



**Kennebec Water District Board of Trustees
Regular Meeting
Thursday, November 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 November 6, 2025
3. Review and approval of account warrant
4. Review of October 2025 financial reports
5. Approvals/motions needed:
 - a. Approval of agreement with Cross Insurance for paid family and medical leave insurance coverage
 - b. Approval of purchase of Bray valves and actuator
 - c. Approval of water treatment chemical purchase agreements
6. General Manager report
7. Trustee comments, concerns, and/or ideas
8. Public participation
9. As needed: Executive session 1 MRS §405. 6.
10. Adjournment

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – NOVEMBER 6, 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; Mark McCluskey, Trustee; Allan Fuller (Remote Access), Trustee; Amy Stabins, Trustee

Trustees absent: Matthew Bulmer, Trustee

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

ITEM 1: INTRODUCTION OF GUESTS

None

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF OCTOBER 2, 2025

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of October 2, 2025," seconded by Trustee Murray.

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. Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Earickson, "to ratify the November 6, 2025 total warrant of checks released for \$683,619.49," 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. Motion carried unanimously.

ITEM 4: REVIEW OF SEPTEMBER 2025 FINANCIAL REPORTS

The Trustees were provided with the September 2025 Financial Statements and Accounts Receivable Aging Reports, and a brief review was conducted. There was also a short discussion on the potential future use of the available cash.

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 Proposed 2026 Annual Budgets: - Capital, Operating, and Cash

Previously, the Trustees were provided with the Proposed 2026 Capital Budget, Proposed 2026 Operating Budget, and Proposed 2026 Cash Budget. These budgets were reviewed at the Budget Workshop, which was attended by KWD Staff and Trustees, on October 16, 2025. Mr. Crouse updated the Trustees on one change to the Proposed 2026 Capital Budget and one change to the Proposed 2026 Operating Budget. Ms. Dyer conducted a detailed review of the 2026 cash projections. Mr. Crouse and Ms. Dyer answered questions from the Trustees regarding these proposed budgets.

Motion by Trustee Earickson, “to approve the 2026 Capital Budget, 2026 Operating Budget, and 2026 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. Motion carried unanimously.

B. Approval of Agreement with Nicholson, Michaud, & Nadeau, Certified Public Accountants for Auditing Services

The Trustees were provided with a request for authorization memo which included proposals from three firms (KWD solicited five firms) for financial auditing services for fiscal years 2025 – 2027 and supplemental proposals for years 2028 and 2029. Mr. Crouse and Ms. Dyer answered questions regarding this request.

Motion by Trustee McCluskey, “to accept the proposal from Nicholson, Michaud, & Nadeau, Certified Public Accountants, for the Annual Audit Service for \$15,000.00 per year for fiscal years 2025 – 2027, and the discretion to extend the agreement for an additional two years at \$15,500.00 and \$16,000.00 respectively, if performance is satisfactory,” seconded by Trustee Earickson.

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. Motion carried unanimously.

ITEM 6: GENERAL MANAGER’S REPORT

As part of their Board packet, the Trustees were provided with the General Manager’s report for their review.

The consensus of the Board was that holding a Budget Workshop was an effective process and should be utilized in future years.

In addition to his report, Mr. Crouse informed the Board that KWD had two separate incidents of non-recording of data at the Water Treatment Plant. The Trustees were provided with summaries of these episodes. In accordance with regulations, these failures to monitor were reported to the Maine Drinking Water Program. KWD has numerous other monitoring points which ensured that the chemical levels and water quality produced were consistent and within guidelines. New procedures will be implemented to reduce the risk of another occurrence.

On behalf of the Board members, President Richards thanked Mr. Crouse for his 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 Earickson, Ms. Dyer stated she has a 2024 Draft Financial Audit Report from the KWD auditors, Runyon Kersteen Ouellette, but is unsure when the finalized copy will be provided.

At Trustee McCluskey's request, Mr. Bickford reported that one phase of the lagoon discharge project has been completed; however, there are other phases underway and actual discharging will not begin until 2027.

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

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

None

ITEM 9: PUBLIC PARTICIPATION

None

ITEM 10: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSION

None

ITEM 11: ADJOURNMENT

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

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. Motion carried unanimously.

Meeting adjourned at 8:25 a.m.

Sue Markatine, Recording Secretary

A. ACCOUNT WARRANT NOVEMBER 20, 2025

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
1	11/03/2025	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	29.89
2	11/03/2025	TREASURER, STATE OF MAINE	MONTHLY SALES TAX	3,957.28
3	11/05/2025	ERGOS TECHNOLOGY PARTNERS, INC.	MONTHLY BACKUP SERVICES	160.00
4	11/05/2025	VERTEXONE SOFTWARE, LLC	SOFTWARE SERVICES	144.01
5	11/06/2025	ADVANCE 1 CLEANING SERVICES, INC.	MONTHLY CLEANING SERVICE	1,350.00
6	11/06/2025	AQUA BACKFLOW, INC.	PROGRAM MANAGEMENT SERVICE	340.00
7	11/06/2025	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	1,508.54
8	11/06/2025	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	151.60
9	11/06/2025	DIG SAFE SYSTEM, INC.	MONTHLY COST OF OPERATIONS	843.17
10	11/06/2025	EXPRESS ELECTRIC EEC	SECURITY LIGHTS-TWIN TANKS	2,750.00
11	11/06/2025	HALL'S HOMES RE, LLC	BUSH HOGGING-VARIOUS LOCATIONS	2,400.00
12	11/06/2025	JUDDI L HALLOWELL	GRAVEL	7,000.00
13	11/06/2025	TREASURER, STATE OF MAINE	TICONIC BRIDGE WATER MAIN PROJECT	9,899.06
14	11/06/2025	NALCO COMPANY	CATIONIC POLYMER-WTP	14,890.38
15	11/06/2025	NORTHEAST LABORATORY	WATER TESTS	215.00
16	11/06/2025	PORTLAND PAPER PRODUCTS	MULTIFOLD TOWELS	181.41
17	11/06/2025	TECHNOLOGY SOLUTIONS OF MAINE	ANSWERING SERVICE-2 MONTHS	210.60
18	11/06/2025	VERIZON	MONTHLY VEHICLE DATA SERVICE	303.20
19	11/07/2025	MAINEPERS	MONTHLY EMPLOYER RETIREMENT CONTRIBUTION	21,271.34
20	11/07/2025	MAINEPERS	MONTHLY GROUP LIFE PREMIUMS	1,223.24
21	11/13/2025	CDM SMITH, INC.	PFAS MITIGATION DESIGN SERVICES	6,751.00
22	11/13/2025	UNIVAR SOLUTIONS	HYDROFLUOSILICIC ACID-WTP	5,000.00
23	11/14/2025	CAPITAL ONE TRADE CREDIT-AUBUCHON	MOUSE TRAPS-INTAKE BUILDING	11.37
24	11/14/2025	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE-2 WEEKS	311.38
25	11/14/2025	DEAD RIVER COMPANY	HEATING OIL	344.65
26	11/14/2025	DOSTIE'S TOWING WATERTOWN	OIL CHANGE-1 VEHICLE	97.90
27	11/14/2025	GENERAL ALUM N.E. CORP.	ALUM-WTP	5,342.50
28	11/14/2025	HUSSEY COMMUNICATIONS, INC.	MONTHLY INTERNET SERVICE	182.00
29	11/14/2025	INFOSEND, INC.	MONTHLY BILL PROCESSING AND MAILING	2,778.84
30	11/14/2025	KENNEBEC COUNTY REGISTRY OF DEEDS	LIEN FILING FEES-2 PROPERTIES	44.00
31	11/14/2025	MAINE RURAL WATER ASSOCIATION	ANNUAL CONFERENCE & TRADE SHOW	1,660.00
32	11/14/2025	MAINE WATER UTILITIES ASSOCIATION	BI-MONTHLY MEETING	65.00
33	11/14/2025	SECRETARY OF STATE	COMMERCIAL DRIVER LICENSE APPLICATION	70.00
34	11/14/2025	TREASURER, STATE OF MAINE-HETL	WATER TESTS	895.00
35	11/14/2025	MESSALONSKEE STREAM HYDRO, LLC	ENERGY CREDITS	310.46
36	11/14/2025	NORTHEAST LABORATORY	WATER TEST	55.00
37	11/14/2025	FANADO PELOTTE CONTRACTOR	CONTRACTOR SERVICES-BENTON	761.25
38	11/14/2025	DAVID MORIN	MONTHLY LAWN SERVICES-VARIOUS LOCATIONS	1,214.00
39	11/14/2025	WATERTOWN SEWERAGE DIST	QUARTERLY SEWER CHARGE-VARIOUS LOCATIONS	106.92
40	11/14/2025	CITY OF WATERTOWN	MONTHLY VEHICLE FUEL USAGE	1,961.38
TOTAL WARRANT				96,791.37

Kennebec Water District
Balance Sheet
As of October 31, 2025

	October 2025	October 2024	Variance
ASSETS			
Current Assets			
Cash	10,325,921.03	7,142,716.01	3,183,205.02
Accounts Receivables	592,020.56	322,525.96	269,494.60
Unbilled services	839,770.66	740,586.30	99,184.36
Prepaid expenses	149,969.27	120,216.81	29,752.46
Inventory	506,831.26	462,589.93	44,241.33
Total Current Assets	12,414,512.78	8,788,635.01	3,625,877.77
Non-Current Assets			
Other Assets	49,646.04	52,823.50	(3,177.46)
Total Non-Current Assets Excluding Capital	49,646.04	52,823.50	(3,177.46)
Capital Assets			
Capital assets, not being depreciated	3,796,319.55	2,934,722.04	861,597.51
Capital assets, being depreciated	89,195,967.67	84,667,311.31	4,528,656.36
Accumulated Depreciation	(31,154,001.18)	(30,251,937.61)	(902,063.57)
Total Capital Assets	61,838,286.04	57,350,095.74	4,488,190.30
DEFERRED OUTFLOWS OF RESORUCES			
Deferred Other Post Employee Benefits	70,431.18	23,883.19	46,547.99
Deferred Pension Benefits	360,099.75	219,994.14	140,105.61
Total Deferred Outflows of Resources	430,530.93	243,877.33	186,653.60
TOTAL ASSETS AND DEFERRED OUTFLOWS	74,732,975.79	66,435,431.58	8,297,544.21
LIABILITIES			
Current Liabilities			
Accounts Payable	37,845.30	509,155.51	(471,310.21)
Accrued Expenses	11,470.48	4,653.36	6,817.12
Accrued wages and benefits	65,594.55	61,647.18	3,947.37
Accrued Interest Payable	306,928.85	245,093.93	61,834.92
Short-Term Debt	2,845,819.04	384,302.51	2,461,516.53
Current portion of LT Debt	981,421.47	645,187.17	336,234.30
Total Current Liabilities	4,249,079.69	1,850,039.66	2,399,040.03
Non-Current Liabilities			
Other Post Employee Benefits Liabilities	285,984.00	218,933.00	67,051.00
Net Pension Liability	839,659.00	640,280.00	199,379.00
Accrued Compensated Balances	434,126.64	77,624.80	356,501.84
Unamortized bond premium, less current	307,036.57	330,755.73	(23,719.16)
Long-Term Debt (Net)	24,003,006.76	23,563,703.93	439,302.83
Total Non-Current Liabilities	25,869,812.97	24,831,297.46	1,038,515.51
TOTAL LIABILITIES	30,118,892.66	26,681,337.12	3,437,555.54
DEFERRED INFLOWS OF RESOURCES			
Deferred Credits	4,000,384.90	2,559,045.43	1,441,339.47
Deferred Other Post Employee Benefits	71,009.27	79,910.53	(8,901.26)
Deferred-Pension Benefits	87,303.15	140,443.84	(53,140.69)
TOTAL DEFERRED INFLOWS OF RESOURCES	4,158,697.32	2,779,399.80	1,379,297.52
NET POSITION	40,455,385.81	36,974,694.66	3,480,691.15
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	74,732,975.79	66,435,431.58	8,297,544.21

MONTHLY INCOME STATEMENT FOR THE PERIOD ENDING OCTOBER 31, 2025

	2025		2024		2024		2025		2024		2025		2024		% OF	
	OCTOBER	OCTOBER	OCTOBER	OCTOBER	MONTHLY	YTD	ACTUAL	YTD	ACTUAL	YTD	ACTUAL	YTD	ACTUAL	YTD	BUDGET	USED
OPERATING REVENUES																
METERED SALES RESIDENTIAL CUST	357,422		333,152		24,270	3,081,521	2,911,137		170,384	3,793,725		81%				
METERED SALES COMMERCIAL CUST	108,457		104,040		4,417	1,032,836	971,055		61,781	1,227,034		84%				
METERED SALES INDUSTRIAL CUST	215,347		127,498		87,849	1,683,719	1,261,459		422,261	1,042,117		162%				
METERED SALES GOVERNMENTAL	24,478		18,163		6,315	185,419	162,779		22,640	201,094		92%				
PUBLIC FIRE PROTECTION	222,110		211,053		11,057	888,439	844,213		44,227	894,866		99%				
PRIVATE FIRE PROTECTION	88,607		82,837		5,770	354,175	330,689		23,487	350,297		101%				
SALES FOR RESALE	28,986		21,879		7,106	231,913	166,090		65,823	206,417		112%				
FORFEITED DISCOUNTS & PENALTIES	3,735		3,235		499	36,229	40,197		(3,968)	50,000		72%				
MISC SERVICE REVENUE	7,688		3,861		3,827	96,529	71,620		24,909	43,900		220%				
OTH WATER REVENUE (SALE READ)	6,927		6,927		-	46,305	46,305		-	52,500		88%				
TOTAL OPERATING REVENUES	1,063,756		912,945		150,811	7,637,785	6,807,743		830,042	7,861,950		97%				
NON-OPERATING REVENUES																
INTEREST & DIVIDEND INCOME	30,299		27,560		2,739	287,490	264,299		23,192	250,000		115%				
MISCELLANEOUS INCOME/(LOSS)	(422,987)		(1,088,621)		665,633	1,160,380	466,264		694,116	244,500		475%				
TOTAL NON-OPERATING REVENUES	(392,689)		(1,061,060)		668,372	1,447,870	730,563		717,307	494,500		293%				
TOTAL REVENUES	671,067		(148,115)		819,182	9,085,656	7,538,306		1,547,350	8,356,450		109%				
OPERATING EXPENSES																
SALARIES & WAGES EMPLOYEES	186,188		179,631		6,557	1,751,404	1,702,068		49,337	2,216,350		79%				
EMPLOYEE PENSIONS & BENEFITS	52,829		61,228		(8,400)	623,613	628,981		(5,367)	832,500		75%				
PURCHASED POWER	32,406		28,494		3,912	336,778	279,603		57,175	311,560		108%				
CHEMICALS	26,885		19,147		7,738	190,666	211,908		(21,242)	200,000		95%				
MATERIALS & SUPPLIES	60,952		44,765		16,187	454,394	367,688		86,706	480,354		95%				
CONTRACTUAL SERVICES	93,133		67,008		26,125	667,540	741,645		(74,104)	1,065,812		63%				
RENTAL EXPENSE	522		1,464		(942)	3,799	6,911		(3,112)	7,175		53%				
TRANSPORTATION EXPENSES	(8,887)		4,091		(12,979)	33,747	62,038		(28,291)	74,850		45%				
INSURANCE	8,030		8,680		(650)	82,805	79,299		3,506	113,225		73%				
TAXES OTH THAN INCOME	17,002		15,517		1,485	207,216	188,912		18,304	243,075		85%				
MISCELLANEOUS EXPENSES	7,065		11,049		(3,984)	149,829	172,617		(22,789)	207,600		72%				
TOTAL OPERATING EXPENSES	476,124		441,544		34,580	4,501,791	4,442,139		59,652	5,752,501		78%				
EARNINGS BEFORE INTEREST, TAXES, DEPR & AMORT (EBITDA)																
	194,943		(589,659)		784,603	4,583,865	3,096,167		1,487,698	2,603,949		176%				

KENNEBEC WATER DISTRICT
MONTHLY INCOME STATEMENT FOR THE PERIOD ENDING OCTOBER 31, 2025

	2025 OCTOBER ACTUAL	2024 OCTOBER ACTUAL	MONTHLY VARIANCE	2025 YTD ACTUAL	2024 YTD ACTUAL	YTD VARIANCE	2025 BUDGET	% OF BUDGET USED
DEPRECIATION AND AMORTIZATION EXPENSE (NON-CASH ITEMS)	101,379	129,624	(28,245)	1,392,289	1,339,807	52,482	1,742,176	80%
TOTAL DEPRECIATION AND AMORTIZATION	101,379	129,624	(28,245)	1,392,289	1,339,807	52,482	1,742,176	80%
INTEREST EXP-LT DEBT	69,544	67,493	2,051	680,213	664,467	15,745	840,000	81%
TOTAL INTEREST & AMORTIZATION	69,544	67,493	2,051	680,213	664,467	15,745	840,000	81%
EXTRAORDINARY INCOME	(1,316,993)	-	(1,316,993)	(1,316,993)	-	(1,316,993)	-	- b
NET INCOME	1,341,013	(786,777)	2,127,790	3,828,355	1,091,892	2,736,463	21,773	17583%

COMMENTS ON SIGNIFICANT 2025 ITEMS

- a** Reclassified the first payment of \$451,604 from the 3M PFAS Phase One Action Fund Settlement award to Extraordinary Income.
- b** Extraordinary Income of \$1,316,993 represents the first 2 payments in the 3M PFAS Phase One Action Fund Settlement award.

**Kennebec Water District
Statement of Cash Flows
For the Period Ending October 31, 2025**

Cash Balance 09/30/2025	\$ 9,226,775.21
Utility Billing Receipts	861,517.95
Payments to Vendors	(681,289.56)
Interest	30,298.73
Payroll	(236,300.21)
Water System Asset Security Grant	25,000.00
3M PFAS Settlement	865,388.80
MMBB Bond payments for Summer St Req #7	234,530.11
Net Monthly Activity	\$ 1,099,145.82

Cash Balance 10/31/2025	\$ 10,325,921.03
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Cash and Investment Accounts-Ending Balances

Operating Checking Account TD Bank	1,751,201.70
Checking Account-Northeast Bank	1,912.82
Certificates of Deposit TD Bank	5,245,623.23
Certificates of Deposit Northeast Bank	3,323,346.50
Cash Drawers & Petty Cash & Deposits	3,836.78

Cash Balance 10/31/2025	\$ 10,325,921.03
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Reserve for Debt Payments

LESS RESERVE 2025 BOND PRINCIPAL	
LESS RESERVE 2025 BOND INTEREST	\$ 19,625.75
LESS RESERVE 2025 BOND PRINCIPAL	\$ 11,728.11
LESS RESERVE 2024 BOND PRINCIPAL	\$ 21,300.00
LESS RESERVE 2024 BOND INTEREST	\$ 4,031.08
LESS RESERVE 2022 BOND PRINCIPAL	\$ 51,288.44
LESS RESERVE 2022 BOND INTEREST	\$ 9,105.19
LESS RESERVE 2022 BOND PRINCIPAL	\$ 36,926.14
LESS RESERVE 2022 BOND INTEREST	\$ 6,555.46
LESS RESERVE 2022 REVENUE BOND PRINCIPAL	\$ 425,000.00
LESS RESERVE 2022 REVENUE BOND INTEREST	\$ 710,268.76
LESS RESERVE 2021 BOND PRINCIPAL	\$ 32,661.64
LESS RESERVE 2021 BOND INTEREST	\$ 5,636.70
LESS RESERVE 2020 BOND PRINCIPAL	\$ 141,126.00
LESS RESERVE 2020 BOND INTEREST	\$ 22,944.06
LESS RESERVE 2020 BOND PRINCIPAL	\$ 23,692.00
LESS RESERVE 2020 BOND INTEREST	\$ 3,695.11
LESS RESERVE 2017 BOND PRINCIPAL	\$ 136,470.00
LESS RESERVE 2017 BOND INTEREST	\$ 16,625.43
LESS RESERVE 2011 BOND PRINCIPAL	\$ 72,181.00
LESS RESERVE 2011 BOND INTEREST	\$ 16,812.02
LESS RESERVE 2009 STIMULUS PRINC	\$ 7,168.71
TOTAL CASH RESERVED BONDS	\$ 1,774,841.60

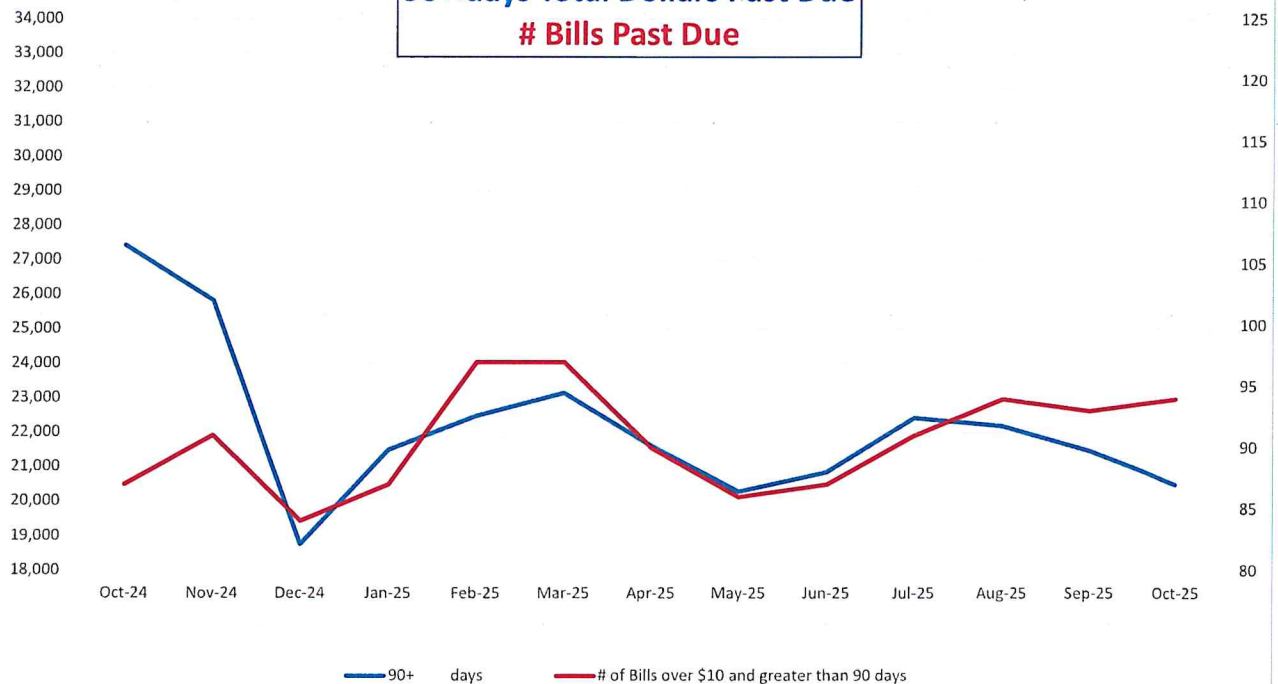
Uncommitted Balance	\$ 8,551,079.43
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Kennebec Water District

AGING REPORT

	Current	31-60 days	61-90 days	90+ days	Total	# of Bills over \$10 and greater than 90 days
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	18,747	424,145	84
Jan-25	580,940	263	5,924	21,489	611,570	87
Feb-25	484,706	2,162	2,081	22,472	511,420	97
Mar-25	329,568	109,013	1,119	23,144	462,844	97
Apr-25	548,538	(1,904)	1,370	21,608	569,612	90
May-25	364,956	(3,400)	1,615	20,277	383,449	86
Jun-25	362,278	(3)	1,562	20,856	384,694	87
Jul-25	544,304	(2,086)	3,238	22,417	567,872	91
Aug-25	377,553	(3,611)	1,454	22,194	397,590	94
Sep-25	352,304	724	1,654	21,472	376,153	93
Oct-25	569,408	(771)	2,995	20,482	592,114	94

Aging Report 90+ days Total Dollars Past Due # Bills Past Due





MEMO

November 20, 2025

To: Kennebec Water District Board of Trustees

From: Roger Crouse, General Manager

Subject: Approval of Paid Family and Medical Leave Policy

Need/Background

In 2023, the Maine Legislature passed the Maine Family and Medical Leave Act (Act). Beginning in 2026, eligible workers in the private and public sector will have up to 12 weeks of paid time off available to care for a family member with a serious health condition, to bond with a child after birth, fostering or adoption, to care for their own medical needs, to deal with the transition of a family member's impending military deployment or to stay safe after abuse or violence. The Act essentially established an insurance program that provides the paid leave benefits to workers. Employers and employees contribute to the premiums for this insurance benefit. The Act also allows employers to substitute equivalent private insurance for the State managed insurance program.

While paid leave benefits will not be available until May 2026, employers were required to remit an equivalent of one percent of employee wages (50 percent from employees and 50 percent from employers) to the Department of Labor starting on January 1, 2025, to pre-fund the program.

In recent weeks, we have learned that numerous public and private employers have applied for (and been granted) approval from the Department of Labor for substitute private insurance plans. This approval terminates the employer's requirement to contribute to the State insurance plan. Payment of the private insurance plan premiums will not start until May 2026. This termination of payments will save KWD and KWD employees approximately \$5,000 (collectively) per quarter or about \$12,000 total (if the opt out occurs before November 30, 2025, the savings are back dated to the start of the quarter (October 1, 2025)). An employer that opts out of the State insurance plan cannot enroll in the State plan for three years. If KWD opts out by November 30, 2025, our three-year clock would start on October 1, 2025.

Working with Cross Insurance (an insurance broker), KWD has received premium quotes from several carriers some of which are at a lower cost than the State insurance plan.

Summary of Proposals:

Four insurance carriers provided Cross Insurance with comparable quotes for paid family and medical leave coverage. A summary can be found below.



Kennebec Water District

ME PAID FAMILY LEAVE



Financial	Inforce	Proposed	Proposed	Proposed
Employee Count - Maine	27	27	27	27
Annual Volume - per \$100 of Benefit	\$2,114,764.00	\$2,114,764.00	\$2,114,764.00	\$2,114,764.00
Rates				
Rate per \$100	\$1.00	\$0.768	\$0.88	\$1.161
Rate Guarantee	2/1 Year	20 Months	1 Year	20 Months
FICA		FICA: Included W2: Included	FICA: Included W2: Included	FICA: Included W2: Included

COST ANALYSIS

Annual Premium	Annual	Q1 2025
Annual Change vs State	\$21,148	\$5,287
7 Month Opt Out Savings	\$12,336	

\$18,610	\$18,187	\$24,552
-\$2,538	-\$2,961	\$3,405

This summary is for illustrative purposes only and is not a binding quote.
Pricing Assumes Package Sale unless otherwise noted.
Please refer to carrier proposal for full details.



The Hartford and Guardian have the two lowest cost proposals. The Hartford is the lowest. However, they do require that KWD maintain an additional line of coverage. The lowest cost addition line would be \$10,000 of life insurance coverage at a total annual premium of \$777 per year (for all employees). The net result is a \$4,130 annual savings over the State plan. The Guardian plan only saves \$2,961. Therefore, The Hartford remains the better price. While The Hartford is only guaranteeing the rate for 20 months (as opposed to 29 months for Guardian), the risk of a net loss is likely a low risk. Therefore, I am recommending we establish a policy with The Hartford.

Request:

I am requesting Trustee approval to opt out of the State Paid Family and Medical Leave Plan before November 30, 2025, and establish a Paid Family and Medical Leave policy with The Hartford at a rate of \$0.768/\$100 of wages for a period of 20 months effective May 1, 2026.



MEMO

November 20, 2025

To: Kennebec Water District Board of Trustees

From: Robert Bickford, Water Quality Manager

Cc: Roger Crouse, General Manager

Subject: Sole-source request - 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 due to it being 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, thirteen years ago, KWD began 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 thirty-seven of the fifty-five valves and actuators. All these upgrades were replacement of the existing Pratt valves with Bray valves and actuators.

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 and final phase (Phase IV) consists of the replacement of all the large 20" control valves and the remainder of the 16" control valves finishing the replacement of all fifty-five control valves within the treatment process. As with previous phases, the WTP staff will perform the work to replace the valves.

Request:

Due to the numerous advantages offered by maintaining a single manufacturer and style of valve within the treatment process, I am requesting Board of Trustee approval to sole-source the purchase of twelve 20-inch Bray valves and actuators and six 16-inch Bray valves and actuators from J.T. Lynne/Flow Elements (regional distributor for Bray) for \$129,462.00 plus an estimated freight charge of \$4,000 for a total cost of \$133,462.00. This project is a capital improvement project on the 2026 capital budget.



MEMO

November 20, 2025

To: Kennebec Water District Board of Trustees

From: Robbie Bickford, Water Quality Manager

Cc: Roger Crouse, General Manager

Subject: Request for authorization to sign agreements for the purchase of water treatment chemicals

Need/Background:

Annually, KWD requests bids from several competing companies to supply the bulk chemicals listed below. These bids are valid for calendar year 2026.

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

Bids

As shown in the table below, we requested and received bids from chemical suppliers that provide services throughout Maine. In preparing for this bid, we were informed that there remains considerable volatility in the chemical supply industry for a variety of factors, however prices remained consistent from the 2025 bid.

Request:

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



2026 Chemical Bid Summary						
All bids shown are in \$/gallon unless otherwise stated						
Chemical	Sodium Hydroxide	Alum	Hypo	Fluoride	Phosphate	
Estimated Quantity Based on 1B Gallons Produced	7,000 gal ± 20%	24,000 gal ± 20%	22,500 gal ± 20%	2,000 gal ± 20%	2,000 gal ± 20%	
2023 Price/Company	\$4.78 / Univar	\$1.646 / GAC	\$2.66 / Harcros	\$5.01 / Univar	\$19.19 / Shannon	
2024 Price/Company	\$2.8153 / Univar	\$1.815 / GAC	\$2.70 / Univar	\$4.98 / Univar	\$10.82 / Coyne	
2025 Price/Company	\$2.6602 / Univar	\$1.835 / GAC	\$2.10 / Harcros	\$5.00 / Univar	\$8.73 / Shannon	
Univar	\$2.75	-	\$2.15	\$6.00	-	
Monson Co.	-	-	-	-	-	
Holland Co.	-	\$2.56	-	-	-	
Borden and Remington Corp.	-	-	-	-	-	
GAC Corp.	\$3.59	\$1.925	-	-	-	
Harcros Chemicals	\$3.34	-	\$2.0668	-	-	
Shannon Chemical	-	-	-	-	\$8.42	
Carus Chemical	-	-	-	-	\$9.89	
Coyne Chemical	-	-	-	-	\$9.6233	
Nalco	-	-	-	-	-	
Recommended Bidder	Univar	GAC Corp.	Harcros	Univar	Shannon	
Estimated Total Contract	\$19,250	\$46,200	\$46,503	\$12,000	\$16,840	