

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 19, 2025 at 4:00 P.M.


Regular Meeting AGENDA

1. Approve Minutes of Regular Meeting of January 22, 2025.
2. Approve Minutes of Special Meeting of January 29, 2025.
3. Financial Report Update -**Michael Bailey**.
4. Public Comment.
5. Activity Report & Project Update-**Matt Waite**.
6. New Business
 - New Loader.
 - Fluoride.
 - Terms and Conditions Revisions.
 - Lewiston SCADA agreements.
7. Old Business
 - Water Meter Request for Qualifications.
 - Water Quality Study.
 - Watershed Protection Commission.
 - Staffing Update.
8. Executive Session in accordance with 1 M.R.S.A. § 405 (6) (A), to discuss a personnel matter.
9. Trustee Open Session.
10. Adjourn Regular Meeting.

Upcoming: Water Trustee Meeting March 19, 2025.

A true record:

Attest:


Edward Williams, Clerk

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 19, 2025 at 4:00 P.M.

Regular Meeting AGENDA

1. Approve Minutes of Regular Meeting of January 22, 2025.
2. Approve Minutes of Special Meeting of January 29, 2025.
3. Financial Report Update -**Michael Bailey**.
4. Public Comment.
5. Activity Report & Project Update-**Matt Waite**.
6. New Business
 - New Loader.
 - Fluoride.
 - Terms and Conditions Revisions.
 - Lewiston SCADA agreements.
7. Old Business
 - Water Meter Request for Qualifications.
 - Water Quality Study.
 - Watershed Protection Commission.
 - Staffing Update.
8. Executive Session in accordance with 1 M.R.S.A. § 405 (6) (A), to discuss a personnel matter.
9. Trustee Open Session.
10. Adjourn Regular Meeting.

Upcoming: Water Trustee Meeting March 19, 2025.

A true record:

Attest:


Edward Williams, Clerk

February 19, 2025

The Regular Meeting of the Trustees of the Water District was held at the office of the Auburn Water District, 268 Court Street, on Wednesday February 19, 2025 at 4:00pm.

Members present: Mayor Jeffrey Harmon, Denis Bergeron(President), Robert Cavanagh (Treasurer), Kevin Arel, Eric Gould and Bruce Rioux. Also present: Superintendent Mike Broadbent, Finance Director Michael Bailey and Assistant Superintendent Matt Waite.

Absent: Trustee Dan Bilodeau

APPROVE MINUTES OF THE REGULAR MEETING OF JANUARY 22 2025 –

On motion of Jeffrey Harmon, seconded by Robert Cavanagh, it was voted: **To approve the minutes of the Regular Meeting of January 22, 2025.**

APPROVE MINUTES OF THE SPECIAL MEETING OF JANUARY 29, 2025-

On motion of Kevin Arel, seconded by Jeffrey Harmon, it was voted: **To approve the minutes of the Special Meeting of January 29, 2025.**

FINANCIAL REPORT: Revenues are strong compared to budget with positive variances in public fire protection and the timing of billing. Expenses are under budget due to positive variances in payroll (two vacant positions)and UV Plant. The cash on hand is at \$3.9 million.

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

ACTIVITY REPORT/PROJECT UPDATE – The District has had four water main breaks to report. The District does charge the customer to thaw a frozen service, or he/she can hire an outside contractor to do the work.

The DOT projects have been awarded. The District has created an RFP to adjust 157 gate boxes. The bid opening is scheduled for 2/20/25.

City Paving projects – The District has submitted quantities for gate and service boxes to be included as a bid alternate.

Merrow Road – The District is working with engineering to minimize conflicts with our assets. The water crew will be completing test holes to collect data within the scope of the paving re-construction project.

NEW BUSINESS

NEW LOADER -The District budgeted to replace its front-end loader. The District solicited 4 vendors . Attached is the breakdown of the options and the recommendation was made to proceed with a 5-year lease- to-own option for another JCB. Since this was already approved as part of the budget , a vote was not needed.

FLUORIDE - The District has received calls from customers requesting that we stop the practice of applying fluoride to our water. These calls are challenging as there are varying opinions on the health benefits of the practice. The practice is being challenged nationally. Included in the packet is a statement the District has prepared after having consulted with the Maine Drinking Water Program and the Secretary of State. The statement will be on our website and provided to our staff as reference.

Since a lot of the water treatment is shared with Lewiston, modifications would be costly if only one entity changed its practices. The District does not advocate one way or another. Attached is a copy of the vote taken in 1968 with regards to correcting fluoride deficiency of the City's water supply.

TERMS AND CONDITIONS REVISIONS – The District's Terms and Conditions constitute our contract with all customers. They have not been updated in 10 years. We will gather information from other districts and will run changes before the Board which will require PUC approval. We must notify customers of impending changes. Having Terms and Conditions revisions on the Agenda and discussing in Open Session meets the requirement of public notice.

Superintendent Broadbent would like to wrap up this process by the April Trustee Meeting.

LEWISTON SCADA AGREEMENTS – Superintendent Broadbent provided a history of events that have taken place. The Auburn Water District is carrying the load. We are currently working outside of an agreement. We need to formalize plans to execute an agreement to ensure coverage and staffing for SCADA needs at the water treatment facilities

Mayor Jeffrey Harmon met with Lewiston Mayor Cheline to discuss the fact that this issue is not being resolved. The Lewiston individual must be qualified, familiar with the UV Plant and have a Level 4 operator's license. There is still no plan from Lewiston to get this addressed. If this has not been resolved by March the trustees should consider taking further action, including termination of Inter-Local Agreement #4. The District needs to be reimbursed for our employee who fills in for when they should have a designated SCADA technician.

OLD BUSINESS –

WATER METER REQUEST FOR QUALIFICATIONS – It is time for new metering technology. AMI services is the way to go. A bid date for March 14 was set. Staff will review the submittals to determine which technology would be best to proceed with in Auburn.

WATER QUALITY STUDY – The District budgeted to conduct a comprehensive water quality analysis to assist in determining treatment recommendations and a timeline for implementation.

WATERSHED PROTECTION COMMISSION -The Commission distributed a Fall Newsletter. The Commission was awarded a Shore Corps Steward, one of four such awards given in the State of Maine. This will fund a fulltime position to work for the Commission and focus on Outreach and Education, landowner engagement and project assistance. There is no cost to the District. This position is covered through a funding agency.

STAFFING UPDATE – The District is fully staffed. Two new positions have been filled: SCADA Technician and Education & Outreach Coordinator.

The District has established a new Safety Committee comprised of the Safety Coordinator, Treatment Plant Manager, Control System Manager, Water Operator, Sewer Operator, Facilities Technician and Assistant Superintendent. Our mission is to ensure the safety and well-being of all employees and the public and continuously improving our safety standards.

Employee spotlight :

Robert Larue has recently earned his Class 1 Water Distribution License and in the process of obtaining his CDL B driver's license.

Derek Hoover has earned his Class I Water Distribution License in November, 2024 and recently obtained his Class II Water Distribution License in January, 2025. He has also obtained his Sewer Collection System License.

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

On motion of Kevin Arel, seconded by Jeffrey Harmon, it was unanimously voted: **To move into executive session to discuss a personnel matter.**

The meeting came out of executive session.

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

Respectfully submitted,
Diane Drinkwater

Approved: March 19, 2025

A true record:

Attest:


Edward Williams, Clerk

**AUBURN WATER DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
TWO MONTHS ENDED FEBRUARY 28, 2025**

	February	2025	Y-T-D February 2025		
	YTD - 2024	BUDGET	ACTUAL	BUDGET	Variance
REVENUES:					
Water Sales	\$473,169	\$2,918,000	\$485,548	\$467,170	\$18,378
Rent income	13,610	72,000	11,492	12,000	-\$508
Interest Income	13,884	63,000	6,134	10,500	-\$4,366
Mdse. & Jobbing - NET	5,092	47,000	-1,827	7,833	-\$9,661
Public Fire Protection	136,297	818,000	204,445	136,333	\$68,112
Private Fire Prot.	77,776	472,001	79,183	78,667	\$516
Misc. Op. Revenue	10,029	75,000	29,783	12,500	\$17,283
TOTAL REVENUES	729,858	4,465,001	\$814,758	\$725,004	\$89,755
				75%	
EXPENSES:					
Payroll	197,739	1,362,916	\$178,531	\$230,086	-\$51,556
Treatment:					
UV Treatment Plant	75,900	620,000	\$66,871	\$103,333	-\$36,462
Chloramine Facility	1,359	21,800	\$1,914	\$3,633	-\$1,720
Laboratory	1,638	50,500	\$1,802	\$8,417	-\$6,614
Trans & Dist Maint:					
Maint of Mains	7,650	110,000	\$17,892	\$18,333	-\$441
Dist System	24,877	152,986	18,196	\$25,498	-\$7,301
Other	2,038	23,000	\$436	\$3,833	-\$3,398
Administration:					
Employee Benefits	69,443	495,572	\$83,724	\$82,595	\$1,128
Legal & Accounting	9,156	50,000	\$6,849	\$8,333	-\$1,485
Customer Billing	8,841	28,000	\$7,799	\$4,667	\$3,132
Insurances	22,722	66,000	\$14,842	\$11,000	\$3,842
Other	14,005	77,200	\$18,262	\$12,867	\$5,395
Vehicles	17,529	156,000	\$14,679	\$26,000	-\$11,321
Gull Management	10,553	63,320	\$10,553	\$10,553	\$0
Lake Auburn Watershed	15,016	115,000	\$18,871	\$19,167	-\$295
SUB-TOTAL	478,467	3,392,294	\$461,221	\$568,316	-\$107,095
				75%	
Interest	26,581	125,283	\$26,358	\$20,881	\$5,477
TOTAL EXPENSES	505,048	3,517,577	\$327,180	\$589,196	-\$262,016
Bonds - Principal Payments	0	816,024	\$0	\$136,004	-\$136,004
SURPLUS FROM OPERATIONS	224,810	131,400	\$327,180	-\$197	\$487,775

Non-Cash Items:

Depreciation - 1403-000 \$122,000

Loss on Disposal of Assets \$0

Fire Revenue Timing \$0

Sub - Total Non-Cash \$122,000

Income Statement - Bottom Line \$205,180

**AUBURN WATER DISTRICT
BALANCE SHEET
PERIOD ENDING - February 28, 2025**

	<u>2/28/2025</u>	<u>12/31/2024</u>		<u>2/28/2025</u>	<u>12/31/2024</u>
Property, Plant and Equipment:			Capitalization:		
Plant in Service	42,800,149.63	42,373,195.25	Retained Earnings	19,989,308.97	19,087,641.80
Less: Accumulated Depreciation	<u>(16,982,375.10)</u>	<u>(16,725,107.41)</u>	Current Year Earnings	215,446	1,206,319
	25,817,774.53	25,648,087.84		<u>20,204,755.27</u>	<u>20,293,960.66</u>
Construction Work in Progress	646,565.83	1,048,347.65			
			Bonds	4,823,297.21	4,823,297.21
Net Utility Plant	26,464,340.36	26,696,435.49	Total Capitalization	<u>25,028,052.48</u>	<u>25,117,257.87</u>
Current Assets:			Current Liabilities:		
Cash & Working Funds	4,084,956.68	3,852,498.95	Accounts Payable	104,188.02	91,360.63
Accounts Receivable - Net	399,769.63	947,672.02	Customer Deposits	16,220.00	16,120.00
Prepayments	33,669.23	(20,237.92)	Accrued Interest	55,406.07	30,541.20
Inventory	440,622.58	215,952.30	Miscellaneous Liabilities	105,443.05	124,761.04
Total Current Assets	<u>4,959,018.12</u>	<u>4,995,885.35</u>	Total Current Liabilities	<u>281,257.14</u>	<u>262,782.87</u>
Investment CD	0.00	0.00	Equipment Leases	93,645.01	84,698.05
Deferred Debits:			Contributions in Aid	6,028,442.16	6,227,582.05
2014 Intake Cleaning	0.00	0.00			
			Total Equity Capital and Liabilities	<u>31,431,396.79</u>	<u>31,692,320.84</u>
Total Assets	<u>31,423,358.48</u>	<u>31,692,320.84</u>			