

November 9, 2023

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, November 15, 2023 at 4:00 P.M.

Regular Meeting Agenda

1. Approve Minutes of Regular Meeting of October 25, 2023.
2. Executive Session in accordance with 1 M.S.R.A. § 405 (6) (E) to discuss legal matter.
3. Financial Report Update.
4. Ratify Payment of Bills
5. Activity Report/Project Update - Matt Waite

Public Hearing

Public Hearing to review proposed amendments to the By-Laws for Protection of Lake Auburn, Level 1 Intake Restricted Zone.

Review revised Watershed Boundary Map

Close Public Hearing

Take Action on Public Hearing Discussion

6. Old Business

- Water Quality Update.
- 2024 Projects.
- 2024 Draft Budget.
- Contracted Financial Services

7. New Business

- Health Insurance Options
- Employee Incentive Plan Review
- Personnel Policies and Procedures Handbook Updates

8. Public Comment

9. Trustee Open Session

10. Adjourn Regular Meeting

A true record:

Attest:



Cynthia Cass, Clerk

Upcoming: Water Trustee Meeting, December 20, 2023 4:00PM

November 15, 2023

The regular monthly meeting of the Trustees of the Auburn Water District was held in person at the Auburn Water District office at 268 Court Street on Wednesday, November 15, 2023 at 4:00pm.

Members present: Robert Cavanagh, Dan Bilodeau, Jason Pawlina, Andrew Titus (Treasurer) and Stephen Milks (President) and Mayor's Representative. Also present: Michael Broadbent, Superintendent and Matthew Waite, Assistant Superintendent.

On motion of Jason Pawlina, seconded by Robert Cavanagh it was voted: **To approve the minutes of the Regular Meeting of October 25, 2023.**

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

FINANCIAL REPORT- Tanya continues to assist the District with its financials as the GL accounts had not been reconciled since July. Maine Rural Water will be at the December meeting. Revenues are down. It has been a wet year. We are looking at a deficit budget. Cash on hand is good.

Trustee Robert Cavanagh questioned the gull management being over budget. Superintendent Broadbent explained that some years are lighter than others and that it all depends on migration and lake conditions. Erica Kidd oversees the gull management.

RATIFY PAYMENT OF BILLS

On motion of Robert Cavanagh, seconded by Dan Bilodeau, it was unanimously voted: **To ratify the payment of bills in the amount of \$501,121.51 dated October 1, 2023-October 31, 2023.**

Trustee Andrew Titus commented on the Watershed also being over budget. It appears that there were some billing errors and we need to get a better handle on the numbers.

ACTIVITY REPORT /PROJECT UPDATE - It is the end of construction season and the crews are taking care of repairs. We are conducting proactive checks of all of our facilities.

The Eastside Taylor Pond Project has been put on hold and the project is to be re-evaluated. Fall flushing is 60% complete. Stable Ridge has satisfied all of our requests and we have the necessary software. Phase II is underway.

PUBLIC HEARING – To review proposed amendments to the By-Laws for the Protection of Lake Auburn, Level 1 Intake Restricted Zone and review Watershed Boundary Map.

November 15, 2023

Page 2

Stephen Beale was in attendance. He told the Board that saw the 3D Model Report and had been to all the meetings and is in agreement with the new boundary line.

The By-laws language has been amended to be consistent with the map.

The Public Hearing was closed.

On motion of Andrew Titus, seconded by Dan Bilodeau, is unanimously voted: **To adopt the Lake Auburn Watershed Boundary and Lake Auburn Watershed Protection Zone map:**

The Auburn Water District adopts the official Lake Auburn Watershed Boundary and Lake Auburn Watershed Protection Zone map dated November 15, 2023 as presented in the Board Packet, inclusive of modifications mapped by CDM Smith in a technical memorandum dated July 31, 2023 and accepted by the Maine CDC Drinking Water Program as a revision of the source water protection boundary by letter dated September 5, 2023. By adopting this updated map, the District repeals the adoption of the amended watershed boundary in its vote of April 20, 2022.

On motion of Dan Bilodeau, seconded Andrew Titus, it was unanimously voted : **To amend the by-laws pertaining to the Level 1 Intake Restricted Zone:**

The Auburn Water District amends the By-laws for Protection of Lake Auburn to amend the delineation of the level 1 Intake Restricted Zone by adding the following underlined language: “Consisting of the shoreline of Lake Auburn upland to the closest roadway, or to the watershed boundary if that is closer to the Lake as depicted on the official Lake Auburn and Lake Auburn Watershed Protection Zone map on file with the Auburn Water District, and the surface of the Lake...”

Trustee Andrew Titus wanted to commend everyone for working on this. It is a step in the right direction.

OLD BUSINESS –

WATER QUALITY UPDATE -The turbidity is trending below average. The lake turnover has occurred. This will help restore oxygen levels throughout the water column.

2024 PROJECTS – Assistant Superintendent Waite met with the City. They have a lot of proposed projects for 2024. He presented the Trustees with an overview of Capital Project Planning. It is a very aggressive plan. The cost for the Lead Project is an unknown. Stephen Milks suggested that we apply for Grant monies to get this work done.

November 15, 2023

Page 3

NEW BUSINESS

HEALTH INSURANCE OPTIONS – Cross Insurance is proposing a 5% increase. Maine Municipal Association would be higher. We need to lock in for 2024.

On motion of Andrew Titus, seconded by Robert Cavanagh, it was unanimously voted: **To remain with Cross Insurance for 2024 with a 5% increase.**

EMPLOYEE INCENTIVE PLAN REVIEW – The District is looking to transition from the retention bonus to an Incentive Plan. Many of the employees do not have operator's licenses which is a requirement in the job description. This would increase the overall performance of our organizations. If an employee meets his job description, he/she would get \$1000. There would be opportunities for employees to obtain and retain valuable skills. The incentive would cap out at \$2000.

On motion of Dan Bilodeau, seconded by Andrew Titus, it was unanimously voted: **To approve the Incentive Plan as presented.**

PERSONNEL POLICIES AND PROCEDURES HANDBOOK UPDATES - Superintendent Broadbent reviewed the changes made to the handbook.

On motion of Robert Cavanagh, seconded by Dan Bilodeau, it was voted: **To approve the changes to the Personnel Policies and Procedures Handbook as presented.** 1 abstention

Trustee Andrew Titus feels that we are doing too much. The District provides good benefits and salaries. Trustee Dan Bilodeau said that there is no need to micro manage. We need to support the staff. He is in favor of what is being done.

DRAFT 2024 BUDGET -The District is assuming 0% growth, a 5% increase in health plan and a 3.2% COLA.

WATERSHED EDUCATION AND OUTREACH - This position is currently a part-time position and looking to make it a full time position. Trustee Stephen Milks wanted to know what that person does all day. He recommended to keep the Watershed Protection line item at \$85,000 which was the budgeted amount for 2023. Trustee Jason Pawlina supported that recommendation.

On motion of Jason Pawlina, seconded by Dan Bilodeau, it was unanimously voted: **To flat line the Watershed Protection budget line item to match the 2023 budgeted amount of \$85,000.**

BOND PAYMENTS – The Vactor Truck has been added. No bonds are due to expire until 2027.

COLA CHANGE -

On motion of Andrew Titus, seconded by Dan Bilodeau, it was voted: **To change the COLA from 3.2% to 2%.** Passes with 3 in favor/2 against

November 15, 2023

Page 4

There will be further discussion of the COLA at the joint meeting on how to handle the vote. It was agreed that if both boards disagree on the COLA it will be included in the budgets at the recommended 3.2%.

SUPERINTENDENT EVALUATION - It was suggested that each Trustee write their own evaluations and send them to Jason Pawlina.

DECEMBER MEETINGS- Regular Meeting , December 20th
Joint Meeting, December 20th
Public Hearing, December 20th

On motion of Robert Cavanagh, seconded by Jason Pawlina, it was unanimously voted: **To adjourn the meeting.**

Respectfully submitted,

Diane Drinkwater

Approved: December 20, 2023

A true record:

Attest: Cynthia Cass
Cynthia Cass, Clerk

AUBURN WATER DISTRICT

	NOVEMBER	2023	Y-T-D NOVEMBER 2023	
	YTD - 2022	BUDGET	ACTUAL	BUDGET VARIANCE
REVENUES:				
Water Sales	\$2,481,205	\$2,951,442	\$2,606,830	\$2,722,819
Rent Income	65,474	80,424	69,997	73,722
Interest Income	10,715	11,554	52,457	10,591
Misc. & Jobbing - NET	40,163	55,812	37,838	51,161
Hydrant Rental	681,484	817,781	749,633	749,633
Private Fire Protection	373,149	444,027	426,678	407,025
Misc. Op. Revenue	90,179	96,852	71,071	88,781
TOTAL REVENUES	3,742,369	4,457,892	4,014,504	4,103,732
			90.05%	91.67% < Standard
EXPENSES:				
Payroll	790,936	1,039,534	944,838	966,866
Treatment:				
UV Treatment Plant	324,110	431,059	462,694	395,137
Chloramine Facility	15,919	17,704	12,114	16,229
Laboratory	30,139	42,756	29,306	39,193
Trans & Dist Maint:				
Maint of Mains	99,660	100,000	123,388	91,667
Dist System	84,836	118,045	129,872	108,208
Other	16,075	22,983	16,127	21,068
Administration:				
Employee Benefits	311,879	433,071	333,718	396,982
Legal & Accounting	68,492	70,000	75,010	64,167
Customer Billing	20,210	27,016	22,020	24,765
Insurances	52,674	63,127	57,696	57,866
Other	53,650	64,534	69,449	59,156
Vehicles	91,942	117,826	119,830	108,007
Gull Management	70,125	63,320	79,292	58,043
Lake Auburn Watershed	59,382	85,000	112,238	77,917
SUB-TOTAL	2,090,029	2,695,975	2,587,590	2,485,770
			95.98%	91.67% < Standard
Interest	110,377	151,680	137,992	139,040
TOTAL EXPENSES	2,200,406	2,847,655	2,725,582	2,624,810
Bonds - Principal Payments	530,346	753,709	753,709	690,900
SURPLUS (DEFICIT) FROM OPERATIONS	1,011,616	856,528	535,213	788,522
				(253,308)

	MTD	MTD-Bud	Change
-0.88%	\$247,071	\$232,151	\$14,920
Not Material	\$6,408	\$6,702	-294
Not Material	\$12,404	\$963	11,441
Timing of billings v expenses	\$3,438	\$4,651	-1,213
Not Material	\$68,148	\$68,148	0
Not Material	\$38,932	\$37,002	1,930
Timing of quarterly billing	\$4,958	\$8,071	-3,113
	381,360	357,689	23,671
Personnel Changes	79,630	91,378	-11,748
Chemical and program costs are up	54,835	35,922	18,914
Not Material, timing	748	1,475	-727
	4,965	3,563	1,402
Inventory and Supplies	6,834	8,333	-1,500
Timing	8,734	9,837	-1,103
	667	1,915	-1,248
Personnel Changes	36,812	36,089	723
	13,467	5,833	7,633
	864	2,251	-1,387
	3,097	5,261	-2,164
	6,052	5,378	674
Timing	3,070	9,819	-6,749
Not Material	7,208	5,277	1,932
Not Material	12,906	7,083	5,822
	239,889	229,415	10,474
Not Material	11,341	12,640	-1,299
	251,230	242,055	9,175
Timing of Bond Payments	0	62,809	-62,809
	130,130	52,825	77,305

