



**Kennebec Water District Board of Trustees  
Regular Meeting  
Thursday, January 16, 2025 – 7:30 AM  
131 Drummond Avenue, Waterville, ME and Via Zoom**

**AGENDA**

1. Introduction of guests
2. Review and approve minutes of annual meeting of January 2, 2025
3. Review and approval of account warrant
4. Review of 2024 capital spending and vendor spending summary
5. Approvals/Motions Needed: - None needed
6. General Manager report
7. Trustee comments, concerns, and/or ideas
8. Public participation
9. As needed: Executive session 1 MRS §405. 6. – Annual general manager performance review
10. Adjournment

**KENNEBEC WATER DISTRICT  
ANNUAL BOARD OF TRUSTEES MEETING  
THURSDAY – JANUARY 2, 2025 AT 7:30 AM**

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

Trustees present: Frank Richards, Trustee; Ben Murray, Trustee; Jeff Earickson, Trustee; J. Michael Talbot, Trustee; Sarah Whateley, Trustee; Amy Stabins, Trustee; Denise Bruesewitz, Trustee (Remote Access); Bruce Williams, Trustee; Mark McCluskey, Trustee

Trustees absent: Allan Fuller, Trustee

Ben Murray, Trustee, joined the meeting at 7:42 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); Sue Markatine, Recording Secretary

**ITEM 1: INTRODUCTION OF GUESTS**

Mr. Kyle Walch, 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 DECEMBER 5, 2024.**

Motion by Trustee Williams, "to accept the minutes of the Regular Board of Trustees' Meeting of December 5, 2024," seconded by Trustee Talbot.

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

**ITEM 3: NOMINATIONS AND ANNUAL ELECTION OF BOARD OFFICERS**

- A. President**
- B. Vice President**
- C. Treasurer**
- D. Assistant Treasurer**
- E. Clerk**
- F. Assistant Clerk**

After a brief discussion, a motion was made to nominate the available positions for the 2025 KWD Board of Trustees Officers.

Motion by Trustee Talbot, "to re-elect the 2024 officers for 2025" (Frank Richards, President; Ben Murray, Vice President; Jeff Earickson, Treasurer; J. Michael Talbot, Assistant Treasurer; Sarah Whateley, Clerk; Roger Crouse, Assistant Clerk), seconded by Trustee Earickson.

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

**ITEM 4: ANNUAL BOARD APPROVAL PROVIDING KWD AUTHORITY TO FILE LIENS:**

**A. Motion needed: “To commit the authority for collection of the rates and other charges of the Kennebec Water District in 2025 to the Treasurer of the Kennebec Water District Board of Trustees.”**

Motion by Trustee Earickson, “to commit the authority for collection of the rates and other charges of the KWD in 2025 to the Treasurer of the KWD Board of Trustees,” seconded by Trustee McCluskey.

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

**ITEM 5: REVIEW AND APPROVAL OF ACCOUNT WARRANT**

Motion by Trustee Earickson, “to ratify the January 2, 2025 total warrant of checks released for \$498,030.13,” seconded by Trustee Talbot.

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

**ITEM 6: REVIEW OF NOVEMBER 2024 FINANCIAL REPORTS**

The Trustees were provided with the November 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 7: APPROVALS/MOTIONS NEEDED**

**A. Approval of Agreement with Dirigo Engineering for Design Services**

The Trustees were provided with a request for authorization memo which included proposals from three firms to evaluate alternative designs, either modification or replacement, for the Chase Avenue Pumping Station. Mr. Crouse explained the engineering firm chosen for the evaluation will also be recommended to complete the actual design. Mr. Crouse answered questions from the Board members as they discussed this project.

Motion by Trustee Williams, “to approve the agreement with Dirigo Engineering for the Chase Avenue Pumping Station evaluation for a not to exceed cost of \$16,000.00,” seconded by Trustee Stabins.

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

**B. Approval of 2025 Workers' Compensation Insurance Premium - \$22,809. The 2024 Premium was \$25,557.**

The Board was informed that KWD received the annual premium renewal from the Maine Municipal Association (MMA) for the KWD workers' compensation insurance for \$22,809.00. At Trustee McCluskey's request, Mr. Crouse reviewed the facts relating to an employee who is presently on extended workers' comp medical leave due to a work-related injury.

Motion by Trustee Earickson, "to authorize the payment of \$22,809.00 to the Maine Municipal Association for KWD's 2025 workers' compensation insurance premium," seconded by Trustee Williams.

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

**ITEM 8: 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 there was a recent article in the *Morning Sentinel* entitled "Public Audits are Falling Behind throughout Central Maine". Partially due to the diligence of Ms. Dyer and KWD's history with the auditing firm of Runyon, Kersteen, Ouellette (RKO), KWD has had audits completed on a timely basis in comparison to other entities. Mr. Crouse informed the Trustees that RKO's contract expires in 2025, after the completion of the 2024 financial audit. In consideration of the issues and delays others are experiencing, Mr. Crouse plans to propose a contract extension with RKO rather than soliciting bids from multiple firms.

Trustee Richards commended Mr. Crouse and Mr. Bickford for initiating a tour of the water treatment plant for legislators. Prior to the tour, a PowerPoint presentation was conducted of a systemwide overview of KWD.

In response to a question from Trustee Earickson, Mr. Crouse commented on the transition to the law firm of Kozak and Gayer for most real estate transactions.

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

**ITEM 9: DEPARTMENT REPORTS**

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

At Trustee Williams request, Mr. Crouse explained the dealer's reasons for the delay in the delivery of the new vacuum truck. A commitment has been made for delivery to KWD on January 10, 2025.

Responding to a question from Trustee Earickson, Mr. Crouse stated that there is no update on the decision on the future of the China Region Lakes Alliance.

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

**ITEM 10: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS**

Trustee Richards introduced the subject of potentially holding only one Board meeting per month on the first Thursday. If business is warranted, a second meeting could be scheduled for the third Thursday of the month. Due to a date conflict with the Maine Water Utilities Association Annual Tradeshow and Conference, the first Board meeting in February is typically cancelled. Therefore, the Trustees decided to hold a second meeting in January. Beginning with the first meeting in March, the Board will decide whether to hold a second meeting each month going forward.

In answer to a question from Trustee McCluskey, Mr. Bickford stated the increase in alum usage is partially due to the increase in water consumption by the Huhtamaki Manufacturing Plant.

**ITEM 11: PUBLIC PARTICIPATION**

None

**ITEM 12: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS  
6. A. PERSONNEL MATTERS**

At 8:36 a.m., motion by Trustee Talbot, “to enter Executive Session under MRS Title 1, Section 405-6A, Personnel Matters,” seconded by Trustee Earickson.

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

At 8:45 a.m., President Richards brought the Board out of Executive Session.

**ITEM 13: ADJOURNMENT**

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

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

Meeting adjourned at 8:46 a.m.

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Sue Markatine, Recording Secretary

A. ACCOUNT WARRANT JANUARY 16, 2025

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
1	12/15/2024	DIVVY-VISA CARD	ICE/ADHESIVE/EMP. FAREWELL GIFTS/MEETING FOOD/ TELEPHONE SERVICE/DRILL BITS/RESISTANCE BANDS/SUPPLIES/ANNUAL ANTI-SPAM SUB./ DOCKING STATION & CABLES/ANNUAL DRONE REG./TAPE/STENCILS/RUBBER MATS/CHAINS/ UPS-PFAS STUDY/HOSE FITTINGS/CLEANING FOR SEAT COVERS/MICROSOFT SUBS./GOOGLE SUB./ LASTPASS SUB./PHONE CASE & PROTECTOR/INSULATED BIBS/GPS POLE/GENERATOR MAINTENANCE/ SAFETY BOOTS/OFFICE SUPPLIES/WATER OP LICENSE/BATTERIES/CORNER GUARDS/CALENDARS/ SHIPPING BOXES	4,420.26
2	12/17/2024	FRANCOTYP-POSTALIA, INC.	POSTAGE FOR POSTAGE METER	2,000.00
3	12/20/2024	AHM-NORTHERN LIGHT DRUG TESTING	EMPLOYEES DRUG SCREENING/ANNUAL FEE	367.00
4	12/20/2024	CAPITAL ONE TRADE CREDIT-AUBUCHON	PIPE RACK MATERIAL	53.75
5	12/20/2024	CENTERLINE UTILITIES	MONTHLY KWD LOCATES	2,296.76
6	12/20/2024	CENTRAL MAINE EQUIP & MOTORSPORTS	SNOWBLOWER MAINTENANCE	207.82
7	12/20/2024	CINTAS	EMPLOYEES UNIFORM/CLOTHING SVC-2 WEEKS	349.32
8	12/20/2024	635-CONSOLIDATED COMMUNICATIONS	MONTHLY TELEPHONE SERVICE	132.34
9	12/20/2024	CORE & MAIN LP	MXU-6	430.21
10	12/20/2024	GONETSPEED	MONTHLY INTERNET SERVICE	114.90
11	12/20/2024	KENNEBEC EQUIPMENT - FAIRFIELD	PROPANE FOR FORKLIFT	27.62
12	12/20/2024	MAINE MUNICIPAL ASSOCIATION	PROPERTY & CASUALTY INSURANCE PREMIUM	37,820.00
13	12/20/2024	MAINE OXY	CABLES FOR WELDER	476.43
14	12/20/2024	MAINE RURAL WATER ASSOCIATION	ANNUAL CONFERENCE-1 EMPLOYEE	280.00
15	12/20/2024	TREASURER, STATE OF MAINE-HETL	WATER TESTS	475.00
16	12/20/2024	WORKPLACE HEALTH	EMPLOYEE BREATH TEST	46.50
17	12/20/2024	MODERN INDUSTRIES, INC.	WATER TESTS	810.00
18	12/20/2024	WILLIAM MUSERO, INC.	HOUSE DEMOLITION-SOUTH STREET	26,750.00
19	12/20/2024	PINE TREE WASTE, INC.	PORTAPOTTY RENTAL/RUBBISH REMOVAL	361.00
20	12/20/2024	PORTLAND PAPER PRODUCTS	TISSUE/CLEANING SUPPLIES	217.97
21	12/20/2024	DAVID MORIN	LAWN CARE-VARIOUS LOCATIONS-OCT-NOV	1,224.00
22	12/20/2024	SOURCE, INC.	BACKUP ROUTER FOR REMOTE SITES	523.00
23	12/20/2024	SPILLER'S	FREIGHT ONLY-METAL DETECTOR REPAIR	128.00
24	12/20/2024	VERRILL	LEGAL SERVICES	572.00
25	12/20/2024	WARE-BUTLER, INC.	SNOW PUSHER/CHAIN START COIL	146.20
26	12/20/2024	F.W. WEBB COMPANY	HYMAX GRIPS/CORP STOP/STIFFENER INSERT	1,053.53
27	12/20/2024	WILD CLOVER CAFE & MARKET	ALL-STAFF MEETING FOOD	381.00
28	12/20/2024	WRIGHT-PIERCE	ENG. SERVICES-TICONIC BRIDGE WATER MAIN	391.40
29	12/26/2024	NORTHEAST DELTA DENTAL	MONTHLY DENTAL INSURANCE PREMIUMS	1,007.47
30	12/26/2024	MAINE MUNICIPAL EMP'S. HEALTH TRUST	MONTHLY HEALTH INSURANCE PREMIUMS	43,304.64
31	01/03/2025	TREASURER, STATE OF MAINE	MONTHLY SALES TAX	4,363.42
32	01/03/2025	MAINEPERS	MONTHLY EMPLOYER RETIREMENT CONTRIBUTION	16,820.98
33	01/03/2025	MAINEPERS	MONTHLY GROUP LIFE PREMIUMS	1,094.38
34	01/08/2025	ADVANCE AUTO PARTS	SUPPLIES-WTP	87.92
35	01/08/2025	AQUA BACKFLOW, INC.	PROGRAM MANAGEMENT SERVICE	238.00
36	01/08/2025	CDM SMITH, INC.	PFAS MITIGATION SUPPORT/DESIGN SERVICES	44,842.80
37	01/08/2025	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	10,353.41
38	01/08/2025	CINTAS	EMPS. UNIFORM/CLOTHING SERVICE/PURCHASES	332.57
39	01/08/2025	CONSOLIDATED COMMUNICATIONS	MONTHLY INTERNET SERVICE	374.98
40	01/08/2025	DEAD RIVER COMPANY	PROPANE	277.88
41	01/08/2025	ERGOS TECHNOLOGY PARTNERS, INC.	BACKUP SERVICES	150.00
42	01/08/2025	FASTENAL COMPANY	VARIOUS GLOVES	260.06
43	01/08/2025	HAMMOND LUMBER COMPANY	ROCK SALT/SCREWS	677.83
44	01/08/2025	KENNEBEC AUTO SERVICE	REPLACE LOW-BEAM BULBS-1 VEHICLE	135.13
45	01/08/2025	KENNEBEC EQUIPMENT - FAIRFIELD	SMALL VACUUM MAINTENANCE	348.28
46	01/08/2025	M A HASKELL FUEL	FURNACE/BOILER MAINTENANCE-VARIOUS	934.83
47	01/08/2025	TREASURER, STATE OF MAINE-HETL	WATER TESTS	280.00
48	01/08/2025	MESSALONSKEE STREAM HYDRO LLC	ENERGY CREDITS	6,225.55



A. ACCOUNT WARRANT JANUARY 16, 2025

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
49	01/08/2025	MODERN INDUSTRIES, INC.	WATER TESTS	810.00
50	01/08/2025	NORTHEAST LABORATORY	WATER TESTS	250.00
51	01/08/2025	OAKLAND SUPPLY	ELECTRICAL DRIVER FOR WTP BUILDING LIGHT	49.99
52	01/08/2025	SHANNON CHEMICAL CORP	PHOSPHATE-WTP	17,352.80
53	01/08/2025	SPILLER'S	MAGNETIC LOCATORS-2	2,387.00
54	01/08/2025	ULINE	CONTAINERS FOR LAB WASTE-5	145.37
55	01/08/2025	UNITED AG & TURF NE, LLC	BELTS FOR PAVEMENT SAWS	136.98
56	01/08/2025	UNIVAR SOLUTIONS	SODIUM HYPOCHLORITE-WTP	6,706.80
57	01/08/2025	VERRILL	LEGAL SERVICES	1,795.00
58	01/08/2025	CITY OF WATERVILLE	MONTHLY VEHICLE FUEL USAGE	1,967.86
59	01/08/2025	F.W. WEBB COMPANY	HARD HATS/CREDIT FOR BOLTS/GASKETS/CURB BOX PARTS/CLAMPS/NIPPLES/ELLS/BAND SAW/FITTINGS	7,449.37
60	01/08/2025	WINSLOW SUPPLY, INC.	CLEAR VINYL/PVC INSERT-WTP	67.44
61	01/10/2025	ADVANCE 1 CLEANING SERVICES, INC.	MONTHLY CLEANING SERVICE	1,350.00
62	01/10/2025	AQUA BACKFLOW, INC.	PROGRAM MANAGEMENT SERVICE	238.00
63	01/10/2025	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	13,465.82
64	01/10/2025	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE-2 WEEKS	412.66
65	01/10/2025	CORE & MAIN LP	MXU-21/TERMINAL SCREWS CABLE	2,475.03
66	01/10/2025	DEAD RIVER COMPANY	PROPANE	304.28
67	01/10/2025	EASTWOOD CONTRACTORS, INC.	SUMMER STREET, WATERVILLE, WATER MAIN	390,564.91
68	01/10/2025	GRAINGER	ABSORB PAD/GREASE GUN-WTP	200.58
69	01/10/2025	INFOSEND, INC.	BILL PROCESSING AND MAILING	1,783.35
70	01/10/2025	KENNEBEC AUTO SERVICE	OIL CHANGE-1 VEHICLE/REPAIR-1 VEHICLE	905.34
71	01/10/2025	MAINE LABORATORIES, LLC	WATER TESTS	5,830.00
72	01/10/2025	MAINE MUNICIPAL BOND BANK	BOND ADMIN FEE AND INTEREST	3,129.04
73	01/10/2025	MAINE WATER UTILITIES ASSOCIATION	MWUA CONFERENCE-4 EMPLOYEES/1 TRUSTEE	1,175.00
74	01/10/2025	SECRETARY OF STATE	CDL APPLICATION	20.00
75	01/10/2025	TREASURER, STATE OF MAINE-HETL	WATER TESTS	230.00
76	01/10/2025	MODERN INDUSTRIES, INC.	WATER TESTS	810.00
77	01/10/2025	CARPARTS DISTRIBUTION CENTER	ADDITIVE FOR FUEL TANKS	176.60
78	01/10/2025	NICOLE GETZ	REFUND-CREDIT BALANCE WHEN HOUSE SOLD	82.65
79	01/10/2025	PORTLAND PAPER PRODUCTS	TISSUE/TOWELS/SOAP	668.42
80	01/10/2025	ROTARY CLUB OF WATERVILLE	SEMI-ANNUAL MEMBERSHIP DUES	150.00
81	01/10/2025	TECHNOLOGY SOLUTIONS OF MAINE	MONTHLY ANSWERING SERVICE	100.00
82	01/10/2025	ULINE	STEP LADDER	948.03
83	01/10/2025	VERIZON	MONTHLY VEHICLE DATA SERVICE	303.20
84	01/10/2025	VERIZON WIRELESS	MONTHLY TELEPHONE/DATA SERVICE	807.71
<b>TOTAL WARRANT</b>				<b>679,415.37</b>

Kennebec Water District  
2024 Capital Spending Summary  
December 31, 2024

Department	Item	Budget Estimate	Actual Spent in 2024	Total spent on project	Unused/(Over) Budget	Comment
Water Quality	Replacement of Pneumatic Valves	\$60,000	\$37,745	\$37,745	\$22,255	The WTP staff have completed the installation of the five 4" valves ordered in 2023 and the nine 8" valves ordered in February 2024. Inspections of the larger 18" and 20" valves is complete and this project will continue into 2025.
Water Quality	Replace the Granular Activated Carbon (GAC) in two of the Water Treatment Plant filters	\$250,000	\$243,450	\$243,450	\$6,550	New carbon was installed in March and monitoring for PFAS removal is ongoing.
	<b>Total Water Quality</b>	<b>\$310,000</b>	<b>\$281,195</b>	<b>\$281,195</b>	<b>\$28,805</b>	
Technology	Replace and Upgrade programmable logic controller (PLC) at Reservoir Tanks	\$20,000	\$19,409	\$19,409	\$591	The PLC was constructed, installed, and commissioned by Automatrix in August 2024.
Technology	Building Access Control at WTP	\$25,000	\$0	\$0	\$25,000	This project is pushed to 2025 due to utilizing the Water System Asset Security Grant for the upgrades to the security system at WAPS and the abandonment of South Street Offices.
Technology	SCADA Remote Access Platform for Mobile Devices	\$16,400	\$10,658	\$10,658	\$5,742	The app is complete. Purchase of the software license (\$5147.75) is pending.
	<b>Total Technology</b>	<b>\$61,400</b>	<b>\$30,066</b>	<b>\$30,066</b>	<b>\$31,334</b>	



Department	Item	Budget Estimate	Actual Spent in 2024	Total spent on project	Unused/(Over) Budget	Comment
Fleet	Upgrade an existing service truck with a Ford F550 service truck with external hydraulics, electrical power, and compressed air.	\$184,000	\$0	\$0	\$184,000	Bids submitted on July 9th. Delivery is not anticipated until 2025. Therefore, spending will not occur until 2025.
Fleet	Replace 3/4 ton Pickup Truck	\$69,500	\$6,476	\$6,476	\$63,024	Transmission in existing truck failed in January 2024. Transmission was replaced in February. With this investment, KWD will not be replacing this truck in 2024.
Fleet	Pick-up Sweeper for Loader	\$28,000	\$0	\$0	\$28,000	Staff has re-evaluated this purchase and decided it is best for now to contract with others or rent a piece of equipment when sweeping is needed.
Fleet	Vacuum Excavation Truck to replace existing Truck#1 and Vacuum Trailer	\$604,942	\$0	\$0	\$604,942	Delivery of vacuum truck anticipated in January 2025.
Fleet	Forklift	\$30,000	\$27,950	\$27,950	\$2,050	Complete
Fleet	Downsize existing trailer	\$8,000	\$8,695	\$8,695	-\$695	Complete
	<b>Total Fleet</b>	<b>\$924,442</b>	<b>\$43,121</b>	<b>\$43,121</b>	<b>\$881,321</b>	

Department	Item	Budget Estimate	Actual Spent in 2024	Total spent on project	Unused/(Over)		Comment
					Budget	Budget	
Engineering	Pleasant St Main Replacement	\$3,532,000	\$2,076,699	\$2,108,756	\$1,423,244		Project complete
Engineering	Waterville-Winslow Bridge Crossing	\$1,158,058	\$8,577	\$60,741	\$1,097,317		Water main on bridge and tie-in on the Waterville side was completed in 2024. The balance of the project will be done in 2025. MDOT has not submitted a payment requisition.
Engineering	Chase Avenue Rehabilitation Design	\$218,160	\$5,050	\$5,351	\$212,809		Moved to 2025
Engineering	Miscellaneous Projects - various locations	\$100,000	\$332,458	\$332,458	-\$232,458		Includes expenses associated with main relocation on KMD in Waterville. MDOT paid 50 percent of the project cost (\$140,021.58).
Engineering	Future main replacement projects design work	\$30,000	\$46,665	\$46,665	-\$16,665		Surveying on Sanger and Bouteille Streets and work on the WTP Lagoon Discharge project.
	<b>Total Engineering</b>	<b>\$5,038,218</b>	<b>\$2,469,451</b>	<b>\$2,553,972</b>	<b>\$2,484,246</b>		
<b>2023 Projects Carried Over into 2024</b>							
Facilities	Intake Building - Asbestos Siding replacement	\$15,000	\$13,430	\$13,430	\$1,570		Project completed in September.
Facilities	Finalized 131 Drummond Ave	\$0	\$5,737	\$5,737	-\$5,737		Installation of life safety breakers (required as part of the arc flash study on the backup generator/transfer switch - \$5,049) and final payment to Construction Consulting of Maine (\$687.50).
	<b>Total Carried over into 2024</b>	<b>\$15,000</b>	<b>\$19,167</b>	<b>\$19,167</b>	<b>-\$4,167</b>		

Department	Item	Budget Estimate	Actual Spent in 2024	Total spent on project	Unused/(Over) Budget	Comment
<b>Unbudgeted capital items</b>						
Distribution	Pipe Freezing Unit Kit	\$0	\$5,132	\$5,132	\$5,132	Purchased in June 2024. Received a \$3,000 safety grant from MMA so the net cost to KWD is \$2,132.
Technology	GPS Unit	\$0	\$7,995	\$7,995	\$7,995	To be purchased as part of service line inventory grant project. Receiving 55% grant.
Engineering	Summer Street 2025 main replacement project	\$0	\$405,056	\$420,393	\$420,393	Materials and engineering for water main replacement project on Summer Street.
	<b>Total unbudgeted capital items</b>	<b>\$0</b>	<b>\$418,182</b>	<b>\$433,520</b>	<b>\$433,519</b>	
	<b>Total-All Departments</b>	<b>\$6,349,060</b>	<b>\$3,261,182</b>	<b>\$3,361,041</b>	<b>\$3,855,059</b>	



# MEMO

January 16, 2025

**To:** Kennebec Water District Board of Trustees

**From:** Amy Dyer

**CC:** Roger Crouse, General Manager

**Subject:** Report on 2024 Spending Exceeding \$15,000

Per KWD’s Procurement Policy, an annual report on vendors receiving payments of more than \$15,000 must be submitted to the Board of Trustees at the start of the following fiscal year.

Table 1 below provides a list of vendors receiving payments from KWD in 2024 of more than \$15,000.

<b>2024 ANNUAL EXPENSES OF MORE THAN \$15,000</b>		
<b>Vendor Name</b>	<b>YTD Purchases</b>	<b>Description</b>
NITRAM EXCAVATION & GEN CONTRACTOR	2,244,406.13	Water main replacement - Pleasant Street & KMD
US BANK CORPORATE TRUST BOSTON	872,721.78	Bond payments
MAINE MUNICIPAL BOND BANK	586,023.86	Bond payments
MAINE MUNICIPAL EMPLOYEE HEALTH TRUST	454,739.44	Health, vision, and income protection Insurance
CALGON CARBON	243,450.00	Carbon for PFAS pilot project
MAINE PUBLIC EMPLOYEE’S RETIREMENT SYSTEM	212,203.47	Pension, Group Life insurance, 457b employee contributions
MESSALONSKEE STREAM HYDRO LLC	166,312.94	Renewable Energy Credit fees
CORE & MAIN LP	157,192.37	Meter and metering supplies
MAINE MUNICIPAL ASSOCIATION	139,997.50	Liability, property, casualty, and workers compensation insurance and training
E.J. PRESCOTT, INC.	136,131.72	Meter and metering supplies
PROSEAL LLC	129,019.68	Paving
CENTRAL ME. POWER CO.	135,949.91	Electricity
F.W. WEBB COMPANY	110,707.08	Distribution parts and supplies and some WTP supplies
EASTWOOD CONTRACTORS INC	390,564.91	Summer Street materials

<b>Vendor Name</b>	<b>YTD Purchases</b>	<b>Description</b>
UNIVAR USA INC	110,719.69	WTP Chemicals
TREASURER, STATE OF MAINE	100,688.31	Water testing, sales tax payments, licenses, annual drinking water fee, annual regulatory assessment (MPUC and OPA)
CDM SMITH	138,923.15	PFAS Contract Services
FANADO PELOTTE CONTRACTOR	78,403.41	Excavation and other contractor support services
SEBAGO TECHNICS	65,604.54	Transmission line survey
DIVVY	58,902.49	Credit card purchases
TYLER TECHNOLOGIES INC	57,316.89	Munis accounting/billing software
GENERAL ALUM N.E. CORP.	48,160.56	WTP Chemicals
NALCO COMPANY	50,376.40	WTP Chemicals
CENTERLINE UTILITIES	42,830.08	Utility locating services
BRAY SALES, INC.	32,162.24	Valves
CITY OF WATERVILLE	31,066.48	Fuel reimbursement, fire alarm monitoring, permits
INFOSEND, INC	30,564.70	3rd party bill processing
WASTE MANAGEMENT OF PORTLAND ME	28,755.75	Lagoon residual removal and disposal
W D MATTHEWS MACHINERY CO	27,950.00	Forklift purchase
WILLIAM MUSERO INC	27,770.00	Demolition of 6 South Street
TRANE US INC	21,838.47	HVAC maintenance
GEORGE S. COYNE CHEMICAL CO	21,489.12	WTP chemicals
ADVANCE 1 CLEANING SERVICES INC	19,470.00	Office cleaning
EXPRESS ELECTRICAL	19,641.87	SCADA Mobile App-WAPS security improvements
AUTOMATRIX, INC.	19,375.50	Reservoir PLC/new control panel
PULSE MARKETING AGENCY	18,716.50	Social media hosting and direct mailings for LSL project
SHANNON CHEMICAL CORP	17,352.80	WTP chemicals
WATERSMART SOFTWARE INC	18,705.00	Customer portal
CHINA LAKE ASSOCIATION	18,697.69	Source water protection activities
JUDDI L HALLOWELL	18,624.00	Gravel
MAINE LABORATORIES LLC	24,115.00	PFAS testing
BELANGER TREE CARE	16,500.00	Tree removal 40+ trees Drummond after storm
MODERN INDUSTRIES INC	17,460.00	Carbon iodine testing
RUNYON KERSTEEN OUELLETTE	15,250.00	Auditors
TOWN OF VASSALBORO	15,040.22	Property taxes



**January 16, 2025  
Trustee Meeting  
General Manager Report**

- 1. Notable accomplishments/successes since last report (including personnel commendations):**
  - a. Matt Zetterman has been promoted to Engineering Manager.
  
- 2. Progress report on items presented at the previous Trustee meeting:**
  - a. Nick Champagne, KSTD Superintendent, and I are planning on making presentations to the KSTD and KWD boards (separately) in April regarding the benefits and costs of the merger of the two utilities.
  
- 3. New or upcoming items of significance:**
  - a. The MWUA annual conference and tradeshow is held on February 5<sup>th</sup> and 6<sup>th</sup> at the Augusta Civic Center. If you plan on attending, please contact me if you need any assistance registering.
  - b. We are finalizing a job description and will be advertising for a technology position to take on much of the technology work done by Matt Zetterman.
  - c. Disbursement of portions of the 3M and Dupont PFAS settlements are anticipated in the first quarter of 2025.