

Office of

AUBURN WATER DISTRICT

Office Telephone # 784-6469

The regular monthly meeting of the Trustees of the Auburn Water District will be held at the office of the Auburn Water District, 268 Court Street, on Wednesday, December 20, 2023 at 4:00 P.M.

Regular Meeting AGENDA

1. Approve Minutes of Regular Meeting of November 15, 2022
2. Financial Report Update - Brenda Palmer, MRWA.
3. Ratify Payment of Bills
4. Public Comment
5. Activity Report/Project Update - Matt Waite
6. New Business
 - 2024 Trustee Appointments
 - AWD Meeting Schedule 2024
 - Amendments to the Basic agreement with Lewiston.
 - Staffing Update
 - Cost Apportionment Discussions
 - 2024 Budget - Final Draft
7. Old Business
 - Water Quality Update
8. Trustee Open Session
9. Adjourn Regular Meeting

Upcoming:

Joint Budget Workshop December 20, 2023 5:15PM -5:30PM

Public Hearing followed by budget adoption December 20, 2023 5:30PM

Water Trustee Meeting, January 17, 2024 4:00PM

A true record:

Attest: _____

Cynthia Cass, Clerk

December 20, 2023

The regular monthly meeting of the Trustees of the Auburn Water District was held at 268 Court Street, Auburn, Maine on Wednesday, December 20, 2023 at 4:00 p.m.

Members present: Kevin Arel, Robert Cavanagh, Eric Gould, Stephen Milks, President and Mayor's Representative Dan Bilodeau, Jason Pawlina and Andrew Titus, Treasurer. Also present: Michael Broadbent, Superintendent, Matt Waite Assistant Superintendent, Brenda Palmer Maine Rural Water Association and Jeff Harmon, Auburn Mayor.

APPROVE MINUTES OF REGULAR MEETING of November 15, 2023

On a motion of Dan Bilodeau, seconded by Bob Cavanagh, it was unanimously voted: **To accept the minutes of the Regular Meeting.**

EXECUTIVE SESSION IN ACCORDANCE with 1 M.S.R.A. § 405 (6) (E) to DISCUSS A LEGAL MATTER

On a motion of Andrew Titus, seconded by Robert Cavanagh, it was unanimously voted: **To move into executive session.**

The meeting was called to order at 4:23p.m.

FINANCIAL REPORT UPDATE

Water usage increased 10.44% for the month but is down year to date 6.13% compared to the same period for 2022. Metered revenue increased compared to the budget by \$15K but is down year to date by \$98K.

RATIFY PAYMENT OF BILLS

On a motion of Robert Cavanagh, seconded by Kevin Arel, it was unanimously voted: **To ratify payment of bills in the amount of \$210,272.43 as shown on the printout dated November 1, 2023 – November 30, 2023.**

PUBLIC COMMENT

Jeff Harmon, newly elected Mayor of Auburn reported that he intends to personally fill his seat on the Water District Trustee Board replacing Stephen Milks. Mr. Harmon intends to have Stephen Milks as an alternate in the event that he is not available.

ACTIVITY REPORT / PROJECT UPDATE

The projects for 2023 are complete for the season. Dunn Street and Second Street will be completed in the Spring of 2024. AWD has been working diligently to prepare the 2024 budget. AWD has met with the City of Auburn Engineering Department to discuss Capital Projects and get a better understanding of the proposed projects for 2024. AWD plans to complete preliminary project work this winter to ensure the District is in the best position possible for the 2024 construction season. Currently AWD staff are maintaining hydrants, winterizing facilities & equipment.

Starting the third week of November, in a week's time, AWD received approximately two dozen water quality complaints throughout the distribution system. Customers were reporting discolored and yellow water. The complaints were investigated and many of the complaints confirmed. Crews were mobilized to strategically flush areas within the distribution system to address the issue. The route cause is unknown but there are several factors that could have contributed. The factors are lake turnover, draining & filling Goff Hill Reservoir, and Fall flushing. The water quality calls have subsided substantially.

December 20, 2023

NEW BUSINESS

2024 Trustee Appointments

There is only one Trustee appointment that is open for 2024, Andrew Titus on the Water Board. His term is set to expire in February.

2024 Water Trustee Meeting Schedule

Michael Broadbent presented the Trustees with a meeting schedule for 2024, The schedule has Trustee meetings set on the third Wednesday of every month following the third Tuesday. Meetings will be held at the Water District office at 268 Court Street at 4:00pm.

On a motion of Dan Bilodeau, seconded by Andrew Titus, it was unanimously voted: **To approve the 2024 Water Trustee Meeting Schedule.**

Amendments To The Basic Agreements

In 1993, the Water District signed an Inter-local Agreement referenced as the "Basic Agreement." This was the Agreement drafted with the original grant of the filtration waivers for AWD and the Lewiston Water Division. The amendment proposes that future revisions of the Lake Auburn Watershed Boundary will only be adopted by the AWD Board of Trustees after notice and an opportunity for comment by interested parties, including the City of Lewiston, and will not be finally adopted until the watershed boundary changes have been approved by the Maine Drinking Water Program, similar to the process for their approval dated September 5, 2023.

On a motion of Andrew Titus, seconded by Dan Bilodeau, it was unanimously voted: **The Auburn Water District Authorizes the Superintendent to execute the first amendment to the inter-local cooperation agreement as presented in the Board packet of December 20, 2023 regarding the process that the Auburn Water District will follow for future changes to the boundary of the "Watershed" as used in the Basic Agreement dated June 29,1993. Execution of the amendment by the Auburn Water District is conditioned upon dismissal with prejudice of all claims relating to the District's April 20, 2022 adoption of the revised Official Watershed Boundary Map from the litigation filed by the City of Lewiston, currently pending in the Business and Consumer Court, Docket No. BCD-CIV2022-31.**

Cost Apportionment Discussion

Water District Trustees have been discussing cost apportionment for the past 2 years. Discussions with Lewiston stopped with the filing of litigation in 2022. There is no reason for these discussions to have stopped.

On a motion of Andrew Titus and seconded by Dan Bilodeau, it was voted 6 to 1: **To authorize the Superintendent to contact Lewiston to schedule an apportionment meeting and to conduct an audited chart of accounts as they pertain to apportionment contingent upon Lewiston agreeing to pursue.**

2024 Budget - Final Draft

The Trustees reviewed the Final Draft of the 2024 Budget.

December 20, 2023

On a motion of Dan Bilodeau, seconded by Andrew Titus, it was voted 5-2: **To approve the 2024 Budget and include a 3.2% cost of living increase for employees.**

NEW BUSINESS

Water Quality Update

Water quality has been fair with the exception of another large storm event.

TRUSTEE OPEN SESSION

Dan Bilodeau asked about the Water Quality Ad-Hoc Committee. Do we need to appoint a new Water District representative to replace Stephen Milks? The Trustees agreed to put it on the January agenda.

Jason Pawlina reported that he has started the Superintendent review process. He plans to reach out to Sewer Trustees and asked that this be an agenda item for January.

Stephen Milks reported that this is his last meeting as Water Trustee. He has enjoyed his time on the Board.

On a motion of Robert Cavanagh seconded by Andrew Titus, it was unanimously voted: **To adjourn.**
Meeting adjourned at 5:10 p.m.

Respectfully submitted,

Michael Broadbent

Approved: January 17, 2024

A true record:

Attest: _____

Cynthia Cass
Cynthia Cass, Clerk

December 20, 2023

A Public Hearing on the FY 2024 Water District Budget and FY 2024 Sewerage District Budget was held by the Trustees of the Auburn Water District and the Auburn Sewerage District at the office of the Auburn Water & Sewerage Districts on Wednesday, December 20, 2023 at 5:30 p.m.

Present:

Auburn Water District

Kevin Arel
Robert Cavanagh
Eric Gould
Stephen Milks, President and Mayor's Rep.
Andrew Titus, Treasurer
Dan Bilodeau
Jason Pawlina

Auburn Sewerage District

Robert Cavanagh, Treasurer
Stephen Milks, Mayor's Rep.
Thomas Moulin
Stephen Ness, President
Brad Kowalski
Dan Bilodeau

Also present: Mike Broadbent, Superintendent, Matt Waite, Assistant Superintendent

ADOPTION OF FY 2024 WATER DISTRICT BUDGET

On motion of Robert Cavanagh, seconded by Andrew Titus, it was unanimously voted: **To adopt the Auburn Water District 2024 Budget.**

ADOPTION OF FY 2024 SEWERAGE DISTRICT BUDGET

On motion of Stephen Ness, seconded by Stephen Milks, it was unanimously voted: **To adopt the Auburn Sewerage District 2024 Budget.**

On motion of Stephen Milks, seconded by Robert Cavanagh, it was unanimously voted: **To adjourn.**
Meeting adjourned at 5:37 p.m.

Respectfully submitted,

Michael Broadbent

Approved: January 17, 2024

A true record:

Attest: _____

Cynthia Cass
Cynthia Cass, Clerk

AUBURN WATER DISTRICT

	DECEMBER	2023	Y-T-D DECEMBER 2023		
	YTD - 2022	BUDGET	ACTUAL	BUDGET	VARIANCE
REVENUES:					
Water Sales	\$2,481,205	\$2,951,442	\$2,835,261	\$2,951,442	(\$116,181)
Rent income	65,474	80,424	76,802	80,424	(3,622)
Interest Income	10,715	11,554	60,367	11,554	48,813
Mdse. & Jobbing - NET	40,163	55,812	51,058	55,812	(4,754)
Hydrant Rental	681,484	817,781	817,781	817,781	-
Private Fire Protection	373,149	444,027	466,217	444,027	22,190
Misc. Op. Revenue	90,179	96,852	76,352	96,852	(20,500)
TOTAL REVENUES	3,742,369	4,457,892	4,383,838	4,457,892	(74,054)
			98.34%	91.67%	< Standard
EXPENSES:					
Payroll	790,936	1,039,534	1,021,068	1,039,534	(18,466)
Treatment:					
UV Treatment Plant	324,110	431,059	493,415	431,059	62,356
Chloramine Facility	15,919	17,704	12,843	17,704	(4,861)
Laboratory	30,139	42,756	31,842	42,756	(10,914)
Trans & Dist Maint:					
Maint of Mains	99,660	100,000	123,895	100,000	23,895
Dist System	84,836	118,045	139,790	118,045	21,745
Other	16,075	22,983	16,992	22,983	(5,991)
Administration:					
Employee Benefits	311,879	433,071	360,509	433,071	(72,562)
Legal & Accounting	68,492	70,000	75,010	70,000	5,010
Customer Billing	20,210	27,016	22,964	27,016	(4,052)
Insurances	52,674	63,127	61,099	63,127	(2,028)
Other	53,650	64,534	74,779	64,534	10,245
Vehicles	91,942	117,826	129,536	117,826	11,710
Gull Management	70,125	63,320	86,500	63,320	23,180
Lake Auburn Watershed	59,382	85,000	118,406	85,000	33,406
SUB-TOTAL	2,090,029	2,695,975	2,768,647	2,695,975	72,672
			102.70%	91.67%	< Standard
Interest	110,377	151,680	149,332	151,680	(2,348)
TOTAL EXPENSES	2,200,406	2,847,655	2,917,980	2,847,655	70,325
Bonds - Principal Payments	530,346	753,709	753,709	753,709	0
SURPLUS FROM OPERATIONS	1,011,616	856,528	712,150	856,528	(144,378)

