

October 20, 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, October 25, 2023 at 4:00 P.M.

Regular Meeting Agenda

1. Approve Minutes of Regular Meeting of September 20, 2023.
2. Executive Session in accordance with 1 M.S.R.A. § 405 (6) (E) to discuss legal matter.
3. Executive Session in Accordance with 1 M.S.R.A. § 405 (6) (C) to discuss a personnel matter.
4. Financial Report Update.
5. Ratify Payment of Bills
6. Public Comment
7. Activity Report/Project Update - Matt Waite
8. Old Business
 - Water Quality Update.
 - Watershed Boundary Discussion.
 - Ad-hoc Committee update.
 - Commissioner Appointment.
9. New Business
 - 2024 Draft Budget
 - ~~Proposals for Financial Services~~
10. Trustee Open Session
11. Adjourn Regular Meeting

Upcoming: Water Trustee Meeting, November 22, 2023 4:00PM

A true record:

Attest: Cynthia L. Cass

Clerk

October 25, 2023

The regular monthly meeting of the Trustees of the Auburn Water District was held at 268 Court Street, Auburn, Maine on Wednesday, October 25, 2023 at 4:00 p.m.

Members present: Kevin Arel, Robert Cavanagh, Eric Gould, Stephen Milks, President and Mayor's Representative and Jason Pawlina. Also present: Michael Broadbent, Superintendent and Matthew Waite, Assistant Superintendent.

Absent: Andrew Titus, Dan Bilodeau

APPROVE MINUTES OF REGULAR MEETING OF SEPTEMBER 20, 2023

On a motion of Jason Pawlina, seconded by Kevin Arel, it was unanimously voted: **To accept the minutes of the Regular Meeting of September 20, 2023.**

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

On a motion of Kevin Arel, seconded by Eric Gould, it was unanimously voted: **To move into executive session to discuss a legal matter.**

EXECUTIVE SESSION IN ACCORDANCE WITH 1 M.S.R.A. § 405 (6) (C) TO DISCUSS A PERSONNEL MATTER.

The meeting came out of executive sessions

FINANCIAL REPORT UPDATE

Metered revenues are up \$99,000. Cash on hand at the end of the month is \$2.9 million. Bond payments became due.

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 \$813,006.20 as shown on the printout dated September 1, 2023 – September 30, 2023.**

PUBLIC COMMENT

Stephen Beale had comments with regards to the Watershed Boundary Map. He was told that the graphics were done in the office from data developed by CDM Smith. He mentioned that the other towns were not part of the Inter-local Agreement. He also mentioned ordinance changes. He felt that it was misleading.

ACTIVITY REPORT / PROJECT UPDATE -

Hotel Road -It is complete.

Vernon-Grove Sts – The area is finished paved; gates and service boxes have been raised.

Mill St. – The area has been finished paved; gates and service boxes have been raised.

Washington St. –The area has been finished paved; gates and service boxes have been raised.

Second St -Gendron installed 540' of 8" main and 1 new hydrant @ Cook St.. We will be responsible for raising gates and service boxes in the Spring/2024.

Eastside Taylor Pond -Customers were notified of the project and the seasonal main has be de-activated.

October 25, 2023

Page 2

The project was put on hold until the Fall of 2024.

Fall Flushing – 67 hydrants to be flushed at night; 45 hydrants to be flushed during the day

Allied Road Leak – A 4.5' segment of 12" cast iron water main was installed. A boil order was lifted when the water samples resulted in a non-detect for coliform.

OLD BUSINESS -

WATER QUALITY UPDATE – Turbidity is below average. Seasonal cooling and lake mixing should help with low dissolved oxygen levels.

WATERSHED BOUNDARY DISCUSSION - A new watershed boundary map was drawn using the info provided by CDM Smith. This removes 82 acres from the watershed on the south end of the lake near Gracelawn Road.

AD-HOC COMMITTEE UPDATE – The Ad-Hoc Committee has agreed upon several of the original recommendations of the Watershed Commission to implement new protections in the watershed. A memo with the recommendations was sent to the Auburn Water District and the City of Lewiston Water Division. These recommendations should be forwarded to the Maine Drinking Water Program to make them aware of the increased protections we are looking to implement. We also need to understand the legal ramifications of adopting all of the recommendations.

COMMISSIONER APPOINTMENT – Evan Cyr and Brad Kowalski have applied

On motion of Kevin Arel, seconded by Jason Pawlina, it was unanimously voted: **To appoint Brad Kowalski as Commissioner to the LAWPC Board.**

NEW BUSINESS

DRAFT BUDGET-2024- A 3.2% COLA is included in the budget. There is a new bond payment added for the Vector Truck. \$1 million in Capital work is added as a place holder. There will be a shift from main replacement to focus on the Lead Project investigating service lines. This is nationwide.

We are shifting from a retention bonus to an incentive program. We are behind the curve with our employees having the necessary water licenses. A draft budget will be in the November packets. This draft will be emailed to Trustees Andrew Titus and Dan Bilodeau. If any of the Trustees have questions or comments they are to direct them to Superintendent Broadbent.

PROPOSALS FOR FINANCIAL SERVICES - We have had success with contracting out our financial services in the past. Superintendent Broadbent met with three entities. The Maine Rural Water Association presented a very comprehensive proposal which would be a perfect fit for our organization. Superintendent Broadbent recommended that we enter into contract with them. They could get us in a better place financially and create more efficiencies. There is no commitment. The Sewer Trustees voted to move forward with them.

On motion of Kevin Arel, seconded by Eric Gould, it was unanimously voted: **To accept the Financial Services proposal from the Maine Rural Water Association.**

October 25, 2023

TRUSTEE OPEN SESSION – No discussion

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

Respectfully submitted,

Diane Drinkwater

Approved: November 15, 2023

A true record:

Attest: _____

Cynthia L Cass

Cynthia Cass, Clerk

**AUBURN WATER DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
TEN MONTHS ENDED OCTOBER 31, 2023**

	OCTOBER	2023	Y-T-D OCTOBER 2023		
	YTD - 2022	BUDGET	ACTUAL	BUDGET	VARIANCE
REVENUES:					
Water Sales	\$2,481,205	\$2,951,442	\$2,359,759	\$2,490,668	(\$130,909)
Rent income	65,474	80,424	63,589	67,020	(3,431)
Interest Income	10,715	11,554	40,053	9,628	30,425
Mdse. & Jobbing - NET	40,163	55,812	34,399	46,510	(12,111)
Hydrant Rental	681,484	817,781	681,484	681,484	0
Private Fire Prot.	373,149	444,027	387,746	370,023	17,724
Misc. Op. Revenue	90,179	96,852	66,113	80,710	(14,597)
TOTAL REVENUES	3,742,369	4,457,892	3,633,144	3,746,043	(112,899)
			81.50%	83.33%	< Standard
EXPENSES:					
Payroll	790,936	1,039,534	865,208	875,488	(10,280)
Treatment:					
UV Treatment Plant	324,110	431,059	407,859	359,216	48,643
Chloramine Facility	15,919	17,704	11,365	14,753	(3,388)
Laboratory	30,139	42,756	24,341	35,630	(11,289)
Trans & Dist Maint:					
Maint of Mains	99,660	100,000	116,554	83,333	33,220
Dist System	84,836	118,045	121,137	98,371	22,767
Other	16,075	22,983	15,460	19,153	(3,692)
Administration:					
Employee Benefits	311,879	433,071	296,906	360,893	(63,987)
Legal & Accounting	68,492	70,000	61,543	58,333	3,210
Customer Billing	20,210	27,016	21,156	22,513	(1,358)
Insurances	52,674	63,127	54,599	52,606	1,993
Other	53,650	64,534	63,397	53,778	9,619
Vehicles	91,942	117,826	116,760	98,188	18,572
Gull Management	70,125	63,320	72,083	52,767	19,317
Lake Auburn Watershed	59,382	85,000	99,333	70,833	28,500
SUB-TOTAL	2,090,029	2,695,975	2,347,701	2,255,856	91,846
			87.08%	83.33%	< Standard
Interest	110,377	151,680	126,651	126,400	251
TOTAL EXPENSES	2,200,406	2,847,655	2,474,352	2,382,256	92,096
Bonds - Principal Payments	530,346	753,709	753,709	628,091	125,618
SURPLUS FROM OPERATIONS	1,011,616	856,528	405,083	735,697	(330,613)

**AUBURN WATER DISTRICT
BALANCE SHEET
PERIOD ENDING - OCTOBER 31, 2023**

	<u>10/31/2023</u>	<u>12/31/2022</u>	<u>10/31/2023</u>	<u>12/31/2022</u>
Property, Plant and Equipment:				
Plant in Service	40,881,188.82	40,875,998.39		17,014,159.18
Less: Accumulated Depreciation	<u>(15,627,219.45)</u>	<u>(15,115,766.81)</u>		<u>1,181,631.65</u>
Construction Work in Progress	<u>25,253,969.37</u>	<u>25,760,231.58</u>		<u>18,195,790.83</u>
	912,089.00	56,811.14		
Net Utility Plant	26,166,058.37	25,817,042.72		6,082,336.35
			<u>24,309,663.48</u>	<u>24,278,127.18</u>
Capitalization:				
Retained Earnings			18,197,596.68	
Current Year Earnings			<u>783,439.29</u>	
			<u>18,981,035.97</u>	
Bonds			5,328,627.51	
Total Capitalization			<u>24,309,663.48</u>	
Current Assets:				
Cash & Working Funds	2,980,492.07	3,354,884.79	168,158.55	97,253.60
Accounts Receivable - Net	556,861.14	399,255.02	15,405.00	14,595.00
Prepayments	45,421.31	25,357.99	(489.99)	27,835.18
Inventory	86,535.52	140,802.26	150,723.96	110,024.96
Total Current Assets	<u>3,669,310.04</u>	<u>3,920,300.06</u>	<u>333,797.52</u>	<u>249,708.74</u>
Investment CD	1,020,235.85	1,005,268.91		135,170.98
			115,830.40	
Deferred Debits:				
2014 Intake Cleaning	12,129.59	19,446.59	6,108,442.45	6,099,051.38
Total Assets	<u>30,867,733.85</u>	<u>30,762,058.28</u>	<u>30,867,733.85</u>	<u>30,762,058.28</u>
			<u>30,867,733.85</u>	<u>30,762,058.28</u>
Current Liabilities:				
Accounts Payable			168,158.55	
Customer Deposits			15,405.00	
Accrued Interest			(489.99)	
Miscellaneous Liabilities			150,723.96	
Total Current Liabilities			<u>333,797.52</u>	
Equipment Leases			115,830.40	
Contributions in Aid			6,108,442.45	
Total Equity Capital and Liabilities			<u>30,867,733.85</u>	