

February 19, 2020

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, February 19, 2020 at 4:00pm.

Members present: Tizz Crowley, Robert Cavanaugh, K.C. Geiger, Jason Pawlina, Mary Sylvester (President). Also present: Sid Hazelton, Superintendent, Mike Broadbent, Assistant Superintendent and Tanya Dunn, Finance Manager.

Members absent: Dan Bilodeau (Treasurer) and Stephen Milks (Mayor's Representative).

Public present: Andrew Titus (Visitor).

APPROVE MINUTES OF REGULAR MEETING of January 22, 2020-

Motion made by Tizz Crowley: **To accept the minutes of Regular Meeting of January 22, 2020 as amended.**
Seconded by Jason Pawlina. Motion passed unanimously.

FINANCIAL REPORT UPDATE-Tanya Dunn, Finance Manager reported that Sales were down about 6% from last January (Approximately \$9,000.00). She noted a couple items on the Operating Statement. Jobbing is the work done that has not been billed therefore shows as a negative amount. On expenses, the 2019 lawn mowing invoice was just received but will most likely be adjusted once audit is complete. Insurance includes 1st quarter workers comp invoice received.

Cash on hand at the end of January was \$592,522.09 which is approximately 90 days cash on hand.

Jobbing rates external and internal were discussed as well as accounts receivables.

Tizz Crowley would like to see the following items be put on future agendas:

- Review & update formulas used for billing labor to Capital Projects and other places.
- Annual Benefits Check
- Review of allocating of employees, etc with the Auburn Sewerage District.

RATIFY PAYMENT OF BILLS – Motion made by Bob Cavanaugh: **To ratify the payment of bills in the amount of \$322,902.72 as shown on the printout dated January 1, 2020 to January 31, 2020.** Seconded by Jason Pawlina. Motion passed unanimously.

OPEN SESSION – No input from the public.

ACTIVITY REPORT- Mike Broadbent, Assistant Superintendent presented the activity report. Maintenance of mains is limited to water leaks and investigatory work. Activated a new main that was laid at the old Best Buy Building. Two new services added. He noted Project up at the UV Plant. The electrical service was damaged during a wind storm a while back. CMP is providing the wire and we are placing underground conduit as a shared Project with Lewiston.

NEW BUSINESS

Water Quality Update – Sid Hazelton, Superintendent presented the Lake Auburn Turbidity January 2019 vs January 2020 report. He explained how temperature and precipitation can affect turbidity. On February 10, 2020 the City Council presented some of their strategic goals. One of the possible goals was protecting Lake Auburn & Other Bodies of Water. Sid shared the information he had given city council and the actual bullet points that were used.

Project Update – Sid Hazelton shared that only one of the two Poland projects will be brought forward at the Poland Town Meeting in April. The project to extend the water main from Empire Rd to Old Castle will be voted on by Poland residents at that time. Mike Broadbent stated we are moving forward with the 2020 Project list and shared what has been done to date.

Motion made by Tizz Crowley: That **until such time as a review and update of the formulas used for billing labor to Capital Projects and other places, that we add 45% labor cost to cover benefit and HR administrative costs.** Seconded by Jason Pawlina. Motion **failed** with 4 opposed (Jason Pawlina, Robert Cavanaugh, K.C. Geiger and Mary Sylvester (President)) and 1 in favor (Tizz Crowley).

Mary stated that it is duly noted that this is a future agenda item for more discussion and more information. Tizz asked that it be shared with the board on a monthly basis the amount of dollars allocated against the projects.

American Tower Lease- Sid Hazelton presented an offer made by American Tower to renegotiate the current lease. He explained how the current lease agreement with American Tower works and provided some analysis with the recommendation to continue in the current lease agreement.

OLD BUSINESS

Executive Session per 1 M.R.S.A. § 405 (6) (D) to discuss Superintendent's Annual Review – 2020 Goals – It was agreed that executive session was not needed for what was being discussed. Mary Sylvester, President handed out paperwork listing the goals that had been compiled for the position of Superintendent. The list was reviewed and discussed. It was a general consensus to treat this as a working document and that it be revisited in August.

Cost Sharing – presentation of additional information as requested – Sid presented the potential savings had the cost share been 40/60 rather than the 50/50 with Lewiston. He listed the budget line items that are currently 50/50 cost share with Lewiston for 2019 and 2020. He noted Electricity and chemical costs are apportioned based upon water usage. Sid had been asked had the watershed been funded on a 40/60 as opposed to current agreement 50/50. He stated that if you take that agreement all the way back to when the watershed commission was first born in 1991, savings would have been roughly \$400,000.

Much more discussion on the Cost Sharing with Lewiston, past and future. There were friendly amendments suggested. Mary Sylvester (President) worked with the group to get the motion written as understood by all. K.C. Geiger confirmed that it was the essence of the motion.

Motion made by K.C. Geiger: **To maintain the current cost sharing agreements with Lewiston regarding operations. To review and discuss future projects when they come up; discuss cost sharing agreements with Lewiston at that time on a project by project basis.** Seconded by Robert Cavanaugh.

After much discussion - The motion **passed** with 3 in favor (Tizz Crowley, Robert Cavanaugh and K.C. Geiger) 1 opposed (Jason Pawlina) and 1 abstention (Mary Sylvester (President)).

Election Process for March 2020 – Mary Sylvester reminded how the election will take place. She asked that trustees please notify Sid or herself if interested; if they have someone to nominate; or if nominated they will be willing to accept.

TRUSTEE OPEN SESSION: Mary Sylvester took a moment to thank Tizz Crowley for her time served as Auburn Water Trustee. Tizz Crowley asked some questions and spoke on her experience serving as Auburn Water Trustee.

Sid Hazelton referred back to New Business – he mentioned he had reached out to someone in regards to updating our policy manual. It was requested that he gather more information and bring back a proposal at the next meeting.

Motion made by Tizz Crowley: To adjourn. Seconded by Jason Pawlina. Motion passed unanimously.

Meeting adjourned on Wednesday, February 19, 2020 at 6:01 p.m.

Respectfully submitted,

Cindy Cass, Accounting Clerk

Upcoming: Water Trustee Meeting, March 18, 2020 4:00PM

Approved: April 22, 2020

A true record:

Attest: _____

Clerk