

December 12, 2024

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, December 18, 2024 at 4:00 P.M.

### Regular Meeting AGENDA

1. Approve Minutes of Regular Meeting of November 20, 2024.
2. Financial Report Update -**Michael Bailey**.
3. Public Comment.
4. Activity Report & Project Update-**Matt Waite**.
5. New Business
  - 2025 Meeting Schedule.
  - Water Quality Strategic Plan.
  - Future projects.
6. Old Business
  - Water Quality.
  - SCADA Agreements.
  - Water Metering.
  - 2025 Budget
7. Trustee Open Session.
8. Adjourn Regular Meeting.

**Upcoming:** Joint Budget Workshop December 18, 2024 @ 5:00pm  
Public Hearing, Budget Approval December 18, 2024 @5:15pm.  
Water Trustee Meeting January 22, 2025.

A true record:

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

Edward Williams, Clerk

December 18, 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 December 18, 2024 at 4:00pm.

Members present: Eric Gould, Kevin Arel, 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 Dan Bilodeau

**APPROVE THE MINUTES OF THE REGULAR MEETING OF November 20, 2024**

On motion of Robert Cavanagh, seconded by Eric Gould, it was unanimously voted **To approve the minutes of the regular meeting of November 20, 2024** . Kevin Arel abstained from the vote.

**FINANCIAL REPORT UPDATE** – Revenue is strong. Cash on hand is at \$4.2 million. Expenses remain relatively consistent to budget.

**PUBLIC COMMENT-** As no one from the public was in attendance, the Public Comment was closed.

**ACTIVITY REPORT/PROJECT UPDATE-** Matt Waite – There was a water main break at 108 Court Street caused by a rock in the PRV vault creating a water hammer causing major issues. We are looking for coverage for damages through our insurance company and are waiting for a response.

The Fall flushing has been completed. We have completed the private and public hydrant inspections. Dig safes are dropping off as they always do this time of year.

**FOURTH ST & MARIAN DR.** – The remaining work for this project is scheduled for completion in the Spring of 2025 which includes raising gate valves and service boxes. The City of Auburn has invoiced AWD for the majority of the work. A small portion of the funds allocated to this project will carry over into 2025.

**HOTEL ROAD** – The City of Auburn has submitted an invoice for the work completed on this project and is currently under review.

**2025 MEETING SCHEDULE –**

On motion of Kevin Arel, seconded by Denis Bergeron, it was unanimously voted: **To approved the 2025 meeting schedule as presented.**

### **NEW BUSINESS**

**WATER QUALITY STRATEGIC PLAN** – The water quality has been exceptional. The lake elevations have been below average, but the recent storms have brought the elevations back to normal.

To better prepare the District for the future. Supt. Broadbent would like to work with a consultant to study and trend our raw water quality data to develop a model to help develop a timeline and plan for treatment changes not excluding filtration. The District could receive up to \$30,000 from the Maine Drinking Water Program through a Capacity Development Grant. Supt. Broadbent has added \$20,000 to the 2025 equipment budget as matching funds for this project.

**FUTURE PROJECTS** – The Districts have several major projects that will assist us with long range planning and operations. These projects include Metering, Facilities Planning, Asset Management and Operations re-structuring. Our management team has been working hard to understand these projects and predict the financial impact on our budgets. We would like to continue to work on these items and to bring them back to the Board in March, 2025 to consider amending the budgets to include funding these projects.

### **OLD BUSINESS**

**WATER QUALITY** – Discussed above

**SCADA AGREEMENTS** –We have yet to agree on a plan with Lewiston to ensure the SCADA burden at the lake is shared equally. Supt. Broadbent proposed the AWSO provide all SCADA coverage and bill Lewiston 50% of the labor per other contracts. Lewiston would like their guy to start training under our technician so he can provide support once again. They will pay for the training.

Supt. Broadbent has worked with Travis Peaslee, General Manager of LACWA and they have reached an agreement for the District to provide SCADA service on a more regular basis. The final draft is included in the packet. This would become effective January 1, 2025.

On motion of Jeffrey Harmon, seconded by Robert Cavanagh, it was unanimously voted: **To authorize Superintendent Broadbent to sign the agreement with LACWA to provide SCADA services.**

**WATER METERING** – Supt. Broadbent has been researching for the best approach to replace our aging meters. He and Assist. Supt. Matt Waite went to Medford, Ma. and met with their metering department. They have installed 11,000 meters since March, 2024. The ease of use and the leak detection that came with the new meters and software was very impressive. Since March, they have detected and repaired 19 leaks. They were able to read the meters and produce bills in less than hour during our visit.

Lewiston is looking very hard at this . We could collaborate on the use of each other's towers and it could be a joint bid.

Our plan is to distribute an RFQ in January/February to help us select the best metering technology and then work on replacement strategies.

**2025 BUDGET** – The only change since the last meeting was the addition of the \$20,000 for a Water Quality Feasibility Study.

Revenues are budgeted with a 0% increase and expenses at a three-year average. Health Insurance is at an 8.9% increase, Cola at 2.5% and the District will fully fund the 1% PFML(paid family medical leave.)


On motion of Denis Bergeron, seconded by Kevein Arel, it was unanimously voted: **To adjourn the meeting.**

Respectfully submitted,  
Diane Drinkwater

Approved: January 29, 2025

A true record:

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

  
Edward Williams, Clerk

**AUBURN WATER DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
TWELVE MONTHS ENDED December 31, 2024**

	December	2024	Y-T-D DECEMBER 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
<b>REVENUES:</b>					
Water Sales	\$2,835,261	\$2,917,328	\$2,958,535	\$2,835,261	\$123,274
Rent income	76,802	78,876	73,354	78,876	-5,522
Interest Income	60,367	12,027	62,524	12,027	50,497
Mdse. & Jobbing - NET	51,058	56,789	40,301	56,789	-16,488
Public Fire Protection	817,781	817,781	1,022,227	817,781	204,446
Private Fire Prot.	466,217	446,020	512,279	446,020	66,259
Misc. Op. Revenue	76,352	102,041	83,466	102,041	-18,575
<b>TOTAL REVENUES</b>	<b>4,383,838</b>	<b>4,430,862</b>	<b>\$4,752,686</b>	<b>\$4,348,795</b>	<b>\$403,891</b>
				<b>75% &lt; Standard</b>	
<b>EXPENSES:</b>					
Payroll	1,038,812	1,039,534	\$1,038,812	\$1,039,534	-\$722
Treatment:					
UV Treatment Plant	515,461	431,059	\$515,461	\$431,059	\$84,402
Chloramine Facility	5,437	17,704	\$5,437	\$17,704	-\$12,267
Laboratory	41,040	42,756	\$41,040	\$42,756	-\$1,716
Trans & Dist Maint:					
Maint of Mains	275,097	100,000	\$275,097	\$100,000	\$175,097
Dist System	131,478	118,045	131,478	\$118,045	\$13,433
Other	21,119	22,983	\$21,119	\$22,983	-\$1,864
Administration:					
Employee Benefits	403,589	433,071	\$403,589	\$433,071	-\$29,482
Legal & Accounting	82,074	70,000	\$82,074	\$70,000	\$12,074
Customer Billing	20,365	27,016	\$20,365	\$27,016	-\$6,651
Insurances	85,100	63,127	\$85,100	\$63,127	\$21,973
Other	72,565	64,534	\$72,565	\$64,534	\$8,031
Vehicles	64,236	117,826	\$64,236	\$117,826	-\$53,590
Gull Management	63,320	63,320	\$63,320	\$63,320	\$0
Lake Auburn Watershed	93,520	85,000	\$93,520	\$85,000	\$8,520
<b>SUB-TOTAL</b>	<b>2,913,214</b>	<b>2,695,975</b>	<b>\$2,913,214</b>	<b>\$2,695,975</b>	<b>\$217,239</b>
				<b>75% &lt; Standard</b>	
Interest	63,500	151,680	\$140,729	\$151,680	-\$10,951
<b>TOTAL EXPENSES</b>	<b>2,976,714</b>	<b>2,847,655</b>	<b>\$1,698,743</b>	<b>\$2,847,655</b>	<b>\$206,288</b>
Bonds - Principal Payments	774,000	753,709	\$810,077	\$753,709	\$56,368
<b>SURPLUS FROM OPERATIONS</b>	<b>633,124</b>	<b>829,498</b>	<b>\$888,666</b>	<b>\$747,431</b>	<b>\$141,235</b>

Non-Cash Items:

Depreciation - 1403-000	\$739,510
Loss on Disposal of Assets	\$0
Fire Revenue Timing	\$0
Sub - Total Non-Cash	\$739,510
Income Statement - Bottom Line	\$959,233

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

	12/31/2024	12/31/2023		12/31/2024	12/31/2023
<b>Property, Plant and Equipment:</b>			<b>Capitalization:</b>		
Plant in Service	42,373,195.25	40,894,093.30	Retained Earnings	19,087,641.80	18,197,596.68
Less: Accumulated Depreciation	(16,725,107.41)	(15,740,919.45)	Current Year Earnings	1,206,319	840,509
	<u>25,648,087.84</u>	<u>25,153,173.85</u>		<u>20,293,960.66</u>	<u>19,038,105.47</u>
Construction Work in Progress	1,048,347.65	985,288.10			
<b>Net Utility Plant</b>	<b>26,696,435.49</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>25,117,257.87</b>	<b>24,366,732.98</b>
<b>Current Assets:</b>			<b>Current Liabilities:</b>		
Cash & Working Funds	3,852,498.95	3,092,115.98	Accounts Payable	91,360.63	125,533.94
Accounts Receivable - Net	947,672.02	433,098.96	Customer Deposits	16,120.00	15,360.00
Prepayments	(20,237.92)	64,888.45	Accrued Interest	30,541.20	22,191.63
Inventory	<u>215,952.30</u>	<u>92,357.13</u>	Miscellaneous Liabilities	<u>124,761.04</u>	<u>111,832.19</u>
<b>Total Current Assets</b>	<b>4,995,885.35</b>	<b>3,682,460.52</b>	<b>Total Current Liabilities</b>	<b>262,782.87</b>	<b>274,917.76</b>
<b>Investment CD</b>	<b>0.00</b>	<b>1,035,582.02</b>			
<b>Deferred Debits:</b>			<b>Equipment Leases</b>	<b>84,698.05</b>	<b>115,830.40</b>
2014 Intake Cleaning	0.00	10,503.59	<b>Contributions in Aid</b>	<b>6,227,582.05</b>	<b>6,109,526.94</b>
<b>Total Assets</b>	<b>31,692,320.84</b>	<b>30,867,008.08</b>	<b>Total Equity Capital and Liabilities</b>	<b>31,692,320.84</b>	<b>30,867,008.08</b>