



September 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, September 17<sup>th</sup>, 2025, at 4:00 pm.**

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

**Approve Minutes of the Regular Meeting of August 20<sup>th</sup>, 2025.** On the motion of Bruce Rioux, seconded by Timothy Simpson, it was voted to approve the minutes of the Regular Meeting of August 20<sup>th</sup>, 2025.

**Financial Report** – Revenues are slightly above budget, while expenses are slightly below, primarily due to timing differences. Miscellaneous operating revenue exceeds projections due to a \$17,000 trade-in credit for the old loader and \$30,000 received from the Capacity Development Grant Program upon closing out the 2024 grant. Public fire protection revenue is over budget because charges are billed quarterly in advance, resulting in nine months of revenue recognized year-to-date, compared to eight months reflected in the budget.

No principal or interest payments were made in August. Cash levels remained stable compared to the previous month, with a balance of \$4.0 million—sufficient to meet current debt obligations and support ongoing operations.

**Public Comment:** Stephen Beale was in attendance and commented on the traffic congestion caused by the culvert delivery to Stetson Road.

### **NEW BUSINESS**

**Broad Street Extension** – Over the past two years, the City of Auburn has worked to assess the feasibility and cost of expanding water and sewer services in South Auburn. The city may receive \$8 million in federal funding for this expansion—covering water, sewer, and sidewalk infrastructure—but it requires a \$2 million local funding match. While the federal funding has received preliminary approval, it's not yet finalized.

The expansion could support 500 to 2,500 new residential units over the next five years. The city has asked the Auburn Water and Sewer District to contribute toward the local funding match. However, the District typically does not fund system expansions, in line with its policies and Public Utilities Commission (PUC) regulations. Expansions are historically privately funded and later transferred to the District if they meet standards.

Still, the District is open to exploring potential options and plans to consult legal counsel to review relevant rules and policies before responding to the city's formal request.

**Stetson Road Water Main Conflict** – Over the winter, Auburn’s engineering department designed a replacement for the Bobbin Mill Culvert on Stetson Road. In June, a structural failure forced the road's closure, accelerating the project timeline. At the project kickoff, there was confusion about the location of the Auburn Water District main — initially thought to run above the culvert, but later confirmed via test pits, to run underneath. However, the water main is too shallow for the new, wider box structure. Relocating the main is expected to cost around \$20,000, an unbudgeted expense due to the project being fast-tracked.

**Personnel Policies and Procedures Handbook** – The District's Personnel Policies and Procedures Handbook, last updated in November 2023, requires revisions due to internal updates and upcoming state law changes, including a new section on Paid Family Medical Leave effective in 2026. HR Consulting Maine, previously used for the last update, will assist once more due to their familiarity with the manual, ensuring efficiency and low cost. The update is not expected to exceed \$1,000 and will be funded from existing legal budgets. A draft of the revised manual is anticipated by November or December of 2025.

**Terms and Conditions Revisions** – The District is currently updating its Terms and Conditions to make them more comprehensive for customers. Over the past six months, staff have worked to simplify the language, update all fees to reflect actual service costs, and add new sections covering topics like seasonal mains, backflow prevention, and water pressure requirements. The updates are based on Public Utilities Commission (PUC) rules and approved documents from other communities. Since the last update was in 2015, the District now plans to review and revise the document every two years. If the Board agrees, staff will submit the new draft electronically with a proposed effective date of December 1st, 2025. **The board was in agreement to proceed with the updates as presented.**

### **OLD BUSINESS**

**Facilities Assessment Update** – Feedback on the garage layout has been shared with the consultant, who is now working on revisions. Preliminary room dimensions for the administrative areas have also been received and are currently under review by our staff.

**Water Quality Update** – Lake Auburn's water quality remains excellent, but ongoing drought conditions are causing water levels to decline. The situation is being closely monitored to ensure the water supply remains sufficient.

Robert Cavanagh requested an update on the Salmon Point Project. The Superintendent confirmed that the Commission is aware and is currently working on the funding.

Bruce Rioux sought clarity on which projects are operational at the District and which are handled by Watershed, based on his previous Watershed meeting experience.

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**Lakeshore Drive MPI Project** – The consultant is currently establishing a model to best determine the size of the culvert needed for the Lakeshore Drive MPI Project.

**Infrastructure Planning Study for Lake Auburn Water Supply** – Work with CDM Smith has begun. We've had several meetings and have agreed on a water quality monitoring plan to gather data for the study. Most, if not all, of the data for this study will be collected by our staff.

**PROJECT UPDATE**

**DOT Paving Projects** – AWD has fulfilled all its responsibilities for the project. However, the project is delayed because the contractor has struggled to produce a finished paving mix that meets DOT standards. Our crew has been on standby for weeks, and there is still no scheduled date for the paving.

**Mechanics Row, Main Street, Academy Street, High Street(s)** – Shaw Brothers has completed the finish paving in 98% of the project areas, and the project is expected to be fully completed by the time of the next Trustee Meeting.

**Spring Street Water Main Replacement** – The District has installed over 300 feet of new water main on Spring Street, with the most challenging sections completed. Key difficulties have included maintaining service to the Auburn Housing Authority and navigating numerous buried electrical and communication lines.

**Hydraulic Issue** – Over the past year, a significant pressure difference has been observed in the distribution system, likely caused by a closed valve restricting flow from the Goff Hill and Hardscrabble reservoirs.

**Executive Session Pursuant to 1 M.R.S.A. 405 (6) (A) to Discuss Goals of the Superintendent -**  
**On the motion of Robert Cavanagh, seconded by Eric Gould, a vote was taken to move the discussion into an executive session.** Public attendees and the recording secretary were asked to leave at this time.

**On the motion of Bruce Rioux, seconded by Eric Gould, there was a unanimous vote to adjourn the meeting.**

Respectfully submitted,

Tiffany Spence

Tiffany Spence

A true record,

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

Mike Bailey, Clerk

**AUBURN WATER DISTRICT  
BALANCE SHEET  
PERIOD ENDING - September 30, 2025**

	9/30/2025	12/31/2024		9/30/2025	12/31/2024
<b>Property, Plant and Equipment:</b>			<b>Capitalization:</b>		
Plant in Service	43,103,539.61	42,774,320.36	Retained Earnings	19,979,150.97	19,087,641.80
Less: Accumulated Depreciation	(17,446,627.70)	(16,893,959.95)	Current Year Earnings	443,587	901,667
	25,656,911.91	25,880,360.41		20,422,738.15	19,989,308.97
Construction Work in Progress	1,148,657.29	630,987.34	<b>Bonds</b>	4,029,796.77	4,823,297.21
<b>Net Utility Plant</b>	26,805,469.20	26,511,347.75	<b>Total Capitalization</b>	24,452,534.92	24,812,606.18
<b>Current Assets:</b>			<b>Current Liabilities:</b>		
Cash & Working Funds	3,437,355.08	4,205,768.61	Accounts Payable	184,503.96	601,474.51
Accounts Receivable - Net	469,972.82	494,740.68	Customer Deposits	15,115.00	16,120.00
Prepayments	37,152.57	17,661.23	Accrued Interest	10,626.04	36,509.56
Inventory	452,252.85	449,157.53	Miscellaneous Liabilities	105,823.55	100,214.75
<b>Total Current Assets</b>	4,396,733.12	5,167,328.05	<b>Total Current Liabilities</b>	316,068.55	754,318.82
<b>Investment CD</b>	0.00	0.00	<b>Equipment Leases</b>	93,645.01	84,698.05
<b>Deferred Debits:</b>			<b>Contributions in Aid</b>	6,339,953.84	6,027,052.75
2014 Intake Cleaning	0.00	0.00	<b>Total Equity Capital and Liabilities</b>	31,202,202.32	31,678,675.80
<b>Total Assets</b>	31,202,202.32	31,678,675.80			

**AUBURN WATER DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
NINE MONTHS ENDED September 30, 2025**

	September	2025	Y-T-D Sept 2025		
	YTD - 2024	BUDGET	ACTUAL	BUDGET	Variance
<b>REVENUES:</b>					
Water Sales	\$2,208,054	\$2,918,000	\$2,209,613	\$2,176,248	\$33,365
Rent income	52,724	72,000	48,106	54,000	-\$5,894
Interest Income	47,969	63,000	28,045	47,250	-\$19,205
Mdse. & Jobbing - NET	20,656	47,000	-18,594	35,250	-\$53,844
Public Fire Protection	613,336	818,000	613,336	613,500	-\$164
Private Fire Prot.	354,176	472,001	359,491	354,001	\$5,490
Misc. Op. Revenue	60,185	75,000	110,199	56,250	\$53,949
<b>TOTAL REVENUES</b>	<b>3,357,100</b>	<b>4,465,001</b>	<b>\$3,350,198</b>	<b>\$3,336,499</b>	<b>\$13,699</b>
				75%	
<b>EXPENSES:</b>					
Payroll	747,915	1,362,916	\$899,339	\$1,020,787	-\$121,448
Treatment:					
UV Treatment Plant	434,545	620,000	\$404,649	\$465,000	-\$60,351
Chloramine Facility	4,472	21,800	\$5,197	\$16,350	-\$11,153
Laboratory	30,347	50,500	\$14,851	\$37,875	-\$23,024
Trans & Dist Maint:					
Maint of Mains	150,252	110,000	\$134,530	\$82,500	\$52,030
Dist System	103,615	152,986	81,946	\$114,740	-\$32,794
Other	16,555	23,000	\$6,111	\$17,250	-\$11,139
Administration:					
Employee Benefits	309,055	495,572	\$376,110	\$371,679	\$4,431
Legal & Accounting	68,516	50,000	\$27,745	\$37,500	-\$9,755
Customer Billing	16,871	28,000	\$18,131	\$21,000	-\$2,869
Insurances	52,928	66,000	\$51,397	\$49,500	\$1,897
Other	51,689	77,200	\$65,537	\$57,900	\$7,637
Vehicles	53,164	156,000	\$55,491	\$117,000	-\$61,509
Gull Management	47,490	63,320	\$47,490	\$47,490	\$0
Lake Auburn Watershed	64,809	115,000	\$60,927	\$86,250	-\$25,323
<b>SUB-TOTAL</b>	<b>2,152,225</b>	<b>3,392,294</b>	<b>\$2,249,453</b>	<b>\$2,542,820</b>	<b>-\$293,368</b>
				75%	
Interest	108,834	125,283	\$108,158	\$93,962	\$14,196
<b>TOTAL EXPENSES</b>	<b>2,261,059</b>	<b>3,517,577</b>	<b>\$2,357,610</b>	<b>\$2,636,783</b>	<b>-\$279,172</b>
Bonds - Principal Payments	335,000	816,024	\$602,862	\$602,862	\$0
<b>SURPLUS FROM OPERATIONS</b>	<b>761,042</b>	<b>131,400</b>	<b>\$1,754,748</b>	<b>\$96,854</b>	<b>\$292,871</b>

Non-Cash Items:

Depreciation - 1405-000	\$549,000
Gain on Disposal of Assets	-\$17,000
Fire Revenue Timing	\$0
Sub - Total Non-Cash	\$532,000
Income Statement - Bottom Line	\$460,587

**AUBURN WATER - FINANCIAL INFORMATION**

Water Revenue - Metered Sales - Versus Prior Year						
Month	2025		2024		MTD Change	%
	Budget	Actual	Budget	Actual		
January	\$236,826.80	\$236,826.80	\$233,595.52	\$233,595.52	\$3,231.28	1.39%
February	\$238,634.53	\$238,634.53	\$231,528.25	\$231,528.25	\$7,106.28	3.07%
March	\$228,211.83	\$228,211.83	\$222,663.80	\$222,663.80	\$5,548.03	2.49%
April	\$253,662.84	\$253,662.84	\$256,703.86	\$256,703.86	(\$3,041.02)	-1.19%
May	\$219,136.00	\$219,136.00	\$216,635.97	\$216,635.97	\$2,500.03	1.16%
June	\$228,923.00	\$228,923.00	\$222,863.32	\$222,863.32	\$6,059.68	2.72%
July	\$269,509.00	\$269,509.00	\$261,614.68	\$261,614.68	\$7,894.32	2.99%
August	\$262,241.00	\$262,241.00	\$242,242.22	\$242,242.22	\$19,998.78	8.28%
September	\$282,468.00	\$282,468.00	\$259,656.79	\$259,656.79	\$22,811.21	8.79%
October	\$288,628.08	\$288,628.08	\$284,691.08	\$284,691.08	\$3,936.99	1.37%
November	\$246,649.61	\$246,649.61	\$243,285.21	\$243,285.21	\$3,364.40	1.37%
December	\$228,431.07	\$228,431.07	\$213,678.29	\$213,678.29	\$14,752.78	6.86%
<b>Grand Total</b>	<b>\$2,209,613.00</b>	<b>\$2,209,613.00</b>	<b>\$2,070,150.95</b>	<b>\$2,070,150.95</b>	<b>\$139,462.05</b>	<b>6.25%</b>

Water Gallons Sold - Metered						
Month	2025		2024		MTD Change	%
	Budget	Actual	Budget	Actual		
January	52,184,568	52,184,568	51,769,080	51,769,080	415,488	0.80%
February	49,452,620	49,452,620	48,863,100	48,863,100	589,520	1.21%
March	45,932,436	45,932,436	45,462,704	45,462,704	469,732	1.03%
April	49,724,244	49,724,244	46,478,476	46,478,476	3,245,768	6.97%
May	54,000,000	54,000,000	55,594,358	55,594,358	(1,594,358)	-2.93%
June	51,483,344	51,483,344	60,307,500	60,307,500	(8,824,156)	-17.13%
July	58,792,876	58,792,876	54,475,344	54,475,344	4,317,532	7.91%
August	61,751,148.00	61,751,148.00	60,457,848	60,457,848	1,293,300	2.14%
September	55,133,584	55,133,584	55,133,584	55,133,584	0	0.00%
October	45,868,148	45,868,148	45,868,148	45,868,148	0	0.00%
November	50,081,050	50,081,050	50,081,050	50,081,050	0	0.00%
December	473,611,160	473,611,160	675,943,962	675,943,962	(202,332,802)	-29.87%

Water Revenue - Metered Sales - Versus Budget						
Month	2025		BUDGET		MTD Change	%
	Budget	Actual	Budget	Actual		
January	\$236,826.80	\$236,826.80	\$233,595.52	\$233,595.52	\$3,231.28	1.39%
February	\$238,634.53	\$238,634.53	\$231,528.25	\$231,528.25	\$7,106.28	3.07%
March	\$228,211.83	\$228,211.83	\$222,663.80	\$222,663.80	\$5,548.03	2.49%
April	\$253,662.84	\$253,662.84	\$256,703.86	\$256,703.86	(\$3,041.02)	-1.19%
May	\$219,136.00	\$219,136.00	\$216,635.97	\$216,635.97	\$2,500.03	1.16%
June	\$228,923.00	\$228,923.00	\$222,863.32	\$222,863.32	\$6,059.68	2.72%
July	\$269,509.00	\$269,509.00	\$261,614.68	\$261,614.68	\$7,894.32	2.99%
August	\$262,241.00	\$262,241.00	\$242,242.22	\$242,242.22	\$19,998.78	8.28%
September	\$282,468.00	\$282,468.00	\$259,656.79	\$259,656.79	\$22,811.21	8.79%
October	\$288,628.08	\$288,628.08	\$284,691.08	\$284,691.08	\$3,936.99	1.37%
November	\$246,649.61	\$246,649.61	\$243,285.21	\$243,285.21	\$3,364.40	1.37%
December	\$228,431.07	\$228,431.07	\$213,678.29	\$213,678.29	\$14,752.78	6.86%
<b>Grand Total</b>	<b>\$2,209,613.00</b>	<b>\$2,209,613.00</b>	<b>\$2,070,150.95</b>	<b>\$2,070,150.95</b>	<b>\$139,462.05</b>	<b>6.25%</b>

Water Gross Payroll versus Budget						
Month	2025		Budget		MTD Change	%
	Budget	Actual	Budget	Actual		
January	\$96,578.00	\$96,578.00	\$122,365.82	\$122,365.82	(\$25,787.82)	-21.07%
February	\$11,953.00	\$11,953.00	\$101,080.50	\$101,080.50	(\$89,127.50)	-88.13%
March	\$121,058.00	\$121,058.00	\$116,087.24	\$116,087.24	\$4,970.76	4.28%
April	\$80,941.00	\$80,941.00	\$117,200.24	\$117,200.24	(\$36,259.24)	-30.93%
May	\$89,180.53	\$89,180.53	\$89,568.82	\$89,568.82	(\$388.29)	-0.43%
June	\$121,415.42	\$121,415.42	\$123,913.25	\$123,913.25	(\$2,497.83)	-2.01%
July	\$116,976.37	\$116,976.37	\$121,415.42	\$121,415.42	(\$4,439.05)	-3.66%
August	\$86,798.00	\$86,798.00	\$111,612.27	\$111,612.27	(\$24,814.27)	-22.24%
September	\$331,128.00	\$331,128.00	\$36,810.05	\$36,810.05	\$294,317.95	799.53%
October	\$120,147.32	\$120,147.32	(\$1,201,473.32)	(\$1,201,473.32)	(\$1,321,620.64)	-1100.00%
November	\$118,804.11	\$118,804.11	(\$119,804.11)	(\$119,804.11)	(\$200.00)	-0.17%
December	\$95,273.85	\$95,273.85	(\$95,273.85)	(\$95,273.85)	(\$0.00)	0.00%
<b>Totals</b>	<b>\$1,773,828.00</b>	<b>\$1,773,828.00</b>	<b>\$1,773,828.00</b>	<b>\$1,773,828.00</b>	<b>\$0.00</b>	<b>0.00%</b>

Water Total Capital Expenditures versus Budget			
Capital Projects - 2025	Budget		Variance
	Budget	YTD Actual	
JCB Loader	12,500.00	\$52,285.93	(39,785.93)
3/4 Ton Crew Truck	60,000.00	(1,534.15)	61,534.15
Chlorine Bulk Tank Replacement	21,000.00	0.00	21,000.00
Sulfuric Acid Generators	6,000.00	6,000.00	0.00
C12 delivering an monitoring equipment	14,201.00	14,201.00	0.00
Raw Water Building roof and masonry repairs	7,475.00	7,475.00	0.00
Replacing the propane tank array for emergency power	12,825.00	12,825.00	0.00
Equipment replacement, UV	15,488.00	15,488.00	0.00
Corrosion	55,500.00	\$5,574.65	(\$49,925.35)
DR300	\$5,000.00	\$4,266.00	(\$734.00)
Tapping Machine	\$1,400.00	\$1,380.00	(\$20.00)
Pipe Saw	\$1,500.00	\$970.04	(\$529.96)
Loader	\$2,750.00	\$2,787.34	(\$37.34)
PREV Maintenance	\$8,000.00	\$7,581.67	(\$418.33)
Misc Tools	\$5,000.00	\$3,426.81	(\$1,573.19)
Utility Billing Software	\$26,165.00	\$16,625.00	(\$9,540.00)
Accounting Software	\$26,185.00	\$16,625.00	(\$9,560.00)
Office Improvements	\$8,000.00	\$5,565.67	(\$2,434.33)
Ergonomic Office Furniture	\$2,000.00	\$1,209.51	(\$790.49)
4 Computers - Head	\$3,600.00	\$743.10	(\$2,856.90)
Water Quality Strategic Plan	\$20,000.00	\$20,000.00	0.00
<b>Equipment Total</b>	<b>259,229.00</b>	<b>139,776.60</b>	<b>(\$119,452.40)</b>
Main Street - Main Replacement	\$360,000.00	\$157,843.00	(\$202,157.00)
Fourth Street - Main Replacement	\$350,000.00	\$375,270.00	(\$25,270.00)
Lead & Copper Rule Compliance	\$100,000.00	\$2,751.00	(\$97,248.76)
Loring Ave	\$250,250.00	\$105,709.21	(\$144,540.79)
Shoring Street	\$434,000.00	\$421,144.66	(\$12,855.34)
City Pumping Projects	\$91,000.00	\$47,789.89	(\$43,210.11)
DOT Pumping Projects	\$7,500.00	\$3,362.51	(\$4,137.49)
Water Meters	\$75,000.00	\$73,497.84	(\$1,502.16)
<b>Projects Total (includes benefit costs on labor)</b>	<b>\$1,757,550.00</b>	<b>\$879,377.00</b>	<b>(\$878,173.00)</b>
<b>Grand Total</b>	<b>\$2,077,079.00</b>	<b>\$1,019,153.60</b>	<b>(\$1,057,925.40)</b>

