

**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, April 17, 2024 at 4:00 P.M.

**Regular Meeting AGENDA**

1. Approve Minutes of Regular Meeting of March 20, 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 - Mike Broadbent
7. New Business
  - Water Rate comparison
  - District Purchase Policy
  - Poland water service stubs
8. Old Business
  - Water Quality Update
  - District Service Territory
  - Cost Apportionment Discussion update
  - Lake Auburn Stakeholders Group/WQ Ad-Hoc Committee Update
  - Lake Shore Drive MPI
  - LCRR Update
9. Trustee Open Session
10. Adjourn Regular Meeting

**Upcoming:** Water Trustee Meeting, May 22, 2024 4:00PM.

A true record :

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

Edward Williams ,Clerk

April 17, 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, April 17, 2024 at 4:00pm.

Members present: Kevin Arel, Eric Gould, Dan Bilodeau, Mayor Jeffrey Harmon, Denis Bergeron and Robert Cavanagh (Treasurer). Also present: Superintendent Mike Broadbent and Brenda Palmer of Maine Rural Water.

Absent: Matthew Waite , Assistant Superintendent  
Jason Pawlina, Trustee

### **APPROVE THE MINUTES OF THE REGULAR MEETING OF MARCH 20, 2024**

On motion of Denis Bergeron, seconded by Kevin Arel, it was voted : **To approve the minutes of the regular meeting of March 20, 2024.** Eric Gould abstained from the vote.

### **EXECUTIVE SESSION IN ACCORDANCE WITH 1 M.S.R.A. 405 (6) (E) to discuss a legal matter.**

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

### **FINANCIAL REPORT UPDATE - Brenda Palmer (MRWA)**

Water revenues are up 3.2% compared to budget. Interest on CDs is up over budget by \$18,000. Operating expense are unfavorable due to power costs and timing of insurances. The cash balance at the end of March was \$3.3 million.

We will look at the possibility of a 1.5% rate increase for 3 years, 2025, 2026 and 2027 which will increase revenues \$150,000 per year for 3 years. We can get a one-time approval for the 3 years. The District has some bonds that will be paid off. Recommendations will be made in June.

### **RATIFY PAYMENT OF BILLS-**

On motion of Eric Gould, seconded by Dan Bilodeau, it was unanimously voted: **To ratify the payment of bills in the amount of \$464,974.64 as shown on the printout dated March 1, 2024 to March 31, 2024.**

**PUBLIC COMMENT** - Stephen Beale commented on the Lake Auburn Stakeholders Group.

Caleb Eulitt, owner of 130 Springwater Road, was in attendance to discuss connection to the Districts water and sewer systems in Poland. The as-builds of the Poland extensions show that the service stubs were left for this particular lot. When the contractor attempted to connect to the stubs they could not be found. The District spent considerable time in an effort to find the stubs. It was discovered that the stubs were not installed per the as-builds. Our contract with Poland shows that they were responsible for the installation of all infrastructure per the design drawings.

Superintendent Broadbent spoke to the manager of the Town of Poland who said that the stubs may have been skipped because it was a vacant lot. Mr. Eulitt was told that the District is not responsible for the installation of the service stubs.

When Mr. Eulitt bought the property he received verbal confirmation that the stubs were there. Based on the as-builds they were installed. He is hoping that the District will assist him with some of his expenses. Superintendent Broadbent told him that he would look into the agreement with Poland and get back to him. Trustee Dan Bilodeau believed this to be a legal matter.

### **ACTIVITY REPORT/PROJECT UPDATE- Matt Waite**

We are getting ready to purchase materials for the MDOT Projects. The contracts for the Fourth St and Marian St. projects have been awarded to Gendron & Gendron. However, due to a backlog of work at Gendron, these projects may be postponed to the end of the summer, if not deferred to next year. The District is in a holding pattern for ordering materials for the projects.

The Chestnut St. project has been delayed pending an environmental impact assessment. Once this is completed we will coordinate a meeting with the City and Woodard & Curran to discuss pricing and allocation of work responsibilities.

The water crew will finish the installation of the 2" water main between Fourth and Fifth Street by next week.

### **NEW BUSINESS**

**WATER RATE COMPARISON** - Working with Brenda we pulled rates from several other utilities similar to Auburn. We are looking at Capital project commitments and future projects to project where we need to be financially. As we look at the rate comparisons we will be able to work on specific recommendations.

**DISTRICT PURCHASE POLICY** – A Purchase Policy has been an on-going recommendation of our annual audit. At the last Water Trustee meeting it was asked why we go through the process to ratify payment of bills when the bills have already been paid. The Purchase Policy will allow staff to operate within the approved budgets and provide structure for decision making. The payables report will still be part of the trustee packet which will keep the Board informed of our purchases.

**POLAND WATER SERVICE STUBS** – This was discussed in public comment.

**OLD BUSINESS**

**WATER QUALITY UPDATE** – The high intensity storms has not been favorable to the lake water quality. The only positive is that the lake has more turnover with the higher inflow. We will continue to monitor conditions as the lake warms.

**DISTRICT SERVICE TERRITORY**— Eaton Peabody has copies of all Poland Agreements and the different versions of the Charters. We hope to have a plan of action by the May meetings.

**COST OF APPORTIONMENT DISCUSSION UPDATE** – Kevin Gagne and Superintendent Broadbent met with the Drinking Water Program. If we decide to change the apportionment we would need to update the Inter-Local Agreement. The formation of an Authority could be an option. DWP would review any option we would like to present.

We need to revive the group which has lost some members. Trustee Denis Bergeron has expressed an interest.

The are multiple agreements with cost apportionment being the primary issue. We need to get Lewiston's position on some of the issues.

**LAKE AUBURN STAKEHOLDERS GROUP/AD-HOC COMMITTEE UPDATE** -These groups continue to meet and discuss topics of septic inspections and limiting the potential development in the watershed as a result of the City's ordinance changes. The District and City of Lewiston through shared staff have applied for source water protection Grants which could be up to \$40,000 to be used for public outreach, septic inspections and management of the inspection program.

**LAKE SHORE DRIVE MPI** -Superintendent Broadbent sent official correspondence to the City of Lewiston requesting their partnership with the MPI project to replace the Townsend Brook Culvert on Lake Shore Drive.

**LCRR UPDATE** – An update on the service line statistics as they relate to service line inventory was included in the packet for review.

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

Respectfully submitted,

Diane Drinkwater

A true record:

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

Edward Williams, Clerk

AUBURN WATER DISTRICT  
OPERATING STATEMENT  
YEAR TO DATE APRIL 2024

	APRIL	2024	Y-T-D APRIL 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
<b><u>REVENUES:</u></b>					
Water Sales	\$927,520	\$2,917,328	\$968,290	\$921,746	\$46,544
Rent income	25,291	78,876	27,221	26,292	929
Interest Income	12,500	12,027	28,115	4,009	24,106
Mdse. & Jobbing - NET	22,621	56,789	6,179	18,930	-12,751
Hydrant Rental	272,594	817,781	272,594	272,594	0
Private Fire Prot.	153,178	446,020	156,481	148,673	7,808
Misc. Op. Revenue	27,365	102,041	20,403	34,014	-13,611
<b>TOTAL REVENUES</b>	<b>1,441,068</b>	<b>4,430,862</b>	<b>1,479,283</b>	<b>1,426,257</b>	<b>53,026</b>
			<b>33.39%</b>	<b>33.33%</b>	< Standard
<b><u>EXPENSES:</u></b>					
Payroll	359,120	1,091,257	371,533	373,493	-1,961
Treatment:					
UV Treatment Plant	150,025	469,043	205,241	156,348	48,893
Chloramine Facility	8,099	21,792	3,135	7,264	-4,129
Laboratory	2,940	50,432	7,515	16,811	-9,295
Trans & Dist Maint:					
Maint of Mains	30,472	106,267	30,983	35,422	-4,440
Dist System	42,127	139,150	48,091	46,383	1,707
Other	4,322	21,796	4,106	7,265	-3,160
Administration:					
Employee Benefits	134,436	474,140	149,148	158,047	-8,898
Legal & Accounting	32,808	70,000	18,826	23,333	-4,507
Customer Billing	14,237	27,223	11,195	9,074	2,121
Insurances	31,987	62,418	39,147	20,806	18,341
Other	28,254	64,349	23,753	21,450	2,303
Vehicles	49,292	156,096	33,821	52,032	-18,211
Gull Management	28,833	63,320	21,107	21,107	0
Lake Auburn Watershed	22,942	85,000	29,303	28,333	970
<b>SUB-TOTAL</b>	<b>939,894</b>	<b>2,902,283</b>	<b>996,903</b>	<b>977,169</b>	<b>19,735</b>
			<b>34.35%</b>	<b>33.33%</b>	< Standard
Interest	63,500	138,855	50,988	46,285	4,703
<b>TOTAL EXPENSES</b>	<b>1,003,394</b>	<b>3,041,138</b>	<b>1,047,891</b>	<b>1,023,454</b>	<b>24,437</b>
Bonds - Principal Payments	114,275	791,291	114,275	114,275	0
<b>SURPLUS FROM OPERATIONS</b>	<b>323,399</b>	<b>598,433</b>	<b>317,117</b>	<b>288,528</b>	<b>28,588</b>

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

	<u>4/30/2023</u>	<u>12/31/2023</u>		<u>4/30/2023</u>	<u>12/31/2023</u>
<b>Property, Plant and Equipment:</b>			<b>Capitalization:</b>		
Plant in Service	42,073,003.89	40,894,093.30	Retained Earnings	19,087,641.80	18,197,596.68
Less: Accumulated Depreciation	<u>-16,228,627.41</u>	<u>-15,740,919.45</u>	Current Year Earnings	<u>324,658.83</u>	<u>840,508.79</u>
	25,844,376.48	25,153,173.85		<u>19,412,300.63</u>	<u>19,038,105.47</u>
Construction Work in Progress	244,735.45	985,288.10			
<b>Net Utility Plant</b>	<b>26,089,111.93</b>	<b>26,138,461.95</b>	<b>Bonds</b>	<b>5,214,021.13</b>	<b>5,328,627.51</b>
			<b>Total Capitalization</b>	<u><b>24,626,321.76</b></u>	<u><b>24,366,732.98</b></u>
<b>Current Assets:</b>			<b>Current Liabilities:</b>		
Cash & Working Funds	3,421,082.80	3,092,115.98	Accounts Payable	167,768.52	125,533.94
Accounts Receivable - Net	467,259.24	433,098.96	Customer Deposits	15,920.00	15,360.00
Prepayments	27,682.63	64,888.45	Accrued Interest	16,702.97	22,191.63
Inventory	<u>219,720.43</u>	<u>92,357.13</u>	Miscellaneous Liabilities	<u>138,838.68</u>	<u>111,832.19</u>
<b>Total Current Assets</b>	<u><b>4,135,745.10</b></u>	<u><b>3,682,460.52</b></u>	<b>Total Current Liabilities</b>	<u><b>339,230.17</b></u>	<u><b>274,917.76</b></u>
<b>Investment CD</b>	<b>1,052,800.23</b>	<b>1,035,582.02</b>			
<b>Deferred Debits:</b>			<b>Equipment Leases</b>	<b>95,985.03</b>	<b>115,830.40</b>
2014 Intake Cleaning	7,251.59	10,503.59	<b>Contributions in Aid</b>	<b>6,223,371.89</b>	<b>6,109,526.94</b>
<b>Total Assets</b>	<u><b>31,284,908.85</b></u>	<u><b>30,867,008.08</b></u>	<b>Total Equity Capital and Li:</b>	<u><b>31,284,908.85</b></u>	<u><b>30,867,008.08</b></u>