

September 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, September 19, 2023 at 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of August 15, 2023.
2. Executive Session in Accordance with 1 M.S.R.A. § 405 (6) (C) to discuss a personnel matter.
3. Financial Report Update.
4. Ratify Payment of Bills
5. Open Session
6. Activity Report/Project Update - *Matt Waite*
7. New Business
 - Miller Street SSO
 - Vacuum Truck repairs
 - Vickery Water and Sewer extensions (*Both Boards*)
 - Workers Compensation Dividend (*Both Boards*)
8. LAWPCA Apportionment & Financials
 - CSO Tank Bid Process
 - Re-Branding Considerations
9. Old Business
 - Washington Street Pumping Station Design
 - Sewer Use Rules and Regulations Update
 - Fiscal Sustainability Plan
 - Lead Assistance Grant, AWD
 - Measuring of the Lake. (*Both Boards*)
10. Adjourn Regular Meeting.

A true record:

Attest: _____

Clerk

Upcoming: Sewer Trustee Meeting October 17, 2023

September 19, 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, September 19, 2023 at 4:00pm.

Members present: Robert Cavanagh (Treasurer), Stephen Ness (President), Thomas Moulin, Brad Kowalski and Dan Bilodeau. Also present: Michael Broadbent, Superintendent, Matthew Waite, Assistant Superintendent and Stephen Milks, Mayor's Representative.

EXECUTIVE SESSION IN ACCORDANCE WITH 1 M.S.R.A. § 405 (6) (C) TO DISCUSS A PERSONNEL MATTER –

On motion of Daniel Bilodeau, seconded Thomas Moulin, it was unanimously voted: **To move into executive session to discuss a personnel matter.**

The meeting came out of executive session.

On motion of Daniel Bilodeau, seconded by Thomas Moulin, it was unanimously voted: **To approve the minutes of the Regular Meeting of August 15, 2023.**

FINANCIAL REPORT- Revenues are up reflecting a positive variance of a little over \$23,000. The cash on hand is at \$1,8million. Accounts payable will be high in September as bond payments become due.

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 \$508,764.39 dated August 1, 2023-August 31, 2023.**

OPEN SESSION -As no one from the public was in attendance the open session was closed.

ACTIVITY REPORT /PROJECT UPDATE - The crews wrapped some projects.

W-6 – There have been several pre-construction meetings. Janet Nelson signed the Easement Agreement. A video of the area was taken to insure that the property is restored to its original state as promised.

2024 LINING - The District contracted with Vortex to inspect segments of sewer main for 2024 CIP projects.

The vactor truck was down, but the crew inspected 7,000' of main. We are being proactive and checking the lift stations on a weekly basis.

NEW BUSINESS –

MILLER STREET SSO –The above average rainfall this summer has caused repeated sanitary sewer overflows on Miller Street. The proximity of the inflow is within 1000'-2000' of Miller Street. The District met with City staff to discuss the problem and to pool our resources on this issue. We have started inspections of all catch basins and sewer manholes in this area. The City will do the same until we can identify the problem.

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FISCAL SUSTAINABILITY PLAN – We have applied for an extension with the Clean Water SRF program. We are in the review phase of the criticality rating system developed by Wright-Pierce to rate the condition of our system.

LEAD ASSISTANCE GRANT/AWD - The Water District has gone out to bid for a vector truck. They are going with a bigger and better engine.

MEASURING OF THE LAKE – Superintendent Broadbent was looking for sign up sheets. The District invited 43 people and received only 15 responses.

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

Respectfully submitted,

Diane Drinkwater

Approved: October 24, 2023

A true record:

Attest: _____

Cynthia L. Cass
Clerk

**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
NINE MONTHS ENDED SEPTEMBER 30, 2023**

	SEPTEMBER	2023	Y-T-D THRU SEPTEMBER 2023		
	YTD - 2022	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$2,748,546	\$4,010,574	\$2,984,343	\$2,999,405	(\$15,061)
Industrial Surcharge	39,423	52,249	31,734	39,429	(7,695)
Shared Debt with City	20,696	41,392	31,044	31,044	0
Jobbing & Mdse. - NET	7,377	9,795	(2,623)	7,346	(9,969)
Sewer Assessments	9,763	19,030	16,988	14,273	2,716
Finance Charges	4,786	6,489	4,408	4,867	(459)
Interest Income	11,359	9,058	30,466	6,794	23,673
Industrial Treatment Sampling	37,800	42,500	28,333	31,875	(3,542)
Capacity Fees (SDS)	34,875	28,367	41,250	21,275	19,975
TOTAL REVENUES	2,914,625	4,219,454	3,165,944	3,156,307	9,637
			75.03%	75.00%	< Standard
<u>EXPENSES:</u>					
Payroll	358,915	526,202	397,695	400,758	(3,063)
Employee Benefits	142,536	272,677	123,724	204,508	(80,784)
Maint. of Sewers	129,287	68,520	98,829	51,390	47,439
Lift Stations	69,892	74,825	71,178	56,119	15,059
Maint. of Buildings	38,288	51,823	\$40,078	38,867	1,210
Maint. of Trucks	22,986	28,890	55,876	21,668	34,209
Office Expense	16,707	31,849	\$ 25,091	23,887	1,204
Collection Expense	618	(776)	471	(582)	1,053
General Expense	3,079	5,948	9,489	4,461	5,028
Insurance	43,150	59,459	38,034	44,594	(6,561)
Legal & Accounting Fees	9,863	6,841	13,346	5,131	8,216
Billing Expense	58,292	81,317	52,117	60,988	(8,871)
L.A.W.P.C.A.	1,433,253	1,930,830	1,287,220	1,448,123	(160,903)
SUB-TOTAL	2,326,866	3,138,405	2,213,148	2,359,910	(146,763)
Interest	92,744	183,598	138,235	137,699	536
TOTAL EXPENSES	2,419,610	3,322,003	2,351,382	2,497,609	(146,227)
			70.78%	75.00%	< Standard
Bonds - Principal Payments	404,655	558,962	744,630	419,222	325,409
SURPLUS FROM OPERATIONS	90,360	338,489	69,932	239,477	(169,545)

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

	9/30/2023	12/31/2022		9/30/2023	12/31/2022
Property, Plant and Equipment:			Equity Capital		
Plant in Service	38,013,633.74	37,343,996.92		20,840,066.57	19,584,339.88
Less: Accumulated Depreciation	(17,711,557.38)	(17,375,104.84)	Long Term Debt	5,022,674.16	5,664,099.15
	20,302,076.36	19,968,892.08	Equipment Leases	61,942.00	61,942.00
Construction Work In Progress	734,717.50	66,564.23			
Current Assets:			Current Liabilities:		
Cash	1,041,665.93	1,517,992.53	Current Portion of LTD	558,961.83	435,105.99
Accounts Receivable	220,413.12	232,254.20	Accounts Payable	119,849.21	124,340.68
Construction Assessments	7,324.94	7,564.00	Accrued Interest & Other	44,190.96	71,903.28
City of Auburn Debt	248,355.98	269,052.32	Customer Deposits	16,770.00	15,525.00
Inventory	48,550.25	48,325.50	Pre-Treatment Costs	49,050.64	38,692.00
PrePays	19,117.08	4,318.08	Accrued LAWPCA	(13,740.40)	184,774.45
Total Current Assets	1,585,427.30	2,079,506.63	Total Current Liabilities	775,082.24	870,341.40
Investments:					
Money Market	502,402.21	501,076.08			
CD's	3,544,006.27	3,517,980.48			
Total Investments	4,046,408.48	4,019,056.56			
Deferred Charges	31,135.33	46,702.93			
Total Assets	26,699,764.97	26,180,722.43	Total Equity & Liabilities	26,699,764.97	26,180,722.43
					76.25%
					23.75%
					2.05%