



**Kennebec Water District Board of Trustees
Regular Meeting
Thursday, February 20, 2025 – 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 January 16, 2025
3. Review and approval of account warrant
4. Review of December 2024 financial reports
5. Approvals/Motions Needed:
 - a. Approval of borrowing resolution for Summer Street Main Replacement project
 - b. Approval of purchase of Bray valves
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 – JANUARY 16, 2025 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); Mark McCluskey, Trustee; Bruce Williams, Trustee

Trustees absent: Denise Bruesewitz, Trustee

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Matt Zetterman, KWD Engineering 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 ANNUAL BOARD OF TRUSTEES' MEETING OF JANUARY 2, 2025.

Motion by Trustee Talbot, "to accept the minutes of the Annual Board of Trustees' meeting of January 2, 2025," seconded by Trustee McCluskey.

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

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Earickson, "to ratify the January 16, 2025, total warrant of checks released for \$679,415.37," seconded by Trustee Talbot.

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 4: REVIEW OF 2024 CAPITAL SPENDING AND VENDOR SPENDING SUMMARY

The Trustees were provided with the 2024 Year-End Capital Expenditures Report and the 2024 tabulation of vendors/contractors utilized by KWD whose annual cost exceeded \$15,000.00. Ms. Dyer and Mr. Crouse reviewed the Capital Budget Expenditures Report and answered questions from the Board members.

On behalf of the Board members, President Richards thanked Ms. Dyer and Mr. Crouse for these reports.

ITEM 5: APPROVALS/MOTIONS NEEDED – NONE NEEDED

None

ITEM 6: GENERAL MANAGER REPORT

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

In reference to the report, Mr. Crouse answered questions from the Board members regarding the anticipated monetary PFAS settlement from 3M and Dupont. The Trustees briefly discussed the results to date of the present PFAS treatment process and the expectation of KWD having direction for a permanent PFAS removal method by the second quarter 2025.

In addition to his report, Mr. Crouse informed the Trustees he has invited a consultant to highlight the benefits and drawbacks of cost-of-service and rate structure evaluation studies at the Board meeting scheduled for March 6, 2025.

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

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

Trustee Earickson mentioned the fact that Trustee Bruesewitz has been promoted to Provost at Colby College. She has submitted her resignation from the KWD Board to Bryan Kaenrath, Waterville’s City Manager. The Waterville City Council will appoint a designee to fulfill her present KWD term which ends December 2026. The Board members congratulated Trustee Bruesewitz on this academic achievement.

Trustee Earickson commented that there will be no more Microsoft support for Windows 10 as of October 2025. Mr. Crouse stated KWD will be upgrading to Windows 11 before that date.

Responding to a question from Trustee Earickson, Mr. Crouse stated there is no update on the KWD Vassalboro solar energy project.

ITEM 8: PUBLIC PARTICIPATION

None

ITEM 9: AS NEEDED: EXECUTIVE SESSION – 1 MRSA §405. EXECUTIVE SESSIONS 6. A. PERSONNEL MATTERS – ANNUAL GENERAL MANAGER’S PERFORMANCE REVIEW

At 8:10 a.m., motion by Trustee Williams, “to enter Executive Session under MRSA Title 1, Section 405-6A, Personnel Matters,” seconded by Trustee Talbot.

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.

At 8:22 a.m., President Richards brought the Board out of Executive Session.

ITEM 10: ADJOURNMENT

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

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 FEBRUARY 20, 2025

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
1	01/15/2025	DIVVY-VISA CARD	MONTHLY TELEPHONE SERVICE/RACK DIVIDERS/ INK STAMPS/STORAGE RACK/LAPTOP/WATER SAMPLE SHIPPING CHARGES/INK CARTRIDGE/ MEETING FOOD/PRINTER/CHROME UPGRADE/MICROSOFT SUBS./SIGNS/WHITE BOARD/ KITCHEN SUPPLIES/COPY PAPER/FLAP DISCS/LOCKING COUPLER & BUCKET/OP LICENSE RENEW/ INSULATED BIBS/GARAGE SUPPLIES/OFFICE SUPPLIES/PAVEMENT SAW REBUILD KIT	4,506.66
2	01/16/2025	AHM-NORTHERN LIGHT DRUG TESTING	EMPLOYEE DRUG SCREENING	64.00
3	01/16/2025	CENTERLINE UTILITIES	MONTHLY KWD LOCATES	1,811.70
4	01/16/2025	CINTAS	EMPS. UNIFORM/CLOTHING SVC & PURCHASE	215.97
5	01/16/2025	CORE & MAIN LP	ANNUAL FEE SENSUS SOFTWARE/WARRANTY	40,952.61
6	01/16/2025	DEAD RIVER COMPANY	HEATING OIL -SOUTH STREET	619.96
7	01/16/2025	ERGOS TECHNOLOGY PARTNERS, INC.	IT SERVICES	218.75
8	01/16/2025	FIELDING'S OIL & PROPANE CO., INC.	HEATING OIL-WTP	11,190.00
9	01/16/2025	FLOWPOINT ENVIRONMENTAL SYSTEMS, INC.	ANNUAL FEE-BULK WATER SOFTWARE	1,211.76
10	01/16/2025	GENERAL ALUM N.E. CORP.	ALUM-WTP	5,021.81
11	01/16/2025	KIMBERLEY A FEUGILL	HARD HAT DECALS/HIRING SIGNS	125.00
12	01/16/2025	HUSSEY COMMUNICATIONS, INC.	MONTHLY INTERNET SERVICE	182.00
13	01/16/2025	KENNEBEC AUTO SERVICE	VEHICLE MAINTENANCE-1 VEHICLE	196.21
14	01/16/2025	KYOCERA DOCUMENT SOLUTIONS-N. E.	QUARTERLY MAINTENANCE-1 COPIER	381.38
15	01/16/2025	MAINE MUNICIPAL ASSOCIATION	WORKERS COMPENSATION PREMIUM	9,123.60
16	01/16/2025	MAINE RURAL WATER ASSOCIATION	ANNUAL MEMBERSHIP FEE	2,115.00
17	01/16/2025	MID-MAINE CHAMBER OF COMMERCE	BUSINESS BREAKFAST	25.00
18	01/16/2025	CARPARTS DISTRIBUTION CTR-MOTOR SUPPLY	AIR ATTACHMENTS	86.28
19	01/16/2025	WILLIAM MUSERO, INC.	12 YARDS SAND/SALT MIX	1,200.00
20	01/16/2025	NITRAM EXCAVATION & GEN CONTRACTING	PLEASANT STREET MAIN REPLACEMENT	515,389.90
21	01/16/2025	NORTHEAST LABORATORY	WATER TEST	55.00
22	01/16/2025	FANADO PELOTTE CONTRACTOR	CONTRACTOR SERVICES-VARIOUS LOCATIONS	1,085.00
23	01/16/2025	PINE TREE WASTE, INC.	PORTAPOTTY RENTAL/RUBBISH REMOVAL	361.00
24	01/16/2025	THE SHERWIN-WILLIAMS COMPANY	PAINTING SUPPLIES	32.08
25	01/16/2025	TMDE CALIBRATION LABS, INC.	LAB CALIBRATIONS-WTP	825.00
26	01/16/2025	UNIVAR SOLUTIONS	HYDROFLUOSILICIC ACID-WTP	5,230.00
27	01/16/2025	PORTLAND-W.W. WILLIAMS CO, LLC	ANNUAL GENERATOR MAINTENANCE	750.00
28	01/16/2025	WARE-BUTLER, INC.	CHAIN FOR PIPE RACK STOPPERS	27.54
29	01/16/2025	F.W. WEBB COMPANY	OIL/GASKETS	86.90
30	01/24/2025	BRANN & ISAACSON	LEGAL SERVICES	640.00
31	01/24/2025	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	7,213.15
32	01/24/2025	CINTAS	EMPS. UNIFORM/CLOTHING SERVICE-2 WEEKS	412.66
33	01/24/2025	635-CONSOLIDATED COMMUNICATIONS	MONTHLY TELEPHONE SERVICE	136.18
34	01/24/2025	CONSOLIDATED COMMUNICATIONS	MONTHLY INTERNET SERVICE	374.98
35	01/24/2025	CREATIVE PRINT SERVICES	WINDOW ENVELOPES-5000	392.50
36	01/24/2025	DEAD RIVER COMPANY	PROPANE-VARIOUS LOCATIONS	251.01
37	01/24/2025	FASTENAL COMPANY	PNEUMATIC VALVE REPLACEMENT HARDWARE	343.86
38	01/24/2025	GONETSPEED	MONTHLY INTERNET SERVICE	114.90
39	01/24/2025	KENNEBEC COUNTY REGISTRY OF DEEDS	LIEN FEES-2 PROPERTIES	44.00
40	01/24/2025	MAINE MUNICIPAL ASSOCIATION	ANNUAL MEMBERSHIP FEE	710.00
41	01/24/2025	MAINE WATER UTILITIES ASSOCIATION	ANNUAL CONFERENCE-5 EMPLOYEES	1,525.00
42	01/24/2025	TREASURER, STATE OF MAINE-HETL	WATER TESTS	530.00
43	01/24/2025	WORKPLACE HEALTH	HEPATITIS B VACCINE/AUDIOGRAMS	691.70
44	01/24/2025	MESSALONSKEE STREAM HYDRO, LLC	ENERGY CREDITS	5,893.63
45	01/24/2025	MODERN INDUSTRIES, INC.	WATER TESTS	810.00
46	01/24/2025	CARPARTS DISTRIBUTION CTR-MOTOR SUPPLY	CAR WASH SOAP	14.56
47	01/24/2025	NORTHEAST LABORATORY	WATER TESTS	215.00
48	01/24/2025	QUILL CORPORATION	1099 FORMS	6.79
49	01/24/2025	ROKI REPAIR SHOP	REPAIRS/MAINTENANCE-2 VEHICLES	1,439.46
50	01/24/2025	UNITED AG & TURF NE, LLC	SAW MAINTENANCE	170.46

A. ACCOUNT WARRANT FEBRUARY 20, 2025

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
51	01/24/2025	UNIVAR SOLUTIONS	SODIUM HYDROXIDE	6,687.74
52	01/24/2025	PORTLAND-W.W. WILLIAMS CO, LLC	CHANGE GENERATOR BLOCK HEATER	1,715.08
53	01/24/2025	CITY OF WATERVILLE	MONTHLY VEHICLE FUEL USAGE	1,947.95
54	01/24/2025	F.W. WEBB COMPANY	COIL/CLAMPS/COMBO DRILL & TAP/GASKETS/ RATCHETING SUSPENSIONS/FACE SHIELDS	1,575.59
55	01/24/2025	WINSLOW SUPPLY, INC.	PIPE CLAMPS/PVC PIPE	108.24
56	01/24/2025	DENNIS BROCKWAY	REFUND-SERVICE LINE UPGRADE	223.39
57	01/30/2025	MAINE MUNICIPAL EMPLOYEES HEALTH TRUST	MONTHLY HEALTH INSURANCE PREMIUMS	31,514.89
58	01/30/2025	NORTHEAST DELTA DENTAL	MONTHLY DENTAL INSURANCE PREMIUMS	980.46
59	02/04/2025	TREASURER, STATE OF MAINE	MONTHLY SALES TAX	3,288.68
60	02/05/2025	MAINEPERS	MONTHLY EMPLOYER RETIREMENT CONTRIBUTION	22,009.94
61	02/05/2025	MAINEPERS	MONTHLY GROUP LIFE PREMIUMS	1,044.38
62	02/06/2025	AHM-NORTHERN LIGHT DRUG TESTING	SUPERVISORY REASONABLE SUSPICION SEMINAR	85.00
63	02/06/2025	CAPITAL ONE TRADE CREDIT-AUBUCHON	ROCK RAKES	201.97
64	02/06/2025	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	4,976.09
65	02/06/2025	CHADWICK-BAROSS, INC.	2024 VACUUM TRUCK	604,942.00
66	02/06/2025	CORE & MAIN LP	192 IPERLS	31,104.00
67	02/06/2025	DEAD RIVER COMPANY	OIL & PROPANE-VARIOUS LOCATIONS	1,053.93
68	02/06/2025	GRAINGER	AIR FILTERS/COUPLINGS	537.52
69	02/06/2025	IDEXX DISTRIBUTION, INC.	LAB SUPPLIES-WTP	4,078.64
70	02/06/2025	BRAY INTERNATIONAL, INC.	PNEUMATIC VALVE REPLACEMENT-WTP	4,748.67
71	02/06/2025	KENNEBEC AUTO SERVICE	OIL CHANGE/REPAIRS-1 VEHICLE	248.93
72	02/06/2025	KENNEBEC EQUIPMENT - FAIRFIELD	GAS CANS/JACK HAMMER & ACCESSORIES	1,619.90
73	02/06/2025	KRAVITCH MACHINE COMPANY	RIGHT ANGLE DRILL	1,692.89
74	02/06/2025	SECRETARY OF STATE-MOTOR VEHICLES	COMMERCIAL DRIVER LICENSE APPLICATION	90.00
75	02/06/2025	CAPITAL ONE TRADE CREDIT-NORTHERN TOOL	SCAFFOLDING PLANKS TO REPLACE VALVES-WTP	701.96
76	02/06/2025	E.J. PRESCOTT, INC.	LEAK DETECTION SERVICES	1,137.50
77	02/06/2025	QUILL CORPORATION	W-2 FORMS	27.99
78	02/06/2025	VERIZON WIRELESS	MONTHLY TELEPHONE/DATA SERVICE	860.35
79	02/06/2025	WARE-BUTLER, INC.	HARDWARE-TRUCK 1	31.41
80	02/06/2025	WINSLOW SUPPLY, INC.	PIPE CLAMPS/PVC PIPE-TRUCK 1	70.80
TOTAL WARRANT				1,354,325.84

Kennebec Water District
Balance Sheet
As of December 31, 2024

	December 2024	December 2023	Variance
ASSETS			
Current Assets			
Cash	7,354,227.58	5,804,344.50	1,549,883.08
Accounts Receivables	431,769.31	362,233.66	69,535.65
Unbilled services	839,770.66	740,586.30	99,184.36
Prepaid expenses	159,015.91	108,532.99	50,482.92
Inventory	436,828.61	381,323.22	55,505.39
Total Current Assets	9,221,612.07	7,397,020.67	1,824,591.40
Non-Current Assets			
Other Assets	52,082.74	55,045.78	(2,963.04)
Total Non-Current Assets Excluding Capital	52,082.74	55,045.78	(2,963.04)
Capital Assets			
Capital assets, not being depreciated	1,200,211.40	764,761.77	435,449.63
Capital assets, being depreciated	87,558,377.27	84,417,917.72	3,140,459.55
Accumulated Depreciation	(30,440,402.85)	(28,944,945.69)	(1,495,457.16)
Total Capital Assets	58,318,185.82	56,237,733.80	2,080,452.02
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Other Post Employee Benefits	23,883.19	23,883.19	-
Deferred Pension Benefits	219,994.14	219,994.14	-
Total Deferred Outflows of Resources	243,877.33	243,877.33	-
TOTAL ASSETS AND DEFERRED OUTFLOWS	67,835,757.96	63,933,677.58	3,902,080.38
LIABILITIES			
Current Liabilities			
Accounts Payable	1,099,786.82	142,302.67	957,484.15
Accrued Expenses	122,232.60	72,981.39	49,251.21
Accrued wages and benefits	125,341.09	50,866.22	74,474.87
Accrued Interest Payable	91,725.84	85,456.08	6,269.76
Short-Term Debt	1,023,195.99	-	1,023,195.99
Current portion of LT Debt	966,357.93	637,064.00	329,293.93
Total Current Liabilities	3,428,640.27	988,670.36	2,439,969.91
Non-Current Liabilities			
Other Post Employee Benefits Liabilities	218,933.00	218,933.00	-
Net Pension Liability	640,280.00	640,280.00	-
Accrued Compensated Balances	65,104.30	70,590.20	(5,485.90)
Unamortized bond premium, less current portion	325,186.74	347,563.00	(22,376.26)
Long-Term Debt (Net)	23,219,026.35	24,044,866.20	(825,839.85)
Total Non-Current Liabilities	24,468,530.39	25,322,232.40	(853,702.01)
TOTAL LIABILITIES	27,897,170.66	26,310,902.76	1,586,267.90
DEFERRED INFLOWS OF RESOURCES			
Deferred Credits	3,545,873.48	2,193,732.23	1,352,141.25
Deferred Other Post Employee Benefits	79,910.53	79,910.53	-
Deferred-Pension Benefits	140,443.84	241,774.00	(101,330.16)
TOTAL DEFERRED INFLOWS OF RESOURCES	3,766,227.85	2,515,416.76	1,250,811.09
NET POSITION	36,172,359.45	35,107,358.06	1,065,001.39
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	67,835,757.96	63,933,677.58	3,902,080.38

KENNEBEC WATER DISTRICT

MONTHLY INCOME STATEMENT FOR THE PERIOD ENDING DECEMBER 31, 2024

	2024 DECEMBER ACTUAL	2023 DECEMBER ACTUAL	MONTHLY \$ VARIANCE	2024 YTD ACTUAL	2023 YTD ACTUAL	YTD \$ VARIANCE	2024 BUDGET	% OF BUDGET USED
OPERATING REVENUES								
METERED SALES RESIDENTIAL CUST	224,333	267,818	(43,485)	3,448,446	3,354,008	94,438	3,514,681	98%
METERED SALES COMMERCIAL CUST	105,755	106,065	(310)	1,163,163	1,103,501	59,662	1,151,511	101%
METERED SALES INDUSTRIAL CUST	215,222	116,910	98,312	1,614,739	1,085,650	529,089	648,000	249%
METERED SALES GOVERNMENTAL	18,509	17,461	1,048	198,500	182,662	15,838	193,087	103%
PUBLIC FIRE PROTECTION	-	-	-	844,213	812,946	31,267	877,980	96%
PRIVATE FIRE PROTECTION	-	-	-	330,689	294,649	36,040	353,709	93%
SALES FOR RESALE	15,338	13,802	1,536	200,168	177,037	23,131	191,520	105%
FORFEITED DISCOUNTS & PENALTIES	3,826	3,493	333	47,379	45,420	1,959	47,743	99%
BULK WATER FEES	550	69	481	2,800	69	2,731	1,200	233%
MISC SERVICE REVENUE	752	(3,863)	4,614	78,343	82,783	(4,441)	41,139	190%
OTH WATER REVENUE (SALE READ)	-	-	-	52,504	52,504	-	52,500	100%
TOTAL OPERATING REVENUES	584,284	521,755	62,529	7,980,944	7,191,229	789,715	7,073,070	113%
NON-OPERATING REVENUES								
INTEREST & DIVIDEND INCOME	25,894	27,331	(1,437)	316,617	303,765	12,852	150,000	211%
NONUTILITY INCOME	141,580	44,544	97,036	637,221	201,010	436,210	1,425,695	45% a
TOTAL NON-OPERATING REVENUES	167,474	71,875	95,599	953,838	504,775	449,063	1,575,695	61%
TOTAL REVENUES	751,758	593,630	158,127	8,934,781	7,696,004	1,238,777	8,648,765	103%
OPERATING EXPENSES								
SALARIES & WAGES EMPLOYEES	240,800	176,621	64,180	2,129,380	1,939,406	189,974	2,128,986	100%
EMPLOYEE PENSIONS & BENEFITS	46,511	108,931	(62,419)	740,463	753,224	(12,761)	802,900	92%
PURCHASED POWER	30,555	29,430	1,125	336,779	209,702	127,077	265,940	127%
CHEMICALS	29,435	11,416	18,020	248,099	294,819	(46,721)	215,000	115%
MATERIALS & SUPPLIES	42,478	10,820	31,658	449,135	317,089	132,046	373,209	120% b
CONTRACTUAL SERVICES	101,612	145,011	(43,399)	960,191	637,349	322,842	1,082,275	89%
RENTAL EXPENSE	145	350	(205)	7,201	4,348	2,853	5,100	141%
TRANSPORTATION EXPENSES	(6,963)	(707)	(6,256)	59,588	51,149	8,439	70,171	85% c
INSURANCE	8,680	10,788	(2,108)	96,659	93,626	3,032	101,932	95%
TAXES OTH THAN INCOME	26,879	14,786	12,093	231,331	208,025	23,306	222,610	104%
MISCELLANEOUS EXPENSES	17,088	30,805	(13,717)	204,903	233,284	(28,381)	244,465	84%
TOTAL OPERATING EXPENSES	537,221	538,250	(1,029)	5,465,314	4,742,239	723,075	5,512,588	99%
EARNINGS BEFORE INTEREST, TAXES, DEPR & AMORT (EBITDA)	214,536	55,380	159,156	3,469,467	2,953,764	515,703	3,136,177	111%

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

	2024 DECEMBER ACTUAL	2023 DECEMBER ACTUAL	MONTHLY \$ VARIANCE	2024 YTD ACTUAL	2023 YTD ACTUAL	YTD \$ VARIANCE	2024 BUDGET	% OF BUDGET USED
DEPRECIATION AND AMORTIZATION EXPENSE (NON-CASH ITEMS)	133,772	141,368	(7,597)	1,608,138	1,449,283	158,855	1,533,364	105%
TOTAL DEPRECIATION AND AMORTIZATION	133,772	141,368	(7,597)	1,608,138	1,449,283	158,855	1,533,364	105%
INTEREST EXP-LT DEBT	73,887	73,061	826	803,596	816,366	(12,770)	873,500	92%
TOTAL INTEREST & AMORTIZATION	73,887	73,061	826	803,596	816,366	(12,770)	873,500	92%
NET INCOME	6,877	(159,050)	165,927	1,057,733	688,116	369,618	729,313	-45%

COMMENTS ON SIGNIFICANT 2024 ITEMS

- a Miscellaneous Income/(Loss) is a combination of \$198,000 income from contributions in aid of construction (acceptance of new infrastructure) and loss on disposed assets.
The year-to-date variance between actual and budget is due to the timing of receiving grant money for the Ticonic Bridge and loss on disposals of assets.
- b Meter supplies werer \$19,067 in December 2024 and only \$6,102 in December 2023. Total meter expenses for 2024 were \$223,516 and were only \$96,779 in 2023.
- c The negative transportation cost in December was due to the allocation of equipment expense to capital projects in the amount of \$9,943.

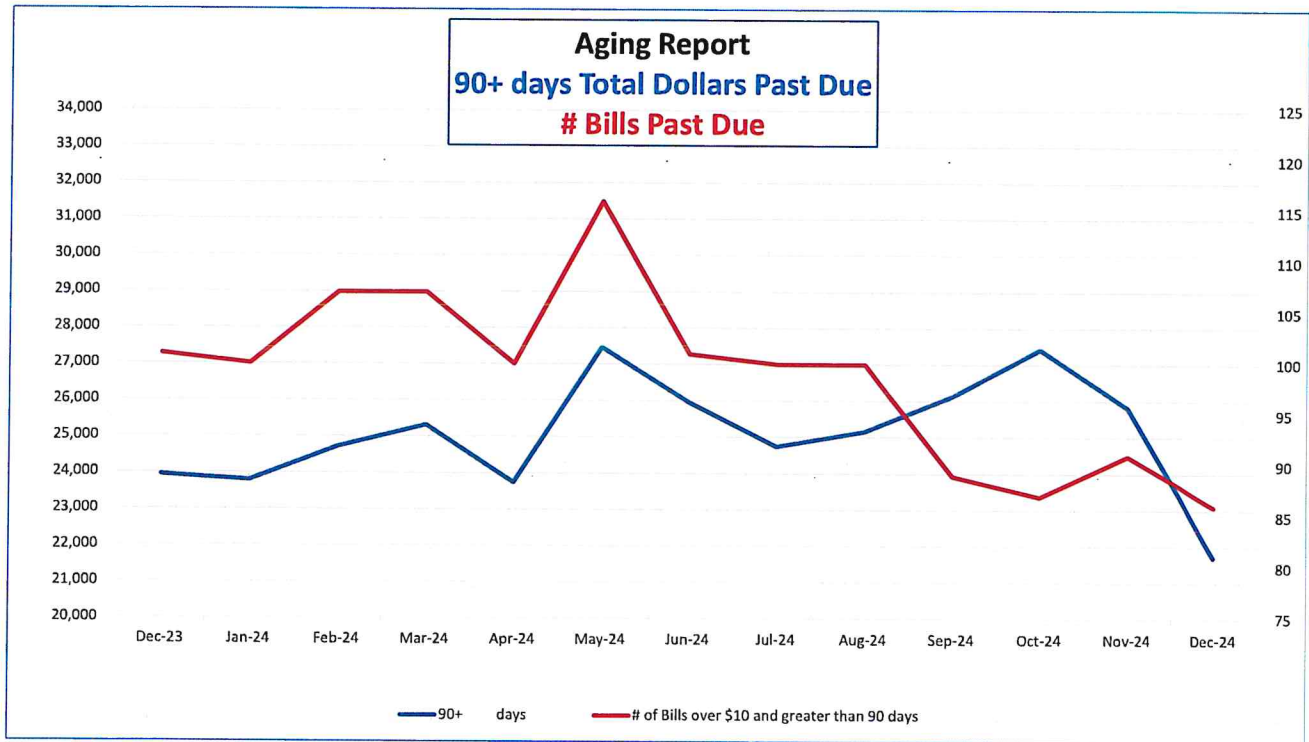
**Kennebec Water District
Statement of Cash Flows
For the Period Ending December 31, 2024**

Cash Balance 11/30/2024		\$ 7,684,921.33
Utility Billing Receipts		450,461.30
Payments to Vendors		(574,003.82)
Interest	\$	25,893.52
Flores-Health Insurance claims and monthly fee		(2,558.59)
Credit Card Transaction Fees		(3,465.28)
Payroll		(227,020.88)
Net Monthly Activity	\$	(330,693.75)
Beginning Balance Plus Net Activity	\$	7,354,227.58
<u>Cash and Investment Accounts-Ending Balances</u>		
Operating Checking Account TD Bank		1,965,555.05
Certificates of Deposit		5,385,655.53
Cash Drawers & Petty Cash & Deposits	\$	3,017.00
Cash Balance 12/31/2024	\$	7,354,227.58
 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	\$	718,768.76
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	\$	1,753,343.85
 Uncommitted Balance	 \$	 5,600,883.73

Kennebec Water District

AGING REPORT

	Current	31-60 days	61-90 days	90+ days	Total	# of Bills over \$10 and greater than 90 days
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
Dec-24	404,786	(2,704)	364	21,700	424,145	86



KENNEBEC WATER DISTRICT

2025 Maine Municipal Bond Bank – Summer Street Area Water Main Replacements Resolution (\$3,621,000.00)

The Kennebec Water District (the “**District**”) hereby resolves as follows:

1. Pursuant to Chapter 200 of Private and Special Laws of 1899, as amended, the District is hereby authorized to borrow up to the aggregate principal amount of **Three Million Six Hundred Twenty-One Thousand and 00/100 Dollars (\$3,621,000.00)** (the “**Loan**”) from the **Maine Municipal Bond Bank**, Augusta, Maine (the “**Bond Bank**”), with up to \$1,267,350 in loan forgiveness, all in accordance with the terms and conditions of an approval letter from the Bond Bank to the District dated April 2, 2024, as the same may be amended, and to execute and implement a Loan Agreement with the Bond Bank in the form prescribed by the Bond Bank (the “**Loan Agreement**”) for the purpose of financing construction and improvements for the District’s Summer Street Area Water Main Replacements Project, together with related costs and expenses, including the costs of issuance (collectively, the “**Project**”).
2. Pursuant to the Loan Agreement, and as evidence of the Loan, the District is hereby authorized to issue and sell to the Bond Bank interest bearing and/or non-interest bearing note(s) or bond(s) of the District in the aggregate principal amount of up to **Three Million Six Hundred Twenty-One Thousand and 00/100 Dollars (\$3,621,000.00)** (the “**Bonds**”).
3. The Bonds shall bear such date or dates as the Bond Bank shall request, bear such interest rate or rates, be in such denominations, maturities, and be redeemable at such price or prices, all as shall be set forth in the Loan Agreement and the Bonds, and as may hereafter be determined by the Treasurer and the President of the Board of Trustees to be necessary or advisable, the execution of the Loan Agreement and the Bonds to be conclusive evidence of their determination of the terms and provisions thereof.
4. Each of the Bonds shall bear on its face the words “Kennebec Water District” and shall be signed by the Treasurer and shall be countersigned by the manual or facsimile signature of the President of the Board of Trustees of the District, and shall be in substantially the same form as prescribed in the Loan Agreement or otherwise as prescribed by the Bond Bank.
5. In anticipation of the Bonds heretofore authorized, the District is also hereby authorized to borrow the aggregate principal amount of up to \$3,621,000.00 from the Bond Bank for the Project (the “**SRF Interim Loan**”); (ii) to execute and deliver a Loan Agreement with the Bond Bank in the form prescribed by the Bond Bank (the “**SRF Interim Loan Agreement**”) for the SRF Interim Loan; and (iii) to execute and deliver to the Bond Bank a note in anticipation of the Bonds in the aggregate principal amount of up to \$3,621,000.00 (the “**SRF Interim Note**”) for the Project, in the form prescribed by the Bond Bank. The SRF

Interim Note shall be sold at the par value thereof to the Bond Bank, bear interest at a rate determined by the Bond Bank, and shall mature upon the issuance of the Bonds, or 12 months from the date of the SRF Interim Note, whichever occurs first. The SRF Interim Note shall contain such other terms and provisions as may hereafter be determined by the Treasurer and President of the Board of Trustees to be necessary or advisable, their execution of the SRF Interim Note to be conclusive evidence of their determination of the terms and provisions thereof.

6. The SRF Interim Note shall bear on its face the words “Kennebec Water District” and “General Obligation Note” and shall be signed by the Treasurer and shall be countersigned by the manual or facsimile signature of the President of the Board of Trustees of the District.
7. The District covenants to establish, maintain, revise, and collect rates and charges for water services furnished by the District sufficient to provide revenues to pay when due current expenses of operating and maintaining the water system; to pay when due interest on the outstanding indebtedness of the District incurred or assumed for District purposes; and to pay or provide for the payment of all indebtedness created or assumed by the District.
8. All actions taken to date by the Board of Trustees and the officers of the District with respect to the authorization, issuance, and sale of the Bonds and SRF Interim Note and consistent with the foregoing resolutions are hereby ratified and confirmed. The President of the Board of Trustees, Treasurer, General Manager, and other officers of the District are, and each of them singly is, hereby authorized to take such action, and to execute and deliver the following with respect to the Bonds and with respect to any SRF Interim Note: a Loan Agreement, a Signature and No Litigation Certificate, and such additional documents, certificates and instruments and any amendments thereto as may be deemed by them as necessary or appropriate to effectuate the issuance of the Bonds and SRF Interim Note heretofore authorized.
9. Any prior resolutions of the Trustees restricting the amount of authorized loans or issuance of bonds and notes, to the extent they conflict with the foregoing resolutions, are hereby superseded.



MEMO

February 20, 2025

To: Kennebec Water District Board of Trustees

From: Robert Bickford, Water Quality Manager

Cc: Roger Crouse, General Manager

Subject: Request for authorization to purchase electric actuated valves

Need/Background:

Fifty-five valves control the flow of water (direction and volume) in the Water Treatment Plant (WTP). Accurate and reliable valve control is essential to ensure the treatment processes perform as designed. When the WTP was constructed, pneumatic actuators (valve controllers) were used to control all valves within the process. However, pneumatic actuators rely on a compressed air system that is now more than 30 years old. Additionally, the compressed air system is inefficient because it was sized around a 12 MGD system while we typically only operate between 3 and 5 MGD. The pneumatic system is also an additional point of failure within the WTP that could lead to the plant becoming completely inoperable. Therefore, twelve years ago, KWD staff decided to begin a transition away from the pneumatic system to electrical actuators. At that time, Bray valves and actuators were selected as the preferred valve and actuator based upon cost proposals from multiple vendors.

To date, KWD staff have replaced twenty-five valves and actuators within the WTP. Generally, these upgrades are planned to be with Bray valves and actuators. The existing valves and actuators are manufactured by Pratt. While Pratt can provide an electric actuator to work on the existing valves, the use of a Bray actuator requires the installation of a Bray valve. As can be seen in the summary of costs below, it is less expensive to purchase the combination Bray valves and actuators rather than new Pratt actuators and maintaining the existing valves. We also solicited a quote to replace the valves and actuators with an equivalent manufacturer.

Replacement Plan

Due to the scale and logistics required to replace all the valves within the treatment plant, this project was broken down into several phases. The current phase (Phase III) consists of starting the replacement of the large 16" control valves. One 16-inch valve was replaced in January 2025 due to an existing valve failure, but we are expecting to replace eleven 16-inch valves in this phase of the project.

Phase III Summary of Cost Proposals:

Vendor	Cost Proposal to Upgrade Eleven, 16-inch valves/actuators
Bartlett & Brillon LLC (Pratt Actuators Only)	\$71,500.00
J.T. Lynne/Flow Elements (Bray Valves & Actuators)	\$46,956.69
Atlantic Fluid Technology (Dexurik Valve and Rotork Actuator)	\$208,208.00

The upgrade of actuators is part of the 2025 Capital Budget with an estimated cost of \$75,000.

Request:

I am requesting Board of Trustee approval to purchase eleven 16-inch Bray Valves and Actuators from J.T. Lynne/Flow Elements for \$46,956.69 plus an estimated freight charge of \$2,000 for a total cost of \$48,956.69.



**February 20, 2025
Trustee Meeting
General Manager Report**

- 1. Notable accomplishments/successes since last report (including personnel commendations):**
 - a. Due to front office staff illnesses, extra duties have fallen on Amy Dyer and Tammy Martin-Littlefield. They have both worked hard to meet our customers' needs while trying to stay on top of their own work. They are both dedicated to KWD and are to be commended for their resilience and hard work.

- 2. Progress report on items presented at the previous Trustee meeting:**
 - a. PFAS settlement payments are now expected to start in the second quarter of 2025. We still have not been given an update on our settlement amount.
 - b. Dave Fox with Raftelis Financial Consultants will virtually attend the start of the March 6, 2025, board meeting to discuss cost of service studies and rate structure evaluations.

- 3. New or upcoming items of significance:**
 - a. We will be holding our spring all staff meeting on March 27th. The meeting will conclude with a retirement celebration for Bob Durand (his last day is anticipated to be March 28th). Bob has worked at KWD for almost 26 years.
 - b. There has been a lot of legislative activity in the past month with bills impacting water utilities including low-income rate programs, labor law changes, invasive aquatic plants, public land ownership, funding for the Drinking Water State Revolving Fund, utility customer information confidentiality, funding the lake restoration fund, property tax exemptions, repeal of net energy billing. I have been working with other water utilities and others to provide testimony or letters relating to these bills.
 - c. Maine Power Options will be soliciting fuel bids for our WTP 2025-2026 heating needs in March. The bid date has not been selected yet but as with past years, acceptance (or rejection) of the bids will need to occur on the day of bidding so board approval will occur after the fact.



**February 20, 2025
Trustee Meeting
Department Reports**

Department: Water Quality

Submitted by: Robbie Bickford

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

- a. KWD hosted a meeting between KWD, the Towns of Vassalboro and China, and CLA reviewing the 2024 fall drawdown.

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

- a. China Lake (Lake Elevation: 169.5 feet or 24 inches below spillway)
 - i. China Lake Section 319 Grant:
 1. The third steering committee meeting is schedule for 2/24/25 to finalize plans for erosion control and educational activities around China Lake this Summer.
 - ii. The CRLA Board of Directors has decided to remain active and administer the Courtesy Boat Inspection (CBI) Program for the region in 2025.
 1. A DEP Grant has been completed seeking funds to support this program.
 2. A job has been posted seeking a CBI Coordinator for Summer 2025.
 - iii. South Peninsula Harvest:
 1. Weather conditions continue to be optimal for harvest of this parcel of land. CLT has started work on road improvements to access the harvest area and the selective harvest is scheduled to begin the week of February 17, 2025.
- b. Recycle Water Reduction Project:
 - i. KWD did not receive DWP SRF funding for this project in 2025. Options to complete this project without that funding are being evaluated.
- c. PFAS Mitigation Project:
 - i. Full Scale GAC Replacement Trial – After 10 months of this trial, and over 1.5 billion gallons processed through the WTP, the trial filters continue to remove PFAS. Most recent results show PFAS total: 6.49 PPT and PFOA: 2.13 PPT post filtration.
 - ii. Preliminary Engineering:
 1. CDM Smith provided preliminary information on the Rapid Small Scale Column Testing and 10% design during a meeting conducted 01/28/25.
 - a. The Memo containing detailed information and data is pending.
- d. Cationic Polymer Trial:
 - i. The change request submitted to the DWP to trial the new cationic polymer was approved with increased monitoring requirements.
 - ii. The chemical has been ordered for the trial and is scheduled in two phases to be completed in April 2025 and August 2025.

3. New or upcoming items of significance:

- a. Service Line Inventory:
 - i. A plan to complete a statistical evaluation to identify the “Unknown” service lines without physically investigating each line was approved by the DWP
 1. 371 services throughout the system were randomly selected and will need to be identified. Letters are being sent to the customers to initiate this process.



**February 20, 2025
Trustee Meeting
Department Reports**

Department: Finance Department

Submitted by: Amy Dyer

1. Notable accomplishments/successes since the last report (including personnel commendations):
 - a. Annual W-2s were distributed early to employees and 1099s filed timely.
 - b. The auditors were here on January 2nd to audit our inventory. There were no exceptions.
 - c. We persevered through sickness in the office for the past 2 weeks. We were down to 1 office associate, who had laryngitis and a doctor's orders not to use her voice, for several days and most days 2 associates were out of the office. During the 2-week period of February 3 to February 12 we fielded 264 incoming phone calls for a total of 13 hours on the phone. We had 157 outbound calls for a total of 3 hours.
 - i. Over the past 30 days we have had 26 customers make payments using our new automatic pay-by-phone service. There were also 445 auto payments, 812 additional payments made through the website, 307 payments made over the phone with an office employee, and 23 credit card payments made in-person.
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. We are finalizing information for the 2024 financial audit. RKO will be on-site during the week of February 24th.
 - c. I have been working on finalizing project costs for preparing loan applications and requests for Pleasant Street, Summer Street, lead service line investigations, and the vac truck.
3. New or upcoming items of significance:
 - a. N/A



**February 20, 2025
Trustee Meeting
Monthly Department Reports**

Department: Distribution

Submitted by: Jared Bragdon

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

- a. Matt Veilleux passed his tanker endorsement exam. He is now qualified to drive the vac truck.

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

- a. Hydrant checks-We've started our third round of hydrant checks; this process is going well with minimal issues found thus far.
- b. Our vac truck was delivered on January 13th. Since then, we've outfitted and set up the truck with all the necessary tools. It has already been deployed multiple times for emergency needs, including water main leaks and broken service valve operators. The truck is operating as expected without any issues. We are very grateful to have this truck in our fleet and look forward to the countless possibilities and projects it will support in the years ahead.
- c. 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.
- d. 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. The first phase of this work is complete. On 2/11, additional racking was delivered, allowing us to move forward and complete the project.

3. New or upcoming items of significance:

- a. Cross training with the WTP- We've implemented a program to help Distribution Technicians gain a deeper understanding of water quality. Each Monday, we send one technician to shadow the Treatment Technician as they collect distribution samples throughout the system. After the samples are gathered, they are brought back to the WTP lab for analysis. This hands-on experience has been successful in enhancing the technicians' knowledge of water quality parameters, testing procedures, and regulatory requirements. The program also fosters stronger collaboration between Distribution and Treatment staff, contributing to a more well-rounded team.

4. Main Break Summary:

See table below

DATE OF LEAK	LOCATION (STREET)	MUNICIPALITY	PIPE SIZE	PIPE/SERVICE INSTALLED DATE	MATERIAL	TYPE OF LEAK
12/29/2024	8 Broadway St	Waterville	6"	1921	Cast Iron (Unlined)	Corporation blew out
1/3/2025	First Rangeway @ Edgewood St	Waterville	8"	1964	Cast Iron (Lined)	Circumferential Split
1/9/2025	Sunset Ter @ Morrill Ave	Waterville	2"	1956	Cast Iron (Lined)	Circumferential Split
1/16/2025	12 Abbott St	Waterville	6"	1966	Cast Iron (Lined)	Circumferential Split
1/16/2025	54 Oakland St	Waterville	4"	1988	PVC	¼" hole
1/17/2025	3 Cedar St	Waterville	6"	1950	Cast Iron (Unlined)	Circumferential Split
1/28/2025	8 Winchester St	Fairfield	6"	1928	Cast Iron (Unlined)	2" hole
1/30/2025	120 Augusta Rd	Winslow	8"	1980	Ductile Iron	1.5" Hole
2/3/2025	33 Franklin St	Waterville	6"	1950	Cast Iron (Unlined)	Circumferential Splits at tee and hydrant
2/4/2025	Smiley Ave @ Warren Ter	Winslow	8"	1966	Cast Iron (Lined)	Circumferential Split
2/5/2025	3 Morgan St	Waterville	6"	1952	Cast Iron (Lined)	Circumferential Split



**February 20, 2025
Trustee Meeting
Monthly Department Reports**

Department: Engineering

Submitted by: Matt Zetterman

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

- a. Ticonic Bridge Water Main Project– As of February 9th, water is now flowing between Waterville and Winslow over the Ticonic Bridge. Despite some challenges with cold weather and snow, as well as having the main filled with water earlier than expected, the project was a success. It was a good team effort between KWD, Ranger Construction, and Cianbro to complete the project.
- b. Vacuum Truck – We received our new vacuum excavation truck in January from Chadwick-Baross. While we've been using a loaner truck for the better part of the last year, it's great to have a truck of our own that is set up the way we need it.

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

- a. Chase Avenue Pump Station Project – We had a kickoff meeting with Dirigo Engineering on February 11th to start evaluating our options at Chase Avenue Pump Station. Options being evaluated are whether we re-use the existing pump station structure or build a new building, the type of building if we build a new structure, controls, standby generator, and pump sizing. This initial evaluation will dictate what we move forward with in the design phase. The initial evaluation should be completed in May.
- b. Transmission Main ROW Survey – Sebago Technics has been out in the field the last couple of weeks setting pins where our transmission main right of way (ROW) intersects property lines. This will allow us to have better documentation of where our ROW is and make decisions about how we want to maintain the ROW moving forward.
- c. IT Technician Position – We have advertised for a newly created IT Technician position and will likely be making a decision about who we'll interview soon. The IT Technician will join the Engineering Department and will handle day-to-day IT support as well as work on IT hardware, software, and cybersecurity projects.
- d. Lagoon Discharge Project – We continue to support the Water Quality Department in the design and design review of the Lagoon Discharge Project. Most recently we've been working with Automatrix on the electrical and controls design.

3. New or upcoming items of significance:

N/A



**February 20, 2025
Trustee Meeting
Monthly Department Report**

Department: Service

Submitted by: Benny LaPlante

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

- 2. Progress on items presented in previous monthly department reports:**
 - a. Testable backflow prevention devices have been installed on two more fire services. Two more are expected to be installed soon.
 - b. Annual audiograms for employees in KWD's Hearing Conservation program have been completed.
 - c. Staff continue working through annual safety training.

- 3. New or upcoming items of significance:**
 - a. We are working with Delta Ambulance to schedule 1st Aid / CPR / AED training. This training is required bi-annually and staff are due for recertification in March.