

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 Thursday, June 20, 2024 at 4:00 P.M.

Regular Meeting AGENDA

1. Approve Minutes of Regular Meeting of May 22, 2024.
2. Financial Report Update -Amy Hanscom, MRWA.
3. Executive Session in accordance with 1 M.S.R.A. § 405 (6) (E) to discuss legal matter.
4. Public Comment
5. Activity Report/Project Update - Mike Broadbent
6. New Business
 - Lake Auburn Watershed Protection Commission, Trustee Appointments.
 - 2023 Draft Audit.
 - Staffing Update.
7. Old Business
 - Water Quality Update
 - District Service Territory
 - Cost Apportionment Discussion update
 - Lake Auburn Stakeholders Group Update
 - Lake Shore Drive MPI
8. Trustee Open Session
9. Adjourn Regular Meeting

Upcoming: Water Trustee Meeting, July 17, 2024 4:00PM.

A true record:

Attest: _____

Edward Williams, Clerk

June 20, 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 Thursday, June 20, 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 Daphne Paulette of Maine Rural Water.

APPROVE THE MINUTES OF THE REGULAR MEETING OF May 22, 2024

On motion of Kevin Arel, seconded by Eric Gould, it was unanimously voted : **To approve the minutes of the regular meeting of May 22, 2024.**

FINANCIAL REPORT UPDATE – Daphne Paulette, MRWA

Water revenues are up 3% and expenses are favorable 4.7% for the month of May. The cash balance at the end of May was \$3.4 million. We will now be spending on projects.

EXECUTIVE SESSION IN ACCORDANCE WITH 1 M.S.R.A. § 405 (6) (E) TO DISCUSS A LEGAL MATTER - There was no need for the executive session.

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

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. The acceptance test has been completed and services connected.

A new gate has been installed on Chestnut St. and we are actively working to be ready for the new Pal Center. We are responsible for costs up to the site lines. The City has hired St. Laurent for the offset of the water main and installation of a new fire hydrant, sprinkler service and domestic water line.

Hydrant flushing is 50% complete.

The interns are doing a great job on the LCRR Project inspecting and identifying services in our customers' homes. We should be in good shape by the October deadline. The crews are doing a great job and we still have one position to fill.

The MDOT projects are now re-scheduled to 2025 and to be advertised in October, 2024.

Hotel Road Reconstruction – All conflicts have been addressed and the District will raise gate boxes to grade prior to final paving late this summer.

The Hotel Road project is progressing as planned. Gendron & Gendron has sub-contracted with Morin Excavation. They have hit a lot of our marked services. We will now take an image of our markings when we complete the locates.

The Fourth Street Project will take place this year. The water crews will install new gate valves to ensure a reliable shutdown of the water main and will also set up temporary water services for customers affected by the project. Gendron & Gendron is scheduled to start in July.

Marian Drive is currently on hold.

The new vector truck is on its way. There is still a lot of work to be done with LCRR.

NEW BUSINESS

LAKE AUBURN WATERSHED PROTECTION COMMISSION -TRUSTEE

APPOINTMENTS – Brad Kowalski has resigned. The Water District appoints three positions to the Commission. The Trustees of the Water District make one appointment per year. This year's appointment is for a water trustee representative. Dan Bilodeau has now served two consecutive terms as a trustee representative. Brad's seat is a three year, at large position. He was first appointed in 2023 so there are 2 years remaining in that position. Superintendent Broadbent will prepare a ballot for the next meeting. Dan Bilodeau said he would continue to serve if no one is interested.

DRAFT 2023 AUDIT – The Draft Audit and Management Letter have been reviewed by staff and we have found no issues. We have 10 days to sign off on the audit. Superintendent Broadbent did sign it and send it as approved. We have improved our net position. They had standard recommendations and we are doing what is expected.

On motion of Kevin Arel, seconded by Dan Bilodeau, it was unanimously voted: **To approve the 2023 Audit as presented.**

STAFFING UPDATE – We do have one vacancy on the water crew. We are also advertising for the position of Director of Finance. We have received a few applications and conducted one interview. We will continue the search. Recruitment services are very costly.

OLD BUSINESS –

WATER QUALITY UPDATE – Lake clarity has improved over the last month. Phosphorous sampling from tributaries and the lake show that levels are at a healthy balance for this time of year.

DISTRICT SERVICE TERRITORY –It is Eaton Peabody's opinion that the Auburn Water District has the power to continue to serve customers outside of Auburn and that the Charter does not need to be amended. The Charter gives the District incidental rights which allow us to work with neighboring utilities and agree to provide services.

COST APPORTIONMENT DISCUSSION UPDATE – Superintendent Broadbent has made several attempts to schedule a follow-up meeting to discuss apportionment. Acting City Administrator Brian O'Mally asked to resume discussions once a new administrator is hired.

President Jason Pawlina recommended that we put together everything that has happened to date pertaining to this issue. It was suggested that we get legal help with options that we may have to come to a resolution.

On motion of Jeff Harmon, seconded by Dan Bilodeau it was unanimously voted: **To seek legal opinion on the Board of Trustees' options relative to revising the 1993 Inter-Local Agreement.**

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. At this time the revisions are in the final stages. Lewiston was given the opportunity to comment. Superintendent Broadbent provided the City's schedule of meetings to introduce these changes to the public.

LAKE SHORE DRIVE MPI – The City of Lewiston is funded for the Water Quality Study to extend the intake pipe. Kevin is working with the Council on funding for the Lakeshore Drive MPI. We can then establish an agreement for 50/50 funding. We are waiting for Kevin's comments.

TRUSTEE OPEN SESSION

Trustee Denis Bergeron and Mayor's Rep Stephen Milks are on the committee for the storage garage. Denis is looking for the 2023 Feasibility Study.

A future agenda item would be to seek funding for the septic inspections.

What is the City's perspective on septic systems?

What is the City's position on owner responsibility?

Are there any low income programs to help customers with correcting any problems that may be found as a result of the inspections?

Draft a resolve for LAWPC to provide the inspections at no cost to the homeowner and to be paid by Auburn and Lewiston.

Mayor Jeff Harmon will inform the Council that the District is in discussion about the septic inspections.

Trustee Denis Bergeron suggested that we request funding through LAWPC.

Emergency water supply contingency/alternate water supply. President Jason Pawlina is looking for an informational update on the GroundWater Study for the next meeting.

Turner St./Fair St. – MDOT wanted the land. The Board agreed to it. We still own a small triangle. The City of Auburn is looking for a property easement for spill-over parking. We have no use for this property. This is just an FYI with no action required at this time.

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

Respectfully submitted,

Diane Drinkwater

Approved: July 17, 2014

A true record:

Attest: _____


Edward Williams, Clerk

	June	2024	Y-T-D June 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
REVENUES:					
Water Sales	\$ 1,401,594	\$ 2,917,328	\$1,413,857	\$1,349,454	\$ 64,403
Rent income	\$ 38,662	\$ 78,876	38,641	32,865	\$ 5,776
Interest Income	\$ 4,479	\$ 12,027	37,307	5,011	\$ 32,296
Mdse. & Jobbing - NET	\$ 75,691	\$ 56,789	17,735	23,662	\$ (5,927)
Hydrant Rental	\$ 408,891	\$ 817,781	408,891	340,742	\$ 68,149
Private Fire Prot.	\$ 223,480	\$ 446,020	235,612	185,842	\$ 49,770
Misc. Op. Revenue	\$ 56,557	\$ 102,041	7,488	42,517	\$ (35,209)
TOTAL REVENUES	2,209,354	4,430,862	\$2,159,531	\$1,980,093	\$ 179,438
			49%	42%	< Standard
EXPENSES:					
Payroll	\$ 491,470	\$ 1,091,257	\$534,033	\$532,501	\$ 1,532
Treatment:					
UV Treatment Plant	\$ 177,435	\$ 469,043	\$207,578	\$195,435	\$ 12,143
Chloramine Facility	\$ 4,546	\$ 21,792	\$3,658	\$9,080	\$ (5,422)
Laboratory	\$ 10,883	\$ 50,432	\$11,803	\$21,013	\$ (9,211)
Trans & Dist Maint:					
Maint of Mains	\$ 88,098	\$ 106,267	\$97,845	\$44,278	\$ 53,567
Dist System	\$ 63,322	\$ 139,150	77,631	\$57,979	\$ 19,652
Other	\$ 7,733	\$ 21,796	\$16,650	\$9,082	\$ 7,568
Administration:					
Employee Benefits	\$ 181,801	\$ 474,140	\$200,660	\$197,558	\$ 3,101
Legal & Accounting	\$ 45,560	\$ 70,000	\$45,914	\$29,167	\$ 16,747
Customer Billing	\$ 15,077	\$ 27,223	\$20,909	\$11,343	\$ 9,566
Insurances	\$ 35,552	\$ 62,418	\$46,210	\$26,008	\$ 20,203
Other	\$ 30,609	\$ 64,349	\$16,089	\$26,812	\$ (10,723)
Vehicles	\$ 57,754	\$ 156,096	\$34,965	\$65,040	\$ (30,075)
Gull Management	\$ 41,292	\$ 63,320	\$31,660	\$26,383	\$ 5,277
Lake Auburn Watershed	\$ 37,405	\$ 85,000	\$43,831	\$35,417	\$ 8,414
SUB-TOTAL	\$ 1,288,537	\$ 2,902,283	\$1,389,435	\$1,287,095	\$102,340
			48%	42%	< Standard
Interest	\$ 59,629	\$ 138,855	\$74,681	\$57,856	\$16,825
TOTAL EXPENSES	\$ 1,348,166	\$ 3,041,138	\$1,464,116	\$1,344,951	\$119,165
Bonds - Principal Payments	\$ 113,950	\$ 791,291	\$0	\$329,705	(\$329,705)
SURPLUS FROM OPERATIONS	\$ 747,238	\$ 598,433	\$695,415	\$305,437	\$389,978

Non-Cash Items:

Depreciation - 1403-000

\$367,150

Loss on Disposal of Assets

\$0

Fire Revenue Timing

\$0

Sub - Total Non-Cash

\$367,150

Income Statement - Bottom Line

\$328,265

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

	<u>6/30/2024</u>	<u>6/30/2023</u>		<u>6/30/2024</u>	<u>6/30/2023</u>
Property, Plant and Equipment:			Capitalization:		
Plant in Service	42,080,688.69	40,861,027.90	Retained Earnings	19,087,641.80	17,014,159.18
Less: Accumulated Depreciation	<u>-16,352,747.41</u>	<u>-15,399,819.45</u>	Current Year Earnings	328,265	1,181,631.65
		25,461,208.45		<u>19,415,906.68</u>	<u>18,195,790.83</u>
Construction Work in Progress	314,185.52	484,028.63			
			Bonds	5,214,021.13	6,082,336.35
Net Utility Plant	26,042,126.80	25,945,237.08			
			Total Capitalization	<u>24,629,927.81</u>	<u>24,278,127.18</u>
Current Assets:			Current Liabilities:		
Cash & Working Funds	3,259,843.09	3,206,807.55	Accounts Payable	69,305.10	97,253.60
Accounts Receivable - Net	427,495.09	490,004.57	Customer Deposits	13,220.00	14,595.00
Prepayments	64,780.92	52,207.76	Accrued Interest	37,574.98	27,835.18
Inventory	220,009.70	178,513.20	Miscellaneous Liabilities	14,651.17	110,024.96
Total Current Assets	<u>3,972,128.80</u>	<u>3,927,533.08</u>	Total Current Liabilities	<u>134,751.25</u>	<u>249,708.74</u>
Investment CD	1,054,396.39	1,008,656.66			
			Equipment Leases	84698.05	135,170.98
Deferred Debits:					
2014 Intake Cleaning	5,625.59	15,381.59	Contributions in Aid	6,224,900.47	6,099,051.38
Total Assets	<u>31,074,277.58</u>	<u>30,896,808.41</u>	Total Equity Capital and Liabilities	<u>31,074,277.58</u>	<u>30,762,058.28</u>