

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, April 22, 2026 at 4:00 P.M.

Regular Meeting AGENDA

1. Approve Minutes of Regular Meeting of March 18, 2026.
2. Financial Report Update -*Michael Bailey*.
3. Public Comment.
4. New Business
 - Bond status.
 - Mid-Sized Excavator.
 - Personnel Policies & Procedures Handbook.

Executive Session pursuant to 1 M.R.S.A § 405(6)(A) to discuss a Personnel Matter.

5. Old Business
 - Water Quality.
 - Facilities Assessment.
 - Lake Auburn Infrastructure Planning Study.
 - Lakeshore Drive MPI Project Update.
 - Activity Report.
6. Executive Session Pursuant to 1 M.R.S.A § 405(6)(A) to Discuss a Personnel Matter (Superintendent Review).
7. Trustee Open Session.
8. Adjourn Regular Meeting.

Upcoming: Water Trustee Meeting May 20, 2026.

A true record,

Attest: *vi*

Mike Bailey, Clerk

April 22nd, 2026

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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, April 22nd, at 4:00 pm.**

Members Present: Denis Bergeron (President), Robert Cavanagh (Treasurer), Jeffrey Harmon, Bruce Rioux, and Eric Gould.

Also present: Mike Broadbent (Superintendent), Mike Bailey (Finance Director), and Chris Curtis (Watershed Manager).

Members Absent: Timothy Simpson and Michael Abbott (District Engineer).

Public Attendance: No members of the public were present.

Agenda Item 1: Approve Minutes of the Regular Meeting of March 18th, 2025 – On the motion of Robert Cavanagh, seconded by Eric Gould, it was voted to approve the minutes of the Regular Meeting on March 18th, 2026.

Passed 5-0

Agenda Item 2: Financial Report – The Finance Director, Mike Bailey, provided a verbal presentation of the financial report for the preceding month.

Agenda Item 3: Public Comment – As no one from the public was in attendance, there was no public comment at this time.

Agenda Item 4: New Business

Bond Status – We are nearing completion of acquiring a \$2.7 million bond to replace all District water meter infrastructure. The remaining steps are:

- April 6th: Bond counsel submitted loan agreements to the MMBB
- April 20th: MMBB will release financing rates for the Spring 2026 issuance
- May 11th: Bond counsel will file final loan documents
- May 20th: Loan closing; District receives funding

We have met with the vendor and installer and plan to begin meter replacements on June 1st, 2026. If the project proceeds as expected, full system replacement could be completed within six months.

April 22nd, 2026

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Mid-Sized Excavator – The District regularly uses mid-sized excavators for maintenance and construction projects. These machines are well-suited for many jobs due to their smaller size and flexibility. In the past, we have rented this equipment as needed, typically spending between \$35,000 and \$55,000 per year. Because this need is ongoing, the District is exploring purchasing an excavator instead of continuing to rent the equipment. After reviewing several options, the preferred machine would cost about \$130,000. We've looked at both leasing and financing options; Leasing the equipment for three years would cost slightly less overall than financing it through a loan. The Superintendent recommended moving forward with a three-year lease to own term and continuing to charge the cost to individual projects, similar to how rental expenses are currently handled.

On the motion of Bruce Rioux, seconded by Eric Gould, there was a vote to authorize the Superintendent to lease a Komatsu PC88MR-11 for a 3-year term at a total cost of \$138,391.74.

Passed 5-0

Personnel Policies and Procedures Handbook – Over the past several months, the District has worked with HR Consulting Maine to update its personnel policies. This includes adding a new section on Maine's Paid Family Medical Leave (PFML) program. PFML takes effect on May 1st, 2026; The District needs to review and approve these updates in advance of the new law.

There was a motion by Eric Gould, seconded by Robert Cavanagh, to approve the changes that have been made to the Personnel Policies and Procedures Handbook.

Passed 5-0

Agenda Item 5: Old Business

Water Quality Update – The Watershed Manager, Chris Curtis, attended the meeting and provided a verbal presentation of the water quality and a history of water treatment.

Facilities Assessment – Weston & Sampson has provided a proposal to update the District's feasibility study. The goal is to evaluate our current facilities and identify what improvements are needed to meet our needs over the next 30 years. This work will include reviewing how our existing space is used, exploring potential layout changes, assessing whether renovations could improve the current building, and considering options for new or replacement structures. A conceptual cost estimate will also be developed. The total cost for this work is \$9,880, which will be shared between both districts.

On the motion of Eric Gould, seconded by Bruce Rioux, there was a vote to authorize staff to proceed with the work as presented.

Passed 5-0

April 22nd, 2026

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Lake Auburn Infrastructure Planning Study – Staff met with CDM Smith at the end of March to review and provide feedback on a draft report. The consultant has since made revisions, and a follow-up meeting is scheduled for April 17th. We expect to receive the revised report by April 29th and the final report by May 20th.

Lakeshore Drive MPI Project Update – A pre-bid meeting for this project was held during the first week of April, with strong interest from contractors and many questions raised. The project engineer, Wright-Pierce, has issued two addenda to address those questions. Bids took place at 10:00 a.m. on April 17th, 2026.

Activity Report – With the absence of the District Engineer, the Superintendent provided a brief verbal presentation on the preceding month's activity.

Agenda Item 6: Executive Session Pursuant to 1 M.R.S.A. 405 (6) (A) to Discuss a Personnel Matter – On the motion of Jeffrey Harmon, seconded by Eric Gould, there was a vote to move the meeting into Executive Session.

Passed 5-0

At 5:15 PM, the Trustees concluded their meeting in Executive Session. At that time, there was a motion by Eric Gould, seconded by Robert Cavanagh, to approve the Superintendent's incentive bonus for 2025 for the policy maximum of \$2,000.00.

Passed 5-0

There was another vote, motioned by Bruce Rioux, seconded by Jeffrey Harmon, to add the responsibility of: "Superintendent or his designee, should serve on the LACWA board" to the Superintendent's job description.

Passed 5-0

Agenda Item 7: Trustee Open Session: There was no further discussion at this time.

Agenda Item 8: Adjournment of the Regular Meeting: On the motion of Bruce Rioux, seconded by Robert Cavanagh, there was a vote to adjourn the meeting.

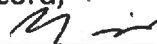
Passed 5-0

Respectfully submitted,

Tiffany Spence

Tiffany Spence

A true record,

Attest: 

Mike Bailey, Clerk

AUBURN WATER - FINANCIAL INFORMATION

Water Revenue - Metered Sales - Versus Prior Year					
Month	2025	2024	MTD Change	%	YTD Change
January	\$240,709.30	\$246,626.80	(\$5,917.50)	-2.4%	\$5,117.50
February	\$217,209.70	\$236,654.53	(\$19,444.83)	-8.2%	(\$17,542.33)
March	\$224,610.00	\$228,211.63	(\$3,601.63)	-1.6%	(\$3,144.15)
April	\$261,272.00	\$263,642.84	(\$2,370.84)	-0.9%	(\$3,635.00)
May	\$219,136.00	\$219,136.00	\$0.00	0.0%	(\$2,671.00)
June	\$228,923.00	\$228,923.00	\$0.00	0.0%	(\$481,694.00)
July	\$269,509.00	\$269,509.00	\$0.00	0.0%	(\$751,103.00)
August	\$262,241.00	\$262,241.00	\$0.00	0.0%	(\$1,013,344.00)
September	\$262,468.00	\$262,468.00	\$0.00	0.0%	(\$1,275,812.00)
October	\$293,742.00	\$293,742.00	\$0.00	0.0%	(\$1,569,554.00)
November	\$252,217.28	\$252,217.28	\$0.00	0.0%	(\$1,823,771.28)
December	\$228,431.07	\$228,431.07	\$0.00	0.0%	(\$2,050,202.35)
	\$933,801.00	\$2,984,003.35			

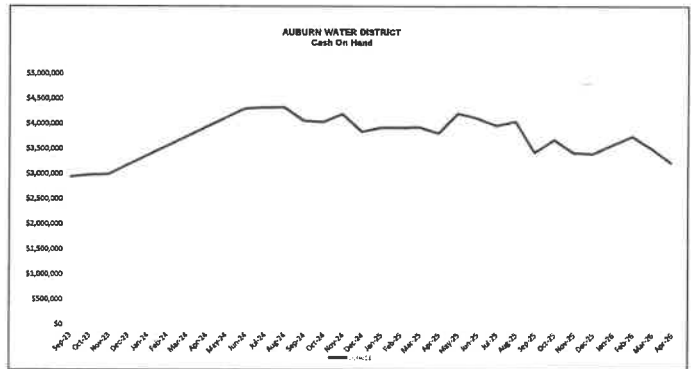
Water Revenue - Metered Sales - Versus Budget					
Month	2025	BUDGET	MTD Change	%	YTD Change
January	\$240,709.30	\$242,940.38	(\$2,231.08)	-0.9%	(\$2,231.08)
February	\$217,209.70	\$240,788.38	(\$23,578.68)	-9.8%	(\$25,810.75)
March	\$224,610.00	\$231,570.36	(\$6,960.36)	-3.0%	(\$32,771.11)
April	\$261,272.00	\$276,332.02	(\$15,060.02)	-5.5%	(\$57,831.13)
May	\$0.00	\$225,261.01	(\$25,261.01)	-100.0%	(\$83,122.14)
June	\$0.00	\$231,777.88	(\$231,777.88)	-100.0%	(\$514,899.99)
July	\$0.00	\$292,879.28	(\$292,879.28)	-100.0%	(\$807,779.27)
August	\$0.00	\$251,931.91	(\$251,931.91)	-100.0%	(\$1,059,711.18)
September	\$0.00	\$266,807.06	(\$266,807.06)	-100.0%	(\$1,326,518.24)
October	\$0.00	\$298,076.72	(\$298,076.72)	-100.0%	(\$1,624,594.96)
November	\$0.00	\$253,016.82	(\$253,016.82)	-100.0%	(\$1,877,611.78)
December	\$0.00	\$222,225.42	(\$222,225.42)	-100.0%	(\$2,100,837.20)

Water Gallons Sold - Metered					
Month	2025	2024	MTD Change	%	YTD Change
January	48,432,915	47,499,496	1,933,419	4.0%	1,933,419
February	50,888,896	50,184,868	1,116,028	2.2%	3,049,447
March	48,098,384	49,229,820	(\$1,131,436)	-2.3%	1,918,011
April	51,871,283	49,462,624	2,408,659	5%	4,326,670
May	45,932,436	45,932,436	\$0.00	0.0%	(\$2,047,556)
June	46,744,244	46,744,244	\$0.00	0.0%	(\$3,791,800)
July	54,040,008	54,040,008	\$0.00	0.0%	(\$4,831,808)
August	51,483,344	51,483,344	\$0.00	0.0%	(\$9,315,152)
September	50,792,876	50,792,876	\$0.00	0.0%	(\$10,808,028)
October	61,791,140	61,791,140	\$0.00	0.0%	(\$12,859,168)
November	55,072,248	55,072,248	\$0.00	0.0%	(\$15,931,416)
December	44,676,546	44,676,546	\$0.00	0.0%	(\$20,800,962)
	200,251,468	620,859,450			

Water Gross Payroll versus Budget					
Month	2025	Budget	MTD Change	%	YTD Change
January	\$65,784.00	\$106,826.50	(\$41,042.50)	-38.4%	(\$41,042.50)
February	\$90,145.00	\$92,348.23	(\$2,203.23)	-2.4%	(\$43,247.73)
March	\$105,007.00	\$138,688.85	(\$33,681.85)	-24.2%	(\$76,854.78)
April	\$116,430.00	\$138,642.82	(\$22,212.82)	-16.0%	(\$109,084.80)
May	\$0.00	\$81,208.85	(\$81,208.85)	-100.0%	(\$190,293.65)
June	\$0.00	\$100,494.15	(\$100,494.15)	-100.0%	(\$290,787.80)
July	\$0.00	\$131,813.98	(\$131,813.98)	-100.0%	(\$422,601.78)
August	\$0.00	\$100,078.54	(\$100,078.54)	-100.0%	(\$522,680.32)
September	\$0.00	\$104,841.85	(\$104,841.85)	-100.0%	(\$627,522.17)
October	\$0.00	\$109,782.54	(\$109,782.54)	-100.0%	(\$737,304.71)
November	\$0.00	\$106,306.64	(\$106,306.64)	-100.0%	(\$843,611.35)
December	\$0.00	\$157,535.80	(\$157,535.80)	-100.0%	(\$1,001,147.15)

Water Total Capital Expenditures versus Budget			
Capital Projects - 2025	Budget	YTD Actual	Variance
Crew Truck - Water	\$65,000		\$0,000.00
Equipment Trailer	\$25,000	\$23,629.50	1,370.50
Meter department tools	\$3,000	\$3,045.85	(\$45.85)
Conduit Bender	\$5,500	\$2,670.50	2,829.50
North Auburn Dam SCADA	\$4,400	\$4,369.01	30.99
Townsend Brook Scada	\$4,400	\$1,610.82	2,789.18
Lab	\$5,000		\$5,000.00
Plant Operations	\$85,100	\$2,490.87	\$82,609.13
Lab Service Visit	\$5,175		\$5,175.00
Lab Intake Inspection and Cleaning	\$2,448		2,447.50
Fixed Asset Software	\$7,500		7,500.00
Office Improvements	\$5,000		\$5,000.00
4 Computers, 1 pad	\$3,800	\$1,758	2,042.00
Excavator	\$65,437		\$65,437.00
Installation Total	\$282,668	\$108,210.76	174,457.24
2025 Main Replacements	\$515,000	\$1,846	\$513,154.17
2026 Paving Projects	\$46,000	\$14,683	\$31,316.65
2026 Meter Conversion	\$2,667,355		2,667,355.00
Lakeshore Drive	\$750,000	72,043	677,956.78
Taylor Pond Water Pit	\$20,000	\$10,318.45	9,681.55
Lake Auburn Water Supply Study	\$49,700	\$46,367.00	3,333.00
Facilities Study	\$13,750		\$13,750.00
Projects Total (includes benefit costs on labor)	\$4,081,006	\$168,038	3,912,967.45
Grand Total	\$4,363,674	\$266,248	\$4,097,426

AUBURN WATER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE						
Aging	Current	30 day	60 day	90 day	120 day	Totals
April	\$ 299,898	\$ 20,366	\$ 2,864	\$ 7,098	\$ 3,374	\$ 333,598
March	185,447.17	20,816.00	4,066.99	1,966.74	8,774.72	221,071.62
February	183,145.04	23,851.55	5,776.72	1,172.78	15,835.14	229,880.23
January	202,489.08	38,576.76	6,270.76	(446.37)	19,627.61	266,517.82



**AUBURN WATER DISTRICT
BALANCE SHEET
PERIOD ENDING - April 30, 2026**

	<u>4/30/2026</u>	<u>12/31/2025</u>		<u>4/30/2026</u>	<u>12/31/2025</u>
Property, Plant and Equipment:			Capitalization:		
Plant in Service	44,480,081.07	44,332,336.92	Retained Earnings	20,576,983.47	18,979,150.97
Less: Accumulated Depreciation	(18,038,965.13)	(17,825,124.46)	Current Year Earnings	364,791	466,909
	<u>26,421,115.94</u>	<u>26,507,212.46</u>		<u>20,941,774.64</u>	<u>20,446,059.62</u>
Construction Work in Progress	264,398.69	74,106.13	Bonds	3,914,519.39	4,029,796.77
Net Utility Plant	28,685,514.63	28,581,318.59	Total Capitalization	<u>24,856,294.03</u>	<u>24,475,856.39</u>
Current Assets:			Current Liabilities:		
Cash & Working Funds	3,732,789.27	3,516,542.15	Accounts Payable	209,171.35	180,182.08
Accounts Receivable - Net	573,489.18	557,517.89	Customer Deposits	19,638.79	21,138.38
Prepayments	56,782.33	16,704.17	Accrued Interest	18,760.89	40,054.16
Inventory	402,744.24	381,627.21	Miscellaneous Liabilities	104,406.74	123,640.71
Total Current Assets	<u>4,765,805.02</u>	<u>4,472,391.42</u>	Total Current Liabilities	<u>351,977.87</u>	<u>375,015.33</u>
Investment CD	0.00	0.00	Equipment Leases	132,053.98	93,645.01
Total Assets	<u><u>31,451,319.65</u></u>	<u><u>31,053,710.01</u></u>	Contributions in Aid	6,110,993.77	6,109,193.28
			Total Equity Capital and Liabilities	<u>31,451,319.65</u>	<u>31,053,710.01</u>

**AUBURN WATER DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
FOUR MONTHS ENDED APRIL 30, 2026**

	April	2026	Y-T-D April 2026		
	YTD - 2025	BUDGET	ACTUAL	BUDGET	Variance
REVENUES:					
Water Sales	\$967,336	\$3,034,720	\$933,801	\$986,590	-\$52,789
Rent income	22,984	72,000	48,623	24,000	\$24,623
Interest Income	12,251	40,000	12,716	13,333	-\$618
Mdse. & Jobbing - NET	(9,518)	53,600	-3,943	17,867	-\$21,810
Public Fire Protection	408,891	850,720	425,246	283,573	\$141,673
Private Fire Prot.	157,997	496,080	158,753	165,360	-\$6,607
Misc. Op. Revenue	47,583	184,601	70,747	61,534	\$9,213
TOTAL REVENUES	1,607,523	4,731,721	\$1,645,942	\$1,552,257	\$93,685
				75%	
EXPENSES:					
Payroll	422,315	1,389,030	\$405,546	\$475,888	-\$70,342
Treatment:					
UV Treatment Plant	152,863	579,750	\$128,543	\$193,250	-\$64,707
Chloramine Facility	3,649	12,800	\$2,481	\$4,267	-\$1,786
Laboratory	2,988	35,500	\$4,892	\$11,833	-\$6,942
Trans & Dist & Other Maint:					
Maint of Mains	44,511	140,000	\$50,739	\$46,667	\$4,072
Dist System	41,550	168,639	59,798	\$56,213	\$3,585
Other	436	23,000	\$3,950	\$7,667	-\$3,717
Administration:					
Employee Benefits	169,186	652,857	\$152,095	\$217,619	-\$65,524
Legal & Accounting	12,943	50,000	\$7,959	\$16,667	-\$8,707
Customer Billing	9,836	68,000	\$17,994	\$22,667	-\$4,673
Insurances	28,424	84,410	\$34,498	\$28,137	\$6,361
Other	29,299	77,452	\$45,614	\$25,817	\$19,796
Vehicles	28,999	144,000	\$30,121	\$48,000	-\$17,879
Gull Management	21,107	72,000	\$25,224	\$24,000	\$1,224
Lake Auburn Watershed	35,376	142,000	\$29,774	\$47,333	-\$17,559
SUB-TOTAL	1,003,481	3,639,438	\$999,227	\$1,226,024	-\$226,797
				75%	
Interest	50,325	197,362	\$37,924	\$65,787	-\$27,864
TOTAL EXPENSES	1,053,807	3,836,800	\$1,037,151	\$1,291,812	-\$254,661
Bonds - Principal Payments	114,939	864,553	\$156,178	\$156,178	\$0
SURPLUS FROM OPERATIONS	438,777	30,368	\$880,973	\$104,267	\$348,346

Non-Cash Items:

Depreciation - 1403-000	\$244,000
Loss on Disposal of Assets	\$0
Fire Revenue Timing	\$0
Sub - Total Non-Cash	\$244,000
Income Statement - Bottom Line	\$364,791