

July 12, 2024

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, July 17, 2024 at 4:00 P.M.

Regular Meeting AGENDA

1. Approve Minutes of Regular Meeting of June 20, 2024.
2. Financial Report Update -Amy Hanscom, MRWA.
3. Executive Session in accordance with 1 M.S.R.A. § 405 (6)(E) Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, [and] pending or contemplated litigation.
4. Public Comment
5. Activity Report/Project Update - Mike Broadbent
6. New Business
 - Lake Auburn Watershed Protection Commission, Trustee Appointments.
 - Workflow Efficiency Study, Grant Award.
 - Equipment Budget, vehicle purchase.
 - Commission Funding Request for septic inspections.
 - Measuring of the Lake
7. Old Business
 - Water Quality Update.
 - Cost Apportionment.
 - Staff Update.
8. Trustee Open Session
9. Adjourn Regular Meeting

Upcoming: Water Trustee Meeting, August 21, 2024 4:00PM.

A true record:

Attest: _____

Edward Williams, Clerk

July 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 July 17, 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 June 20, 2024

On motion of Kevin Arel, seconded by Robert Cavanagh, it was unanimously voted : **To approve the minutes of the regular meeting of June 20, 2024.**

FINANCIAL REPORT UPDATE – Daphne Paulette, MRWA

Water revenues are up 9% and expenses show an increase of 8% for the month of June. The cash balance at the end of June was \$3.2 million. We are operating financially within our means and the District is very stable.

EXECUTIVE SESSION IN ACCORDANCE WITH 1 M.S.R.A. § 405 (6) (E) TO DISCUSS A LEGAL MATTER – Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency (and) pending or contemplated litigation.

On motion of Dan Bilodeau, seconded by Kevin Arel, 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 was in attendance. He wanted to inform the trustees about the City Council's final approval of the septic system ordinance on July 15th. The Agriculture and Forestry Group will not be on the Planning Board's agenda until August.

ACTIVITY REPORT/PROJECT UPDATE- Matt Waite

We have completed 70% of the hydrant flushing. 10% of the unknowns (LCRR) have been identified. The interns are making good progress in identifying customer services.

HOTEL RD RECONSTRUCTION – Gendron is on schedule to commence surface paving in about two months.

HOTEL RD-MANLEY RD-POLAND SPRING RD – Gendron is on schedule to commence surface paving in about two months.

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CHESTNUT ST -PAL CENTER -The District replaced 400' of 8" cast iron with 8" bionax water main and installed two new gate valves. Two services are scheduled to be connected to the new main in the coming week.

FOURTH ST -The District has ordered the parts and the temporary services have been set. This project is to be completed in phases. Phase 1 is Broad St. to Cook St. Phase 2 is Cook St. to Roak St. The final phase is from Roak St. to Gill St.

MARIAN STREET – Discussions indicate that the reconstruction project could start in August.

LCRR – The interns have been actively notifying customers and conducting home inspections by appointment. We have identified approximately 400 customer side services since the beginning of June which is 11% of the total mailers sent to customers.

VAC-CON TRUCK – The truck is in . The employees have been trained in its operation. The truck is to be used for LCRR external customer service inspections.

NEW BUSINESS

LAKE AUBURN WATERSHED PROTECTION COMMISSION -TRUSTEE

APPOINTMENTS – We have received two applications for the vacant at-large seat which would be for the remaining two years of a three-year term appointment.

The Trustee representative seat is for a full three-year currently appointed to Dan Bilodeau.

The next Commission workshop is scheduled for August 14, 2024.

Trustee Dan Bilodeau nominated Evan Cyr. He has been a Commissioner in the past and everyone likes him.

Mayor Jeffrey Harmon pointed out that Evan Cyr no longer lives in the watershed. We have another applicant , Janet Joseph, who does and should be given consideration for the vacant seat. Evan Cyr is more flexible towards increased recreation in the watershed and Janet Joseph is not. Mayor Harmon said the if Evan is allowed to speak than we should also allow Janet that opportunity.

Trustee Robert Cavanagh said that both parties should be here to speak.

A vote was taken to approve the nomination of Evan Cyr as an at-large Commissioner. Motion failed 3-3

Mayor Harmon said that Janet is a fair-minded person and would make decisions in the best interest of the lake. A vote was taken to approve the nomination of Janet Joseph as an at-large Commissioner. Motion failed 3-3

According to legal counsel the vote can be taken again. Trustee Denis Bergeron feels that we need to talk to each candidate. President Jason Pawlina was not opposed to a Special Meeting. August 7th was suggested as a Special Meeting date. President Pawlina said he would get back to everyone to confirm the date.

On motion of Dan Bilodeau, seconded by Kevin Arel, it was unanimously voted: **To table the appointment of the Trustee representative to the Commission to the next meeting of the Board of Trustees.**

WORKFLOW EFFICIENCY STUDY- All the District softwares do not communicate with each other. The District has received a 2024 Capacity Development Grant for 75% , up to \$30,000 to complete the study. Both Districts have budgeted \$7500 towards the study. Raybern Consulting will meet with staff with recommendations on how to consolidate efforts and what software would best serve our needs.

On motion of Jeffrey Harmon, seconded by Dan Bilodeau, it was unanimously voted: **To authorize Superintendent Broadbent to undertake the Workflow Efficiency Study.**

On motion of Kevin Arel, seconded by Robert Cavanagh, it was unanimously voted: **To accept the Capacity Development Grant and to utilize the \$15,000 budgeted by both Districts.**

EQUIPMENT BUDGET -VEHICLE PURCHASE – The District budgeted \$40,000 for the purchase of a new truck. The bid from Quirk Ford in Augusta came in at \$42,000. The trade-in only has 44,000 miles with just a little bit of rust. It is worth between \$10-12K and Quirk would only allow \$5k as a trade-in. The District is always short on vehicles and Superintendent Broadbent feels we could continue to get some value out of the truck. We would need to invest another \$2000 to purchase the new truck without the trade-in.

On motion of Dan Bilodeau, seconded by Kevin Arel, it was unanimously voted: **To approve the needed \$2000 to enable the purchase of the new truck from Quirk Ford of Augusta.**

COMMISSION FUNDING REQUEST FOR SEPTIC INSPECTIONS – This is to be discussed at the Commission meeting of August, 14, 2024. Mayor Harmon suggested we tell the Commission that the District does not want to do the inspections. There are people who do that for a living . The City could suggest a contractor and LAWPC could reimburse expenses associated with the work completed. He suggested we wait to see what comes out of the next Commission meeting.

MEASURING OF THE LAKE – It typically takes place in August. Two dates were discussed: 8/28 or 9/4. The sewer trustees preferred 9/4. There will be advance notice to all who will be invited: City Council members, watershed members, and LACWA members. It was agreed to hold the event on 9/4/2024.

OLD BUSINESS –

WATER QUALITY UPDATE

The water quality in the lake continues to be good and turbidity has been consistently below .6ntu. The flushing of the lake with all the rain storms has helped with the removal of phosphorus.

COST APPORTIONMENT DISCUSSION UPDATE – There have been no new discussions with Lewiston. Superintendent Broadbent has requested a legal opinion from Eaton Peabody on the District's options regarding our inter-local agreements. It was suggested and agreed that Mayor Harmon and Superintendent Broadbent will schedule a meeting with legal counsel to discuss Inter-Local Agreements.

STAFF UPDATES - We continue to interview for the position of Finance Director and hopeful we will fill the position soon. At this time, the water crew is fully staffed. Our Watershed Manager has resigned and accepted a position in Lewiston. The position has been advertised and we are in the interview phase.

TRUSTEE OPEN SESSION

Trustee Denis Bergeron and Mayor's Rep Stephen Milks are on the committee for the storage garage.

Trustee Denis Bergeron said that there will be more discussion at the next meeting. Superintendent Broadbent will meet with Eric Cousins.

Mayor Harmon mentioned rate increases and rate fillings for future discussion. We need a Finance Director.

On motion of Kevin Arel, seconded by Robert Cavanagh, it was unanimously voted:
To adjourn the meeting.

Respectfully submitted,

Diane Drinkwater

Approved: September 18, 2024

A true record:

Attest: _____

Edward Williams, Clerk

**AUBURN WATER DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT**

PERIOD ENDING - JULY 31, 2024

	JULY	2024	Y-T-D JULY 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
REVENUES:					
Water Sales	\$1,406,871	\$2,917,328	1,699,366	\$1,485,807	\$213,559
Rent income	39,175	78,876	43,494	46,011	-2,517
Interest Income	17,953	12,027	39,618	7,016	32,602
Mdse. & Jobbing - NET	26,557	56,789	24,076	33,127	-9,051
Public Fire Protection	477,039	817,781	613,336	477,039	136,297
Private Fire Prot.	230,603	446,020	274,553	260,178	14,374
Misc. Op. Revenue	39,257	102,041	36,738	59,524	-22,786
TOTAL REVENUES	2,237,455	4,430,862	2,731,181	\$2,368,702	\$362,479
			1	42% < Standard	
EXPENSES:					
Payroll	\$661,886	1,091,257	618,684	\$507,033	\$111,650
Treatment:					
UV Treatment Plant	\$243,095	469,043	352,487	\$273,608	\$78,878
Chloramine Facility	\$10,052	21,792	3,899	\$12,712	-\$8,813
Laboratory	\$10,140	50,432	24,160	\$29,419	-\$5,259
Trans & Dist Maint:					
Maint of Mains	\$66,065	106,267	103,714	\$61,989	\$41,725
Dist System	57,329	139,150	83,010	\$81,171	\$1,840
Other	\$24,139	21,796	17,545	\$12,714	\$4,831
Administration:					
Employee Benefits	\$175,264	474,140	233,007	\$276,582	-\$43,575
Legal & Accounting	\$54,521	70,000	48,971	\$40,833	\$8,137
Customer Billing	\$17,003	27,223	14,787	\$15,880	-\$1,093
Insurances	\$42,217	62,418	54,422	\$36,411	\$18,011
Other	\$29,164	64,349	40,244	\$37,537	\$2,707
Vehicles	\$58,561	156,096	40,938	\$91,056	-\$50,118
Gull Management	\$43,250	63,320	36,937	\$36,937	\$0
Lake Auburn Watershed	\$484	85,000	80,504	\$49,583	\$30,920
SUB-TOTAL	\$1,493,170	2,902,283	1,753,307	\$1,563,465	\$189,842
	67%		73	66%	1.15
Interest Income - Motive Water		138,855	86,161	\$80,999	\$5,163
TOTAL EXPENSES	\$1,493,170	3,041,138	1,839,468	\$1,644,464	\$195,005
Bonds - Principal Payments	\$184,000	791,291	151,000	\$461,586	-\$310,586
SURPLUS FROM OPERATIONS	\$560,285	598,433	740,713	\$262,652	\$478,061

Non-Cash Items:

Depreciation - 1403-000	\$	744,720.00	\$	429,210.00	\$	429,210.00
Disposal of Assets						0
Revenue Timing						
Total Non-Cash	\$	744,720.00	\$	429,210.00	\$	429,210.00
Statement - Bottom Line	\$	645,004.00	\$	462,502.78	\$	295,028.06

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

	<u>7/31/2024</u>	<u>7/31/2023</u>
Property, Plant and Equipment:		
Plant in Service	42,080,069	40,866,940
Less: Accumulated Depreciation	<u>(16,414,807)</u>	<u>(15,456,669)</u>
	25,665,261	25,410,270
Construction Work in Progress	399,667	590,731
 Net Utility Plant	 26,064,928	 26,001,001
 Current Assets:		
Cash & Working Funds	4,330,884	3,408,583
Accounts Receivable - Net	552,886	462,372
Prepayments	99,913	74,580
Inventory	338,433	128,099
Total Current Assets	<u>5,322,115</u>	<u>4,073,634</u>
 Investment CD	 0	 1,008,657
 Deferred Debits:		
2014 Intake Cleaning	4,813	14,569
 Total Assets	 <u>31,391,856</u>	 <u>31,097,861</u>

	<u>7/31/2024</u>	<u>7/31/2023</u>
Capitalization:		
Retained Earnings	19,087,642	18,197,597
Current Year Earnings	462,503	475,982
	<u>19,550,145</u>	<u>18,673,579</u>
 Bonds	 5,174,236	 5,928,669
 Total Capitalization	 <u>24,724,381</u>	 <u>24,602,248</u>
 Current Liabilities:		
Accounts Payable	154,437	119,029
Customer Deposits	13,270	15,350
Accrued Interest	45,781	10,968
Miscellaneous Liabilities	143,970	128,543
Total Current Liabilities	<u>357,458</u>	<u>273,890</u>
 Equipment Leases	 84,698	 115,830
 Contributions in Aid	 6,225,319	 6,105,892
 Total Equity Capital and Liabilities	 <u>31,391,856</u>	 <u>31,097,860</u>