

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 16, 2024 at 4:00 P.M.

Regular Meeting AGENDA

1. Approve Minutes of Regular Meeting of September 18, 2024.
2. Financial Report Update -Daphne Paulette, MRWA.
3. Public Comment.
4. Activity Report & Project Update.
5. New Business
  - 2025 Budget.
  - Water Meters.
  - District Telecommuting Policy.
6. Old Business
  - Water Quality.
  - LCRR, Inventory Submitted.
  - Staff Update.
  - SCADA Agreements.
  - Commission update.
  - Workflow Efficiency Study.
7. Trustee Open Session.
8. Adjourn Regular Meeting.

**Upcoming:** Water Trustee Meeting, November 20, 2024 4:00PM.

A true record:

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

Edward Williams, Clerk

October 16, 2024

The regular monthly meeting of the Trustees of the Water District will be held at the office of the Auburn Water District, 268 Court Street, on Wednesday October 16, 2024 at 4:00pm.

Members present: Eric Gould, Dan Bilodeau, Mayor Jeffrey Harmon, Denis Bergeron, Robert Cavanagh (Treasurer) and Jason Pawlina (President). Also present: Superintendent Mike Broadbent.

Absent: Trustee Kevin Arel and Assist. Superintendent Matt Waite.

### **APPROVE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 18, 2024**

On motion of Denis Bergeron, seconded by Eric Gould, it was unanimously voted : **To approve the minutes of the regular meeting of September 18, 2024 as amended.**

**FINANCIAL REPORT UPDATE** – A financial report was not available for this meeting. It will be added to the November meeting.

### **ACTIVITY REPORT/PROJECT UPDATE- Michael Broadbent**

The work on Marian Dr. and Fourth Street is complete. Hotel Road is near completion. The crews have replaced services that were determined to be either lead or galvanized requiring replacement. All the services replaced turned out to be lead-lined galvanized.

There were two leaks on Saturday, September 28 ( Mill St. and High St.). The crew replaced 12' of cast iron pipe. A boil order was in place until Monday.

The new Vactor truck has been sent back to the manufacturer. Superintendent Broadbent requested some compensation for time lost in getting our work completed. They have not offered anything but indicated they were working hard to determine the issue and get it repaired.

### **NEW BUSINESS**

**2025 BUDGET** – Drafting a budget without a finance director has been difficult and there are still some unknowns. Superintendent Broadbent will be looking at UV plant power and chemical cost increases. He and Matt Waite will work on the Capital Projects.

**PAID FAMILY LEAVE** - Beginning January ,2025 employees will be required to send 1% of gross earnings to the State Paid Family Leave fund which will not be available for use until May, 2026. Mayor Jeffrey Harmon mentioned several options to consider. Trustee Robert Cavanagh was in favor of the District paying in the 1% for the employee. Superintendent Broadbent will look at the various options before a decision is made. He told the trustees to let him know if they have concerns or changes they would like to make to the budget.

**WATER METERS** – Superintendent Broadbent had a presentation on meter replacement options.

Option 1 – Bond \$3.5 to \$4 million. The new ultrasonic meters are guaranteed for 20 years.

Option 2 – Budget \$200,00/year and replace 350 meters a year.

Option 3 – The vendor would replace all the meters and be responsible for repairs or replacement of meters as they would own the meters. The meter reading software would allow for radio communication through the click of a button. Through AMI (Advanced Meter Infrastructure) a customer could log in and see how much water they are using. These smart meters would report any usage which is out of the ordinary and frozen or stopped meters. The cost is \$300,000/year.

Superintendent Broadbent will investigate the strategies further. Trustee Denis Bergeron said that we would have to inform the customers about this change and how it will affect them. Mayor Jeffrey Harmon said that someone would need to manage the contract.

Superintendent Broadbent included \$200,000 in the budget for meter replacement especially the larger meters. Trustee Denis Bergeron asked if there were other companies that offered this service.

**DISTRICT TELECOMMUTING POLICY** - The number one complaint is that the District does not have a policy for working at home. We have lost qualified applicants because of this. An amendment was made on Page 3 to change to 2 days per week. Superintendent Broadbent reached out to Maine Municipal Association. They were supportive as long as there was an established Policy which would exempt the District from liability should the employee get hurt at home. There would be checks and balances. Superintendent Broadbent will contact Phil Crowell to discuss their policy. He told the trustees to let him know

if they have comments or concerns about the policy. This will be brought back for a vote.

### **WATER QUALITY UPDATE**

The water quality in the lake is exceptional for this time of year. The turbidity levels have been below average for the past three months. Phosphorus numbers are low and the water temperature is rapidly declining.

**LCRR INVENTORY SUBMISSION** -The District has completed its service line inventory and submitted it to the Maine Drinking Water Program as required. We continue to gather data from our customers. We still have many unknown material types in our system. We will continue to work on these as we follow the Lead & Copper Rule Improvement Guidelines. Superintendent Broadbent took the time to recognize the staff members who have worked on this: Greg Jalbert, Matt Waite and Eddie Williams.

**STAFF UPDATE** – The District has hired Michael Bailey as the Finance Director. He has 10 years experience as an Audit Manager. He will be presenting the Financial Reports in November.

**SCADA AGREEMENTS** – Inter-local Agreement # 4 with Lewiston shares the SCADA technicians 50/50. Lewiston has not provided SCADA coverage for the last two years. They are not in financial default and are paying ½ the wages for our SCADA technician. Lewiston has a Union , we do not. Superintendent Broadbent would like to hire another SCADA employee. We could contract with other utilities for SCADA services which would bring in revenue for the District. We have given Lewiston the necessary one(1) year notice of the termination of the Inter-local Agreement # 4. Superintendent Broadbent will meet with Lewiston to discuss this further.

**COMMISSION UPDATE** - The Commission has formed a sub-committee to develop a septic inspection policy and pull together preliminary budget numbers. Our Watershed Manager, Danielle Olsen, will be at the November meeting to discuss how the inspections are to be completed.

**WORKFLOW EFFICIENCY STUDY** – Over the last several months, the District has continued to work with Raybern consulting to look at our business process and identify efficiencies. We have looked at new accounting software, utility billing, asset management software and automated payroll. We will present options for utility billing and accounting software in the 2025 budget.

We would like to get the automated payroll established ahead of January 1, 2025 because the implementation is 4-6 weeks and do not want two different payroll systems together in one year. We have an impending retirement that will directly affect payroll and HR. Staff has selected ProLiant. They automate payroll, manage PTO, tax filing, 401 interface, worker's comp reporting and weekly time reports. These steps are currently done manually. Employee hours are manually entered into our current payroll system. All other functions require manual input.

The cost to automate payroll is \$80.20/week with ProLiant.

On motion of Denis Bergeron, seconded by Dan Bilodeau, it was unanimously voted: **To move forward with the automated Payroll with ProLiant based on the fact that it will result in savings to the District.**

**TRUSTEE OPEN SESSION** – President Jason Pawlina asked if anyone had any thoughts on the By-Laws. He had not received any comments. Trustee Denis Bergeron mentioned that they should be reviewed annually along with training.

There will be training coming up for Robert's Rules. The City conducts an orientation after every election. Superintendent Broadbent will check with Phil Crowell.

There will be an executive session at the next meeting to discuss cost sharing.

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

Respectfully submitted,

Diane Drinkwater

Approved: November 20, 2024

A true record:

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

Edward Williams, Clerk

**AUBURN WATER DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
TEN MONTHS ENDED OCTOBER 31, 2024**

	October	2024	Y-T-D October 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
<b><u>REVENUES:</u></b>					
Water Sales	\$2,359,759	\$2,917,328	\$2,496,682	\$2,362,521	\$134,162
Rent income	63,589	78,876	59,601	65,730	-6,129
Interest Income	40,053	12,027	51,179	10,023	41,156
Mdse. & Jobbing - NET	34,399	56,789	24,652	47,324	-22,672
Public Fire Protection	681,484	817,781	817,781	681,484	136,297
Private Fire Prot.	387,746	446,020	392,501	371,683	20,818
Misc. Op. Revenue	66,113	102,041	67,482	85,034	-17,553
<b>TOTAL REVENUES</b>	<b>3,633,144</b>	<b>4,430,862</b>	<b>\$3,909,878</b>	<b>\$3,623,799</b>	<b>\$286,079</b>
				<b>75% &lt; Standard</b>	
<b><u>EXPENSES:</u></b>					
Payroll	874,074	1,039,534	\$847,396	\$875,488	-\$28,092
Treatment:					
UV Treatment Plant	359,133	431,059	\$481,667	\$359,216	\$122,451
Chloramine Facility	11,066	17,704	\$4,734	\$14,753	-\$10,019
Laboratory	20,087	42,756	\$38,153	\$35,630	\$2,523
Trans & Dist Maint:					
Maint of Mains	106,460	100,000	\$181,001	\$83,333	\$97,667
Dist System	104,616	118,045	110,054	\$98,371	\$11,683
Other	30,314	22,983	\$18,339	\$19,153	-\$813
Administration:					
Employee Benefits	272,816	433,071	\$333,100	\$360,893	-\$27,793
Legal & Accounting	61,315	70,000	\$78,299	\$58,333	\$19,966
Customer Billing	19,568	27,016	\$18,170	\$22,513	-\$4,344
Insurances	42,826	63,127	\$58,662	\$52,606	\$6,056
Other	33,360	64,534	\$58,186	\$53,778	\$4,408
Vehicles	100,826	117,826	\$54,446	\$98,188	-\$43,742
Gull Management	57,667	63,320	\$51,657	\$52,767	-\$1,110
Lake Auburn Watershed	5,167	85,000	\$72,300	\$70,833	\$1,467
<b>SUB-TOTAL</b>	<b>2,099,294</b>	<b>2,695,975</b>	<b>\$2,406,162</b>	<b>\$2,255,856</b>	<b>\$150,307</b>
				<b>75% &lt; Standard</b>	
Interest	63,500	151,680	\$120,406	\$126,400	-\$5,994
<b>TOTAL EXPENSES</b>	<b>2,162,795</b>	<b>2,847,655</b>	<b>\$1,383,310</b>	<b>\$2,382,256</b>	<b>\$144,313</b>
Bonds - Principal Payments	774,000	753,709	\$335,000	\$628,091	-\$293,091
<b>SURPLUS FROM OPERATIONS</b>	<b>696,350</b>	<b>829,498</b>	<b>\$1,048,310</b>	<b>\$613,453</b>	<b>\$434,857</b>

Non-Cash Items:

Depreciation - 1403-000	\$615,390
Loss on Disposal of Assets	\$0
Fire Revenue Timing	\$0
Sub - Total Non-Cash	\$615,390
Income Statement - Bottom Line	\$767,920

**AUBURN WATER DISTRICT  
BALANCE SHEET  
PERIOD ENDING - OCTOBER 31, 2024**

	10/31/2024	12/31/2023
<b>Property, Plant and Equipment:</b>		
Plant in Service	42,370,336.33	40,867,561.50
Less: Accumulated Depreciation	(16,600,987.41)	(15,513,519.45)
	<u>25,769,348.92</u>	<u>25,354,042.05</u>
Construction Work in Progress	693,334.02	881,375.83
<b>Net Utility Plant</b>	26,462,682.94	26,235,417.88
 <b>Current Assets:</b>		
Cash & Working Funds	4,048,466.45	3,405,330.75
Accounts Receivable - Net	493,867.69	401,492.54
Prepayments	64,336.75	68,613.74
Inventory	232,972.16	84,587.14
<b>Total Current Assets</b>	<u>4,839,643.05</u>	<u>3,960,024.17</u>
 <b>Investment CD</b>	0.00	1,013,544.01
 <b>Deferred Debits:</b>		
2014 Intake Cleaning	2,373.59	13,755.59
<b>Total Assets</b>	<u><u>31,304,699.58</u></u>	<u><u>31,222,741.65</u></u>

	10/31/2024	12/31/2023
<b>Capitalization:</b>		
Retained Earnings	19,087,641.80	17,014,159.18
Current Year Earnings	767,920	1,181,631.65
	<u>19,855,561.39</u>	<u>18,195,790.83</u>
 <b>Bonds</b>	4,823,297.21	6,082,336.35
<b>Total Capitalization</b>	<u>24,678,858.60</u>	<u>24,278,127.18</u>
 <b>Current Liabilities:</b>		
Accounts Payable	165,650.09	97,253.60
Customer Deposits	16,120.00	14,595.00
Accrued Interest	10,218.24	27,835.18
Miscellaneous Liabilities	122,480.40	110,024.96
<b>Total Current Liabilities</b>	<u>314,468.73</u>	<u>249,708.74</u>
 <b>Equipment Leases</b>	84,698.05	135,170.98
 <b>Contributions in Aid</b>	6,226,674.20	6,099,051.38
<b>Total Equity Capital and Liabilities</b>	<u><u>31,304,699.58</u></u>	<u><u>30,762,058.28</u></u>