

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, February 21, 2024 at 4:00 P.M.

Regular Meeting AGENDA

1. Approve Minutes of Regular Meeting of January 17, 2024.
2. Executive Session in accordance with 1 M.S.R.A. § 405 (6) (E) to discuss legal matter.
3. Financial Report Update - Brenda Palmer, MRWA.
4. Ratify Payment of Bills
5. Public Comment
6. Activity Report/Project Update - Matt Waite
7. New Business
 - DWP response letter
 - Workflow Efficiency Study
 - IPP, Dental, Retirement; Review policy options
 - New Website
 - Appoint AWD representative to Water Quality Ad-Hoc Committee
 - Appoint 2 AWD Representatives to the City of Auburn
8. Old Business
 - Water Quality Update
 - Cost Apportionment Discussions
 - Commission Update/WQ Ad-Hoc Committee Update
 - Superintendent Review
 - Lake Shore Drive
 - LCRR Update

A true record:

Attest: Cynthia Cass

Cynthia Cass, Clerk

9. Trustee Open Session

10. Adjourn Regular Meeting

Upcoming:

Water Trustee Meeting, March 20, 2024 4:00PM. Election of Officers

February 21, 2024

The regular meeting of the Trustees of the Auburn Water District was held at the office of the Auburn Water District at 268 Court Street on Wednesday , February 21, 2024 at 4:00pm.

Members present: Kevin Arel, Robert Cavanagh, Eric Gould, Jason Pawlina, Andrew Titus(Treasurer), Dan Bilodeau and Jeffrey Harmon (Mayor). Also present: Michael Broadbent, Superintendent, Matt Waite , Assistant Superintendent and Brenda Palmer , Maine Rural Water.

APPROVE MINUTES OF REGULAR MEETING OF JANUARY 17, 2024

On motion of Dan Bilodeau, seconded by Kevin Arel, it was unanimously voted: **To approve the minutes of the regular meeting of January 17, 2024.**

A request was made to move the Financial Report and Public Comment before the Executive Session.

On motion of Jeffrey Harmon, seconded by Jason Pawlina, it was unanimously voted: **To move the financial report before the executive session.**

FINANCIAL REPORT UPDATE – Brenda Palmer - Brenda presented the financial report through zoom. Water revenues are down slightly compared to projected budget. Operating expenses are favorable and payroll is also favorable due to two vacant positions. The overall budget is favorable. Account receivables are holding steady. We are preparing for the annual audit scheduled for the first week in March. Errors made by interim staff have been corrected and we are back on track.

On motion of Dan Bilodeau, seconded by Jason Pawlina, it was unanimously voted: **To move Public Comment before the Executive Session.**

PUBLIC COMMENT – Stephen Beale was in attendance. He mentioned the meeting to be held at Auburn Hall regarding the response letter pertaining to the approval of the ordinance package. He spoke of the Gracelawn Pit boundary zone change and watershed best methods of pollution reduction.

Joan Macri of Waterview Dr. and Dale Young of Taywood Rd. residents/owners of property at Taylor Pond were also in attendance. They would like to have year round water. A study in 2017 determined the cost to provide year round water to be \$1 million. Trustee Andrew Titus stated that this would be a City decision and offered to put this on the Agenda for the next meeting. The District has a full plate of projects this year and agreed to add this as a future agenda item.

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

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

The meeting came out of Executive Session.

RATIFY PAYMENT OF BILLS

On motion of Andrew Titus, seconded by Kevin Arel, it was unanimously voted: **To ratify the payment of bills in the amount of \$297,990.13 as shown on the printout dated January 1, 2024 to January 31, 2024.**

ACTIVITY REPORT/PROJECT UPDATE – The crews have been doing winter hydrant maintenance and private hydrant winter checks. The water quality calls were related to low chlorine residuals or hydrant flushing. We have met with MDOT exploring the possibility of the District being part of DOT project bids. The crews have been inspecting all gate valves, tie records and GPS points in preparation for the construction season.

This is the time of year when we complete safety training. The water crew members have been attending training sessions for water operator licenses. One of our employees has obtained his water operator's license. There will be a dig safe seminar in March.

NEW BUSINESS –

DWP RESPONSE LETTER – The DWP applauds the work of the District in creating the Ad-Hoc Committee and offered one comment regarding septic system curtain drains. Superintendent Broadbent recommended that the District request the City to adopt specific language recommended by the DWP to avoid short circuiting of curtain drains in the Watershed Overlay District. We will then inform the DWP of our actions and provide them with the revised language as adopted by the City of Auburn. Mayor Jeffrey Harmon recommended that we proceed with getting this accomplished.

WORKFLOW EFFICIENCY STUDY - We have a lot of softwares that do not talk to each other. We need to remove redundancies. This will reduce costs and increase efficiency. We have taken some steps to realize immediate savings on monthly subscriptions. More in-depth analyses are needed before we can make more changes.

IPP,DENTAL,RETIREMENT/REVIEW POLICY OPTIONS – Maine Municipal Association has suggested that we adopt a policy to offer IPP and Dental after employees complete a probationary period. Superintendent Broadbent recommended a 6-month probationary period. The Trustees supported a 6-month probationary period.

The District contributes 6% of employee gross wages to a 401(a) plan through ICMA (Mission Square). The employees also elect to contribute to a personal 457 plan and/or Roth Ira. A request was made to allow employees to merge the 457 and 401(a) plans and contribute to the 401(a) plan in order to earn more interest. It can be done but the District must amend its current 401(a) plan. The Trustees gave their approval for the District to amend its 401(a) plan.

NEW WEBSITE – We have received training in WordPress. The District staff has full access to edit and create content on the website. We are working to create a blog and system for alerts making our business public for the benefits of our customers.

APPOINT AWD REPRESENTATIVE TO THE WATER QUALITY AD-HOC COMMITTEE – We are looking to replace Trustee Andrew Titus to serve on the committee. Stephen Milks has expressed an interest to be back on the committee.

On motion of Dan Bilodeau, seconded by Kevin Arel, it was unanimously voted: **To appoint Stephen Milks to the Water Quality Ad-Hoc Committee.**

APPOINT 2 AWD REPRESENTATIVES TO THE CITY OF AUBURN - The City of Auburn has formed the Lake Auburn Stakeholders Group. At the last meeting the Trustees voted to support the ordinances as they were adopted last December and expressed that they would like a seat at the table for discussions.

On motion of Kevin Arel, seconded by Jason Pawlina, it was unanimously voted: **To appoint Dan Bilodeau as the Water District Trustee representative to serve with Superintendent Broadbent.**

OLD BUSINESS –

WATER QUALITY UPDATE -The turbidity is slightly above average for this time of year. Ice conditions are poor and the lake has already begun to warm up. We will monitor conditions closely. There could possibly be an early ice-out.

COST APPORTIONMENT DISCUSSIONS – Trustee Andrew Titus and Superintendent Broadbent met with Heather Hunter and Kevin Gagne from the City of Lewiston to discuss cost apportionment. They were not ready to start cost apportioning expenses based on flow , but were not opposed to looking into the logistics of doing so. Mike and Kevin will work on a list of scenarios to run past regulatory agencies. Heather will look into how the accounting can be accomplished.

COMMISSION UPDATE/WATER QUALITY AD-HOC COMMITTEE UPDATE – The Commission continues to discuss adoption of ordinances in the upper watershed. At the February 8th meeting, septic inspections consumed the majority of the discussion. Funding, implementation and staffing are all factors that remain uncertain.

SUPERINTENDENT REVIEW – The review has been completed. Superintendent Broadbent thanked the Trustees for their support.

LAKE SHORE DRIVE – Superintendent Broadbent confirmed with the State that there is no risk with signing a Municipal Partnership Agreement for the replacement of the Lake Shore Drive culvert. The agreement is to award the District up to \$750,000 towards the replacement of the culvert. We have three years to complete the project.

LCRR UPDATE – The application to the Maine Bond Bank for an SRF Loan submitted in October,2023 was not reviewed and or approved until January, 31, 2024. The vendor could not hold the pricing on the hydro excavation equipment. The updated price went up \$9,735.

On motion of Dan Bilodeau, seconded by Kevin Arel, it was unanimously voted: **To fund the additional \$9,735 with cash on hand.**

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

Respectfully submitted,

Diane Drinkwater

Approved: March 20, 2024

A true record:

Attest: _____

Edward Williams, Clerk

**AUBURN WATER DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
TWO MONTHS ENDED FEBRUARY 29, 2024**

	FEBRUARY	2024	YTD FEBRUARY 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Water Sales	\$456,767	\$2,917,328	\$473,169	\$453,924	\$19,245
Rent income	12,645	78,876	13,610	13,146	464
Interest Income	5,134	12,027	13,884	2,005	11,879
Mdse. & Jobbing - NET	4,320	56,789	5,092	9,465	(4,373)
Hydrant Rental	136,297	817,781	136,297	136,297	-
Private Fire Prot.	75,666	446,020	77,776	74,337	3,440
Misc. Op. Revenue	9,733	102,041	10,029	17,007	(6,977)
TOTAL REVENUES	700,562	4,430,862	729,858	706,179	23,678
			16.47%	16.67%	< Standard
<u>EXPENSES:</u>					
Payroll	201,398	1,091,257	197,739	195,573	2,166
Treatment:					
UV Treatment Plant	93,512	469,043	75,900	78,174	(2,274)
Chloramine Facility	5,876	21,792	1,359	3,632	(2,273)
Laboratory	1,797	50,432	1,638	8,405	(6,768)
Trans & Dist Maint:					
Maint of Mains	14,436	106,267	7,650	17,711	(10,062)
Dist System	21,123	139,150	24,877	23,192	1,685
Other	2,453	21,796	2,038	3,633	(1,595)
Administration:					
Employee Benefits	84,596	474,140	69,443	79,023	(9,580)
Legal & Accounting	13,441	70,000	9,156	11,667	(2,510)
Customer Billing	8,791	27,223	8,841	4,537	4,304
Insurances	15,313	62,418	22,722	10,403	12,319
Other	15,553	64,349	14,005	10,725	3,280
Vehicles	25,995	156,096	17,529	26,016	(8,487)
Gull Management	14,417	63,320	10,553	10,553	-
Lake Auburn Watershed	12,009	85,000	15,016	14,167	850
SUB-TOTAL	530,709	2,902,283	478,467	497,411	(18,944)
			16.49%	16.67%	< Standard
Interest	34,715	138,855	26,581	23,143	3,438
TOTAL EXPENSES	565,424	3,041,138	505,048	520,554	(15,506)
Bonds - Principal Payments	0	791,291	0	0	0
RPLUS FROM OPERAT	135,138	598,433	224,810	185,626	39,184

**AUBURN WATER DISTRICT
BALANCE SHEET
PERIOD ENDING - FEBRUARY 29, 2024**

	2/29/2024	12/31/2023		2/29/2024	12/31/2023
Property, Plant and Equipment:			Capitalization:		
Plant in Service	\$ 42,067,175	\$ 40,894,093	Retained Earnings	\$ 19,064,792	\$ 18,197,597
Less: Accumulated Depreciation	(16,104,507)	(15,740,919)	Current Year Earnings	174,049	840,509
	<u>25,962,668</u>	<u>25,153,174</u>		<u>19,238,840</u>	<u>19,038,105</u>
Construction Work in Progress	108,005	985,288			
Net Utility Plant	26,070,673	26,138,462	Bonds	5,328,628	5,328,628
			Total Capitalization	24,567,468	24,366,733
Current Assets:			Current Liabilities:		
Cash & Working Funds	3,396,780	3,092,116	Accounts Payable	137,072	125,534
Accounts Receivable - Net	471,653	433,099	Customer Deposits	15,610	15,360
Prepayments	45,703	64,888	Accrued Interest	59,327	22,192
Inventory	194,858	92,357	Miscellaneous Liabilities	133,957	111,832
Total Current Assets	4,108,995	3,682,461	Total Current Liabilities	345,966	274,918
Investment CD	1,044,084	1,035,582			
Deferred Debits:			Equipment Leases	95,985	115,830
2014 Intake Cleaning	8,878	10,504	Contributions in Aid	6,223,210	6,109,527
Total Assets	\$ 31,232,629	\$ 30,867,008	Total Equity Capital and Liabilities	\$ 31,232,629	\$ 30,867,008