

July 14, 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, July 18, 2023 at 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of June 20, 2023.
2. Financial Report Update - Katie Johnston.
3. Ratify Payment of Bills
4. Open Session
5. Activity Report/Project Update - *Matt Waite*
 - Project presentation
6. New Business
 - Sewer Use Rules and Regulations Update
 - 2022 Audit Completed
 - Martindale Sag
7. LAWPCA Apportionment & Financials
8. Old Business
 - Washington Street Pumping Station Design
 - Fiscal Sustainability Plan
 - Lead Assistance Grant, AWD
9. Adjourn Regular Meeting.

Upcoming: Sewer Trustee Meeting August 15, 2023

A true record:

Attest: _____

K. Johnston
Katharine Johnston, Clerk

July 18, 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, July 18, 2023 at 4:00pm.

Members present: Robert Cavanagh (Treasurer), Stephen Ness (President), Raymond Fortier, Thomas Moulin, Dan Bilodeau and Brad Kowalski. Also present: Michael Broadbent, Superintendent, Katharine Johnston, Finance Manager and Matthew Waite, Assistant Superintendent.

Absent: Stephen Milks

On motion of Robert Cavanagh, seconded by Raymond Fortier, it was voted: **To approve the minutes of the Regular Meeting of June 20, 2023.** Dan Bilodeau abstained from the vote

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

FINANCIAL REPORT- Revenues are down from budget projections. The month of June ended with \$1.9 million cash on hand

RATIFY PAYMENT OF BILLS

On motion of Robert Cavanagh, seconded by Dan Bilodeau, it was unanimously voted: **To ratify the payment of bills in the amount of \$181,706.24 dated June 1, 2023-June 30, 2023.**

ACTIVITY REPORT /PROJECT UPDATE - Green Mountain has lined 5400' of the 9000' sewer pipe scheduled to be completed. The project has been slowed by the weather along with the need to repair segments of and/or manholes. Traditionally, lining projects are pre-inspected. This project was unique in that the pre-inspection is being done simultaneously with repairs and manhole installations.

W-6 - Preliminary discussions have begun.

The Shepley St. project has been put on hold. \$130,000 has been budgeted for this work.

We hope to fill the two open positions soon. We have hired one new employee who comes from Vortex and will be interviewing another prospect next week.

NEW BUSINESS -

SEWER USE RULES AND REGULATIONS UPDATE – Superintendent Broadbent would like to adopt a Pump Station Policy and add it to our Sewer Use Rules and Regulations along with a few other policies that need to be updated. He will consult with legal counsel on the proper process to update this document and present the final draft at the August meeting for consideration.

2022 COMPLETED AUDIT – Paper copies are available.

July 18, 2023

Page 2

MARTINDALE SAG – The District has identified a sag in the gravity sewer on Martindale Rd. We budgeted \$13,000 to eliminate the sag. Being short-staffed, the District would like to put the work out to bid at a price not to exceed \$50,000 using the funds from a rebate received from LAWPCA.

One motion of Dan Bilodeau, seconded by Robert Cavanagh, it was unanimously voted: **To approve the repair of the Martindale sag at a cost not-to-exceed \$50,000.**

LAWPCA APPORTIONMENT/FINANCIALS – June was a stable month. We have the responsibility for 30% of the cost for a storage facility. Lewiston may be using some of their recovery funds for a redundant water main to the UV plant which will affect Auburn.

OLD BUSINESS -

LEAD ASSISTANCE GRANT/AWD - The District has been approved for a loan in the amount of \$650,000 by the Maine Drinking Water Program. The District will purchase a vactor truck to complete the lead service line inventory which must be completed by October, 2024.

WASHINGTON ST. PUMP STATION DESIGN -Wright-Pierce provided the District with 4 options. Superintendent Broadbent likes Option 2B. Placing the generator inside a building will prolong its life. This is more of an FYI. We will be looking for District staff comments.

FISCAL SUSTAINABILITY PLAN – No update We have a good breakdown of the collection system. We need to meet with staff.

OTHER BUSINESS – We need to appoint Katharine Johnston as the new District Clerk to replace Tanya Dunn.


On motion of Thomas Moulin, seconded by Robert Cavanagh, it was unanimously voted: **To appoint Katharine Johnston as District Clerk.**

On motion of Dan Bilodeau, seconded by Robert Cavanagh, it was unanimously voted: **To adjourn the meeting.**

Approved: August 15, 2023

A true record:

Attest: _____


Clerk, Katharine Johnston

**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
SEVEN MONTHS ENDED JULY 31, 2023**

	JULY	2023	Y-T-D THRU JULY 2023		
	YTD - 2022	BUDGET	ACTUAL	BUDGET	VARIANCE
REVENUES:					
Metered Income	\$2,141,861	\$4,010,574	\$2,314,162	\$2,337,348	(\$23,186)
Industrial Surcharge	30,164	52,249	23,697	30,169	(6,471)
Shared Debt with City	20,696	41,392	24,145	24,145	0
Jobbing & Mdse. - NET	4,705	9,795	3,928	5,714	(1,786)
Sewer Assessments	8,894	19,030	8,738	11,101	(2,363)
Finance Charges	3,735	6,489	3,390	3,785	(395)
Interest Income	2,181	9,058	20,854	5,284	15,570
Industrial Treatment Sampling	29,400	42,500	21,250	24,792	(3,542)
Capacity Fees (SDS)	21,375	28,367	28,875	16,547	12,328
TOTAL REVENUES	2,263,011	4,219,454	2,449,039	2,458,885	(9,846)
			58.04%	58.33%	< Standard
EXPENSES:					
Payroll	278,532	526,202	268,542	320,423	(51,881)
Employee Benefits	112,839	272,677	78,562	159,062	(80,499)
Maint. of Sewers	94,310	68,520	83,370	39,970	43,400
Lift Stations	58,892	74,825	44,419	43,648	771
Maint. of Buildings	32,698	51,823	\$29,130	30,230	(1,100)
Maint. of Trucks	19,814	28,890	23,883	16,853	7,030
Office Expense	15,372	31,849	\$ 19,055	18,579	476
Collection Expense	772	(776)	575	(453)	1,027
General Expense	2,983	5,948	3,478	3,470	8
Insurance	37,769	59,459	31,584	34,684	(3,100)
Legal & Accounting Fees	9,148	6,841	9,087	3,991	5,097
Billing Expense	45,115	81,317	40,615	47,435	(6,819)
L.A.W.P.C.A.	1,114,752	1,930,830	965,415	1,126,318	(160,903)
SUB-TOTAL	1,822,996	3,138,405	1,597,714	1,844,208	(246,494)
Interest	64,224	183,598	107,775	107,099	676
TOTAL EXPENSES	1,887,220	3,322,003	1,705,489	1,951,307	(245,818)
			51.34%	58.33%	< Standard
Bonds - Principal Payments	147,032	558,962	0	326,061	(326,061)
SURPLUS FROM OPERATIONS	228,759	338,489	743,550	181,517	562,033

**AUBURN SEWERAGE DISTRICT
BALANCE SHEET
PERIOD ENDING - JULY 31, 2023**

	<u>7/31/2023</u>	<u>12/31/2022</u>	<u>7/31/2023</u>	<u>12/31/2022</u>
Property, Plant and Equipment:				
Plant in Service	38,013,633.74	37,343,996.92	20,860,425.90	19,584,339.88
Less: Accumulated Depreciation	(17,629,157.38)	(17,375,104.84)		
	<u>20,384,476.36</u>	<u>19,968,892.08</u>	5,391,687.63	5,664,099.15
Construction Work In Progress	499,427.87	66,564.23	61,942.00	61,942.00
Current Assets:				
Cash	1,793,754.80	1,517,992.53	558,961.83	435,105.99
Accounts Receivable	495,354.87	232,254.20	222,112.67	124,340.68
Construction Assessments	7,324.94	7,564.00	80,160.72	71,903.28
City of Auburn Debt	248,355.98	269,052.32	16,220.00	15,525.00
Inventory	48,226.41	48,325.50	56,133.98	38,692.00
PrePays	4,318.08	4,318.08	306,851.35	184,774.45
Total Current Assets	<u>2,597,335.08</u>	<u>2,079,506.63</u>	<u>1,240,440.55</u>	<u>870,341.40</u>
Investments:				
Money Market	502,402.21	501,076.08		
CD's	3,535,827.33	3,517,980.48		
Total Investments	<u>4,038,229.54</u>	<u>4,019,056.56</u>		
Deferred Charges	35,027.23	46,702.93		
Total Assets	<u>27,554,496.08</u>	<u>26,180,722.43</u>	<u>27,554,496.08</u>	<u>26,180,722.43</u>
			Total Equity & Liabilities	
				<u>26,180,722.43</u>