

January 22, 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, January 22, 2020 at 4:00pm.

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

### **WELCOME AND CALL TO ORDER, PRESIDENT'S OPENING STATEMENT**

Motion made by Jason Pawlina: **To revise the agenda order as suggested by Mary Sylvester (President)\*\*\*see attachment.** Seconded by Stephen Milks. Motion passed unanimously.

Mary Sylvester announced that she will complete another year in her term as Auburn Water District Trustee but will not serve as President. She gave this notice to allow other trustees that may be interested, the time to consider stepping up as President for the upcoming March election.

### **APPROVE MINUTES OF REGULAR MEETING of November 20, 2019-**

Motion made by Jason Pawlina: **To accept the minutes of Regular Meeting of November 20, 2019.** Seconded by Robert Cavanagh. Motion Passed. Note: Stephen Milks abstained.

### **APPROVE MINUTES OF REGULAR MEETING of December 18, 2019-**

### **APPROVE MINUTES OF SPECIAL JOINT MEETING of December 18, 2019-**

### **APPROVE MINUTES OF PUBLIC HEARING of December 18, 2019-**

Motion made by K.C. Geiger: **To accept the minutes of all three meetings held December 18, 2019 as amended.** Seconded by Robert Cavanagh. Motion passed unanimously.

### **FINACIAL REPORT AND DASHBOARD**

Mary Sylvester presented a proposed Dash Board to assist in tracking cash on hand. There was discussion on how the Dash Board could be utilized. It was suggested to have a goal line added to include the 100 days of cash on hand. Mary Sylvester invited any Trustees with additional thoughts on dash board indicators to be sent to Tanya Dunn.

Financial Report update was given by Tanya Dunn, Finance Manager. She stated that at year end cash on hand was \$468,516.56, roughly 50 days. Water Sales were \$58,263.00 below budget. Consumption was down 3% from 2018. Expenses were \$33,159.00 below budget. Capital projects were \$916,000, about 83% of the Capital budget for 2019. The Alum treatment came in on budget at \$400,000 and that was bonded. She stated that the December financials are not complete until the final audit is done in March.

Customer receivables were discussed noting the majority of the 120 Day accounts are liens or customers on payment plans.

**RATIFY PAYMENT OF BILLS** – Motion made by K.C. Geiger: **To ratify the payment of bills in the amount of \$250,577.60 as shown on the printout dated December 1, 2019 to December 31, 2019.** Seconded by Robert Cavanaugh. Motion passed unanimously.

**OPEN SESSION** – Members of the public present: Alan Whitman and Andrew Titus. Alan Whitman asked about Revenue totals. Andrew Titus commented on the cash on hand Dash Board. He suggested we have a Dash Board that reflects cash on hand for the last few years. Maybe since last rate increase to help see the picture of Cash on hand and when as a board need to react.

Mary Sylvester mentioned, thanks to members like Andrew Titus, by April 1<sup>st</sup>, the Board of Trustees plan to present several options on how to finance pipe in the future.

Dan Bilodeau thanked the Whitman Family for their past donations of property to the whole recreational area of Lake Auburn.

### **OLD BUSINESS**

**Cost Sharing with Lewiston** - Superintendent's information and recommendation. Sid Hazelton, Superintendent, presented his report on Existing Cost Sharing for Water Delivery and recommendations for the future in an effort to clarify current cost sharing practices with Lewiston. Using actual dollar amounts from the 1<sup>st</sup> eleven months of 2019, he went through the current cost sharing practices for a variety of items that included Chemicals, Insurance, Electricity, Operations, Personnel, Lake Auburn Watershed Protection Commission (LAWPCA) and Shared Capital and Special Projects.

He recommended that we continue to work with Lewiston with inter local agreements for each project that outline the terms of the cost sharing for that project. He provided five questions to ask ourselves in determining the shared cost with Lewiston.

Is the project needed by both entities? Does the project benefit both entities equally?  
Is the project more expensive because it is serving both entities and is it based upon volume of water withdrawn? Would the project be needed regardless of whether either entity was getting water from Lake Auburn? Would the project cost more because both entities use it?

Sid used the recent ALUM treatment as an example and worked through the five questions.

Sid believes the existing cost apportionment arrangement is fair and in the best interest of both entities, Auburn and Lewiston. He stated we have worked very hard over the years to get where we are today. We currently enjoy a healthy working relationship as equal partners to operate a stable, efficient and cost effective treatment facility.

**Cost Sharing with Lewiston** - Other Discussion.

Trustees were asked to share how they would like to proceed with Cost Sharing.

K.C. Geiger referred to his motion a few months ago - that we have looked at Cost Sharing and find it fair and reasonable. We should consider it studied and a done deal. Robert Cavanaugh was in agreement with K.C. Geiger. Dan Bilodeau (Treasurer) believes the Auburn rate payers are subsidizing Lewiston rate payers on a lot of the items with 50/50 cost sharing. He would like to send a friendly note to Lewiston that we are interested in opening up discussion on these items that are split 50/50. Jason Pawlina believes we are overdue for discussing this with Lewiston but does believe further studies are needed to come to some agreement where we stand as a Board. Tizz Crowley believes overall the current agreements are okay but agrees with Dan regarding certain expenses, particularly the ALUM treatment. Stephen Milks (Mayor's Representative) believes that if Lewiston is using more resources, they should be paying more.

Public Present shared their opinions as well.

Mary Sylvester (President) stated she needs more information in order to make an informed decision.

**Cost Sharing with Lewiston** - Next step and timelines.

Mary Sylvester (President) suggested a way forward. There are two meetings in February. Feb 5, 2020 is a workshop for Superintendent goals. This workshop is to be held in executive session. Feb 19, 2020 is the next regular Board meeting. Mary Sylvester (President) requested ALL trustees send all thoughts, questions and recommendations to Sid and all trustees. Sid will respond to any questions to ALL trustees as soon as possible but no later than Feb 10, 2020. One request was to present the cost sharing amounts that are currently 50/50 and change it into a 60/40 to see dollar amounts we are talking about. The information will then be compiled and presented at the next Board meeting, February 19, 2020.

**Water Rate Increase Status Update** – Public Hearing for the Rate increase was held on January 16, 2020. Rate increase is on track to get our cash on hand back to 100 days. The final rate case will be submitted to the PUC on Tuesday, 1/28/2020.

## NEW BUSINESS

**Water Quality Update** – Sid Hazelton, Superintendent reported this is the time of year water quality is at its best with ice and snow covering the lake. Sid announced that there is a presentation on the ALUM Treatment at the upcoming February trade show. Any trustee interested in attending, should let him know and he will sign up for that session.

**Purchase Bids** - Mike presented bid information on two Capital items approved for 2020. The Plotter was budgeted for \$9,000.00 (1 bid) came in at \$7,200.00 (to be split 50/50 with Sewer). Meter Truck (a water only expense) was budgeted for \$35,000.00 (6 Bids received) lowest bid was not available for 16 weeks. Mike recommended second lowest bid that was available now. He asked permission to move forward with anticipated expense being approximately \$30,000.00 once all modifications are made.

Mary reminded everyone February 5, 2020 at 4:30 pm workshop for goal setting for the superintendent's year. She handed out a draft of items she compiled. Sid had Mary confirm that the February 5, 2020 workshop was to be held in Executive Session.

Mary Sylvester (President) stated that last June this board established 3 priorities; To look at Cost Sharing and move forward, to understand filtration systems and to understand water quality as well as other aspects related to the lake.

Mary's recommendation for the next president, is to do another priority setting workshop in June to reflect where we have come from and update priorities accordingly.

**TRUSTEE OPEN SESSION:** Tizz Crowley stated she submitted her report in writing and would expect it would be respectfully reflected on and addressed. Dan Bilodeau submitted his in writing to the newspaper.

Mary Sylvester expressed her concern on Trustees making statements as a Trustee and not an individual. She feels as Trustees we cannot speak for the Board unless assigned by the Board to speak on their behalf. When making comments as a Trustee and not as an individual, it may be confused by the public as a statement on behalf of the Board.

Comments were made by setting meeting end time. Mary Sylvester invited anyone who could stay to stay to hear the final item of New Business – Project Updates.

Stephen Milks and Jason Pawlina left meeting at 5:30.

**Final agenda item- ACTIVITY REPORT** - Mike Broadbent, Assistant Superintendent presented the activity report. He mentioned there were a few leaks in December, Chestnut, Winter Street and a couple other. Hydrants are a bulk of our activity in the winter. We check those, keep them shoveled and ensure they are marked and visible to the public. A few frozen meter calls in December. Those tend to grow in January and February.

**PROJECT UPDATES** - Mike Broadbent stated there are a number of capital projects budgeted and planned for this year. He is in the process of reviewing these with staff here. He will be meeting with City Engineer to coordinate utility work. As we move closer to the projects he will be working Sid to decide what work will be done in house and what will be contracted out.

Motion made by Dan Bilodeau (Treasurer): **To adjourn.** Seconded by K.C. Geiger. Motion **passed** unanimously.

Meeting adjourned on Wednesday, January 22, 2020 at 5:38pm.

Respectfully submitted,

Cindy Cass, Accounting Clerk

Approved: February 19, 2020

A true record:

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

  
Clerk

\*\*\* attachment to January 22, 2020 Minutes

**Auburn Water District meeting agenda—1-20-20**

**Welcome and Call to Order, President's Opening Statement**

**Approve Minutes**----- November 20, 2019

December 18, 2019

December 18, 2019—special meeting

December 18, 2019—Public Budget Hearing

**Financial Report and Dashboard**

**Open Session**

**Old Business**

Cost Sharing with Lewiston

Superintendent's information and recommendation

Other discussion

Next steps and timeline

Water rate increase

**New Business**

Water Quality Update

Purchase bids

Project Update

**Activity Report—Mike**

**Trustee Open Session**

**Adjournment**

**Upcoming Meetings**

|                   |                 |                       |
|-------------------|-----------------|-----------------------|
| February 5, 2020  | Workshop        | Superintendents Goals |
| February 19, 2020 | Regular Meeting | Topics TBD            |
| March 18, 2020    | Regular Meeting | Election              |

A true record:

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

Clerk