

AUBURN WATER DISTRICTOffice 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, March 19, 2025 at 4:00 P.M.

Regular Meeting AGENDA

1. Approve Minutes of Regular Meeting of February 19, 2025.
2. Financial Report Update -*Michael Bailey*.
3. Public Comment.
4. Activity Report & Project Update-*Matt Waite*.
5. New Business
 - Election of officers.
 - District Goals 2025.
6. Old Business
 - Water Meter Request for Qualifications.
 - SCADA Agreements.
 - Water Quality Study.
 - Watershed Protection Commission.
 - CISA, Cybersecurity and Infrastructure Security Agency.
 - Staffing Update.
7. Executive Session in accordance with 1 M.R.S.A. § 405 (6) (A), to discuss a personnel matter.
8. Trustee Open Session.
9. Adjourn Regular Meeting.

Upcoming: Water Trustee Meeting April 16, 2025.

A true record:

Attest:


Edward Williams, Clerk

March 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 March 19, 2025 at 4:00pm.

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

Absent: Trustee Denis Bergeron

APPROVE MINUTES OF THE REGULAR MEETING OF FEBRUARY 19 2025 –

On motion of Bruce Rioux, seconded by Jeffrey Harmon, it was voted: **To approve the minutes of the Regular Meeting of February 19, 2025.** Timothy Simpson abstained from the vote.

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 the Education & Outreach Coordinator which was vacant but has since been filled. The cash on hand is at \$4.1 million and sufficient to service existing debt and fund operations.

PUBLIC COMMENT – As no one from the public was in attendance, the public comment was closed.

ACTIVITY REPORT/PROJECT UPDATE – The digsafes have started to ramp up.

DOT PAVING PROJECTS - The District did not receive any bids for the adjustment of water gates and service boxes. We are exploring alternative solutions to complete this work.

CITY PAVING PROJECTS – The District is awaiting the City's receipt of bids for the 2025 paving projects. In the meantime, we will begin the process of locating and collecting GPS data and conduct an assessment of the gate boxes and valves within the project limits.

MERROW RD – The test pits have been completed. This project may be put on hold to 2026.

NEW BUSINESS

ELECTION OF OFFICERS - According to the by-laws elections are conducted by ballot. Superintendent Broadbent handed out ballots to all trustees. Trustee Bergeron agreed to serve as President. Results are as follows: No formal vote needed.

President:	Denis Bergeron
Treasurer:	Robert Cavanagh
Superintendent:	Michael Broadbent
Clerk:	Michael Bailey
Auditor:	RHR Smith

DISTRICT GOALS -2025 –There are several initiatives the trustees need to consider for 2025. Superintendent Broadbent provided a break down of the initiatives and cost estimates for each. They include Water Quality Assessment/Strategic Plan, Asset Management Plan and IT Support, Water Meter Changeout, and Facility Planning. Trustees should consider goals to start and complete these initiatives in the coming year.

The District should conduct a facilities need study. Our building is showing its age. Mayor Jeffrey Harmon asked” what are our expectations from the Board’s perspective?” High priority items will be at the top of the list. Trustee Simpson asked if it made a difference where we are. The City would like us to move by the airport. The center of the City would be better, but geographically we could be anywhere.

Superintendent Broadbent wants to keep the office and operations all in one place which all comes at a cost. All requires planning.

Trustee Simpson asked how many years would it take to complete the metering project. The Sewer District should pay for half the cost. The District has budgeted \$75,000 to purchase meters and software for start up this year. A decision is to be made by the end of March. Once the decision has been made, we will have a better idea of the cost of the meter project.

Superintendent Broadbent will run a financial exercise to be brought back to the Board at the April meeting.

OLD BUSINESS

WATER METER REQUEST FOR QUALIFICATIONS – The RFQ deadline is March 14. As part of the RFQ the vendors were asked to provide software demonstrations. The District has allocated \$75,000 in its 2025 budget to purchase meters and software for start up this year. We anticipate a decision by the end of March.

LEWISTON SCADA AGREEMENTS – There is not a lot to report. We have not been able to secure a meeting. Lewiston does have a technician now in cross training. We need to amend or replace the agreement. Mayor Harmon said that the technician needs to be on call and able to do the job. Availability is important. He told Lewiston that the trustees would move forward with the Breach of Contract and that a meeting is critical.

On motion of Jeffrey Harmon, seconded by Eric Gould, it was unanimously voted: **To direct the Superintendent to send a letter to the City of Lewiston regarding the Breach of Contract with a 90-day cure period or the District will do all the work and bill Lewiston for the cost incurred.**

Trustee Rioux suggested sending them an exorbitant invoice to cover our expenses to cover their share of the UV coverage.

WATER QUALITY STUDY - To assist us with a better understanding of the health of the lake and which options for treatment are best we would like to work with a consultant. Superintendent Broadbent will apply for a Grant to cover the cost of a Study. We need to have treatment options in place if we need to go to filtration.

WATERSHED PROTECTION COMMISSION – Danielle Olsen has provided an activity update. The new Education and Outreach Coordinator , Phoebe Hopkins, has started. They are in the process of selecting a Shore Corps Steward and working on several initiatives including septic inspections. Superintendent Broadbent is looking for someone interested in replacing Dan Bilodeau as a Trustee Rep on the Watershed Commission Board.

CISA/CYBERSECURITY AND INFRASTRUCTURE SECURITY AGENCY – The District was one of 20 systems selected by the Maine Drinking Program to complete a Cyber Security Assessment of our equipment, networks and processes. It was completed by a division of Homeland Security (CISA). We received a good report. The major recommendation is that we appoint an internal point of contact for cyber security, development of policy and practices and insure proper training.

STAFFING UPDATE – The District is fully staffed at this time, however, our most senior employee, Randy Holmes is retiring after 42 years and 5 months of service with the District.

Eddie Williams, Director of Customer and Technical Services, recently earned his Grade 1 Water Distribution Certification.

Jacob Gilbert, Sewer Operator, recently earned his Grade 1 Sewer Collection System Certification.

The actions of these individuals demonstrates their commitment to professional development and success of the organization.

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

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

The meeting came out of executive session.

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

Respectfully submitted,
Diane Drinkwater

Approved: April 16, 2025

A true record:

Attest:


Michael Bailey, Clerk

**AUBURN WATER DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
THREE MONTHS ENDED MARCH 31, 2025**

	March	2025	Y-T-D MARCH 2025		
	YTD - 2024	BUDGET	ACTUAL	BUDGET	Variance
REVENUES:					
Water Sales	\$698,912	\$2,918,000	\$713,760	\$692,163	\$21,596
Rent income	20,415	72,000	16,107	18,000	-\$1,893
Interest Income	21,123	63,000	9,233	15,750	-\$6,517
Mdse. & Jobbing - NET	8,835	47,000	-4,408	11,750	-\$16,158
Public Fire Protection	204,445	818,000	204,445	204,500	-\$55
Private Fire Prot.	118,156	472,001	119,778	118,000	\$1,777
Misc. Op. Revenue	14,966	75,000	36,060	18,750	\$17,310
TOTAL REVENUES	1,086,852	4,465,001	\$1,094,975	\$1,078,914	\$16,061
				75%	
EXPENSES:					
Payroll	280,738	1,362,916	\$301,589	\$352,618	-\$51,029
Treatment:					
UV Treatment Plant	162,722	620,000	\$106,181	\$155,000	-\$48,819
Chloramine Facility	1,996	21,800	\$2,393	\$5,450	-\$3,057
Laboratory	3,487	50,500	\$2,022	\$12,625	-\$10,603
Trans & Dist Maint:					
Maint of Mains	22,704	110,000	\$25,131	\$27,500	-\$2,369
Dist System	41,569	152,986	27,278	\$38,247	-\$10,969
Other	2,675	23,000	\$436	\$5,750	-\$5,315
Administration:					
Employee Benefits	106,741	495,572	\$123,865	\$123,893	-\$28
Legal & Accounting	10,527	50,000	\$10,953	\$12,500	-\$1,547
Customer Billing	9,906	28,000	\$8,764	\$7,000	\$1,764
Insurances	26,159	66,000	\$18,973	\$16,500	\$2,473
Other	18,801	77,200	\$23,188	\$19,300	\$3,888
Vehicles	25,426	156,000	\$21,675	\$26,000	-\$4,325
Gull Management	15,830	63,320	\$15,830	\$15,830	\$0
Lake Auburn Watershed	22,307	115,000	\$28,890	\$28,750	\$140
SUB-TOTAL	751,588	3,392,294	\$717,168	\$846,962	-\$129,794
				75%	
Interest	39,141	125,283	\$39,375	\$31,321	\$8,055
TOTAL EXPENSES	790,729	3,517,577	\$338,431	\$878,283	-\$539,852
Bonds - Principal Payments	114,275	816,024	\$114,939	\$204,006	-\$89,067
SURPLUS FROM OPERATIONS	181,849	131,400	\$223,492	-\$3,375	\$644,980

Non-Cash Items:

Depreciation - 1403-000	\$183,000
Gain on Disposal of Assets	-\$17,000
Fire Revenue Timing	\$0
Sub - Total Non-Cash	\$166,000
Income Statement - Bottom Line	\$172,431

**AUBURN WATER DISTRICT
BALANCE SHEET
PERIOD ENDING - March 31, 2025**

	<u>3/31/2025</u>	<u>12/31/2024</u>
Property, Plant and Equipment:		
Plant in Service	42,752,709.71	42,774,320.36
Less: Accumulated Depreciation	(17,043,375.10)	(16,893,959.95)
	<u>25,709,334.61</u>	<u>25,880,360.41</u>
Construction Work in Progress	763,812.08	630,987.34
Net Utility Plant	26,473,146.69	26,511,347.75
 Current Assets:		
Cash & Working Funds	3,943,450.65	4,205,768.61
Accounts Receivable - Net	353,760.46	494,740.68
Prepayments	(10,509.42)	17,661.23
Inventory	440,158.45	449,157.53
Total Current Assets	<u>4,726,860.14</u>	<u>5,167,328.05</u>
 Investment CD	0.00	0.00
 Deferred Debits:		
2014 Intake Cleaning	0.00	0.00
Total Assets	<u><u>31,200,006.83</u></u>	<u><u>31,678,675.80</u></u>

	<u>3/31/2025</u>	<u>12/31/2024</u>
Capitalization:		
Retained Earnings	19,989,308.97	19,087,641.80
Current Year Earnings	155,431	901,667
	<u>20,144,740.01</u>	<u>19,989,308.97</u>
 Bonds	4,708,357.83	4,823,297.21
Total Capitalization	<u>24,853,097.84</u>	<u>24,812,606.18</u>
 Current Liabilities:		
Accounts Payable	92,157.02	601,474.51
Customer Deposits	16,370.00	16,120.00
Accrued Interest	8,049.76	36,509.56
Miscellaneous Liabilities	108,198.42	100,214.75
Total Current Liabilities	<u>224,775.20</u>	<u>754,318.82</u>
 Equipment Leases	93,645.01	84,698.05
 Contributions in Aid	6,028,488.78	6,027,052.75
Total Equity Capital and Liabilities	<u><u>31,200,006.83</u></u>	<u><u>31,678,675.80</u></u>