057,408	997,436	59,972	1,151,511	92%
METERED SALES INDUSTRIAL CUST	138,058	86,726	51,332		1,399,517	968,740	430,777	648,000	216%
METERED SALES GOVERNMENTAL	17,212	14,146	3,067		179,991	165,201	14,790	193,087	93%
PUBLIC FIRE PROTECTION	-	-	-		844,213	812,946	31,267	877,980	96%
PRIVATE FIRE PROTECTION	-	389	(389)		330,689	294,649	36,040	353,709	93%
SALES FOR RESALE	18,740	17,240	1,500		184,830	163,234	21,596	191,520	97%
FORFEITED DISCOUNTS & PENALTIES	3,357	4,587	(1,230)		43,553	41,927	1,626	47,743	91%
BULK WATER FEES	50	-	50		2,250	-	2,250	1,200	188%
MISC SERVICE REVENUE	5,971	7,651	(1,680)		77,591	86,646	(9,055)	41,139	189%
OTH WATER REVENUE (SALE READ)	6,199	9,497	(3,298)		52,504	52,504	-	52,500	100%
TOTAL OPERATING REVENUES	588,916	542,253	46,663		7,396,659	6,669,474	727,186	7,073,070	105%
NON-OPERATING REVENUES									
INTEREST & DIVIDEND INCOME	26,424	25,535	890		290,723	276,434	14,289	150,000	194%
NONUTILITY INCOME	29,377	31,812	(2,436)		495,641	156,466	339,175	1,425,695	35%
TOTAL NON-OPERATING REVENUES	55,801	57,347	(1,546)		786,364	432,900	353,464	1,575,695	50%
TOTAL REVENUES	644,717	599,600	45,117		8,183,024	7,102,374	1,080,650	8,648,765	95%
OPERATING EXPENSES									
SALARIES & WAGES EMPLOYEES	186,512	177,185	9,327		1,888,580	1,762,786	125,794	2,128,986	89%
EMPLOYEE PENSIONS & BENEFITS	64,971	53,509	11,462		693,951	644,293	49,658	802,900	86%
PURCHASED POWER	26,621	17,210	9,411		306,225	180,272	125,953	265,940	115%
CHEMICALS	6,755	35,027	(28,271)		218,663	283,403	(64,740)	215,000	102%
MATERIALS & SUPPLIES	38,968	21,497	17,472		406,656	306,268	100,388	373,209	109%
CONTRACTUAL SERVICES	116,934	54,124	62,810		858,579	492,338	366,241	1,082,275	79%
RENTAL EXPENSE	145	545	(400)		7,056	3,998	3,058	5,100	138%
TRANSPORTATION EXPENSES	4,512	(1,439)	5,952		66,551	51,856	14,695	70,171	95%
INSURANCE	8,680	6,158	2,522		87,979	82,839	5,140	101,932	86%
TAXES OTH THAN INCOME	15,541	14,870	671		204,452	193,239	11,213	222,610	92%
MISCELLANEOUS EXPENSES	15,198	11,140	4,058		187,815	202,479	(14,664)	244,465	77%
TOTAL OPERATING EXPENSES	485,953	389,825	96,128		4,928,093	4,203,989	724,104	5,512,588	89%
EARNINGS BEFORE INTEREST, TAXES, DEPR & AMORT (EBITDA)	158,764	209,775	(51,011)		3,254,931	2,898,385	356,546	3,136,177	104%

**KENNEBEC WATER DISTRICT
MONTHLY INCOME STATEMENT FOR THE PERIOD ENDING NOVEMBER 30, 2024**

	2024 NOVEMBER ACTUAL	2023 NOVEMBER ACTUAL	MONTHLY \$ VARIANCE	2024 YTD ACTUAL	2023 YTD ACTUAL	YTD \$ VARIANCE	2024 BUDGET	% OF BUDGET USED
DEPRECIATION AND AMORTIZATION EXPENSE (NON-CASH ITEMS)	134,559	119,174	15,385	1,474,366	1,307,915	166,452	1,533,364	96%
TOTAL DEPRECIATION AND AMORTIZATION	134,559	119,174	15,385	1,474,366	1,307,915	166,452	1,533,364	96%
INTEREST EXP-LT DEBT	65,241	63,344	1,897	729,708	743,304	(13,596)	873,500	84%
TOTAL INTEREST & AMORTIZATION	65,241	63,344	1,897	729,708	743,304	(13,596)	873,500	84%
NET INCOME	(41,036)	27,257	(68,294)	1,050,856	847,166	203,690	729,313	-44%

**Kennebec Water District
Statement of Cash Flows
For the Period Ending November 30, 2024**

Cash Balance 10/31/2024	\$ 7,268,311.31
Utility Billing Receipts	620,090.76
Payments to Vendors	(282,130.04)
Interest	\$ 26,424.49
Group Dynamics-Health Insurance claims and monthly fee	(1,630.83)
Credit Card Transaction Fees	(2,873.98)
Source Protection Grant-CLA Erosion	18,697.69
Pleasant Street bond funding	238,432.99
Payroll	(200,401.06)
Net Monthly Activity	\$ 416,610.02
Beginning Balance Plus Net Activity	\$ 7,684,921.33
<u>Cash and Investment Accounts-Ending Balances</u>	
Operating Checking Account TD Bank	2,316,444.75
Certificates of Deposit	5,365,459.58
Cash Drawers & Petty Cash & Deposits	\$ 3,017.00
Cash Balance 11/30/2024	\$ 7,684,921.33

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	\$ 9,861.88
LESS RESERVE 2022 BOND PRINCIPAL	\$ 36,198.55
LESS RESERVE 2022 BOND INTEREST	\$ 7,100.26
LESS RESERVE 2022 REVENUE BOND PRINCIPAL	\$ 425,000.00
LESS RESERVE 2022 REVENUE BOND INTEREST	\$ 727,268.76
LESS RESERVE 2021 BOND PRINCIPAL	\$ 32,338.26
LESS RESERVE 2021 BOND INTEREST	\$ 5,960.08
LESS RESERVE 2020 BOND PRINCIPAL	\$ 141,126.00
LESS RESERVE 2020 BOND INTEREST	\$ 24,355.32
LESS RESERVE 2020 BOND PRINCIPAL	\$ 23,694.00
LESS RESERVE 2020 BOND INTEREST	\$ 3,813.57
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	\$ 135,118.00
LESS RESERVE 2017 BOND INTEREST	\$ 17,983.37
TOTAL CASH RESERVED BONDS	\$ 1,761,843.85

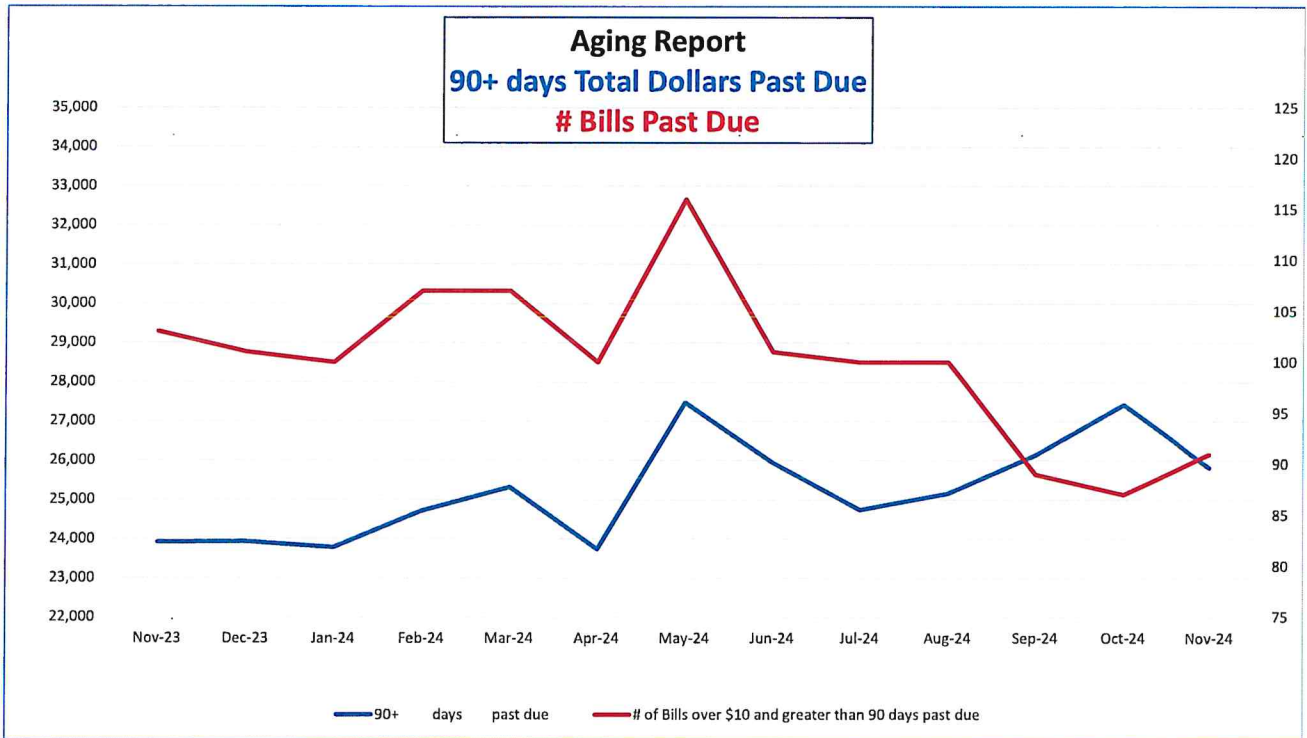
Uncommitted Balance

\$ 5,923,077.48

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
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
Nov-24	367,319	(4,185)	1,261	25,816	390,211	91





MEMO

January 2, 2025

To: Kennebec Water District Board of Trustees

From: Roger Crouse, General Manager

Subject: Request for Authorization to Execute an Agreement with Dirigo Engineering to evaluate alternative designs for the Chase Avenue Pumping Station.

Need/Background

The Chase Avenue Pumping Station is 50 years old with the original pumps, surge control systems, flow metering, and electrical switch gear with no back-up power. To maintain reliable service to the customers served by this pumping station, KWD must modify the existing station or replace it with a new station on the same parcel. Both alternatives have advantages and disadvantages. Using a qualified and experienced engineering firm to help us evaluate the alternatives will help us select the most cost-effective solution to ensure reliable service for the next 50 years.

Proposals

KWD solicited proposals for the alternatives analysis from multiple engineering firms and received proposals from three: Dirigo Engineering (Fairfield), Tighe & Bond (Portland), and Haley Ward Engineers (Bangor). After reviewing the proposals, we determined Dirigo Engineering had the most relevant experience as well as the lowest cost.

Firm	Estimated Hours	Cost Estimate
Dirigo Engineering	98	16,000
Tighe & Bond	103.5	\$20,000
Haley Ward Engineers	446	\$95,000

Request

I am requesting Board of Trustees approve an agreement with Dirigo Engineering with a not to exceed cost of \$16,000.



Board of Trustees Role in Recruitment and Hiring of KWD Employees

PURPOSE: This policy defines the role of the KWD Board of Trustees (Board) in the recruitment and hiring of employees that report to the General Manager

SCOPE: This policy applies to the recruitment and hiring of all employees except the General Manager. The Board has complete responsibility for the recruitment and hiring of the General Manager.

OWNER: Board of Trustees

DEFINITIONS:

1. KWD Management Level Positions –Engineering Manager, Water Quality Manager, Distribution Manager, Service Manager, Finance Manager, and Technology Manager

POLICY:

1. Annually, as part of the operational budget development and approval process, the General Manager provides the Board with any proposed changes in staff levels or significant position modifications for the pending budget period including cost increases or savings.
2. Board members are responsible for reviewing the budget information provided by the General Manager, asking for additional information (when needed), deliberating, and voting on budget proposals.
3. The General Manager will inform Board members of pending or actual vacancies at the next scheduled Board meeting after becoming aware of the vacancy.
4. The General Manager shall inform the Board of his/her intentions to fill, modify, or eliminate the position.
5. If the General Manager proposes modifications to the position that will substantially increase or decrease the budget for the position, the Board must approve the budget change before the position modification can occur.
6. For all non-management level positions, the Board is not involved in the recruitment or hiring process unless the General Manager determines that Board input is necessary.
7. Recruitment and hiring for management level positions shall be as follows:
 - a. The General Manager shall present a recruitment plan to the Board including a current job description, methods and periods of advertisement, and salary range for the vacant position before the advertisement begins. Discussions of salary range shall be done during an executive session of the Board.

Title: Board Role in Recruitment and Hiring of KWD Employees
Date of Original: March 21, 2019Prepared
Date of Revision: N/A

SOP ID: KWD00011
Revision: Original

- b. The Board shall either approve, approve with modification, or reject the General Manager's proposed recruitment plan.
 - c. The General Manager appropriate staff shall execute the recruitment plan, interview the preferred candidates, and complete reference checks.
 - d. After the interviews have been completed, during an executive session of the Board, the General Manager shall present:
 - i. A verbal summary of the application and interview process.
 - ii. Resumes and other pertinent information to the Board on the preferred candidate and up to two alternate candidates.
 - iii. A salary range in which the General Manager has discretion to negotiate with the preferred candidate (and alternates as appropriate).
 - e. No motion or vote shall be needed after the executive session unless the Board determines that the General Manager's intended hiring plan is not in the best interest of the KWD ratepayers.
 - f. The General Manager shall make a job offer to the preferred candidate (and alternate(s) if need) and negotiate salary, start date and benefits.
8. After a candidate accepts employment at KWD, the General Manager shall provide the Board with the status of the hiring process at the next regularly scheduled Board meeting.

ASSOCIATED DOCUMENTS: None

SUPERCEDED DOCUMENTS: None

REVISION LOG:

Section	Page	Rev.	Date	Description Of Change	Approved by:
All			3/21/19	Original	Board of Trustees

APPENDICES: None

Title: Board Role in Recruitment and Hiring of KWD Employees
 Date of Original: March 21, 2019 Prepared
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SOP ID: KWD00011
 Revision: Original



**January 2, 2025
Trustee Meeting
General Manager Report**

- 1. Notable accomplishments/successes since last report (including personnel commendations):**
 - a. December 16, 2024 was the 50th anniversary of the federal Safe Drinking Water Act.

- 2. Progress report on items presented at the previous Trustee meeting:**
 - a. For legal assistance with most real estate transactions (principally easements), we will now be using the law firm of Kozak and Gayer in Augusta.
 - b. Our all-staff meeting on December 13th went very well. At the end we included a time to celebrate Jefferson Longfellow's 29 years of service at KWD.

- 3. New or upcoming items of significance:**
 - a. One of our distribution technicians is now on extended workers' comp medical leave (three to six months) to recover from surgery due to a workplace injury.
 - b. As noted previously, Jefferson Longfellow announced his resignation with his last day of employment being on December 31st.
 - c. On December 17th, Robbie Bickford, Emile Nicol, and I provided legislators with an overview of KWD and a tour of the water treatment plant. Attendees included Senator Bradstreet (Vassalboro) and Representatives Flynn (Winslow), Julia (Waterville), DeBrito (Waterville/Winslow). The legislators had lots of questions, and they were impressed with the great work we are doing.



January 2, 2025

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: 169.9 feet or 19 inches below spillway)
 - i. China Lake Section 319 Grant:
 - 1. Planning continues for projects in to be completed during summer 2025.
 - ii. No decision on the future of CRLA was made during the December 4, 2024 meeting of the CRLA board of directors.
 - iii. A meeting is being schedule between KWD, CLA, the Town of Vassalboro, and the Town of China to review the China Lake fall drawdown and lake level throughout 2024.
 - b. Recycle Water Reduction Project:
 - i. The Maine Field Office of US Department of Fish and Wildlife are reviewing the letter written by KWD 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 4,500 samples have now been collected and sampling are expected to continue for another 2-3 months.
 - ii. Preliminary Engineering:
 - 1. The results of the Rapid Small Scale Column Testing are still being reviewed, validated, and reported by CDM Smith.
 - 2. CDM Smith is still working to complete a 10% design of a PFAS mitigation treatment process to the water treatment plant.

3. New or upcoming items of significance:

- a. To determine if an alternative to Nalco CatFloc 71259 (Cationic Polymer) is cost effective, a change request has been submitted to the DWP to complete a trial of an alternative cationic polymer (Magnaflock LT-7998).



January 2, 2025
Trustee Meeting
Monthly Department Reports

Department: Technology Department

Submitted by: Matt Zetterman

- 1. Notable accomplishments/successes since last report (including personnel commendations):**
 - a. Water Service Application – The new form is now live. 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 have also stopped collecting scans of driver’s licenses to further our effort in improving our data security posture.

- 2. Progress report on items presented at the previous Trustee meeting:**
 - a. Communications Resiliency – We had lost internet for over a week at Western Avenue Pump Station after a storm on Thanksgiving Day, so we made the decision to purchase a backup cellular router. That cellular router has been configured and is ready to deploy as outages come up. This is important because when we lose internet we have to travel on site to monitor systems and make changes.
 - b. Paperless Billing – The adoption of paperless billing has been slow so far (we have 66 customers currently signed up) but we haven’t done any significant advertising at this point. We plan to advertise more starting in 2025 now that our campaign to promote AutoPay has come to an end.

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

N/A



**January 2, 2025
Trustee Meeting
Department Reports**

Department: Finance Department

Submitted by: Amy Dyer

1. Notable accomplishments/successes since the last report (including personnel commendations):
 - a. Payroll withholding tax tables and wage increases have been updated for 2025. We have also added new deductions and taxes for the Maine Paid Family Medical Leave tax.
 - b. We have updated all the water billing charge codes to reflect the six percent rate increase that will go into effect on January 1st.
 - c. I have completed open enrollment updates for benefits and completed the set up for payroll and benefits for Kyle Walch.
 - d. Workers Compensation premium is 10.75 percent lower than 2024, even though our experience modification rate rose from 0.67 to 0.74. An experience mod is a numerical value used by workers' compensation insurance companies to assess how safe a business is compared to others in its industry. We received an 8 percent credit in the amount of \$2,414 for being a long-time member, having the SHAPE designation and having a *Preferred Provider* and a written *Return to Work* policy. Also included in the estimated contribution is a 10 percent *Workers Compensation Safety Incentive Program* Tier III credit in the amount of \$2,775.
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).
 - b. The W-2 forms will be generated and sent out by the end of the first week of January.
 - c. Vendor information will be reviewed and 1099-misc forms will be prepared and mailed out by the end of January.
 - d. We are starting to prepare for the year-end and the audit. We will be reconciling inventory with physical counts. I have been in contact with the RKO, and they will be on-site for our audit during the last week of February.
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.



**January 2, 2025
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 excited to announce that Kyle Walch joined KWD as a Distribution Technician on Friday, December 13th. (Kyle started earlier than planned because another technician went out on extended medical leave.) Kyle brings hands-on experience as a laborer in landscaping, farming, and light excavation, making him a valuable addition to our team.

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

- a. Hydrant checks-We've 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. The new vac truck is slated for delivery in 2025.
- b. Gatebox inspections- We are actively cleaning and assessing access to all system valves as part of our ongoing maintenance efforts. This process ensures quick and reliable access to valves for isolating leaks and supporting future planned work. During these inspections, crews will gather critical information, including valve depth, and document any issues such as broken or misaligned gate boxes or access challenges (e.g., valves located under pavement). A dedicated repair crew will be assigned to address these issues later.
- c. Organization of inventory- With the addition of our forklift, we've taken the opportunity to refine the organization of larger inventory items in the cold storage building and mezzanine area. Crew members crafted custom wooden crates using plywood and pallets we had on hand to store a variety of emergency fittings. They also developed a detailed system by creating a three-ring binder that catalogs all inventory items stored in each crate, with each crate clearly numbered for easy reference. This system allows anyone to quickly locate needed items by consulting the binder and corresponding crate. Overall, this improvement enhances our team's efficiency and preparedness.

4. Main Break Summary:

DATE OF LEAK	LOCATION (STREET)	MUNICIPALITY	PIPE SIZE	PIPE/SERVICE INSTALLED DATE	MATERIAL	TYPE OF LEAK
12/2/2024	22 High St	Fairfield	8	1993	Ductile Iron (Lined)	6" longitudinal split
12/9/2024	19 Sam St	Winslow	6	1963	Cast Iron (Lined)	Circumferential split



**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. KWD was able to install 609 water meters from October of 2023 to October of 2024. Only 428 were installed during the previous period. Inventory availability was a key factor in this increase. During the previous period, MXU SmartPoints (meter reading equipment) were not readily available, so we avoided most replacements because, generally, the MXU's in Waterville were older and would also need replacing. Only 830 brass-body meters remain in use as of December 12th.
 - b. Of KWD's 10,550 service accounts, 9,060 (86%) are known to have backflow prevention. Some of the remaining 14% may have a backflow device but our records are incomplete for some services. Just over 30% of the partially protected fire services have had testable backflow prevention devices installed. The process for installing backflow prevention on fire services is much more involved than domestic lines, as it includes designing and permitting to verify the fire service will work as intended once the device is installed.

- 2. Progress on items presented in previous monthly department reports:**
 - a. Forklift certification has been completed for all staff that will operate the forklift. Certification consists of classroom training on inspection and operation, then observation of employee forklift operation.
 - b. We continue with safety training for our new employees. Initial safety training is normally around 6-8 hours for Distribution Technicians, depending on the employee's experience with safety programs.

- 3. New or upcoming items of significance:**
 - a. N/A



**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. On the Ticonic Bridge project, now that the abutment backfilling is nearing completion, the installation of underground piping will be resuming on the Winslow side of the Ticonic bridge after Christmas.
 - b. Work to transfer information and hand off project to others is underway before leaving the Kennebec Water District.
 - c. The block heater on the Drummond Avenue generator was replaced. Unfortunately, the failed part was discovered after the warranty expired. It was not discovered until alarms were triggered as the weather became colder this fall.
2. Progress report on items presented at the previous Trustee meeting:
 - a. After many requests, KWD has received a January 10, 2025, commitment to have the vacuum truck delivered. KWD staff will be making a visit to check on the truck at Chadwick-Baross's South Winsor Connecticut facility to verify all the truck's functions are working properly.
 - b. The preliminary design for the water main replacement for Sanger and Boutelle Streets have been completed. KWD has yet to receive confirmation from the Drinking Water Program where this project ranks for DWSRF funding. When funding is confirmed, the project will be bid in 2025 for 2026 construction ahead of the road rehabilitation projects by the City of Waterville.
3. New or upcoming items of significance:
 - a. N/A