


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, January 29, 2025 at 4:00 P.M.

Special Meeting AGENDA

1. Trustee President Vacancy.
 2. Approve Minutes of Regular Meeting of December 18, 2024.
 3. Approve Minutes of Joint Budget Workshop of December 18, 2024.
 4. Approve Minutes of Joint Public Hearing of December 18, 2024
 5. Financial Report Update -**Michael Bailey**.
 6. Public Comment.
 7. Executive Session In accordance with 1 MRSA sec 405(6)(A) for the purpose of discussion or consideration of an investigation and or hearing of complaints relating to the Auburn Water District By-laws, Article VIII- Code of Ethics.
 8. Activity Report & Project Update-**Matt Waite**.
 9. New Business
 - Water Expansion Study.
 - Pending Projects.
 - Cost Apportionment Materials.
 - Board Appointments.
 10. Old Business
 - Water Quality.
 - Rayburn Consulting, Final report.
 - Staffing Update.
 11. Trustee Open Session.
 12. Adjourn Regular Meeting.
- A true record:
Attest: 
Edward Williams, Clerk

Upcoming: Water Trustee Meeting February 19, 2025.

January 29, 2025

The Special Meeting of the Trustees of the Water District was held at the office of the Auburn Water District, 268 Court Street, on Wednesday January 29, 2025 at 4:00pm.

Members present: Mayor Jeffrey Harmon, Denis Bergeron, Robert Cavanagh (Treasurer), Kevin Arel and Eric Gould. Also present: Superintendent Mike Broadbent, Finance Director Michael Bailey and Legal Counsel Mike Hodgins.

Absent: Trustee Dan Bilodeau
Assist. Supt. Matt Waite

TRUSTEE PRESIDENT VACANCY - President Jason Pawlina has resigned. In the absence of a President, the Treasurer can preside over and conduct the meeting. New officers are appointed in March

On motion of Robert Cavanagh, seconded by Eric Gould it was unanimously voted: **To nominate Denis Bergeron as President of the Board.**

APPROVE MINUTES OF THE REGULAR MEETING OF DECEMBER 18, 2024 –

On motion of Eric Gould, seconded by Jeffrey Harmon, it was unanimously voted: **To approve the minutes of the Regular Meeting of December 18, 2024.**

APPROVE MINUTES OF THE JOINT BUDGET WORKSHOP OF DECEMBER 18, 2024-

On motion of Eric Gould, seconded by Jeffrey Harmon, it was unanimously voted: **To approve the minutes of the Joint Budget Workshop of December 18, 2024.**

APPROVE THE MINUTES OF THE JOINT PUBLIC HEARING OF DECEMBER 18, 2024 –

On motion of Eric Gould, seconded by Jeffrey Harmon, it was unanimously voted: **To approve the minutes of the Joint Public Hearing of December 18, 2024.**

FINANCIAL REPORT: Revenues remain strong compared to budget with positive variances in water sales and interest income. Expenses remain consistent with budget. The cash on hand is at \$3.8 million.

PUBLIC COMMENT - Stephen Beale was in attendance but had no comments.

EXECUTIVE SESSION IN ACCORDANCE WITH 1 MSRA SEC 405 (6) (A) FOR THE PURPOSE OF DISCUSSION OR CONSIDERATION OF AN INVESTIGATION AND OR HEARING OF COMPLAINTS RELATING TO THE AUBURN WATER DISTRICT BY-LAWS, ARTICLE VIII – CODE OF ETHICS

On motion of Kevin Arel, seconded by Eric Gould, it was unanimously voted: **To move into Executive Session.**

The meeting came out of Executive Session at 5:00pm

Motion by Trustee Eric Gould, seconded by Trustee Robert Cavanagh to find Trustee Dan Bilodeau in violation of the Auburn Water District By-Laws Code of Ethics, Article 3, Section 7.

Motion passed 5-0

Motion by Trustee Jeffrey Harmon, seconded by Robert Cavanagh to sanction/admonish Trustee Dan Bilodeau for violating the Auburn Water District By-Laws Code of Ethics, Article 3, Section 7.

Motion failed 3-2

OLD BUSINESS -

RAYBURN CONSULTING/FINAL REPORT - The District is moving forward with the recommendations of the consultant and is working with vendors to establish a time line.

NEW BUSINESS –

COST APPORTIONMENT MATERIALS - The trustees appreciated the handouts and would like Trustee Jeffrey Harmon, the Superintendent and Auburn Water District legal counsel to schedule a meeting with Lewiston for discussion.

TRUSTEE OPEN SESSION - Trustee Eric Gould would like to see ordinances adopted by the City to be applied in the upper watershed.

Trustee Bergeron would like the board to discuss by-law amendments in 2025.

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

Respectfully submitted,
Diane Drinkwater

Approved: February 19, 2025

A true record:

Attest: _____

Edward Williams, Clerk

**AUBURN WATER DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
ONE MONTH ENDED JANUARY 31, 2025**

	January	2025	Y-T-D January 2025		
	YTD - 2024	BUDGET	ACTUAL	BUDGET	Variance
REVENUES:					
Water Sales	\$238,439	\$2,918,000	\$246,913	\$255,628	-\$8,714
Rent income	6,805	72,000	6,877	6,000	\$877
Interest Income	4,842	63,000	3,231	5,250	-\$2,019
Mdse. & Jobbing - NET	1,127	47,000	5,110	3,917	\$1,193
Public Fire Protection	68,148	818,000	204,445	68,167	\$136,279
Private Fire Prot.	38,677	472,001	39,205	39,333	-\$129
Misc. Op. Revenue	4,781	75,000	6,843	6,250	\$593
TOTAL REVENUES	362,819	4,465,001	\$512,623	\$384,544	\$128,079
				75%	
EXPENSES:					
Payroll	109,407	1,362,916	\$104,616	\$123,366	-\$18,750
Treatment:					
UV Treatment Plant	32,878	620,000	\$17,887	\$51,667	-\$33,780
Chloramine Facility	616	21,800	\$810	\$1,817	-\$1,006
Laboratory	1,638	50,500	\$842	\$4,208	-\$3,366
Trans & Dist Maint:					
Maint of Mains	4,281	110,000	\$10,830	\$9,167	\$1,663
Dist System	11,273	152,986	8,569	\$12,749	-\$4,180
Other	1,401	23,000	\$0	\$1,917	-\$1,917
Administration:					
Employee Benefits	34,451	495,572	\$38,214	\$41,298	-\$3,084
Legal & Accounting	9,156	50,000	\$3,153	\$4,167	-\$1,014
Customer Billing	1,628	28,000	\$1,464	\$2,333	-\$869
Insurances	3,447	66,000	\$11,309	\$5,500	\$5,809
Other	9,739	77,200	\$10,584	\$6,433	\$4,151
Vehicles	12,657	156,000	\$9,048	\$13,000	-\$3,952
Gull Management	5,277	63,320	\$5,277	\$5,277	\$0
Lake Auburn Watershed	7,880	115,000	\$10,521	\$9,583	\$938
SUB-TOTAL	245,728	3,392,294	\$233,124	\$292,481	-\$59,357
				75%	
Interest	11,341	125,283	\$11,092	\$10,440	\$651
TOTAL EXPENSES	257,069	3,517,577	\$268,408	\$302,921	-\$34,513
Bonds - Principal Payments	0	816,024	\$0	\$68,002	-\$68,002
SURPLUS FROM OPERATIONS	105,750	131,400	\$268,408	\$13,622	\$230,594

Non-Cash Items:

Depreciation - 1403-000	\$61,000
Loss on Disposal of Assets	\$0
Fire Revenue Timing	\$0
Sub - Total Non-Cash	\$61,000
Income Statement - Bottom Line	\$207,408

**AUBURN WATER DISTRICT
BALANCE SHEET
PERIOD ENDING - January 31, 2025**

	1/31/2025	12/31/2024
Property, Plant and Equipment:		
Plant in Service	42,734,380.61	42,373,195.25
Less: Accumulated Depreciation	<u>(16,579,312.52)</u>	<u>(16,725,107.41)</u>
	26,155,068.09	25,648,087.84
Construction Work in Progress	675,360.03	1,048,347.65
Net Utility Plant	26,830,428.12	26,696,435.49
Current Assets:		
Cash & Working Funds	3,933,210.14	3,852,498.95
Accounts Receivable - Net	527,050.89	947,672.02
Prepayments	39,941.88	(20,237.92)
Inventory	<u>224,792.19</u>	<u>215,952.30</u>
Total Current Assets	<u>4,724,995.10</u>	<u>4,995,885.35</u>
Investment CD	0.00	0.00
Deferred Debits:		
2014 Intake Cleaning	0.00	0.00
Total Assets	<u>31,555,423.22</u>	<u>31,692,320.84</u>

	1/31/2025	12/31/2024
Capitalization:		
Retained Earnings	20,066,964.74	19,087,641.80
Current Year Earnings	<u>207,408</u>	<u>1,206,319</u>
	20,274,372.73	20,293,960.66
Bonds	4,823,297.21	4,823,297.21
Total Capitalization	<u>25,097,669.94</u>	<u>25,117,257.87</u>
Current Liabilities:		
Accounts Payable	137,521.70	91,360.63
Customer Deposits	16,120.00	16,120.00
Accrued Interest	38,346.09	30,541.20
Miscellaneous Liabilities	<u>102,266.62</u>	<u>124,761.04</u>
Total Current Liabilities	<u>294,254.41</u>	<u>262,782.87</u>
Equipment Leases	44,741.75	84,698.05
Contributions in Aid	6,118,757.12	6,227,582.05
Total Equity Capital and Liabilities	<u>31,555,423.22</u>	<u>31,692,320.84</u>