

November 18, 2020

The regular monthly meeting of the Trustees of the Auburn Water District was held via ZOOM on Wednesday, November 18, 2020 at 4:00pm.

Members present: Dan Bilodeau, Robert Cavanagh, K. C. Geiger, Stephen Milks, President and Mayor's Representative, Jason Pawlina, Mary Sylvester and Andrew Titus, Treasurer. Also present: Sid Hazelton, Superintendent, Michael Broadbent, Assistant Superintendent and Tanya Dunn, Finance Manager.

APPROVE MINUTES OF REGULAR MEETING of October 21, 2020

On a motion of Mary Sylvester, seconded by Robert Cavanaugh, it was unanimously voted: **To accept the minutes of the Regular Meeting.**

FINANCIAL REPORT UPDATE

Gallons sold are down 1% year to date. Revenues remain relatively on target with the rate increase. Overall expenses are under budget \$74,000.00. All bond payments have been made for this year. Cash on hand as of October 31, 2020 was \$878,243.73. Disconnections for nonpayment began this week for the first time in 8 months after the COVID-19 moratorium was lifted by the PUC. As a result, the office has seen increased call levels and foot traffic. This has caused an influx in payment plans, we should see the past dues start trending downward.

RATIFY PAYMENT OF BILLS

On a motion of Robert Cavanagh, seconded by Mary Sylvester, it was voted 6 in favor, 1 opposed: **To ratify payment of bills in the amount of \$1,064,139.40 as shown on the printout dated October 1, 2020 – October 31, 2020.**

PUBLIC OPEN SESSION

As no one from the public was in attendance, the Open Session was closed.

ACTIVITY REPORT / PROJECT UPDATE

There were four main breaks in October. One major break on Allied Road at the intersection of Washington Street. A small leak on the 16" main on Fern Street, and small leaks on Mill and Lucille Streets. It is planned to replace the main on Lucille Street next year. The Winter Street project is complete, eliminating 940 ft. of cast iron pipe. The crew is busy lowering/raising gate valves due to paving on Poland Road, Fern, Holly and Josslyn Streets. Winterization of hydrants is underway. There were 20 more new services in 2020 than in 2019.

Andrew Titus asked that information, such as pictures and age of pipe, be sent to Trustees when there is a main break.

Sid Hazelton provided an update on measures the staff is taking to comply with the Governor's executive order dated November 5, 2020 regarding COVID-19. Masks are being worn while staff is inside, unable to social distance on the job site, or when there is more than one employee in a vehicle.

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NEW BUSINESS

2021 DRAFT BUDGET

Highlights in this draft:

- 1) The Lake Auburn Watershed Protection Commission has approved their budget, that line is final.
- 2) Health insurance the current plan has an increase of 5.9%. Sid Hazelton's recommendation is to stay with the current plan. There was consensus by the Board to move forward with the recommendation to stay with the current plan.
- 3) Equipment purchases.
- 4) Capital projects.

There was a 5:2 consensus in favor of the budget.

Discussion to address strategic planning at the start of the new year.

WATER QUALITY UPDATE

Lake turnover occurred Monday afternoon, Nov 2, 2020. Buoys have been removed and replaced with smaller ice buoys. The turbidity for October was 0.73, slightly up from this time last year. The fecal coliform numbers have been elevated, occasionally this occurs with turn over. The USDA has been contacted; it could also be increased gull activity. If fecal coliform limits are exceeded, the filtration waiver is at risk.

OLD BUSINESS

LWD COST APPORTIONMENT: UPDATE

On a motion of Andrew Titus, seconded by Mary Sylvester, it was voted 6 in favor, 1 opposed: **To send the letter to Lewiston City Council as edited by Sid Hazelton, attaching the City of Auburn's amended resolve number 05-04022019.**

CITY OF AUBURN COST OF WATER SERVICE STUDY: UPDATE

The Auburn City Council voted November 2, 2020 to deploy the Cost of Water Service Study request for proposal (RFP). The RFPs are due back in December and recommendations will be presented to the Council in January 2021.

PERSONNEL POLICES & PROCEDURES HANDBOOK UPDATE

Revision is in process, anticipating the final draft for the December meeting.

AWD BY-LAWS: ADOPTION OF CODE OF CONDUCT

On a motion of Steve Milks seconded by Jason Pawlina, it was unanimously voted: **To strike the wording "may be considered an egregious" from Article VIII, Section 7 and replaced with "is a". The sentence will read "...member is a violation of the..."**

On motion of Andrew Titus, seconded by Mary Sylvester, it was unanimously voted: to accept the friendly amendment: **To make available and advertise annually, to all new and existing Trustees, within six months of adopting of the Code of Conduct, a harassment and discrimination training.**

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On motion of Andrew Titus, seconded by Mary Sylvester, it was unanimously voted: **to accept the changes to the By-Laws to include the Code of Conduct.**

TRUSTEE OPEN SESSION

Superintendent annual review clarification. Any changes recommended to the job description will be for the upcoming year. Deadline to have evaluations to Jason Pawlina by January 8, 2021, any trustee who can submit earlier please do so.

On a motion by Andrew Titus, seconded by Robert Cavanaugh, motion **passed** unanimously: **To adjourn.**

Meeting adjourned on Wednesday, November 18, 2020 at 5:30 pm.

Respectfully submitted,

Cindy Cass, Accounting Clerk

Approved: December 16. 2020

A true record :

Attest: _____

Clerk