



**Kennebec Water District Board of Trustees
Regular Meeting
Thursday, May 7, 2026 – 7:30 AM
131 Drummond Avenue, Waterville, ME and Via Zoom
AGENDA**

1. Introduction of guests- Welcome Alex Lelchuk, KWD Trustee representing Waterville
2. Review and approve minutes of regular meeting of April 2, 2026
3. Review and approval of account warrant
4. Review of March 2026 financial reports
5. Approvals/motions needed:
 - a. Approval of fuel contract agreement – after-the-fact
 - b. Approval of agreement for PFAS final design and bidding services
6. General Manager report
7. Department reports
8. Trustee comments, concerns, and/or ideas
 - a. Review of Trustee term expiration dates
9. Public participation
10. As needed: Executive session 1 MRS §405. 6.
11. Adjournment

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – APRIL 2, 2026 at 7:30 AM**

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

Trustees present: Ben Murray, President; Frank Richards, Vice-President; J. Michael Talbot, Assistant Treasurer; Sarah Whateley, Clerk; Allan Fuller, Trustee; Amy Stabins, Trustee; Nathan Saunders, Trustee; Paul Fongemie, Trustee

Trustees absent: Jeff Earickson, Treasurer

Paul Fongemie, Trustee, left the meeting at 8:40 a.m.

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); Sue Markatine, KWD Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

Mr. John Melrose, Town of Vassalboro Trail Committee Chairman, was introduced and welcomed by the Board members.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF MARCH 5, 2026

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of March 5, 2026," seconded by Trustee Richards.

Vote: Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the April 2, 2026 total warrant of checks released for \$794,246.48," seconded by Trustee Fongemie.

Vote: Motion carried unanimously.

ITEM 4: REVIEW OF FEBRUARY 2026 FINANCIAL REPORTS

The Trustees were provided with the February 2026 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted.

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

ITEM 5: APPROVALS/MOTIONS NEEDED

A. Approval of Land Sale to the Town of Vassalboro

The Trustees were provided with a copy of the Contract for Sale of Real Estate for the KWD Vassalboro land sale to the Town of Vassalboro and request for authorization memo to execute the contract. This parcel of land, with permission from KWD, is presently being used for recreational trails. The Trustees authorized Mr. Crouse to begin the process of this potential sale at the Board meeting on January 15, 2026. Mr. Crouse highlighted the major terms of this agreement. This potential sale will also be presented for ratification by the citizens at the Vassalboro Town Meeting which will be held at the beginning of June. The Board members discussed this proposed sale, and Mr. Crouse answered questions from the Trustees.

Motion by Trustee Richards, “to authorize the General Manager to execute, including negotiating minor revisions, the Contract for Sale of Real Estate between KWD and the Town of Vassalboro,” seconded by Trustee Stabins.

Vote: 6 in favor, Trustee Talbot and Trustee Fuller opposed, motion carried.

B. Approval of Agreement for Asphalt Restoration

The Trustees were provided with a request for authorization memo which included proposals from three bidders (KWD solicited eight firms) for 2026 pavement restoration work necessary due to the various KWD projects and repairs which require excavation. Mr. Crouse reviewed this pavement work and answered questions from the Board members.

Motion by Trustee Fongemie, “to accept the low bid from Bard and Son’s Paving for the 2026 pavement restoration work for the base price of \$76.00 per square yard,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

C. Approval of Agreement for Chase Ave Pump Station Construction Contract

The Trustees were provided with a request for authorization memo which included bids from four general contractors for the Chase Avenue Pump Stations Upgrade project. A letter of recommendation and construction experience for present and past projects for the low bidder, Apex Construction, from Dirigo Engineering was also supplied. Mr. Crouse and Mr. Zetterman answered questions regarding the project scope.

Motion by Trustee Fongemie, “to award the Chase Avenue Pump Station Upgrade Project to the low bidder, Apex Construction, for \$867,000.00,” seconded by Trustee Saunders.

Vote: Motion carried unanimously.

D. Approval of Agreement for Chase Ave Pump Station Construction Services

The Trustees were provided with a copy of the Dirigo Engineering Agreement for Construction Phase Engineering Services for the Chase Avenue Pump Station upgrade and request for authorization memo to execute this contract. This request is a sole-source request because Dirigo Engineering completed the design

and is fully familiar with the project specifications. KWD staff will also be involved in the construction inspection. Mr. Crouse and Mr. Zetterman answered questions from the Board members.

Motion by Trustee Richards, “to enter into an agreement with Dirigo Engineering for construction services for the Chase Avenue Pump Station Upgrade project for \$69,500.00,” seconded by Trustee Fongemie.

Vote: Motion carried unanimously.

E. Approval of Expansion of Health Coverage to Domestic Partners

The Trustees were provided with a request for authorization memo to expand employee insurance coverage to domestic partners. Mr. Crouse explained that the KWD health insurance administrator, Maine Municipal Employees Health Trust, requires the governing body to adopt domestic partner coverage with specifically approved language.

Motion by Trustee Stabins, “to adopt the language for the expansion of employee insurance coverage to domestic partners,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

F. Approval of Updates to KWD’s Personnel Manual

The Trustees were provided with a memo requesting approval for modifications to the KWD Personnel Manual, a summary of the proposed changes, and a copy of the full Personnel Manual with proposed changes. Mr. Crouse reviewed the proposed changes, the reasons for the changes, and answered questions from the Trustees.

Motion by Trustee Richards, “to approve the proposed modifications to the KWD Personnel Manual,” seconded by Trustee Fongemie.

Vote: Motion carried unanimously.

G. Approval of Borrowing Resolution

The Trustees were provided with a revised borrowing resolution for the Service Line Inventory Project for their review. (See full resolution following conclusion of the minutes.) Mr. Crouse reviewed the details of the revision.

Motion by Trustee Richards, “to adopt the revised 2025 Maine Municipal Bond Bank Service Line Inventory Project Resolution for \$410,000.00.” seconded by Trustee Fuller.

Vote: 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, and a brief review was conducted by Mr. Crouse.

In addition to his report, Mr. Crouse informed the Trustees that he conducted a presentation at the New England Water Works Association Spring Conference. The subject was “Kennebec Water District Backflow Contamination and Emergency Response”. This included a recap of a contamination event which occurred several years ago, the KWD response, and proactive approach to prevent another event.

Mr. Crouse informed the Board that he will be participating in the American Water Works Association Fly-In in Washington, DC, in a couple of weeks. Water professionals from across the Nation will meet with their respective members of Congress to advocate for public water policy changes.

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

ITEM 7: DEPARTMENT REPORTS

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

Mr. Crouse informed the Board that KWD in-house staff, with the aid of some contractor services, will be upgrading the water main on Crescent Street, Waterville, beginning around April 9, 2026.

There was a brief conversation regarding KWD’s participation in the Kennebec County All Hazards Assessment which was held along with other municipal partners.

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

ITEM 8: TRUSTEE COMMENTS, CONCERNS, AND/DEPARTMENT REPORTS

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 Richards.

Vote: Motion carried unanimously.

Meeting adjourned at 8:48 a.m.

KENNEBEC WATER DISTRICT2025 Maine Municipal Bond Bank –Service Line Inventory Project (\$410,000.00)

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 Four Hundred Ten Thousand and 00/100 Dollars (\$410,000.00) (the “**Loan**”) from the Maine Municipal Bond Bank, Augusta, Maine (the “**Bond Bank**”), with up to Two Hundred Twenty Five Thousand and 00/100 Dollars (“\$225,500”) in loan forgiveness, subject to approval from the Bond Bank, 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 the District’s Service Line Inventory 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 Four Hundred Ten Thousand and 00/100 Dollars (\$410,000.00) (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 (or Assistant 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 (or Assistant 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 Four Hundred Ten Thousand and 00/100 Dollars (\$410,000.00) 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 Four Hundred Ten Thousand and 00/100 Dollars (\$410,000.00) (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 updated 3-27-26 months from the date of the SRF Interim Note, whichever occurs first. The SRF Interim Loan and SRF Interim Note shall contain such other terms and provisions as may hereafter be determined by the Treasurer (or Assistant Treasurer) and President of the Board of Trustees to be necessary or advisable, their execution of the SRF Interim Loan Agreement

and 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 (or Assistant 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, execution, issuance, and/or sale, as applicable, of the Project, the Loan Agreement, the Loan, the Bonds, the SRF Interim Note, the SRF Interim Loan, and the SRF Interim Loan Agreement, and that are not inconsistent with the foregoing resolutions, are hereby ratified and confirmed. The President of the Board of Trustees, Treasurer (or Assistant 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 (and we hereby ratify the execution and delivery of any such documents that have previously been executed and delivered on behalf of the District): 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.

A. ACCOUNT WARRANT MAY 7, 2026

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
1	03/30/2026	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	7.11
2	04/02/2026	ASSURED FLOW SALES, INC.	HYDRANT FLOW MARKERS	1,850.56
3	04/02/2026	B2B AUTO SALES, INC.	VEHICLE BODY REPAIR	1,740.00
4	04/02/2026	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	15,549.36
5	04/02/2026	CORE & MAIN LP	METERS/METER READING EQUIPMENT	76,174.45
6	04/02/2026	MICHELLE COOKSON	REFUND-CREDIT BALANCE WHEN HOME WAS SOLD	70.56
7	04/02/2026	CARPARTS DIST. CENTER-MOTOR SUPPLY	TRAILER PAINT/DIESEL ADDITIVE	419.31
8	04/02/2026	OAKLAND SUPPLY	FUSES	43.96
9	04/02/2026	PIKE INDUSTRIES, INC.	CRUSHED STONE	269.25
10	04/02/2026	USA BLUE BOOK	LAB SUPPLIES	451.98
11	04/02/2026	F.W. WEBB COMPANY	COMPRESSION FITTINGS	252.02
12	04/02/2026	ADVANCE 1 CLEANING SERVICES, INC.	MONTHLY CLEANING SERVICE	1,080.00
13	04/02/2026	ERGOS TECHNOLOGY PARTNERS, INC.	SERVER/BACKUP SERVICES	238.00
14	04/02/2026	GRAINGER	WIRE WHEEL BRUSH/PUMP & MOTOR GREASE	948.72
15	04/02/2026	KENNEBEC EQUIPMENT - FAIRFIELD	FORKLIFT PROPANE	27.62
16	04/02/2026	M A HASKELL FUEL	WESTERN AVE PUMP STATION BUILDING PARTS	395.41
17	04/02/2026	MAINE MUNICIPAL ASSOCIATION	WORKERS' COMPENSATION PREMIUM	8,770.50
18	04/02/2026	MAINE MUNICIPAL BOND BANK	BOND INTEREST & ADMIN FEE	1,877.75
19	04/02/2026	VERRILL	LEGAL SERVICES	712.50
20	04/03/2026	TREASURER, STATE OF MAINE	MONTHLY SALES TAX	4,744.80
21	04/03/2026	MAINEPERS	MONTHLY EMPLOYER RETIREMENT CONTRIBUTION	17,999.41
22	04/03/2026	MAINEPERS	MONTHLY GROUP LIFE PREMIUMS	1,223.24
23	04/07/2026	FLORES & ASSOCIATES	MONTHLY ADMIN FEE FOR DEDUCTIBLE REIMBURSE.	88.00
24	04/10/2026	AHM-NORTHERN LIGHT DRUG TESTING	EMPLOYEE DRUG SCREENING	69.00
25	04/10/2026	CENTRAL MAINE MOTORS, INC.	REPAIRED VEHICLE WIPER SWITCH	17.32
26	04/10/2026	CHADWICK-BAROSS, INC.	REPLACE UNLOADER VALVE FOR PRESSURE WASHER	229.97
27	04/10/2026	CINTAS	EMPLOYEES UNIFORM/CLOTHING SVC-2 WEEKS	344.50
28	04/10/2026	CORE & MAIN LP	30-1 1/2 INCH METERS	58,833.90
29	04/10/2026	DEAD RIVER COMPANY	PROPANE-VARIOUS LOCATIONS	191.32
30	04/10/2026	DIG SAFE SYSTEM, INC.	MONTHLY COST OF OPERATIONS	767.20
31	04/10/2026	HUSSEY COMMUNICATIONS, INC.	MONTHLY INTERNET SERVICE	182.00
32	04/10/2026	IDEXX DISTRIBUTION, INC.	LAB SUPPLIES	4,033.93
33	04/10/2026	INFOSEND, INC.	MONTHLY BILL PROCESSING AND MAILING	1,995.62
34	04/10/2026	KENNEBEC COUNTY REGISTRY OF DEEDS	LIEN FILING FEE-2 PROPERTIES	50.00
35	04/10/2026	MAINE TRUST FOR LOCAL NEWS	AD FOR SUNSET HEIGHTS BIDS	313.75
36	04/10/2026	MAINE WATER UTILITIES ASSOCIATION	BI-MONTHLY MEETING-2 EMPLOYEES	180.00
37	04/10/2026	WORKPLACE HEALTH	HEARING TEST-1 EMPLOYEE	53.00
38	04/10/2026	MARYANN GROSSO	REFUND-CURRENT CUSTOMER PAID BILL TWICE	87.50
39	04/10/2026	W D MATTHEWS MACHINERY CO	FORKLIFT PLATFORM & DATA TAGS	1,665.00
40	04/10/2026	CARPARTS DIST. CENTER-MOTOR SUPPLY	EQUIPMENT GREASE/WINDSHIELD WIPERS	133.73
41	04/10/2026	SOMERSET COUNTY-REGISTRY OF DEEDS	LIEN FILING FEE-1 PROPERTY	25.00
42	04/10/2026	STANLEY'S SEPTIC TANK SERVICE	SEWER REPAIR DUE TO WATER LEAK	750.00
43	04/10/2026	USA BLUE BOOK	LEVEL SENSOR FOR RECYCLED WATER	959.30
44	04/10/2026	VASSALBORO CAR CARE	VEHICLE MAINTENANCE	373.92
45	04/10/2026	VERIZON	MONTHLY VEHICLE DATA SERVICE	303.20
46	04/10/2026	CITY OF WATERVILLE	MONTHLY VEHICLE FUEL USAGE	2,002.56
47	04/10/2026	F.W. WEBB COMPANY	TRUCK TOOLS & BATTERIES/FIRE HYDRANT KIT	1,340.15
48	04/10/2026	AQUA BACKFLOW, INC.	PROGRAM MANAGEMENT FEE	586.50
49	04/10/2026	DOSTIE'S TOWING WATERVILLE	VEHICLE MAINTENANCE	97.90
50	04/10/2026	HERC RENTALS, INC.	SHIELDING BOX	15,765.00
51	04/10/2026	MODERN INDUSTRIES, INC.	WATER TEST	580.00
52	04/10/2026	FANADO PELOTTE CONTRACTOR	CONTRACTOR SERVICES-VARIOUS LOCATIONS	2,552.50
53	04/10/2026	TECHNOLOGY SOLUTIONS OF MAINE	MONTHLY ANSWERING SERVICE	105.30
54	04/10/2026	TOWN OF WINSLOW	HIGHWAY OPENING PERMIT	110.00
55	04/13/2026	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	279.37
56	04/15/2026	BILL (FORMERLY DIVVY) VISA CREDIT CARD	PAPER/MICROSOFT SUBS./PHONE CHARGERS/ MONITOR ARM/CLEANING SUPPLIES/MEETING FOOD/MONTHLY TFI PHONE SERVICE/OFFICE	

A. ACCOUNT WARRANT MAY 7, 2026

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
			SUPPLIES/THERMOMETER/BLEACH/FUEL/MONITOR/DOCKING STATION/NEWWA CONFERENCE- HOTEL/MILEAGE TRACKER/SHOP SUPPLIES/MID-MAINE CHAMBER MEETING/GOOGLE SUBS./ TOOLS/FIRST AID KITS/PAINT SUPPLIES/UPS CHARGE/ARCGIS ONLINE/ANNUAL ZOOM SUBS./ FLOOR MATS/UMBRELLAS/WEBSITE SECURITY/SCREEN PROTECTOR	3,944.59
57	04/17/2026	PAYMENTUS	MONTHLY CUSTOMER CC TRANSACTIONS FEES	3,623.71
58	04/24/2026	CAPITAL ONE TRADE CREDIT-AUBUCHON	SHOP TOOLS	37.97
59	04/24/2026	AUTOMATIONDIRECT.COM, INC.	BACKWASH PUMP DRIVE REPLACEMENT-WTP	3,452.00
60	04/24/2026	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	730.53
61	04/24/2026	CINTAS	EMPS. UNIFORM/CLOTHING SERVICE-2 WEEKS	330.36
62	04/24/2026	CORE & MAIN LP	6-INCH METER	7,001.69
63	04/24/2026	KIMBERLEY A FEUGILL	WHITEBOARD LABELING	15.00
64	04/24/2026	HAMMOND LUMBER COMPANY	PEGBOARD/PAVEMENT PATCH	2,378.37
65	04/24/2026	INFORMATION TECH. EXCHANGE, INC.	ELECTRONICS RECYCLING	59.75
66	04/24/2026	JORDAN EQUIPMENT COMPANY	RIGGING FOR NEW TRENCH BOX	859.79
67	04/24/2026	KENNEBEC WATER DISTRICT-PETTY CASH	TRANSFER STATION FEE-TABLES DISPOSAL	15.00
68	04/24/2026	KYOCERA DOCUMENT SOLUTIONS-N. E.	QUARTERLY COPIER MAINTENANCE	401.14
69	04/24/2026	ME LOCAL GOV. HUMAN RESOURCES ASSOC.	WORKSHOP-2 EMPLOYEES	150.00
70	04/24/2026	TREASURER, STATE OF MAINE-HETL	WATER TESTS	330.00
71	04/24/2026	MARSTON INDUSTRIAL SERVICE, INC.	HANGERS FOR VALVE INSTALL PROJECT-WTP	4,131.20
72	04/24/2026	NALCO COMPANY	CAT-FLOC CHEMICAL -WTP	11,493.60
73	04/24/2026	NORTHERN SAFETY CO, INC.	SHOWER SPRAY SAFETY COVERS-WTP	36.90
74	04/24/2026	PINE TREE WASTE, INC.	PORTAPOTTY RENTAL/RUBBISH REMOVAL	379.00
75	04/24/2026	PORTLAND PAPER PRODUCTS	TISSUE/TOWELS	414.51
76	04/24/2026	USA BLUE BOOK	LAB SUPPLIES	965.78
77	04/24/2026	F.W. WEBB COMPANY	WATER SYSTEM REPLACEMENT ITEMS	
			HYDRANT FLOW & PRESSURE TEST KITS/CHECK VALVES/WRENCH	12,341.15
78	04/24/2026	WINSLOW SUPPLY, INC.	COUPLING FOR SEWER LINE REPAIR	46.56
79	04/24/2026	ANALYTICHEM USA, INC.	WATER TESTS	270.00
80	04/24/2026	CDM SMITH, INC.	PFAS MITIGATION DESIGN SERVICES	50,066.50
81	04/24/2026	CENTERLINE UTILITIES	MONTHLY KWD LOCATES	2,019.08
82	04/24/2026	FASTENAL COMPANY	STAINLESS STEEL HARDWARE	1,484.55
83	04/24/2026	VERTEXONE SOFTWARE, LLC	MONTHLY WATERSMART DOCUMENT STORAGE	93.78
84	04/27/2026	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	1,201.70
85	04/30/2026	MAINE MUNICIPAL EMPS. HEALTH TRUST	MONTHLY HEALTH INSURANCE PREMIUMS	40,042.43
86	04/30/2026	NORTHEAST DELTA DENTAL	MONTHLY DENTAL INSURANCE PREMIUMS	1,169.10
87	04/30/2026	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	7,772.85
88	04/30/2026	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	158.11
89	04/30/2026	CONSOLIDATED COMMUNICATIONS	MONTHLY INTERNET SERVICE	660.45
90	04/30/2026	DEAD RIVER COMPANY	HEATING OIL	196.09
100	04/30/2026	KENNEBEC COUNTY REGISTRY OF DEEDS	LIEN FILING FEE-1 PROPERTY	25.00
101	04/30/2026	TREASURER, STATE OF MAINE-HETL	WATER TEST	45.00
102	04/30/2026	NORTHERN SAFETY CO, INC.	SHOWER SPRAY SAFETY COVERS-WTP	36.90
103	04/30/2026	VERIZON WIRELESS	MONTHLY TELEPHONE/DATA SERVICE	110.09
104	04/30/2026	F.W. WEBB COMPANY	COUPLINGS/SERVICE TEE/EAR MUFFS	230.98
105	04/30/2026	DIRIGO ENGINEERING	CHASE AVE BOOSTER STATION ENG. SERVICES	3,500.00
106	04/30/2026	DOSTIE'S TOWING WATERVILLE	OIL CHANGE & TIRE ROTATION-1 VEHICLE	538.10
107	04/30/2026	ERGOS TECHNOLOGY PARTNERS, INC.	SECURITY SUBSCRIPTION-1 YEAR	1,107.56
108	04/30/2026	GRAINGER	RAILING PARTS-PUMP STATION	177.96
109	04/30/2026	HALL'S HOMES RE, LLC	MULCH SERVICE-DRUMMOND AVE	650.00
110	04/30/2026	MAINE LABORATORIES, LLC	WATER TESTS	1,590.00
111	04/30/2026	MAINE MUNICIPAL ASSOCIATION	WORKERS COMPENSATION PREMIUM	1,701.00
112	04/30/2026	FANADO PELOTTE CONTRACTOR	PARKING LOT SWEEPING-DRUMMOND AVE	2,834.00
113	04/30/2026	ROKI REPAIR SHOP	PREVENTIVE MAINTENANCE-1 VEHICLE	924.42
TOTAL WARRANT				401,657.20

Kennebec Water District
Balance Sheet
As of March 31, 2026

	March 2026	March 2025	Variance
ASSETS			
Current Assets			
Cash	10,587,225.10	6,853,113.11	3,734,111.99
Accounts Receivables	392,696.07	461,530.29	(68,834.22)
Grants and Loans Receivable	-	1,164,936.48	(1,164,936.48)
Unbilled services	800,774.32	839,770.66	(38,996.34)
Prepaid expenses	130,588.93	92,171.63	38,417.30
Inventory	654,294.77	437,628.39	216,666.38
Total Current Assets	12,565,579.19	9,849,150.56	2,716,428.63
Non-Current Assets			
Other Assets	48,447.16	51,351.73	(2,904.57)
Total Non-Current Assets Excluding Capital	48,447.16	51,351.73	(2,904.57)
Capital Assets			
Capital assets, not being depreciated	1,181,403.12	1,363,769.74	(182,366.62)
Capital assets, being depreciated	92,737,013.73	88,262,266.32	4,474,747.41
Accumulated Depreciation	(31,766,820.35)	(30,787,722.02)	(979,098.33)
Total Capital Assets	62,151,596.50	58,838,314.04	3,313,282.46
DEFERRED OUTFLOWS OF RESORUCES			
Deferred Other Post Employee Benefits	70,431.18	70,431.18	-
Deferred Pension Benefits	360,099.75	360,099.75	-
Total Deferred Outflows of Resources	430,530.93	430,530.93	-
TOTAL ASSETS AND DEFERRED OUTFLOWS	75,196,153.78	69,169,347.26	6,026,806.52
LIABILITIES			
Current Liabilities			
Accounts Payable	192,898.58	22,270.34	170,628.24
Jobbing Deposits	25,172.00	-	25,172.00
Accrued Expenses	9,992.88	172,299.88	(162,307.00)
Accrued wages and benefits	93,327.25	75,114.21	18,213.04
Accrued Interest Payable	261,909.30	258,650.72	3,258.58
Short-Term Debt	3,343,207.99	1,538,585.89	1,804,622.10
Current portion of LT Debt	1,004,973.47	989,787.81	15,185.66
Total Current Liabilities	4,931,481.47	3,056,708.85	1,874,772.62
Non-Current Liabilities			
Other Post Employee Benefits Liabilities	285,984.00	285,984.00	-
Net Pension Liability	839,659.00	839,659.00	-
Accrued Compensated Balances	439,252.72	431,518.66	7,734.06
Unamortized bond premium, less current	298,127.82	319,741.69	(21,613.87)
Long-Term Debt (Net)	23,835,550.48	23,327,700.07	507,850.41
Total Non-Current Liabilities	25,698,574.02	25,204,603.42	493,970.60
TOTAL LIABILITIES	30,630,055.49	28,261,312.27	2,368,743.22
DEFERRED INFLOWS OF RESOURCES			
Deferred Credits	2,576,214.32	2,826,544.91	(250,330.59)
Deferred Other Post Employee Benefits	71,009.27	71,009.27	-
Deferred-Pension Benefits	87,303.15	87,303.15	-
TOTAL DEFERRED INFLOWS OF RESOURCES	2,734,526.74	2,984,857.33	(250,330.59)
NET POSITION	41,831,571.55	37,923,177.66	3,908,393.89
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	75,196,153.78	69,169,347.26	6,026,806.52

KENNEBEC WATER DISTRICT

MONTHLY INCOME STATEMENT FOR THE PERIOD ENDING MARCH 31, 2026

	2026		2025		2026		2025		YTD VARIANCE	2026 BUDGET	% OF BUDGET USED
	MARCH ACTUAL	MARCH ACTUAL	MONTHLY VARIANCE	YTD ACTUAL	YTD ACTUAL	YTD VARIANCE					
OPERATING REVENUES											
METERED SALES RESIDENTIAL CUST	278,033	258,218	19,815	973,978	908,485	65,493	4,019,224	24%			
METERED SALES COMMERCIAL CUST	114,869	112,384	2,484	295,924	295,167	757	1,292,898	23%			
METERED SALES INDUSTRIAL CUST	39,017	144,005	(104,988)	88,592	427,952	(339,360)	675,000	13%			
METERED SALES GOVERNMENTAL	19,858	18,480	1,378	49,836	46,868	2,967	221,497	22%			
PUBLIC FIRE PROTECTION	-	-	-	239,864	223,730	16,134	959,515	25%			
PRIVATE FIRE PROTECTION	-	-	-	94,617	88,071	6,547	382,418	25%			
SALES FOR RESALE	21,078	16,794	4,284	63,437	49,898	13,539	266,000	24%			
FORFEITED DISCOUNTS & PENALTIES	5,611	2,799	2,812	14,317	10,059	4,258	45,000	32%			
MISC SERVICE REVENUE	7,735	7,570	165	23,762	12,560	11,202	71,400	33%			
OTH WATER REVENUE (SALE READ)	311	-	311	13,126	13,126	-	55,125	24%			
TOTAL OPERATING REVENUES	487,202	560,250	(73,048)	1,860,818	2,076,566	(215,748)	7,988,077	23%			
NON-OPERATING REVENUES											
INTEREST & DIVIDEND INCOME	31,966	22,641	9,325	93,811	67,768	26,044	200,000	47%			
MISCELLANEOUS INCOME/(LOSS)	(697)	(5,849)	5,152	5,569	6,736	(1,167)	248,000	2%			
TOTAL NON-OPERATING REVENUES	31,269	16,791	14,477	99,380	74,504	24,876	448,000	22%			
TOTAL REVENUES	518,470	577,041	(58,571)	1,960,198	2,151,069	(190,871)	8,436,077	23%			
OPERATING EXPENSES											
SALARIES & WAGES EMPLOYEES	194,897	169,684	25,213	558,853	523,836	35,018	2,330,250	24%			
EMPLOYEE PENSIONS & BENEFITS	68,724	68,105	620	214,383	200,501	13,882	867,175	25%			
PURCHASED POWER	30,693	30,710	(17)	89,250	96,960	(7,710)	324,600	27%			
CHEMICALS	23,840	12,478	11,362	34,751	40,236	(5,485)	175,000	20%			
MATERIALS & SUPPLIES	38,022	35,199	2,823	120,437	111,549	8,889	601,500	20%			
CONTRACTUAL SERVICES	33,769	103,614	(69,845)	101,445	210,843	(109,398)	884,750	11%			
RENTAL EXPENSE	145	145	-	565	506	59	4,450	13%			
TRANSPORTATION EXPENSES	4,990	10,408	(5,418)	18,456	15,910	2,545	56,000	33%			
INSURANCE	8,559	8,448	111	25,676	25,343	332	115,297	22%			
ADVERTISING EXPENSES	-	-	-	-	-	-	500	0%			
TAXES OTH THAN INCOME	16,197	15,000	1,197	47,257	47,246	10	255,450	18%			
MISCELLANEOUS EXPENSES	22,669	19,171	3,498	66,955	60,084	6,871	224,916	30%			
TOTAL OPERATING EXPENSES	442,506	472,961	(30,455)	1,278,028	1,333,014	(54,987)	5,839,888	22%			
EARNINGS BEFORE INTEREST, TAXES, DEPR & AMORT (EBITDA)	75,964	104,080	(28,115)	682,170	818,055	(135,885)	2,596,189	26%			

**KENNEBEC WATER DISTRICT
MONTHLY INCOME STATEMENT FOR THE PERIOD ENDING MARCH 31, 2026**

	2026 MARCH ACTUAL	2025 MARCH ACTUAL	MONTHLY VARIANCE	2026 YTD ACTUAL	2025 YTD ACTUAL	YTD VARIANCE	2026 BUDGET	% OF BUDGET USED
DEPRECIATION AND AMORTIZATION EXPENSE (NON-CASH ITEMS)	143,658	150,523	(6,865)	430,975	451,570	(20,595)	1,633,114	26%
TOTAL DEPRECIATION AND AMORTIZATION	143,658	150,523	(6,865)	430,975	451,570	(20,595)	1,633,114	26%
INTEREST EXPENSE - LT DEBT	67,682	73,270	(5,588)	196,406	205,058	(8,653)	900,750	22%
TOTAL INTEREST & AMORTIZATION	67,682	73,270	(5,588)	196,406	205,058	(8,653)	900,750	22%
EXTRAORDINARY INCOME	-	-	-	257,345	-	257,345	-	-
NET INCOME	(135,377)	(119,714)	(15,662)	312,135	161,427	150,708	62,325	501%

**Kennebec Water District
Statement of Cash Flows
For the Period Ending March 31, 2026**

Cash Balance 02/28/26	\$	11,011,632.58
Utility Billing Receipts		535,834.82
Payments to Vendors		(794,253.59)
Interest		31,966.06
Payroll		(197,954.77)
Net Monthly Activity	\$	(424,407.48)
Cash Balance 03/31/26	\$	10,587,225.10

Cash and Investment Accounts-Ending Balances

Operating Checking Account TD Bank		1,214,642.45
Checking Account-Northeast Bank		1,802,773.98
Certificates of Deposit TD Bank		3,120,579.50
Certificates of Deposit Northeast Bank		4,445,392.39
Cash Drawers & Petty Cash & Deposits		3,836.78
Cash Balance 03/31/26	\$	10,587,225.10

Reserve for Debt Payments

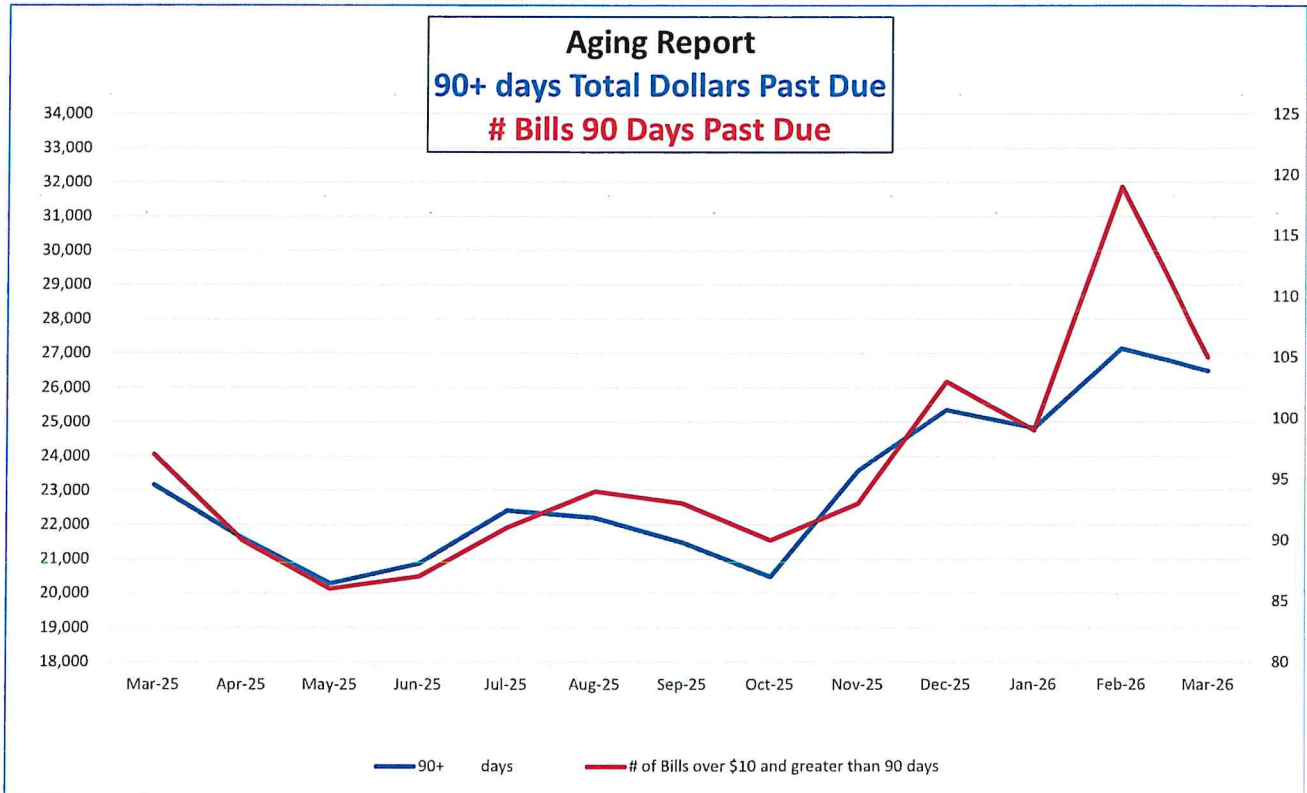
LESS RESERVE 2025 BOND PRINCIPAL		
LESS RESERVE 2025 BOND INTEREST	\$	19,625.75
LESS RESERVE 2025 BOND PRINCIPAL	\$	11,728.11
LESS RESERVE 2024 BOND PRINCIPAL	\$	21,300.00
LESS RESERVE 2024 BOND INTEREST	\$	4,031.08
LESS RESERVE 2022 BOND PRINCIPAL	\$	51,288.44
LESS RESERVE 2022 BOND INTEREST	\$	9,105.19
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	\$	699,643.76
LESS RESERVE 2021 BOND PRINCIPAL	\$	32,661.64
LESS RESERVE 2021 BOND INTEREST	\$	5,473.39
LESS RESERVE 2020 BOND PRINCIPAL	\$	141,126.00
LESS RESERVE 2020 BOND INTEREST	\$	22,944.06
LESS RESERVE 2020 BOND PRINCIPAL	\$	23,928.00
LESS RESERVE 2020 BOND INTEREST	\$	3,576.65
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	\$	1,764,170.83

Uncommitted Balance	\$	8,823,054.27
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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
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	90
Nov-25	462,363	940	3,013	23,580	489,896	93
Dec-25	350,120	(3,132)	1,728	25,348	374,064	103
Jan-26	531,309	8,983	3,438	24,822	568,552	99
Feb-26	398,683	(70)	2,451	27,133	428,197	119
Mar-26	364,772	(1,284)	2,739	26,483	392,710	105





MEMO

May 7, 2026

To: Kennebec Water District Board of Trustees

From: Robbie Bickford, Water Quality Manager

CC: Roger Crouse, General Manager

Subject: Request for After-the-Fact Approval – Fuel Oil Purchase for Water Treatment Plant

Need/Background:

KWD's water treatment plant (WTP) uses fuel oil for heating, hot water, and back-up generator operation. Annually, WTP uses approximately 12,000 gallons of fuel oil depending on the operational needs of the facility and the winter conditions.

Historically, KWD has used Maine Power Options as a fuel oil broker resulting in agreements for fuel oil purchase through Maine Power Options. The July 2025 – July 2026 contract contains a price for fuel oil of \$2.42/gallon and is purchased through Rinaldi Energy. In January, Maine Power Options clients were transitioned to Power Options (based out of Massachusetts). In April, Power Options conducted a delivered fuel bid like the bids previously conducted by Maine Power Options.

Due to the volatility of the fuel market, pricing on fuel bids is only held by suppliers for a few hours after bids are submitted. Therefore, Trustee approval before the low bid is accepted is difficult under Maine's open meeting law requirements resulting in approval of the low bid agreement being completed after-the-fact by the Board of Trustees.

Summary of Bids

Following is a summary of the bids submitted on April 14, 2026:

Supplier	Price	
	Fixed Price Option	Mark-up Option (Mark-up on supplier's cost)
Dennis K. Burke Oil Company	\$3.3972	\$0.2472
Dead River Company	\$3.3128	\$0.4011
Fielding's Oil & Propane Company	\$3.0975	\$0.2000
Maritime Energy	\$3.4050	\$0.3150
Superior Plus Energy Services	\$4.4190	\$4.4190

The mark-up option is a set amount the supplier adds to the cost they are paying for the fuel oil on the day of delivery. This results in uncertainty about the fuel oil pricing. Alternatively, the fixed price option does not vary throughout the contract period.

In past years, because of the uncertainty of the mark-up price option, the fixed price option has been our preferred option.

In the 2026 budget we assumed a 5% price increase in fuel oil pricing, budgeting \$30,000 for 2026. With the price increase of almost 28% (0.6775/Gallon) we anticipate the actual 2026 spend to be approximately \$35,000.

Request:

I am requesting after-the-fact Board of Trustee approval for an agreement with Power Options to purchase fuel oil from Fielding's Oil for a fixed price of \$3.0975 per gallon up to 12,000 gallons of fuel oil.



MEMO

May 7, 2026

To: Kennebec Water District Board of Trustees

From: Robbie Bickford, Water Quality Manager

Cc: Roger Crouse, P.E., General Manager; Matt Zetterman, P.E. Engineering Manager

Subject: Request for authorization of agreement between KWD and CDM Smith for engineering design services for PFAS mitigation – final design and bidding support services

Background

Following a competitive request for proposals process in 2025, CDM Smith was selected to provide engineering design services for modifications to the existing water treatment plant (WTP) to reduce PFAS levels. The first phase of this work was a preliminary evaluation of modifications needed at the WTP costing \$33,680 and completed in October 2025. The second phase of this work was a 10% design costing \$161,165 and is expected to be completed in May 2026. The third phase, and subject of this memo, is the final design and bidding support services. This phased design approach has allowed KWD to progressively refine project scope, costs, and implementation strategy to align with available funding sources.

Scope of Proposed Amendment of Agreement

CDM Smith has submitted a proposed amendment (attached) to advance the project into the third phase of the project - final design and bidding support services. This phase represents the completion of detailed design and preparation for construction.

Final design phase will include:

- Development of design and specifications documents at 60%, 90%, and 100%
- Update of cost estimates at key milestones
- Refine project scope to match existing funding availability
- Coordination with permitting agencies, including Maine DEP and local site plan approval

Bidding support services include:

- Conducting a pre-bid meeting and site walkthrough
- Responding to bidder questions and preparing addenda
- Evaluating bids and providing a recommendation for contract award

Funding

Funding for this agreement amendment is part of the \$1.3 million within the 2026 capital budget. To fund the project design phase, KWD was awarded \$1.3 million of Maine Drinking Water Program State Revolving Fund funding including 35% (\$459,000) principal forgiveness. These funds would be applied to the 10 percent match requirement of the \$8 million grant previously committed by the Maine Drinking Water Program for construction of these modifications.

Request

I am requesting Trustee approval for an agreement amendment with CDM Smith to complete final design and bidding support services for the PFAS mitigation upgrades to the water treatment plant for an amount not to exceed \$704,013. This amendment places the total project design at \$946,858, well below the estimated \$1.3 million budget.



April 27, 2026

Robbie Bickford
Water Quality Manager
Kennebec Water District
131 Drummond Avenue
Waterville, ME 04901

Subject: Proposal for Final Design and Bidding Support Services
PFAS Mitigation Upgrades at China Lake Water Treatment Plant

Dear Mr. Bickford:

In response to your request, CDM Smith Inc. (CDM Smith) is pleased to submit this proposal in accordance with our Master Services Agreement for engineering consulting services to Kennebec Water District (KWD). This proposal outlines the tasks associated with final design development for upgrades utilizing the existing gravity granular activated carbon (GAC) filters for per- and polyfluoroalkyl substances (PFAS) removal at the China Lake water treatment plant (WTP).

Introduction

KWD's WTP was constructed in 1993 to treat water sourced from China Lake prior to being distributed to customers. KWD and CDM Smith have been working together since 2023 to evaluate treatment and operational alternatives to reduce PFAS levels in the finished water. CDM Smith performed a preliminary evaluation to identify upgrades within the WTP using the GAC filters for PFAS mitigation with more frequent media changeouts. CDM Smith completed the *Kennebec Water District PFAS Design, Preliminary Evaluation Memorandum* in October 2025. The memorandum included a list of upgrades categorized into Priority 1 and Priority 2 with a high level assessment of each upgrade project and associated budget-level costs for use in a funding application by KWD.

To advance the development of the selected upgrade projects, CDM Smith most recently completed 10 percent design services, providing a basis of design and Opinion of Probable Construction Cost (OPCC) for the upgrade project. This phasing of design allows for clear definition of the scope of design, before progressing to the detailed design phase. The tasks are summarized in the table below. With the design basis and costs refined, we are now providing a proposal for the balance of design and bidding services.

Task	Description	Status
Task 1	<i>Preliminary Evaluation</i>	<i>Complete October 2025</i>
Task 2	<i>10% Design and Site Investigations</i>	<i>Complete April 2026</i>
Task 3	Final Design and Bidding	Current Proposal/Amendment
Task 4	Engineering Services During Construction	Future Proposal/Amendment



Robbie Bickford, KWD
April 27, 2026
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Project Scope of Services

CDM Smith's proposed scope of services will be divided into the following tasks.

Task 3: Final Design and Bidding Support Services

One key design decision that will be made in parallel with this proposal is the inclusion of air scour. Therefore this proposal provides scope and budget for final design (Task 3.1) without air scour, and an alternate Task 3.1 with air scour. After review of the 10% Design Deliverable on April 28, 2026 and prior to May 1, 2026, the proposal will be finalized with the design decision.

Task 3.1: Final Design (without Air Scour)

For the complete design project, CDM Smith proposes to provide KWD with an electronic set of contract documents at the 60%, 90%, and 100% (final) stages of design. The design work will include a set of contract specifications that will be prepared using the 50-division format and CDM Smith's Division 00 and 01 front end. The specifications will incorporate requirements for SRF funding. CDM Smith will prepare an opinion of probable construction cost (OPCC) for the project at the 60% and 90% stages of the project. The preparation of the OPCC at each design stage will follow the CDM Smith QA/QC standards requiring the OPCC to be reviewed by a chief estimator or experienced senior estimator before being released for submittal. The level detail of this estimate will be based on the Association for the Advancement of Cost Engineering (AACE).

The design work will be based on the basis of design report (BODR) and 10% design submitted to KWD on April 17, 2026. The submittal will be reviewed with KWD on April 28, 2026, with a key decision being if air scour should be carried to final design. Therefore, this proposal provides the scope and budget to design the air scour as a separate task, so that it can be removed if it is determined that air scour is not part of the final design.

After submittal of the 60% and 90% deliverable documents, workshops will be held with KWD as described in **Task 3.4.3**.

The key design assumptions are listed below.

- Scope of design is as established in the BODR and will include the lagoon recycle scope as a single design project/bid package.
- One (1) site visit will be conducted by each of the following disciplines – Process Mechanical, Civil, Electrical, Automation and Structural.
- Design submittal documents will be provided electronically to KWD.
- Drawings will be produced in 2D using Revit and AutoCAD design tools.
- Drawings will be developed from the digitization of existing as-builts with field confirmation of dimensions as needed.
- KWD will complete its review of the submittal documents within two weeks of receipt of submittal.



Robbie Bickford, KWD
April 27, 2026
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Task 3.1.1 60% Design Plans and Specifications

Upon acceptance of the 10% design documents by KWD, CDM Smith will advance the design to the 60% stage. The 60% design will include drawings and key specifications that represent all of the major project concepts. It will also provide the final review, validation, and vetting of the scope items and concepts identified in the 10% design documents and reflect final agreement of the fundamental design elements by KWD. This task will also include hydraulic analysis of the pumping and pipes.

The 60% design documents will generally include the following:

- Updated list of drawings and specifications.
- 90% complete P&IDs, and mechanical drawings.
- 60% complete structural, HVAC/plumbing and electrical drawings.
- Draft specifications for major process mechanical equipment sections.
- Draft control narratives and strategies.

A 60% design stage OPCC will be provided.

Task 3.1.2 90% Design Plans and Specifications

The 90% design consists of CDM Smith's completed drawings and specifications, including resolution and incorporation of all comments submitted during the 60% design review. In general, the 90% design will include the following elements:

- 90% design drawings (all sheets, all disciplines).
- 90% specifications for all divisions (all sections, all disciplines).

A 90% design stage OPCC will be provided.

Task 3.1.3 100% Contract Drawings and Specifications

The 100% (final) design submittal will consist of all drawings and specification sections necessary for a complete construction bid package. All KWD comments will be addressed in this set and all open issues will be resolved prior to submittal.

Additional Design Assumptions

1. Existing equipment pads will be reused (with patching as needed), with no new equipment pads.
2. Filter area replacement unit heaters will be supported by the steel roof framing.
3. Architectural scope of work will be represented on other discipline drawings, with no architectural-specific drawings.
4. Repair of the filter boxes will be provided as an assumption of square feet of repair and bid as unit cost.



Robbie Bickford, KWD

April 27, 2026

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5. Scope of work assumes that existing structures are adequate and structural modifications are not required.
6. Wall penetrations only, no roof penetrations.
7. No building code or life safety analysis to be performed.
8. No significant structural work is required for the replacement of the recycle pumps, located in a precast concrete pump station structure.
9. No significant structural demolition work is required. Any minor structural demolition will be drafted by others with structural input.
10. HVAC will provide no written specifications separate from drawings, all necessary specification information for the replacement of the unit heaters will be provided on the HVAC contract drawings.
11. Unit heaters will be replaced in kind, no load calculation will be completed for the unit heater replacement.
12. Existing control panels have sufficient spares to accommodate the new I/O, with the exception of the lagoon recycle. Existing SCADA server and historian and alarming have spare tags/screens for the new I/O and modified control.
13. KWD will provide information on existing control logic either via software O&M or documented programs (as needed) for CDM Smith to determine how new system will integrate into existing logic. CDM Smith will include design of SCADA upgrades associated with each project, with specifications written such that KWD's SCADA integrator will perform all applications engineering.
14. No modifications are required to the existing electrical service and distribution system to provide power to the replacement equipment. It is assumed that adequate capacity exists for the new loads and existing panels/MCCs will be used to supply the new equipment. No load studies of existing system are included. Power System Analysis including Arc Flash Study and Short Circuit Study is not included. This assumption is based on all equipment horsepower being the same or less than existing.
15. The existing generator has the capacity to accommodate all replacement equipment.
16. No additional exterior lighting is included in the design.
17. The civil site work includes coordination with Maine Department of Environmental Protection (MDEP) regarding the discharge of the dewatering material.
18. KWD has already obtained a PBR the lagoon discharge outfall.
19. Town of Vassalboro Site Plan approval will be required as a "Major Development." Site Plan Permit Application will be prepared and submitted.



Robbie Bickford, KWD
April 27, 2026
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20. Site work associated with the project will be reviewed by Maine DEP as a minor amendment to the current SLODA permit. Application fees to the Maine DEP for SLODA permit will be paid directly by KWD. Review time is estimated to be 150 to 230 days.
21. No wetlands alterations (and therefore NRPA permitting or US Army Corp of Engineers) is assumed.
22. No utilities are anticipated for the site development work.
23. A stormwater management plan will be prepared to meet Maine DEP and Town of Vassalboro general requirements.
24. No traffic assessment is provided.
25. Scope includes two (2) planning board meetings, and one (1) Maine DEP pre-application meeting.
26. Uncontaminated soils are assumed.

Alternate Task 3.1: Final Design (with Air Scour)

Scope of work is as described in Task 3.1, with the air scour scope added as described in the BODR.

Design Assumptions (beyond those in the Base Task 3.1 without air scour)

1. No modifications to the walls will be required to remove/install new blower equipment.

Task 3.2: DWP/DWSRF Funding Support

CDM Smith will provide up to forty (40) hours for support to KWD for DWP coordination and DWSRF support. It is assumed for the basis of this project that a treatment change application will not be required and that KWD will lead to preparation of DWSRF submittals.

Task 3.3: Bidding Support Services

The scope of services under Task 3 assumes that one (1) contract will be bid for this project. Services for this phase are proposed to be performed on a cost reimbursable/not to exceed basis. CDM Smith will distribute sets of contract documents in accordance with the Invitation to Bid of the contract documents to potential bidding contractors and suppliers. It is assumed that KWD will manage advertisement of the bid.

Task 3.3.1 Pre-Bid Meeting

CDM Smith will conduct a pre-bid meeting in person for the project with all prospective bidders to review bid procedures and provide opportunity to tour the site. Copies of the attendee list will be distributed via addendum.

Task 3.3.2 Preparation of Addenda

Throughout the bid period, CDM Smith will receive questions from the bidders and if required, will prepare addenda as approved by KWD, to interpret, clarify or expand the contract documents. The addenda will be distributed to all prospective bidders as well as to KWD. The scope of services includes the preparation of up to four (4) addenda, if required for the project.



Robbie Bickford, KWD
April 27, 2026
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Task 3.3.3 Bid Evaluations

CDM Smith will attend the bid opening for the project. CDM Smith will record the documents submitted by each bidder. All bids will be evaluated for correct mathematics and conformance with insurance, bonds, financial status, and any other provisions required by the contract documents. Based on this review, CDM Smith will provide a formal recommendation to KWD for award of the construction contract. The scope of services does not include re-bid services and does not include any evaluation of alternatives submitted by the contractors with their bid.

Task 3.4: Project Management, Quality Management and Meetings

Task 3.4.1 Project Management

CDM Smith will provide project administration inclusive of client communications, management of scope, schedule and budget, monthly invoicing, and provide monthly progress summaries.

Task 3.4.2 Quality Management

CDM Smith conducts internal quality management procedures consisting of inter- and intra-discipline checks, Technical Review Committees (TRCs) and specialist reviews prior to each milestone design deliverable.

Task 3.4.3 Client Meetings for Design Review

During the course of the final design phase of the project, CDM Smith will conduct design progress meetings. These will consist of milestone workshops and monthly progress meetings.

- **Milestone Workshops** - During the course of the detailed design phase of the project, CDM Smith will conduct design workshops at the 60% and 90% design completion stages of the project. The purpose of these workshops will be to review and receive KWD's written comments on the design submittals and also to review major changes that took place since the prior design stage. These workshops will be conducted approximately one (2) weeks after submittal of the design documents. CDM Smith will distribute a workshop agenda approximately one (1) week prior to the date of the workshop and will prepare detailed workshop meeting minutes which will be distributed to all attendees. The 60% design workshop will be conducted in person, and the 90% design workshop is assumed to be virtual.
- **Monthly Progress Meetings** - During the course of the detailed design phase of the project, CDM Smith will conduct monthly design progress meetings with representatives of KWD. The primary purpose of these meetings will be to discuss and review the following:
 - Status of design.
 - Key issues.
 - Schedule.
 - Upcoming deliverables.



CDM Smith will distribute a meeting agenda approximately one week prior to the date of the progress meeting and will prepare meeting minutes which will be distributed to all attendees. For the purposes of this scope of services, it is assumed that a total of six (6) progress meetings will be held virtually on Teams conference calls during the design phase of the project. Progress meeting will not be held in months that have a Milestone Workshop.

Future Tasks

Task 4 – Engineering Services During Construction

Following completion of design and bidding phase (Task 3), the District may request a proposal from CDM Smith to provide engineering services during construction. These services would include conformed documents, shop drawing review and Request for Information (RFI) response, full-time resident project representative (RPR) services, operation and maintenance (O&M) assistance services, record drawing preparation, coordination of the execution of Owner-Contractor contract documents, review and approval of contractor’s partial payment requisition, review of change order and extra work requests, preparation of pre-construction and construction progress meeting agendas and meeting notes, preparation of project construction cash flow spreadsheets, monitoring of engineering services budgets, monthly preparation of engineering services invoices, and subcontractor oversight. Engineering services will also include coordination with DWSRF funding agencies for reimbursements, closeouts, and audits.

Project Team

Anticipated staffing to perform the scope of work is:

Role	Staff
Officer in Charge	Tarun Gill, ENV SP
Project Manager	Anne Malenfant, PE, PMP
Project Technical Leadership	Alan G. LeBlanc, PE, BCEE
Project Engineer	Victoria Hawkes, PE, PMP/Maddison Vidal, PE
Discipline Engineers	Staff from CDM Smith local New England offices
Civil Site Design	Owens McCullough, Sebago Technics

Schedule

The tasks described above shall proceed in accordance with the following schedule assuming authorization to proceed is issued on May 8, 2026. The key design and bidding milestones are summarized below:

- NTP May 8, 2026
- 60% Design* July 31, 2026
- 90% Design October 12, 2026
- 100% (Final) Design November 23, 2026*



Robbie Bickford, KWD
April 27, 2026
Page 8

60% Design will include site/civil design progressed to 90% Design and filing of the MDEP and local permits. The date for 100% (Final) Design is based on the assumption that initial comments from MDEP have been received prior to that date and do not have significant impacts to the technical design/approach.

Budget

We propose to complete the work associated with Task 3 on a time and material basis, with an upper limit of \$704,013 (without air scour) and \$752,013 (with air scour). CDM Smith will invoice KWD monthly.

We appreciate the opportunity to provide these professional services to KWD and look forward to continuing our work with you and your staff. Should you have any questions, feel free to contact Anne at (617) 452-6638.

Sincerely,

Anne Malenfant, P.E., PMP
Project Manager
CDM Smith Inc.

Tarun Gill, ENV SP
Client Service Leader
CDM Smith Inc.

cc: Roger Crouse, Matt Zetterman, KWD
Victoria Hawkes, Al LeBlanc, CDM Smith



May 7, 2026
Trustee Meeting
General Manager Report

- 1. Notable accomplishments/successes since last report (including personnel commendations):**
 - a. N/A
- 2. Progress report on items presented at the previous Trustee meeting:**
 - a. Alex Lelchuk has been appointed by the City of Waterville to fill the Trustee vacancy created by Matt Bulmer's resignation.
 - b. We have continued working with the WaterWorth team to develop our financial model and multiple scenarios. We would like to have a Trustee workshop to review several model options and get feedback from Trustees before making a presentation at a Board meeting. Based upon interest and availability, we would like to hold the workshop in the last couple weeks of May.
 - c. We have yet to receive an announcement from Senator Collin's office regarding our grant application (Congressionally Directed Spending -CDS). I understand from Senator Collins's staff that we should be hearing "soon."
 - d. I had a successful trip to Washington, DC where Mike Cummons (Maine Water, Vice President) and I met with all four Congressional offices including meeting with Senators Collins and King in person. As noted last month, my travel expenses were covered by the American Water Works Association.
- 3. New or upcoming items of significance:**
 - a. We purchase diesel and gasoline for our fleet at Waterville Public Works. The City of Waterville recently locked in fuel pricing for the 2027 fiscal year (July 2026-June 2027). Our price per gallon will be \$2.7982 and \$3.019, for gasoline and diesel, respectively.
 - b. At my invitation, the City of Waterville's new manager met with me at our Drummond Avenue facility with an intent to get to know each other better and discuss areas of partnership and common concern.
 - c. We have received permission from the Drinking Water Program to combine the funding for the Lagoon Discharge project (\$698,000) with our PFAS project money (\$9,313,000) for design and construction of improvements at the water treatment plant. With previous grant awards (\$665,580), our total funding towards PFAS (and related projects) totals \$10,676,580. Of the \$10,676,580, we will need to repay \$1,307,150.



May 7, 2026
Trustee Meeting
Monthly Department Reports

Department: Engineering

Submitted by: Matt Zetterman

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

N/A

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

- a. Chase Avenue Pump Station Upgrade Project – We have executed a contract with Apex Construction to complete this project. Apex anticipates completing most of the work within this calendar year, however, the start date remains undetermined as they work through material lead times. A pre-construction meeting is scheduled for May 19.
- b. West River Road Water Main Project – Despite challenges locating the existing water mains along West River Road, where three mains are present, including two transmission mains, the new water main has been successfully installed. Testing is currently underway prior to transferring services to the new main. If testing proceeds as expected, the project should be completed within the next couple of weeks.
- c. 2026 Sanger-Boutelle Water Main Improvement Project – Upon completion of the West River Road project, Eastwood Contractors will begin work on Sanger Avenue, Boutelle Avenue, and Colonial Street.
- d. 2027 Sunset Heights Water Main Improvement Project – Bids for this project were due on April 8. Due to uncertainty regarding funding, specifically whether State Revolving Fund (SRF) financing will be awarded, and our intent to add additional scope to the project, we made the decision to postpone and re-bid the project later this year.
- e. Leak Detection – We have temporarily deployed six Gutermann leak detection sensors (supplied by EJ Prescott at no cost during a demonstration period) to evaluate their effectiveness for long-term leak detection efforts. The sensors are installed inside valve boxes and monitor sound levels on water mains overnight to detect anomalies. Data is transmitted via cellular connection to a cloud-based portal, allowing staff to review results at their convenience.

3. New or upcoming items of significance:

- a. 5 South Street Building Demolition – We plan to solicit demolition quotes in May for the former office building located at 5 South Street. After extensive internal discussion regarding potential sale or rental of the building, we have determined that demolition is the most appropriate course of action.



**May 7, 2026
Trustee Meeting
Department Reports**

Department: Finance Department

Submitted by: Amy Dyer

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

2. Progress report on items presented at the previous Trustee meeting:
 - a. I am currently working with Paymentus to implement bank bill pay functionality, which will allow for electronic deposits directly into our account. This will eliminate the two-week time that it takes for us to receive customer payments from the banks. This will also help customers' payments from being returned because they have not updated our address with their bank. In addition, I am exploring the integration of other digital payment options, including Venmo and PayPal, to provide greater flexibility and convenience for payments.
 - b. We have been working with Erik Nadeau from Nicholson, Michaud & Nadeau, CPAs on our 2025 year-end audit preparation. I am looking forward to an efficient and timely audit for 2026.
 - c. I have been working with the Waterworth software to project future cash balances with various borrowing and cash spending scenarios and the effect on our debt service coverage ratio.
 - d. The loan application for the Summer Street Water Main Improvement Project (long-term loan) is complete. We anticipate closing on the loan in early May

3. New or upcoming items of significance:
 - a. I will be finalizing loan applications for the Sanger Avenue & Boutelle Avenue Water Main Improvements project (interim financing).



May 7, 2026
Trustee Meeting
Department Reports

Department: Water Quality

Submitted by: Robbie Bickford

- 1. Notable accomplishments/successes since last report (including personnel commendations):**
 - a. Working with Lucas Ramsey, KWD IT Technician, we were able to display Secchi Disk Transparency Data onto our website in an efficient way. For the 2026 season, following a lake sampling event, data will be added to the graph posted on <https://kennebecwater.org/water-quality/source-water/>
- 2. Progress report on items presented at the previous Trustee meeting:**
 - a. China Lake (Lake Elevation: 171.4 feet or 1 inch below spillway)
 - i. Plants for the 2026 China Lake Buffer Bundle Program are scheduled for delivery June 5, 2026, with distribution scheduled for June 6, 2026.
 - ii. Courtesy Boat Inspection (CBI)
 1. The China Regional Lakes Alliance (CRLA) is in the process of hiring inspectors for the 2026 season with interviews scheduled for May 9, 2026 and the first inactions completed Memorial Day weekend.
 2. DEP granted CRLA a \$13,500 cost-share grant to cover expenses related to CBI for the 2026 season.
 - iii. Both the navigational aid buoys and the sampling site buoys within China Lake have been reset for the 2026 season.
 1. One navigational aid buoy mooring marking the “No Swimming” Area in the West Basin was lost during the winter and is being replaced.
 - iv. One of the large “Entering West Basin” signs located at the narrows was vandalized with spray paint. We are attempting to clean the paint off, but the sign may need to be replaced.
 - b. PFAS Mitigation Project:
 - i. The PFAS 10% design memo and drawings are being finalized this month and an addendum to the design contract with CDM Smith for the final design and bidding of this project is presented in a separate memo.
 - c. Pneumatic Valve Upgrade
 - i. The 18 electrically actuated valves scheduled for replacement at the WTP have shipped from the manufacturer and are expected to arrive the first week of May.
- 3. New or upcoming items of significance:**
 - a. N/A



**May 7, 2026
Trustee Meeting
Monthly Department Reports**

Department: Distribution

Submitted by: Jared Bragdon

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

- a. Please join me in congratulating Roger Bellavance, Ryan Adams, and Matt Veilleux on their recent promotions to Distribution Technician 3. These well-deserved advancements recognize their strong work ethic, professionalism, and teamwork. Their continued contributions strengthen our department and KWD, and we look forward to their ongoing success.

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

- a. Spring Hydrant Flushing-Currently 70% complete and ongoing until the end of May.
- b. Sunset Heights Winslow project- Crews recently supported the Sunset Heights Winslow project by assisting with a shutdown on Lithgow Street to allow Ranger Construction to lower the KWD water main. Since then, crews have also assisted with an additional section of water main being lowered at the August Road and Gail Street intersection, as well as supporting the relocation of a water main to accommodate a new catch basin as part of a Town of Winslow project.
- c. Crescent St 2" Water main improvement project- The water main has been installed, and bacteriological testing has been completed with passing results. We have three remaining water service connections to complete, after which the water line portion of the project will be finished. We will then coordinate with the City of Waterville regarding road restoration.

3. New or upcoming items of significance:

- a. Cushman Rd paving project
- b. Benton Ave paving project
- c. Clinton Ave/Outer Clinton Ave paving project

Main Break Summary:

DATE OF LEAK	LOCATION (STREET)	MUNICIPALITY	PIPE SIZE	PIPE/SERVICE/VALVE INSTALLED DATE	MATERIAL	TYPE OF LEAK
4/1/2026	Water St	Fairfield	4"	1988	Cast Iron (Lined)	Circumferential split
4/22/2026	South Garand	Winslow	4"	1959	Cast Iron (Unlined)	Longitudinal Split
4/27/2026	Western Ave	Waterville	10"	1905	Cast Iron (cleaned and relined)	Longitudinal Split
4/27/2026	Dunbar Rd	Winslow	8"	1952	Cast Iron (Lined)	Leak at bell joint
4/28/2026	Vallee Ave	Waterville	2"	1973	Cast Iron (lined)	Circumferential Split



**May 7, 2026
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. KWD is still awaiting the boiler inspection by Travelers Insurance to complete our Maine Municipal Association – Workers’ Compensation Safety Incentive Program: Tier III renewal.

b. Revisions to our Terms and Conditions have been finalized and submitted to the Maine Public Utilities Commission for review. We are currently awaiting their approval. Upon approval, the revised Terms and Conditions will take effect on June 1, 2026.

3. New or upcoming items of significance:

a. N/A

Meter Installations - February 2026

Meter Size:	5/8x3/4"	3/4"	1"	1-1/2"	2"	3"	4"	6"	Total
Meter Totals:	55	2	0	4	2	0	0	0	63

Meter Installations - March 2026

Meter Size:	5/8x3/4"	3/4"	1"	1-1/2"	2"	3"	4"	6"	Total
Meter Totals:	50	1	3	2	1	0	0	0	57

Note: This table includes replacements, new installations, formerly vacant accounts, and seasonal accounts with both new and used meters.

2026 BOARD OF TRUSTEES-Revised April 2026
KENNEBEC WATER DISTRICT
6 COOL STREET
WATERVILLE, MAINE 04901

Term Expires

Mr. Paul Fongemie
19 Valley Farms Rd
Fairfield, ME 04937

453-7815 3-Year Term Ends 12/2028
pefongemie@gmail.com Fairfield Trustee

Mr. Jeff Earickson
22 N Riverside Dr
Waterville, ME 04901

649-2686 3-Year Term Ends 12/2028
jaearick@gmail.com Waterville Trustee

Mr. J. Michael Talbot
6 Lantern Lane
Waterville, ME 04901

873-4357 3-Year Term Ends 12/2028
mtalbot@mainelegal.net Waterville Trustee

Mr. Alex Lelchuk
59 Violette Ave
Waterville, ME 04901

861-1378 3-Year Term Ends 12/2026
lchukalex@gmail.com Waterville Trustee

Mr. Allan Fuller
304 Unity Rd
Benton, ME 04901

603-886-5555 Term Ends Election Day 2027
allanfuller@ftir.com Benton Trustee

Mr. Frank Richards
100 Pleasant Cove Rd
Vassalboro, ME 04989

923-3305 3-Year Term Ends 12/2028
frank04989@gmail.com Vassalboro Trustee

Ms. Sarah Whateley
35 Forest Park
Waterville, ME 04901

413-822-4998 3-Year Term Ends 12/2026
sarah@layteley.com Waterville Trustee

Mr. Nathan Saunders
30 How Road
Fairfield, ME 04937

446-7391 3-Year Term Ends 12/2026
nsaunders51508@roadrunner.com Fairfield Trustee

Ms. Amy Stabins
7 Primrose Street
Winslow, ME 04901

313-2948 3-Year Term Ends 12/2026
astabins@hotmail.com Winslow Trustee

Mr. Benjamin Murray
6 Warren Ter
Winslow, ME 04901

242-1119 3-Year Term Ends 12/2028
ben@aehodsdon.com Winslow Trustee

All Trustee receive e-mail of packages. Mail hard copies to J. Michael Talbot, Frank Richards, Allan Fuller, Ben Murray, Nathan Saunders, and Paul Fongemie

*The Town of Benton did not put a Trustee election on the ballot. The Town appointed Allan Fuller as Trustee until June 30, 2024. Then held municipal election June 2024.

*Matthew Bulmer, Waterville, resigned Feb 2026, Alex Lelchuk was appointed April 2026