

August 21, 2019

The regular monthly meeting of the Trustees of the Auburn Water District was held at the office of the Auburn Water District, 268 Court Street, on Wednesday, August 21, 2019 at 4:00pm.

Members present: Dan Bilodeau (Treasurer), Robert Cavanagh, Tizz Crowley, K. C. Geiger, Jason Pawlina, Mary Sylvester (President) and Andrew Titus (Mayor's Representative). Also present: Sid Hazelton, Superintendent, Mike Broadbent, Assistant Superintendent, Tanya Dunn, Finance Manager, Mike Farrell and Sarah Strong

APPROVE MINUTES OF REGULAR MEETING of July 17, 2019 –

On motion of Tizz Crowley, seconded by Jason Pawlina it was unanimously voted: **To accept the minutes of the Regular Meeting as amended.**

OLD BUSINESS

LAWPC Appointment

Nominating Committee Report-Recommend Michael Farrell.

On motion of Dan Bilodeau, seconded by Andrew Titus it was voted 3 in favor, 4 opposed: **To accept the LAWPC Appointment Nominating Committee's recommendation of Michael Farrell.**

On motion of K.C. Geiger, seconded by Andrew Titus it was voted 6 in favor, 1 opposed: **To move into Executive Session.**

On motion of K.C. Geiger, seconded by Robert Cavanagh it was voted 3 in favor (K.C. Geiger, Robert Cavanagh and Mary Sylvester) 3 opposed and 1 abstention: **To re-appoint John Bonneau to the LAWPC.**

On motion of Tizz Crowley, seconded by Andrew Titus it was voted 2 in favor (Tizz Crowley and Andrew Titus), 5 opposed: **To appoint Camille Parrish to the LAWPC.**

On motion of Tizz Crowley, seconded by Andrew Titus it was unanimously voted: **To move into Executive Session.**

On motion of Tizz Crowley, seconded by K.C. Geiger it was voted 4 in favor (Tizz Crowley, Robert Cavanagh, K.C. Geiger and Mary Sylvester), 3 opposed: **To reconsider John Bonneau to the LAWPC.**

On motion of Tizz Crowley, seconded by Jason Pawlina it was voted 6 in favor, 1 abstention: **To review the LAWPC Appointment Process in October.**

Cost Sharing Workgroup

Charge to the Committee

On motion of K.C. Geiger, seconded by Robert Cavanagh it was voted 2 in favor, 5 opposed: **To declare cost sharing between the Auburn Water District and the Lewiston Water Division as fair and needing no more research.**

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Andrew Titus recommends the workgroup find facts and approach the Lewiston Water Division to determine their interest in changing to a usage-based rate structure.

On motion of Dan Bilodeau, seconded by Andrew Titus it was voted 5 in favor, 2 opposed: **To send Mary Sylvester ideas and/or committee charges to the cost sharing workgroup for her to compile for a vote in September.**

Superintendent Annual Review

The minutes for the July 17th, 2019 meeting that were approved read 'Superintendent's Evaluation Process –1st Reading should have been stricken.

An employee can not be evaluated on a new job description. He/she must have time to adapt to the new expectations. The evaluation process of the Superintendent declares a review of 'other key employees' job description. The purpose of the Board reviewing other job descriptions is to ensure that all key responsibilities are covered.

The workgroup of two must report to the Board all information found.

On motion of Andrew Titus, seconded by Jason Pawlina it was voted 5 in favor, 1 opposed, 1 abstention: **To approve Step One of the Superintendent Annual Review Process as recommended by the attorney and revisions from Tizz Crowley.**

Jason Pawlina offered to assist in compiling the data.

On motion of Tizz Crowley, seconded by Andrew Titus it was voted 6 in favor, 1 opposed: **To have the Superintendent Annual Review workgroup made up of Mary Sylvester and K.C. Geiger.**

Measuring of the Lake

The Measuring of the Lake will be held August 28, 2019. Reports of attendance numbers and costs are to be submitted to the Board by email.

NEW BUSINESS

Future Workshop Topics – Filtration, October 9, 2019 at 6:00pm. All following workshops will be held on the second Wednesday of the month.

Mary Sylvester asked that the Board approve former President, K.C. Geiger, have authority to act as President in her absence.

On motion of Tizz Crowley, seconded by Bob Cavanagh it was voted 5 in favor, 2 opposed: **To have the past president act as President in his/her absence.**

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FINANCIAL REPORT UPDATE –

Water sales continue to be down. Cash on hand is at \$579,611 as of 7/31/19. Options will be provided regarding a rate increase for early 2020 at the September meeting. A preliminary draft of the 2020 budget will be handed out at the September meeting

RATIFY PAYMENT OF BILLS –

On motion of Tizz Crowley, seconded by K.C. Geiger it was voted 6 in favor and 1, Dan Bilodeau, against: **To ratify the payment of bills in the amount of \$356,473.54 as shown on the printout dated July 1, 2019 – July 31, 2019.**

SUPERINTENDENT'S UPDATE

Open Session – Public

Open Session - Trustee

The alum treatment has been temporarily suspended; the application will continue when alum levels in the distribution system decrease. Aluminum is a secondary drinking water standard. Levels did not exceed the standard.

ACTIVITY REPORT –

Hydrant flushing and the main replacement on Poland Rd. are ongoing. The District intends to reach the 1.5 miles of main replacement before the next regularly scheduled meeting.

After the Poland Rd. project is complete, we are considering abandoning approximately 800 feet of 8" cast iron main on Dennison St.

Closed valves in the distribution system, along with a Poland bleeder, may have caused the water main breaks during high demand.

Bob Cavanagh and Dan Bilodeau left at 6:00 p.m. and Andrew Titus left a 6:15p.m.

On motion of Tizz Crowley, seconded by Jason Pawlina it was unanimously voted: **To adjourn.**

Respectfully submitted,

Tanya Dunn, Finance Manager

Approved: September 18, 2019

A true record:

Attest: _____


Clerk