

**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 20, 2024 at 4:00 P.M.

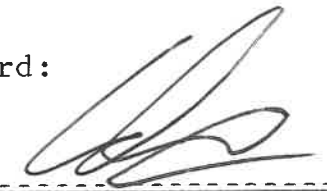
**Regular Meeting AGENDA**

1. Approve Minutes of Regular Meeting of October 16, 2024.
2. Financial Report Update -**Michael Bailey**.
3. Public Comment.
4. Activity Report & Project Update-**Matt Waite**.
5. New Business
  - Septic Inspection Overview, budget approval-**Danielle Olsen**
  - Paid Family Medical Leave.
  - 2025 Audit Commitment.
6. Old Business
  - Water Quality.
  - District Telecommuting Policy.
  - SCADA Agreements.
7. (5:00pm) Executive Session in accordance with 1 M.S.R.A. § 405 (6)(E) Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency.
8. Trustee Open Session.
9. Adjourn Regular Meeting.

**Upcoming:** Water Trustee Meeting, December 18, 2024 4:00PM.  
Joint Budget Workshop December 18, 2024 @ 5:00pm  
Public Hearing, Budget Approval December 18, 2024  
@5:15pm

A true record:

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

  
Edward Williams, Clerk

November 20, 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 November 20, 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, Assistant Superintendent Matt Waite and Michael Bailey, Finance Director.

Absent: Trustee Kevin Arel

**APPROVE THE MINUTES OF THE REGULAR MEETING OF OCTOBER 16, 2024**

On motion of Dan Bilodeau, seconded by Robert Cavanagh, it was unanimously voted : **To approve the minutes of the regular meeting of October 16, 2024 .**

Michael Bailey, Finance Director and Danielle Olsen, Watershed Manager were introduced.

**FINANCIAL REPORT UPDATE** – Revenue is strong. Cash on hand is at \$4 million. Superintendent Broadbent commended Michael Bailey for getting us back on track by posting financials accurately. Trustee Denis Bergeron commented on the legal expense which was way over budget. This is largely due to the lawsuits and issues that have required legal assistance.

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

**ACTIVITY REPORT/PROJECT UPDATE-** Matt Waite – The construction is coming to an end. Gates were raised on Mill St. Inspections have been made on Hotel Rd. to insure that gates are good and up to grade. Fall flushing is almost complete. Digsafes were up as contractors are wrapping up winter projects.

The work on Marian Dr. and Fourth St. is nearly complete. Hotel Road is essentially complete and the District crews will verify that all assets have been brought up to grade and assessing their condition. Chestnut St. has been successfully pressure tested and sampled.

**LCRR** - The Lead Service Line Inventory was submitted ahead of the October 16<sup>th</sup> deadline ensuring that we are in compliance with regulatory requirements. There is a lot of work left to be done. We had to send out more letters before November 15<sup>th</sup> asking for pictures of the inside connections. We have 10 years to complete the inventory.

**NEW BUSINESS –**

**Septic Inspection Overview – Budget Approval – Danielle Olsen**

Danielle has worked with staff and the Commissioners to develop policies and procedures for the Commission to support the City of Auburn's septic inspection requirements. The plan will provide education, technical assistance and reimbursement for inspections when completed in accordance with our policy.

Letters have been sent to inform customers about the inspections. Assistance will be offered to those who need to do any maintenance to their septic system. Danielle is looking at a 5 year projection at a cost to Auburn of \$20,000-\$40,000/year. We are looking at the need for dedicated support, education, outreach, grant funding and a full time position to get the inspections completed. Lewiston has indicated their support for the inspections.

On motion of Dan Bilodeau, seconded by Jeffrey Harmon, it was unanimously voted: **To approve \$115,000 for Watershed Protection in the Commission budget for 2025.**

**PAID FAMILY MEDICAL LEAVE -** The State of Maine has instituted a mandatory Paid Family and Medical Leave Law. Starting January 1, 2025, the District will be required to pay 1% of gross wages to the State of Maine. Of the 1% only .5% can come from the employee. The District could elect to pay the full 1%. The employees currently have the opportunity to enroll in the Income Protection benefit offered through MMEHT. Employees will not be eligible for the PFML benefit until May 1, 2026. The District could file for an exemption in April, 2025. Superintendent Broadbent will research the options when we have more information on the State's Plan.

**2025 AUDIT COMMITMENT –** RHR Smith has been our auditor for the past 6 years. We are no longer under contract and their cost has gone up from \$6,000 to \$7,200. Superintendent Broadbent would like to sign a commitment with RHR for the 2024 audit.

On motion of Jeffrey Harmon, seconded by Eric Gould, it was unanimously voted: **To authorize Superintendent Broadbent to contract with RHR Smith for the 2024 audit.**

**OLD BUSINESS -** Lake clarity remains good. The only concern is with the lake elevation. We have had a very dry summer and fall. As the level goes down it

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exposes softer material that is more susceptible to erosion. The water quality staff has detected the presence of an algae called synura which if present in a high concentration can be unappealing by giving the water a melon taste. At this time the low concentration is in the deeper sections of the lake. We will continue to monitor and notify customers if concentrations increase or if it spreads throughout the lake.

**DISTRICT TELECOMMUTING POLICY** - The draft has been reviewed by legal counsel and our insurer. They made some recommendations and both supported the adoption of the policy. This policy is consistent with what is seen in other businesses. Superintendent Broadbent would like to allow for at least 3 days of remote work/week to qualified staff members.

On motion of Denis Bergeron, seconded by Dan Bilodeau, it was unanimously voted: **To approve the Telecommuting Policy as written.**

The employee will be required to sign a form stating that they will be working in a safe remote place.

**SCADA AGREEMENTS UPDATE** – We continue to work with Lewiston. The new agreement would no longer share staffing and would allow us to have a mutual aid agreement at a cost relationship with Lewiston. Lewiston is reluctant to agree to this fearing losing connections to the SCADA systems at the treatment facilities. They are not prepared to fulfill the current agreement. Superintendent Broadbent will continue to meet with Lewiston until this issue is resolved.

On motion of Jeffrey Harmon, seconded by Denis Bergeron, it was unanimously voted: **To suspend Robert's Rules and add the 2025 Budget to Old Business.**

**2025 BUDGET** – Revenues are kept flat. Chemical costs reflect increases at the UV Plant. We are locking in at a good rate for electricity. Legal expenses will hopefully be normal without lawsuits to deal with.

- The Commission budget has been approved.
- Equipment budget reflects the replacement of a truck.
- The COLA is based on increases assessed by the Social Security Administration as an index which is 2.5% for 2025. Superintendent Broadbent re-

commended that the board implement the 2.5% increase to keep our wages competitive. The sewer board recommended a 3% COLA to offset the .5% employee portion to be paid to the State for the paid family/medical leave coverage.

- Health Insurance -We have been with Cross insurance for 8 years. We fund an HRA through Group Dynamics/Flores that covers the employees' deductibles and co-insurances. The increase this year is 8.9%. Having looked at other options, Superintendent Broadbent recommended that we stay with Cross Insurance for 2025.

- Paid Family Medical Leave – Superintendent Broadbent recommended that the District split the cost of the 1% paid family leave coverage. This meets the requirement of the PFML and splits the burden between the District and the employees.

The mayor, Jeffrey Harmon, recommended that we keep the COLA at 2.5% and the District pay the full 1% to the State. Trustee Denis Bergeron who is on the sewer board feels that the sewer trustees would agree to that recommendation. A decision can be made at the December meeting when shared budget items are discussed.

#### **EXECUTIVE SESSION IN ACCORDANCE WITH 1 M.S.R.A. § 405 (6) (E)**

**Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency.**

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

The meeting came out of Executive Session.

**TRUSTEE OPEN SESSION** - Trustee Denis Bergeron provided information on shared costs with the Lewiston Water Division.

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

Respectfully submitted,  
Diane Drinkwater

Approved: December 18, 2024

A true record:

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

Edward Williams, Clerk

**AUBURN WATER DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
ELEVEN MONTHS ENDED NOVEMBER 30, 2024**

	November	2024	Y-T-D NOVEMBER 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
<b>REVENUES:</b>					
Water Sales	\$2,606,830	\$2,917,328	\$2,743,332	\$2,608,252	\$135,080
Rent income	69,997	78,876	66,478	72,303	-5,826
Interest Income	52,457	12,027	54,369	11,025	43,345
Mdse. & Jobbing - NET	37,838	56,789	19,675	52,057	-32,382
Public Fire Protection	749,633	817,781	817,781	749,633	68,149
Private Fire Prot.	426,678	446,020	432,058	408,852	23,206
Misc. Op. Revenue	71,071	102,041	73,588	93,538	-19,949
<b>TOTAL REVENUES</b>	<b>4,014,504</b>	<b>4,430,862</b>	<b>\$4,207,280</b>	<b>\$3,995,658</b>	<b>\$211,622</b>
				<b>75% &lt; Standard</b>	
<b>EXPENSES:</b>					
Payroll	874,074	1,039,534	\$932,701	\$966,866	-\$34,165
Treatment:					
UV Treatment Plant	359,133	431,059	\$489,371	\$395,137	\$94,233
Chloramine Facility	11,066	17,704	\$5,118	\$16,229	-\$11,111
Laboratory	20,087	42,756	\$39,638	\$39,193	\$445
Trans & Dist Maint:				\$0	
Maint of Mains	106,460	100,000	\$189,118	\$91,667	\$97,451
Dist System	104,616	118,045	116,032	\$108,208	\$7,824
Other	30,314	22,983	\$19,257	\$21,068	-\$1,811
Administration:				\$0	
Employee Benefits	272,816	433,071	\$369,609	\$396,982	-\$27,373
Legal & Accounting	61,315	70,000	\$79,649	\$64,167	\$15,482
Customer Billing	19,568	27,016	\$19,503	\$24,765	-\$5,261
Insurances	42,826	63,127	\$88,190	\$57,866	\$30,324
Other	33,360	64,534	\$67,078	\$59,156	\$7,921
Vehicles	100,826	117,826	\$61,112	\$108,007	-\$46,895
Gull Management	57,667	63,320	\$58,043	\$58,043	\$0
Lake Auburn Watershed	5,167	85,000	\$77,936	\$77,917	\$19
<b>SUB-TOTAL</b>	<b>2,099,294</b>	<b>2,695,975</b>	<b>\$2,612,355</b>	<b>\$2,485,270</b>	<b>\$127,084</b>
				<b>75% &lt; Standard</b>	
Interest	63,500	151,680	\$131,356	\$139,040	-\$7,684
<b>TOTAL EXPENSES</b>	<b>2,162,795</b>	<b>2,847,655</b>	<b>\$1,463,570</b>	<b>\$2,624,310</b>	<b>\$119,400</b>
Bonds - Principal Payments	774,000	753,709	\$335,000	\$690,900	-\$355,900
<b>SURPLUS FROM OPERATIONS</b>	<b>1,077,709</b>	<b>829,498</b>	<b>\$1,128,570</b>	<b>\$680,448</b>	<b>\$448,122</b>

Non-Cash Items:

Depreciation - 1403-000	\$677,450
Loss on Disposal of Assets	\$0
Fire Revenue Timing	\$0
Sub - Total Non-Cash	\$677,450
Income Statement - Bottom Line	\$786,120

**AUBURN WATER DISTRICT  
BALANCE SHEET  
PERIOD ENDING - November 30, 2024**

	11/30/2024	12/31/2023		11/30/2024	12/31/2023
<b>Property, Plant and Equipment:</b>			<b>Capitalization:</b>		
Plant in Service	42,371,158.29	40,894,093.30	Retained Earnings	19,087,641.80	18,197,596.68
Less: Accumulated Depreciation	(16,663,047.41)	(15,740,919.45)	Current Year Earnings	786,120	840,509
	25,708,110.88	25,153,173.85		19,873,762.01	19,038,105.47
Construction Work in Progress	714,919.58	985,288.10			
<b>Net Utility Plant</b>	<b>26,423,030.46</b>	<b>26,138,461.95</b>	<b>Bonds</b>	<b>4,823,297.21</b>	<b>5,328,627.51</b>
			<b>Total Capitalization</b>	<b>24,697,059.22</b>	<b>24,366,732.98</b>
<b>Current Assets:</b>			<b>Current Liabilities:</b>		
Cash & Working Funds	4,206,041.52	3,092,115.98	Accounts Payable	106,150.20	125,533.94
Accounts Receivable - Net	389,797.24	433,096.96	Customer Deposits	16,270.00	15,360.00
Prepayments	21,820.46	64,888.45	Accrued Interest	21,168.00	22,191.63
Inventory	239,083.63	92,357.13	Miscellaneous Liabilities	128,906.46	111,832.19
<b>Total Current Assets</b>	<b>4,856,742.85</b>	<b>3,682,460.52</b>	<b>Total Current Liabilities</b>	<b>272,494.66</b>	<b>274,917.76</b>
<b>Investment CD</b>	<b>0.00</b>	<b>1,035,582.02</b>	<b>Equipment Leases</b>	<b>84,698.05</b>	<b>115,830.40</b>
<b>Deferred Debits:</b>			<b>Contributions in Aid</b>	<b>6,227,081.97</b>	<b>6,109,526.94</b>
2014 Intake Cleaning	1,560.59	10,503.59	<b>Total Equity Capital and Liabilities</b>	<b>31,281,333.90</b>	<b>30,867,008.08</b>
<b>Total Assets</b>	<b>31,281,333.90</b>	<b>30,867,008.08</b>			