

September 18, 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, September 18, 2019 at 4:00pm.

Members present: Robert Cavanagh, K. C. Geiger, Mary Sylvester (President) and Andrew Titus (Mayor's Representative). Also present: Sid Hazelton, Superintendent, Mike Broadbent, Assistant Superintendent, Tanya Dunn, Finance Manager

Members absent: Dan Bilodeau (Treasurer), Jason Pawlina and Tizz Crowley (excused absence),

**APPROVE MINUTES OF REGULAR MEETING of August 21, 2019 –**

On motion of Bob Cavanaugh, seconded by K. C. Geiger it was unanimously voted: **To accept the minutes of the Regular Meeting.**

**FINANCIAL REPORT UPDATE** -- Revenues - Water sales are down from budget. Jobbing income is down as well. We have purchased materials that have yet to be invoiced. Expenses are favorable. Budget slightly over on maintenance of Mains due to the water main breaks this summer. Cash on hand is currently at \$771,137.55.

**RATIFY PAYMENT OF BILLS** – On motion of Robert Cavanaugh, seconded by K. C. Geiger. There was discussion on reviewing Legal invoice. There were no legal invoices posted in August. Mary suggested it be tabled until the next meeting. Discussion on repair of dump trucks. It was unanimously voted: **To ratify the payment of bills in the amount of \$675,928.95 as shown on the printout dated August 1, 2019 – August 31, 2019**

**Superintendents Report** – Activity report; review of current projects presented by Mike Broadbent, Assistant Superintendent. Sid Hazelton, Superintendent spoke on the water quality, current treatment and testing.

**OLD BUSINESS**

**Cost Sharing Workgroup** – Mary handed a printed summary of information she had collected to date. There has been difficulty in getting a work group together. Rather than delay on this any longer, Mary proposed to work individually with each Trustee for report preparation. Get the research together as to make a more informed decision on if/how to move forward. Mary amended hand out to include looking ahead to future projects.

**October 9<sup>th</sup> workshop on Filtration Studies** – Full presentation on past and current studies done to ensure existing water quality for Board of Trustees. Next research steps and other water quality options. Open to public as a regular meeting would be. Regular Meeting notice procedure followed. To be held at the Auburn Water District, Wednesday, October 9, 2019 at 6:30 pm

**Superintendent's Job Description (update on progress)** – Sid Hazelton, Superintendent, presented information obtained from various other Water Districts. Last existing Job Description done February 2013 was used as a base document. Serving as Clerk of the Lake Auburn Watershed Protection Commission was added and supervisory positions were updated to reflect current positions. On motion of K. C. Geiger, seconded by Bob Cavanaugh it was unanimously voted: **To approve the Superintendent's Job Description as presented.**

**Next Step Evaluation form** – K.C. Geiger and Bob Cavanaugh to work with Sid to have a draft evaluation form for the October Meeting. Mary to do a Survey Monkey on evaluation form as well.

### **NEW BUSINESS**

**Budget Preparation Timeline** – Tanya Dunn, Finance Manager, presented the 1<sup>st</sup> draft of 2020 Budget. Solid numbers were used through August and the remaining months estimated. Payroll line item questioned and needs further research.

To ensure 2020 Budget is completed in a timely manner, the following workshops were recommended:

November 6, 2019 at 6 pm - Joint Water & Sewer Budget  
November 12, 2019 at 6 pm - Joint Water & Sewer Budget (if needed)

Extra meetings as needed with anticipation that a Final Draft of 2020 Budget will be available for review at the regular meeting, November 20, 2019.

**Rate Increase Proposal** – Sid Hazelton, Superintendent, handed out AWD 2020 Rate increase Options ranging 1.5 to 3 Miles of pipe per year. Last Rate increase was March 2017. Further discussions to be done with the PUC to discuss if upgrading our existing Capital Reserve Account is an option. Decision needs to be made to raise rates or bond the money.

If rate increase can be voted and ratified at the October meeting, that would allow for a February increase.

There was a concensus to have Sid use the 2 mile of pipe Option to move forward with a real rate. No formal vote was taken at this time. Sid to prepare what an increase would look like based on 2 mile of pipe.

Due to the time frame, it was suggested to research other options/models for future use.

On motion of K.C. Geiger, seconded by Bob Cavanaugh it was unanimously voted: **To adjourn.**

Meeting adjourned Wednesday, September 18, 2019 at 5:30 pm.

Respectfully submitted,

Cindy Cass, Accounting Clerk

Approved: October 16, 2019

A true record:

Attest: \_\_\_\_\_

Clerk