

June 15, 2023

Office of

AUBURN SEWERAGE DISTRICT

Office Telephone # 784-6469

The regular monthly meeting of the Trustees of the Auburn Sewerage District will be held in-person at the Auburn Sewerage District office at 268 Court Street on Tuesday, June 20, 2023 at 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of May 16, 2023.
2. Financial Report Update - Katie Johnston.
3. Ratify Payment of Bills
4. Open Session
5. Activity Report/Project Update - *Matt Waite*
6. New Business
 - 2022 Draft Audit
 - Lead Assistance Grant, AWD
7. LAWPCA Apportionment & Financials
8. Old Business
 - Washington Street Pumping Station Design
 - Fiscal Sustainability Plan
9. Adjourn Regular Meeting.

Upcoming: Sewer Trustee Meeting July 18, 2023

A true record:

Attest: *Ka Johnston*

Katharine Johnston

June 20, 2023

The regular monthly meeting of the Trustees of the Auburn Sewerage District was held in person at the Auburn Sewerage District office at 268 Court Street on Tuesday, June 20, 2023 at 4:00pm.

Members present: Robert Cavanagh (Treasurer), Stephen Ness (President), Raymond Fortier, Thomas Moulin and Stephen Milks, Mayor's Representative. Also present: Michael Broadbent, Superintendent, Katharine Johnston, Finance Manager and Matthew Waite, Assistant Superintendent.

Absent: Dan Bilodeau and Brad Kowalski

On motion of Robert Cavanagh, seconded by Raymond Fortier, it was unanimously voted: **To approve the minutes of the Regular Meeting of May 16, 2023.**

OPEN SESSION - As no one from the public was in attendance, the Open Session was closed.

FINANCIAL REPORT- Metered revenue is down a bit from this time last year. May ended just below \$1.7 million.

RATIFY PAYMENT OF BILLS

On motion of Robert Cavanagh, seconded by Stephen Milks, it was unanimously voted: **To ratify the payment of bills in the amount of \$345,978.44 dated May 1, 2023-May 31, 2023.**

ACTIVITY REPORT /PROJECT UPDATE - Green Mountain is in full swing with the sewer lining. They have identified several locations needing repairs and/or manholes with the bulk of the work being on Washington St. and Second St. Pump # 2 at River Station has been puled and sent out for repairs. Pump #1 at Lewiston Junction Rd. was also removed and sent out for repairs as well.

The District has hired a new operator who appears to be a good fit. Bonney Staffing did not work. They were sending us unreliable help. We have three strong applicants for the remaining open position.

NEW BUSINESS -

2022 DRAFT AUDIT – The auditors did have a couple of recommendations; develop a policy for routine accounting practices and reconcile all general ledger accounts in a timely manner. Superintendent Broadbent told the Trustees that we can look into outlining our accounting practices in a SOP format and that he was comfortable with quarterly vs yearly reconciliations.

On motion of Stephen Milks, seconded Thomas Moulin, it was unanimously voted: **To approve the Draft Audit as presented.**

LEAD ASSISTANCE GRANT/AWD - The Maine Drinking Water Program has available funds to assist with projects associated with the Lead & Copper Rule Revision. The revision requires all systems to complete a Lead Service Line Inventory by October, 2024 which includes portions of services that are on private property. Superintendent Broadbent has submitted an application for a vactor truck to complete these excavations.

LAWPCA APPORTIONMENT/FINANCIALS – We are looking into how to get more flow through the plant. The design-build is still in progress. LAWPCA has been unable to get consistent BOD/TSS reads in the last two years. LAWPCA has looked at mixing issues and is considering alternative sample locations.

OLD BUSINESS -

WASHINGTON ST. PUMP STATION DESIGN -Wright-Pierce gave an overview of the geo-technical work and some of their preliminary thoughts on the station.

FISCAL SUSTAINABILITY PLAN – Wright-Pierce presented us with a collection system inventory and assessment and have asked us to review the rating criteria and make sure they have appropriately prioritized projects. This will be a useful tool for the District to plan and budget projects. The report is expected to be completed by the end of this summer.

HAZEL STREET- Superintendent Broadbent sent Mr. Tetreault a letter stating that the sewer line is private. His best option would be to run a sewer service to Hazel St. and connect to the District's sewer main. His house is the lowest on the street and he gets the brunt of the problem. He has not responded to the letter.

On motion of Stephen Milks, seconded by Thomas Moulin, it was unanimously voted: **To adjourn the meeting.**

Approved: July 18, 2023

A true record:

Attest: _____


Katharine Johnston, Clerk

	JUNE	2023	Y-T-D THRU JUNE 2023		
	YTD - 2022	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$3,675,413	\$4,010,574	\$1,974,518	\$1,987,185	(\$12,666)
Industrial Surcharge	52,240	52,249	20,224	25,196	(4,973)
Shared Debt with City	41,392	41,392	20,696	17,247	3,449
Jobbing & Mdse. - NET	64,015	9,795	4,383	4,081	301
Sewer Assessments	18,097	19,030	7,661	7,929	(268)
Finance Charges	6,356	6,489	2,881	2,704	177
Interest Income	23,503	9,058	19,347	3,774	15,573
Industrial Treatment Sampling	50,400	42,500	17,708	17,708	0
Capacity Fees (SDS)	49,500	28,367	28,875	11,820	17,055
TOTAL REVENUES	3,980,916	4,219,454	2,096,293	2,077,644	18,649
			49.68%	33.33%	< Standard
<u>EXPENSES:</u>					
Payroll	482,934	526,202	235,577	273,104	(37,527)
Employee Benefits	189,792	272,677	66,876	113,615	(46,739)
Maint. of Sewers	148,183	68,520	78,449	28,550	49,899
Lift Stations	107,767	74,825	34,623	31,177	3,446
Maint. of Buildings	49,394	51,823	\$25,753	21,593	4,160
Maint. of Trucks	27,843	28,890	18,012	12,038	5,975
Office Expense	33,898	31,849	\$ 19,552	13,270	6,282
Collection Expense	349	(776)	433	(323)	756
General Expense	10,999	5,948	3,299	2,478	820
Insurance	55,753	59,459	28,049	24,775	3,274
Legal & Accounting Fees	11,810	6,841	8,914	2,850	6,063
Billing Expense	74,186	81,317	39,795	33,882	5,913
L.A.W.P.C.A.	1,911,004	1,930,830	804,513	804,513	0
SUB-TOTAL	3,103,912	3,138,405	1,363,844	1,361,522	2,322
Interest	137,435	183,598	92,546	76,499	16,046
TOTAL EXPENSES	3,241,347	3,322,003	1,456,389	1,438,021	18,368
			43.84%	33.33%	< Standard
Bonds - Principal Payments	446,047	558,962	31,022	232,901	(201,879)
SURPLUS FROM OPERATIONS	293,522	338,489	608,882	406,722	202,160

**AUBURN SEWERAGE DISTRICT
BALANCE SHEET
PERIOD ENDING - JUNE 30, 2023**

	5/31/2023	12/31/2022		5/31/2023	12/31/2022
Property, Plant and Equipment:					
Plant in Service	38,013,633.74	37,343,996.92	Equity Capital	20,803,375.11	19,594,339.88
Less: Accumulated Depreciation	(17,587,957.38)	(17,375,104.84)	Long Term Debt	5,391,687.63	5,664,099.15
	20,425,676.36	19,968,892.08	Equipment Leases	61,942.00	61,942.00
Construction Work In Progress	213,891.12	66,564.23	Current Liabilities:		
Current Assets:			Current Portion of LTD	558,961.83	435,105.99
Cash	1,792,173.99	1,517,992.53	Accounts Payable	63,973.31	124,340.68
Accounts Receivable	449,077.15	232,254.20	Accrued Interest & Other	64,427.03	71,903.28
Construction Assessments	7,324.94	7,564.00	Customer Deposits	16,420.00	15,525.00
City of Auburn Debt	248,355.98	269,052.32	Pre-Treatment Costs	59,675.66	38,692.00
Inventory	48,226.41	48,325.50	Accrued LA WPCA	247,308.19	184,774.45
PrePaiDs	7,842.08	4,318.08	Total Current Liabilities	1,010,766.01	870,341.40
Total Current Assets	2,553,000.55	2,079,506.63			
Investments:					
Money Market	502,402.21	501,076.08			
CD's	3,535,827.33	3,517,980.48			
Total Investments	4,038,229.54	4,019,056.56			
Deferred Charges	36,973.18	46,702.93			
Total Assets	27,267,770.75	26,180,722.43	Total Equity & Liabilities	27,267,770.75	26,180,722.43