

September 19, 2018

The regular monthly meeting of the Trustees of the Auburn Water District was held at the office of the Auburn Water District, 268 Court Street, on Wednesday , September 19, 2018 at 4:00pm

Members present: Dan Bilodeau, Robert Cavanagh, Preston Chapman, Tizz Crowley (Treasurer), K.C. Geiger (President) , Mary Sylvester and Andrew Titus, Mayor's Representative. Also Present: Sid Hazelton, Superintendent, Michael Broadbent, Assistant Superintendent and Tanya Johnson, Office Manager.

Absent: Greg Leighton, Finance Manager

On motion of Mary Sylvester, seconded by Preston Chapman, it was voted: **To accept the minutes of the Regular Meeting of August 22, 2018.** Dan Bilodeau abstained from the vote.

**FINANCIAL REPORT UPDATE** – Revenues are up \$12,000 for the month of August. We should meet budget at year end. Cash on hand is at \$1.1 million. The first draft of the 2019 budget will be distributed at the October meeting. The 120 day receivables have dropped over the last three years. There will be no heavy equipment replacements in 2019.

**RATIFY PAYMENT OF BILLS –**

On motion of Robert Cavanagh, seconded by Preston Chapman, it was unanimously voted: **To ratify the payment of bills in the amount of \$424,532.98 as shown on the printout dated August 1, 2018- August 31, 2018.**

**OPEN SESSION** – Dan Bilodeau passed out a map of the proposed Southern Link pedestrian and bicycle trail. Dan would like to see this project progress. Landowner, George Schott, is up for discussion. There are all kinds of opportunity for a nice trail.

**ACTIVITY REPORT** – The water crew is moving on to the sewer Airport Project. The pipe bursting on Pionite Road will be completed at the end of October. We are seeing a lot of new service activity.

**WATER QUALITY UPDATE-** The turbidity rose in the month of August causing a decline in water quality. A reading of 5.0 would require that we go to filtration. An algaecide treatment with copper sulfate was applied on September 11 th. Superintendent Hazelton feels that the treatment was effective. The warm weather is a big factor for algae growth. A report to the DEP is due 90 days following the treatment. We will apply for an Alum Treatment Permit to have in place should it be needed in the future.

**PROJECT UPDATE** – Ted Berry is scheduled to pipe burst the line on Pionite Rd. at the end of October.

**CYBER BREACH** – The District's shared drives were compromised on September 7<sup>th</sup>. We had to install Windows 2016 on the server and we are confident that we have everything back to where it should be. It appears that the two cyber breach incidents that we have experienced were not related. Mr. Titus suggested we reach out to the City for available space on there server which is Cloud based. Trustee Tizz Crowley said that we need to invest in security and check with other utilities to see what they do for security. She would like to see this issue continue to be an agenda item as we continue to address the problem.

**SOLICITATION POLICY** – The Sewer Trustees voted to stay with the solicitation policy that is included in the Employee Handbook. Both boards of trustees need to be in agreement .Trustee Mary Sylvester recommended that we re-visit this issue after the budget has been drafted. Trustee Tizz Crowley insisted that the payroll deduction be addressed now. Dan Bilodeau asked what other entities do with

September 19, 2018

Page 2

regards to payroll deduction. Auburn does allow payroll deduction. It was suggested that the District hold quarterly meetings if items come up that need a vote of agreement by both boards of trustees.

On motion of Tizz Crowley, seconded by Dan Bilodeau, it was voted: **To table the Solicitation Policy until after the 1<sup>st</sup> of the year with the exception of payroll deduction and to include quarterly meetings.** Trustee Robert Cavanagh opposed. 6-1 in favor

On motion of Tizz Crowley, seconded by Andrew Titus, it was voted: **To address payroll deduction at a joint meeting by year end.**

A joint workshop is scheduled for Monday, October 22, 2018 at 4:00pm. Don Tyler could possibly be available at the Employee Benefits Committee meeting to discuss the Salary Survey and answer any questions the Trustees may have.

**EXECUTIVE SESSION PER 1 M.R.S.A. § 405 (6) (C) TO DISCUSS AN UPDATE TO A LITIGATION CASE.**

On motion of Preston Chapman, seconded by Dan Bilodeau, it was unanimously voted: **To move into Executive Session to discuss an update to a litigation case.**

On motion of Tizz Crowley, seconded by Preston Chapman, it was unanimously voted: **To come out of Executive Session.**

On motion of Tizz Crowley, seconded by Preston Chapman, it was unanimously voted: **To adjourn the meeting.**

Respectfully submitted,

Diane Drinkwater

Approved: October 17, 2018

A true record:

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

Clerk