



December 17<sup>th</sup>, 2025

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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, December 17<sup>th</sup>, at 4:00 pm.**

**Members present:** Denis Bergeron (President), Robert Cavanagh (Treasurer), Jeffrey Harmon, Bruce Rioux, and Eric Gould. **Also present:** Mike Broadbent (Superintendent), Michael Abbott (District Engineer), and Michael Bailey (Finance Director). **Absent:** Timothy Simpson and David Lyon. **Public Attendance:** Jennifer Byron and her husband.

**Approve Minutes of the Regular Meeting of November 19<sup>th</sup>, 2025.** On the motion of Robert Cavanagh, seconded by Jeffrey Harmon, it was voted to approve the minutes of the Regular Meeting of November 19<sup>th</sup>, 2025.

**Financial Report** – Revenues remain slightly above budget, while expenses are still below budget. Miscellaneous operating revenue is higher than expected due to a \$17,000 trade-in credit for our old loader and \$30,000 received from the Capacity Development Grant Program upon closing out the 2024 grant. Public fire protection revenue is billed quarterly, so the variance is a timing issue. No debt service payments were made in October, resulting in increased cash on hand. Our current cash balance of \$3.7 million is adequate to cover existing debt obligations and ongoing operations.

**Public Comment:** Jennifer Byron and her husband were present and established that they'd like to wait to speak until the Board discusses "Old Business" to provide input on the fence/parking agreement at 487 Court Street.

#### **NEW BUSINESS**

**2026 Meeting Schedule** – Included with the packet was a draft Trustee Meeting schedule for 2026. Water District Trustee meetings, by charter, are held on the third Wednesday of every month. Holidays and other potential conflicts are taken into consideration. After reviewing the calendar, Superintendent Broadbent did not anticipate any holiday conflicts for 2026.

On the motion of Jeffrey Harmon, seconded by Robert Cavanagh, there was a vote to adopt the proposed meeting schedule for 2026.

**2026 Agenda Items** – It is beneficial to allocate time to discuss future agenda items and the process for bringing them forward. Identifying items in advance helps ensure that staff can place them on meeting agendas promptly, allowing for proper discussion and consideration.

The President of the Board sets the agenda for each meeting at his or her discretion. Article 1, Section 10 of the Auburn Water District By-laws outlined the procedure for introducing new business items, and the Sewer District had consistently followed this established process.

One item identified for renewed discussion in January 2026 was Superintendent Goals. Updates on the 2025 goals are available, and it would be appropriate to establish goals for 2026 at that time.

### **OLD BUSINESS**

**487 Court Street Property Agreement** – In the contents of the packet was the updated agreement for 287 Court Street to include the allowance of a fence. Superintendent Broadbent has read the document and feels that it meets the expectations requested by the Board at the November Trustee Meeting:

*“There was a motion to extend the Verrill-Dana notice of trespass and encroachment till December 31, 2025, and to authorize the Superintendent to engage with Verrill Dana to amend the parking agreement to include language for the stockade fence. This was motioned by Jeff Harmon, seconded by Eric Gould, and confirmed with unanimous agreement.”*

There was a motion by Jeffrey Harmon to approve the parking agreement with noted address corrections and the condition that Appendix A be updated to show the fence location. The motion was seconded by Bruce Rioux and approved with one opposed.

**Water Quality Update** – Several wind events occurred in November, resulting in temporary turbidity spikes in the lake. Lake levels remain well below average; however, overall water quality has been satisfactory. Approximately 60% of the lake froze over on December 9<sup>th</sup>, and that early ice formation with snow cover is beneficial to lake conditions. By comparison, ice-on did not occur until January 13<sup>th</sup> last year.

**2026 Draft Budget Review** – After the November trustee meeting, staff made the following updates to the Draft AWD 2026 Budget:

- Page 1 – Pro-rated revenue increase was changed from two-thirds of the year to half of the year to better reflect the timing of the rate increase.
- Page 1 – Public Fire and Private fire were increased by the same amount as the metered water sales.
- Page 1 – The 2025 budget payroll amount was corrected.
- Page 1 – The interest payment and budget amount were corrected.
- Page 3 – Health insurance costs increased due to a formula error correction.
- Page 6 – Watershed Commission - Slight decrease in contributions due to updated budget.
- Page 8 – Added Mike Abbott to payroll and updated the salary amount.

**Facilities Assessment** – Included with the packets was a conceptual layout provided by Weston and Sampson for the proposed facility on a 3.5-acre lot off Kittyhawk. After reviewing this layout, staff determined that it did not provide sufficient space for facility access and offered no room for future growth. The consultant plans to evaluate different lots with greater acreage and provide alternative options. Superintendent Broadbent and Mike Abbott have a meeting scheduled for the following week with the City’s planning staff to identify available lots that could meet our needs.

**Lake Auburn Infrastructure Planning Study** – The month of November provided timely and valuable data for this study. Turbidity events associated with wind and precipitation were closely monitored and incorporated into the analysis. The study evaluates three alternatives: a new intake pipe, in-lake treatments, and filtration. Based on the data collected to date, in-lake treatments have been eliminated as a viable option, as they would not adequately control turbidity during wind-driven events. CDM is therefore concentrating on Alternatives one and three. Alternative one focuses on intake piping and related structures, including options to retain the existing intake, extend the intake, or install two separate intake pipes. Alternative three addresses filtration facilities, with the primary options being direct filtration and membrane filtration. For each alternative, preliminary cost estimates, construction timelines, and conceptual layouts will be developed.

**Lakeshore Drive MPI** – No significant progress has occurred to produce an update at this time. Timing-wise, we remain on schedule.

**Terms and Conditions Update** – Since the last update, staff have applied all the modification recommendations made by the PUC. The new documents will be submitted back to the PUC with a proposed effective date of February 1<sup>st</sup>, 2026.

**ACTIVITY REPORT/PROJECT UPDATE**

**Activity Report** – The activity report for November was updated; the missing months have not yet been completed, but this is planned for the coming weeks. No abnormalities were reported at that time. The crew(s) will be engaged in winter maintenance, and training is being scheduled for the winter months, including erosion control, slips, trips, falls, and general safety.

**Project Update** – Project planning for 2026 has begun. We met with the crew(s) and presented the projects included in the draft budget. Work then focused on developing parts lists, construction requirements, and layouts.

**On the motion of Robert Cavanagh, seconded by Jeffrey Harmon, there was a unanimous agreement to adjourn the meeting.**

Respectfully submitted,

Tiffany Spence

Tiffany Spence

A true record,

Attest:



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Mike Bailey, Clerk



**AUBURN WATER DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
TWELVE MONTHS ENDED December 31, 2025**

	December	2025	Y-T-D Dec 2025		
	YTD - 2024	BUDGET	ACTUAL	BUDGET	Variance
<b>REVENUES:</b>					
Water Sales	\$2,958,535	\$2,918,000	\$2,993,210	\$2,918,000	\$75,210
Rent income	73,354	72,000	61,952	72,000	-\$10,048
Interest Income	62,524	63,000	36,347	63,000	-\$26,653
Mdse. & Jobbing - NET	40,301	47,000	20,652	47,000	-\$26,348
Public Fire Protection	1,022,227	818,000	817,781	818,000	-\$219
Private Fire Prot.	512,279	472,001	480,916	472,001	\$8,915
Misc. Op. Revenue	83,466	75,000	128,949	75,000	\$53,949
<b>TOTAL REVENUES</b>	<b>4,752,686</b>	<b>4,465,001</b>	<b>\$4,539,807</b>	<b>\$4,465,001</b>	<b>\$74,806</b>
				<b>75%</b>	
<b>EXPENSES:</b>					
Payroll	\$1,038,812	1,362,916	\$1,232,660	\$1,362,916	-\$130,256
Treatment:					
UV Treatment Plant	515,461	620,000	\$526,994	\$620,000	-\$93,006
Chloramine Facility	5,437	21,800	\$6,650	\$21,800	-\$15,150
Laboratory	41,040	50,500	\$25,852	\$50,500	-\$24,648
Trans & Dist Maint:					
Maint of Mains	275,097	110,000	\$205,133	\$110,000	\$95,133
Dist System	131,478	152,986	106,603	\$152,986	-\$46,383
Other	21,119	23,000	\$6,535	\$23,000	-\$16,465
Administration:					
Employee Benefits	403,589	495,572	\$491,496	\$495,572	-\$4,076
Legal & Accounting	82,074	50,000	\$32,024	\$50,000	-\$17,976
Customer Billing	20,365	28,000	\$30,035	\$28,000	\$2,035
Insurances	85,100	66,000	\$68,934	\$66,000	\$2,934
Other	72,565	77,200	\$101,795	\$77,200	\$24,595
Vehicles	64,236	156,000	\$77,341	\$156,000	-\$78,659
Gull Management	63,320	63,320	\$63,320	\$63,320	\$0
Lake Auburn Watershed	93,520	115,000	\$75,139	\$115,000	-\$39,861
<b>SUB-TOTAL</b>	<b>2,913,214</b>	<b>3,392,294</b>	<b>\$3,050,513</b>	<b>\$3,392,294</b>	<b>-\$341,781</b>
				<b>75%</b>	
Interest	140,729	125,283	\$137,104	\$125,283	\$11,821
<b>TOTAL EXPENSES</b>	<b>3,053,943</b>	<b>3,517,577</b>	<b>\$3,187,618</b>	<b>\$3,517,577</b>	<b>-\$329,959</b>
Bonds - Principal Payments	810,077	816,024	\$819,289	\$819,289	\$0
<b>SURPLUS FROM OPERATIONS</b>	<b>888,666</b>	<b>131,400</b>	<b>\$2,368,329</b>	<b>\$128,135</b>	<b>\$404,765</b>

Non-Cash Items:

Depreciation - 1403-000	\$732,000
Gain on Disposal of Assets	-\$17,000
Fire Revenue Timing	\$0
<b>Sub - Total Non-Cash</b>	<b>\$715,000</b>
<b>Income Statement - Bottom Line</b>	<b>\$637,189</b>

**AUBURN WATER - FINANCIAL INFORMATION**

Month	Water Revenue - Metered Sales - Versus Prior Year		Water Revenue - Metered Sales - Versus Budget	
	2025	2024	MTD Change	%
January	\$246,626.80	\$236,326.93	\$9,999.87	4.22%
February	\$246,626.80	\$234,730.06	\$3,904.47	1.68%
March	\$228,211.83	\$228,743.03	(\$532.20)	-0.23%
April	\$253,662.84	\$269,378.29	(\$15,715.45)	-5.83%
May	\$219,136.00	\$219,621.70	(\$485.70)	-0.22%
June	\$228,824.00	\$228,943.31	(\$119.31)	-0.05%
July	\$269,509.00	\$269,509.15	(\$0.15)	-0.00%
August	\$262,241.00	\$245,582.20	\$16,658.80	6.76%
September	\$252,468.00	\$263,085.52	(\$10,617.52)	-4.03%
October	\$252,217.28	\$246,649.51	\$5,567.77	2.26%
November	\$237,637.72	\$246,431.07	(\$8,793.35)	-3.57%
December	\$299,210.00	\$2,970,150.93	\$9,206.66	0.76%
<b>Grand Total</b>			<b>\$23,059.05</b>	<b>0.76%</b>

Month	Water Gallons Sold - Metered		Water Total Capital Expenditures versus Budget	
	2025	2024	MTD Change	%
January	52,164,968	51,769,080	415,888	0.80%
February	49,229,620	48,863,100	366,520	0.75%
March	49,452,624	45,482,704	4,969,920	10.94%
April	45,932,336	46,478,476	(\$546,140)	-1.17%
May	48,744,244	85,594,358	(\$36,850,114)	-41.88%
June	54,040,008	60,407,500	(\$6,367,492)	-10.39%
July	51,483,344	54,475,344	(\$2,992,000)	-5.49%
August	59,792,876	60,457,848	(\$664,972)	-1.10%
September	55,072,248	61,074,200	(\$6,001,952)	-9.82%
October	53,964,964	55,133,584	(\$1,168,620)	-2.12%
November	44,667,996.00	60,651,650.40	(\$15,983,654.40)	-26.36%
December	573,503,868	675,343,962	(\$101,840,094)	-15.07%

Month	Water Revenue - Metered Sales - Versus Budget		Water Gross Payroll versus Budget	
	2025	BUDGET	MTD Change	%
January	\$246,626.80	\$233,596.52	\$13,230.28	5.68%
February	\$246,626.80	\$231,629.25	\$15,000.38	6.48%
March	\$228,211.83	\$222,663.80	\$5,548.03	2.49%
April	\$253,662.84	\$255,703.86	(\$2,041.02)	-0.80%
May	\$219,136.00	\$216,625.92	\$2,510.08	1.16%
June	\$228,824.00	\$222,863.32	\$5,960.68	2.67%
July	\$269,509.00	\$261,614.69	\$7,894.31	2.99%
August	\$262,241.00	\$242,242.22	\$19,998.78	8.26%
September	\$252,468.00	\$259,506.79	(\$7,038.79)	-2.71%
October	\$252,217.28	\$244,691.08	\$7,526.20	3.08%
November	\$237,637.72	\$243,285.21	(\$5,647.49)	-2.32%
December	\$299,210.00	\$213,678.29	\$85,531.71	39.80%
<b>Grand Total</b>			<b>\$23,059.05</b>	<b>0.76%</b>

Month	Water Gross Payroll versus Budget		Water Total Capital Expenditures versus Budget	
	2025	Budget	MTD Change	%
January	\$96,678.00	\$123,365.82	(\$26,687.82)	-21.61%
February	\$81,953.00	\$101,080.50	(\$19,127.50)	-18.93%
March	\$123,058.00	\$116,667.74	\$6,390.26	5.47%
April	\$120,726.00	\$117,200.20	\$3,525.80	3.01%
May	\$80,941.00	\$110,377.82	(\$29,436.82)	-26.67%
June	\$89,180.63	\$98,094.08	(\$8,913.45)	-9.09%
July	\$116,973.37	\$121,415.43	(\$4,442.06)	-3.66%
August	\$96,798.00	\$114,612.27	(\$17,814.27)	-15.54%
September	\$93,120.00	\$95,610.05	(\$2,490.05)	-2.60%
October	\$97,406.00	\$120,147.32	(\$22,741.32)	-18.93%
November	\$96,114.00	\$119,604.11	(\$23,490.11)	-19.65%
December	\$139,801.00	\$95,273.85	\$44,527.15	46.74%
<b>Grand Total</b>			<b>(\$38,259.28)</b>	<b>-7.59%</b>

Capital Projects - 2025	Water Total Capital Expenditures versus Budget		Variance	
	Budget	YTD Actual	MTD Change	%
JCB Leader	12,500.00	\$52,285.93	(\$39,785.93)	-318.28%
3/4 Ton Crew Truck	60,000.00	(\$1,534.15)	61,534.15	102.56%
Shutcase Bulk Tank Replacement	21,000.00	21,000.00	0.00	0.00%
Shutcase Generators	6,000.00	6,000.00	0.00	0.00%
C12 delivering an monitoring equipment	14,201.00	14,201.00	0.00	0.00%
Raw Water Building roof and masonry repairs	7,475.00	7,475.00	0.00	0.00%
Repliping the propane tank array for emergency power	\$12,875.00	\$12,875.00	0.00	0.00%
Equipment replacement, UV	\$15,489.00	\$15,489.00	0.00	0.00%
Correlator	\$5,500.00	\$5,500.00	0.00	0.00%
Tapping Machine	\$5,500.00	\$5,574.66	(\$74.66)	-1.36%
DR300	\$1,400.00	\$4,256.00	(\$3,856.00)	-275.43%
Pipe Saw	\$1,500.00	\$1,380.00	\$120.00	8.00%
Locator	\$2,750.00	\$2,787.24	(\$37.24)	-1.35%
PRV Maintenance	\$8,000.00	\$7,951.67	\$48.33	0.60%
Miter Tools	\$5,000.00	\$6,291.60	(\$1,291.60)	-25.83%
Utility Billing Software	\$26,165.00	\$21,888.00	\$4,277.00	16.33%
Accounting Software	\$6,346.94	\$6,346.94	0.00	0.00%
Office Improvements	\$3,000.00	\$1,209.51	\$1,790.49	59.69%
Emergency Critical Furniture	\$3,500.00	\$2,512.78	\$987.22	28.21%
4 Computers, Laptop	\$20,000.00	\$20,000.00	0.00	0.00%
Water Quality Strategic Plan	\$20,000.00	\$20,000.00	0.00	0.00%
<b>Equipment Total</b>	<b>289,229.00</b>	<b>174,126.67</b>	<b>115,102.33</b>	<b>39.80%</b>
Marion Street - Main Replacement	\$360,000.00	\$165,093.33	\$193,906.67	53.86%
Fourth Street - Main Replacement	\$350,000.00	\$375,270.00	(\$25,270.00)	-7.22%
Lead & Copper Rule Compliance	\$100,000.00	\$3,044.00	\$96,956.00	96.96%
Loring Ave	\$250,250.00	\$105,708.21	\$144,541.79	57.75%
Spring Street	\$434,000.00	\$423,964.97	\$10,035.03	2.31%
City Paving Projects	\$91,000.00	\$62,771.69	\$28,228.31	31.01%
DOT Paving Projects	\$7,600.00	\$107,438.38	(\$99,838.38)	-1315.23%
Water Meters	\$75,000.00	\$81,797.84	(\$6,797.84)	-9.06%
<b>Projects Total (includes benefit costs on labor)</b>	<b>\$1,767,850.00</b>	<b>\$1,145,089.33</b>	<b>\$622,760.67</b>	<b>35.25%</b>
<b>Grand Total</b>	<b>\$2,071,978.00</b>	<b>\$1,319,216.00</b>	<b>\$752,762.00</b>	<b>36.34%</b>

