

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, May 22, 2024 at 4:00 P.M.

Regular Meeting AGENDA

1. Approve Minutes of Regular Meeting of April 17, 2024.
2. Financial Report Update -Brenda Palmer, MRWA.
3. Executive Session in accordance with 1 M.S.R.A. § 405 (6) (E) to discuss legal matter.
4. Executive Session in accordance with 1 M.S.R.A § 405 (6) (C) to discuss a personnel matter.
5. Public Comment
6. Activity Report/Project Update - Mike Broadbent
7. New Business
 - Update on Storage Garage
 - Auburn City Council Bond Authorization
8. Old Business
 - Water Quality Update
 - District Service Territory
 - District Purchase Policy
 - Cost Apportionment Discussion update
 - Lake Auburn Stakeholders Group/WQ Ad-Hoc Committee Update
 - Lake Shore Drive MPI
 - Poland Service Stubs
 - LCRR Update
9. Trustee Open Session
10. Adjourn Regular Meeting

A true record:

Attest: _____

Edward Williams, Clerk

Upcoming: Water Trustee Meeting, June 19, 2024 4:00PM.

May 22, 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, May 22, 2024 at 4:00pm.

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

APPROVE THE MINUTES OF THE REGULAR MEETING OF April 17, 2024

On motion of Dan Bilodeau, seconded by Kevin Arel, it was voted : **To approve the minutes of the regular meeting of April 17, 2024.** Jason Pawlina abstained from the vote.

FINANCIAL REPORT UPDATE – Brenda Palmer, MRWA

Water revenue for the month of April is up compared to budget by 8%. Interest income on CDs is over budget by \$24K. Operating expenses are unfavorable due to increase in power costs and timing of insurance billings. Receivables are trending well. The cash balance at the end of April was \$3.4 million, an increase of \$330K from March.

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.**

The meeting came out of Executive Session.

PUBLIC COMMENT - Stephen Beale urged the trustees to take in interest in proceedings relating to septic ordinances and forestry and agricultural practices.

ACTIVITY REPORT/PROJECT UPDATE- Matt Waite

The Dunn St. 2" HDPE main installed last summer has been connected to the 6" water main on Fourth St. All that remains is to connect the residents at 55 and 62 Dunn St. to the new main.

The City of Auburn Hotel Road Project is making steady progress with 87 gate valves to be adjusted by Gendron & Gendron. The hydrant on Spring St. has been relocated.

The Lewiston Redundant Line Project conducted two planned shutdowns with a Water District operator on-site to re-activate the main and system flushing paid for by the Lewiston Water Division.

LCRR efforts are underway. Superintendent Broadbent will be meeting with PUC on how to handle changing a customer's service line. What can we do if the customer does let us in to make the change? The goal is to remove the lead services before we submit our lead service inventory list.

The Fourth and Marion Street projects are currently in limbo with an unknown start date. Our crews are prepared to install 8" gate valves, re-locate a hydrant and set up temporary water service lines giving us a head start and avoiding any delays in 2024 and ready for 2025.

A proposal to relay the main for the Chestnut Street Pal Center is currently under consideration.

NEW BUSINESS

UPDATE ON STORAGE GARAGE - A feasibility study was conducted in 2023 looking at options to either expand the existing building or designing a storage garage. Building permits now require "Special Review" before any changes can be made. Superintendent Broadbent suggested a sub-committee of water and sewer trustees to meet with the City to discuss our options.

Mayor Jeffrey Harmon recommended that we establish our needs and then discuss the issue of location. Trustee Bergeron expressed an interest in being a member of the sub-committee.

AUBURN CITY COUNCIL BOND AUTHORIZATION – This an FYI. The Bond authorization was approved.

OLD BUSINESS –

WATER QUALITY UPDATE – The Spring storms did cause a rise in turbidity. Water clarity is improving and the staff have begun in-lake sampling for the year.

DISTRICT SERVICE TERRITORY -Eaton Peabody should have an answer in June.

DISTRICT PURCHASE POLICY – A draft policy was presented to the trustees at the April meeting for their review.

On motion of Denis Bergeron, seconded by Dan Bilodeau, it was unanimously voted: **To approve the District Purchase Policy as presented.**

COST APPORTIONMENT DISCUSSION UPDATE – Trustee Bergeron and Superintendent Broadbent met to discuss cost apportionment and review Inter-local Agreements. Superintendent Broadbent has requested a meeting before

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the end of the month with Lewiston Public Works Director Kevin Gagne and Brian O'Mally acting City Administrator.

LAKE AUBURN STAKEHOLDERS GROUP/WQ AD-HOC COMMITTEE UPDATE –

The stakeholders group has reviewed text amendments to the Watershed Overlay District and has suggested several revisions. Following approval by City Council the City has committed to having these revisions reviewed by the Maine Drinking Water Program.

On motion of Dan Bilodeau, seconded by Kevin Arel, it was unanimously voted: **To authorize Superintendent Broadbent to represent the trustees at the meetings.**

The need for the Ad-Hoc Committee may be coming to an end.

LAKE SHORE DRIVE MPI – The City of Lewiston is funded for the Water Quality Study to extend the intake pipe. In order for them to fund the MPI Project they would have to request more funds from the Council or re-direct funds from the Intake Study. We need for Lewiston to commit to both the Intake and MPI projects.

POLAND WATER SERVICE STUBS – A letter written to Caleb Eulitt, owner of 130 Springwater Road, was included in the trustee packet.

LCRR UPDATE – The District had 43 documented lead service lines. Through our investigations we found one lead service pipe which was on private property and are working with the owner to get it replaced.

There is a page on our website that will educate customers on LCRR and information on how they can complete a self-report survey providing us with information on the private portion of services within customer homes. We will employ two summer interns to assist with inspections. We will be mailing nearly 4,000 letters to customers from whom we need information on their service pipe.

TRUSTEE OPEN SESSION

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

Respectfully submitted,

Diane Drinkwater

A true record:

Attest: _____

Edward Williams, Clerk

Approved: June 20, 2024

AUBURN WATER DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
5 MONTHS ENDED MAY 31, 2024

	May	2024	Y-T-D May 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Water Sales	\$1,147,552	\$2,917,328	\$1,187,912	\$1,140,408	\$47,504
Rent income	31,613	78,876	34,026	32,865	1,161
Interest Income	15,277	12,027	32,753	5,011	27,742
Mdse. & Jobbing - NET	20,215	56,789	15,336	23,662	-8,326
Public Fire Protection	408,891	817,781	408,891	340,742	68,149
Private Fire Prot.	191,891	446,020	195,739	185,842	9,897
Misc. Op. Revenue	34,956	102,041	27,000	42,517	-15,517
TOTAL REVENUES	1,850,395	4,430,862	\$1,901,655	\$1,771,047	\$130,608
			43%	42%	< Standard
<u>EXPENSES:</u>					
Payroll	464,294	1,091,257	\$456,958	\$457,682	(\$723)
Treatment:					
UV Treatment Plant	196,481	469,043	\$264,346	\$195,435	\$68,911
Chloramine Facility	9,588	21,792	\$3,596	\$9,080	(\$5,485)
Laboratory	6,365	50,432	\$8,578	\$21,013	(\$12,436)
Trans & Dist Maint:					
Maint of Mains	50,746	106,267	\$82,204	\$44,278	(\$37,926)
Dist System	53,331	139,150	\$66,515	\$57,979	\$8,536
Other	6,149	21,796	\$6,031	\$9,082	(\$3,051)
Administration:					
Employee Benefits	155,778	474,140	\$165,689	\$197,558	(\$31,870)
Legal & Accounting	44,269	70,000	\$34,259	\$29,167	\$5,092
Customer Billing	6,193	27,223	\$7,307	\$11,343	(\$4,036)
Insurances	35,809	62,418	\$42,749	\$26,008	\$16,742
Other	41,025	64,349	\$36,658	\$26,812	\$9,846
Vehicles	44,852	156,096	\$29,493	\$65,040	(\$35,547)
Gull Management	36,042	63,320	\$26,383	\$26,383	\$0
Lake Auburn Watershed	74,730	85,000	\$37,348	\$35,417	\$1,931
SUB-TOTAL	1,222,884	2,902,283	\$1,268,113	\$1,212,276	(\$50,015)
			44%	42%	< Standard
Interest	63,500	138,855	\$62,834	\$57,856	\$4,978
TOTAL EXPENSES	1,286,385	3,041,138	\$1,330,947	\$1,270,132	(\$15,037)
Bonds - Principal Payments	114,275	791,291	\$114,606	\$329,705	(\$215,098)
SURPLUS FROM OPERATIONS	449,735	598,433	\$456,102	\$171,210	\$360,744

Non-Cash Items:

Depreciation - 1403-000 \$305,090

Sub - Total Non-Cash \$305,090

Income Statement - Bottom Line \$151,012

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

	<u>5/31/2024</u>	<u>12/31/2023</u>
Property, Plant and Equipment:		
Plant in Service	42,073,099.92	40,861,027.90
Less: Accumulated Depreciation	<u>-16,290,687.41</u>	<u>-15,399,819.45</u>
	25,782,412.51	25,461,208.45
Construction Work in Progress	276,672.46	447,441.47
Net Utility Plant	26,059,084.97	25,908,649.92
 Current Assets:		
Cash & Working Funds	3,425,664.99	3,259,116.61
Accounts Receivable - Net	399,523.48	592,583.56
Prepayments	78,008.14	52,207.76
Inventory	<u>230,237.63</u>	<u>179,810.20</u>
Total Current Assets	<u>4,133,434.24</u>	<u>4,083,718.13</u>
 Investment CD	1,054,396.39	1,008,656.66
 Deferred Debits:		
2014 Intake Cleaning	6,438.59	15,381.59
Total Assets	<u><u>31,253,354.19</u></u>	<u><u>31,016,406.30</u></u>

	<u>5/31/2024</u>	<u>12/31/2023</u>	
Capitalization:			
Retained Earnings	19,087,641.80	17,014,159.18	
Current Year Earnings	265,618.00	1,181,631.65	
	<u>19,353,259.80</u>	<u>18,195,790.83</u>	74.95%
 Bonds	5,214,021.13	6,082,336.35	25.05%
 Total Capitalization	<u>24,567,280.93</u>	<u>24,278,127.18</u>	
 Current Liabilities:			
Accounts Payable	196,662.80	97,253.60	
Customer Deposits	15,970.00	14,595.00	
Accrued Interest	28,549.59	27,835.18	
Miscellaneous Liabilities	<u>136,040.01</u>	<u>110,024.96</u>	
Total Current Liabilities	<u>377,222.40</u>	<u>249,708.74</u>	10.96%
 Equipment Leases	84,698.05	135,170.98	
 Contributions in Aid	6,224,152.81	6,099,051.38	
 Total Equity Capital and Liabilities	<u><u>31,253,354.19</u></u>	<u><u>30,762,058.28</u></u>	