

October 20, 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, October 24, 2023 at 4:00 P.M.

**AGENDA**

1. Approve Minutes of Regular Meeting of September 19, 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
  - E-5, back-up damage claim.
  - Proposals for Financial Services
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
10. Adjourn Regular Meeting.

Upcoming: Sewer Trustee Meeting October 17, 2023

A true record:

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

*Cynthia J. Cass*  
Clerk



October 24, 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, October 24, 2023 at 4:00pm.

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

On motion of Thomas Moulin, seconded by Stephen Milks, it was unanimously voted: **To approve the minutes of the Regular Meeting of September 19, 2023.**

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

On motion of Stephen Milks, seconded Robert Cavanagh, it was unanimously voted: **To move into executive session to discuss a personnel matter.**

The meeting came out of executive session.

**FINANCIAL REPORT-** Revenues are up \$2200.00. The cash on hand is at \$1.1million. The decrease is due to bond payments that became due and some unexpected expenses. Concerns about the cash on hand were expressed. Stephen Milks suggested that Superintendent Broadbent put together some options to increase the cash on hand.

**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 \$1,175,833.91 dated September 1, 2023-September 30, 2023.**

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

**ACTIVITY REPORT /PROJECT UPDATE -**

**W-6** –The upgrade is complete. All that remains is the finish work. The property owner that abuts the ASD easement was pleased with the work and requested that we complete the landscaping and driveway repairs in the Spring of 2024. The crew has been proactive with station checks.

**2024 LINING** - The District contracted with Vortex to inspect segments of sewer main for 2024 CIP projects. They were able to provide 5 days of inspection . The crew were able to use the trailer jetter to prepare and clean sewer main segments. Vortex was able to inspect 7,000 of sewer main.

**NEW BUSINESS –**

**E-5 – BACK UP DAMAGE CLAIM** – The station overflowed in July during a severe thunderstorm due to a loss of power. A nearby residence had a sewer release in their basement before we could get the generator started. We contacted Service Master to clean up the mess. We received a claim from the owner for personal property loss in the amount of \$855.28.

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The budget has place holders for capital work to be refined at a later date.

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

Respectfully submitted,

Diane Drinkwater

Approved: November 14, 2023

A true record:

Attest:

Cynthia L Cass

Cynthia Cass, Clerk



**AUBURN SEWERAGE DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
TEN MONTHS ENDED OCTOBER 31, 2023**

	OCTOBER	2023	Y-T-D THRU OCTOBER 2023		
	YTD - 2022	BUDGET	ACTUAL	BUDGET	VARIANCE
<b>REVENUES:</b>					
Metered Income	\$3,068,797	\$4,010,574	\$3,308,605	\$3,348,593	(\$39,987)
Industrial Surcharge	43,812	52,249	34,908	43,819	(8,911)
Shared Debt with City	41,392	41,392	20,696	34,493	(13,797)
Jobbing & Mdse. - NET	8,409	9,795	(380)	8,163	(8,543)
Sewer Assessments	10,597	19,030	18,488	15,858	2,630
Finance Charges	5,251	6,489	4,901	5,408	(507)
Interest Income	15,361	9,058	40,807	7,548	33,259
Industrial Treatment Sampling	42,000	42,500	35,417	35,417	0
Capacity Fees (SDS)	38,250	28,367	42,750	23,639	19,111
<b>TOTAL REVENUES</b>	<b>3,273,869</b>	<b>4,219,454</b>	<b>3,506,192</b>	<b>3,522,937</b>	<b>(16,745)</b>
			<b>83.10%</b>	<b>83.33%</b>	< Standard
<b>EXPENSES:</b>					
Payroll	401,332	526,202	440,487	446,898	(6,411)
Employee Benefits	158,063	272,677	145,398	227,231	(81,833)
Maint. of Sewers	133,918	68,520	116,411	57,100	59,311
Lift Stations	84,238	74,825	85,012	62,354	22,658
Maint. of Buildings	40,806	51,823	38,826	43,186	(4,360)
Maint. of Trucks	24,702	28,890	57,286	24,075	33,211
Office Expense	19,623	31,849	27,702	26,541	1,162
Collection Expense	531	(776)	618	(647)	1,264
General Expense	3,079	5,948	10,027	4,957	5,070
Insurance	48,590	59,459	48,346	49,549	(1,203)
Legal & Accounting Fees	9,863	6,841	13,391	5,701	7,690
Billing Expense	63,698	81,317	61,914	67,764	(5,850)
L.A.W.P.C.A.	1,592,503	1,930,830	1,607,206	1,609,025	(1,819)
<b>SUB-TOTAL</b>	<b>2,580,947</b>	<b>3,138,405</b>	<b>2,652,625</b>	<b>2,623,734</b>	<b>28,891</b>
Interest	105,693	183,598	234,565	152,998	81,567
<b>TOTAL EXPENSES</b>	<b>2,686,640</b>	<b>3,322,003</b>	<b>2,887,190</b>	<b>2,776,733</b>	<b>110,457</b>
			<b>86.91%</b>	<b>83.33%</b>	< Standard
Bonds - Principal Payments	404,655	558,962	472,078	465,802	6,277
<b>SURPLUS FROM OPERATIONS</b>	<b>182,574</b>	<b>338,489</b>	<b>146,924</b>	<b>280,403</b>	<b>(133,479)</b>

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

	10/31/2023	12/31/2022		10/31/2023	12/31/2022
<b>Property, Plant and Equipment:</b>					
Plant in Service	38,013,633.74	37,343,996.92	<b>Equity Capital</b>	20,566,743.54	19,584,339.88
Less: Accumulated Depreciation	(17,793,957.38)	(17,375,104.84)	<b>Long Term Debt</b>	5,022,674.16	5,664,099.15
	20,219,676.36	19,968,892.08	<b>Equipment Leases</b>	61,942.00	61,942.00
<b>Construction Work In Progress</b>	768,486.61	66,564.23	<b>Current Liabilities:</b>		
<b>Current Assets:</b>			Current Portion of LTD	558,961.83	435,105.99
Cash	1,072,757.41	1,517,992.53	Accounts Payable	58,415.09	124,340.68
Accounts Receivable	195,018.79	232,254.20	Accrued Interest & Other	128,769.85	71,903.28
Construction Assessments	7,324.94	7,564.00	Customer Deposits	16,615.00	15,525.00
City of Auburn Debt	248,355.98	269,052.32	Pre-Treatment Costs	41,967.30	38,692.00
Inventory	48,539.80	48,325.50	Accrued LA WPCA	198,116.65	184,774.45
PrePays	12,069.08	4,318.08	<b>Total Current Liabilities</b>	1,002,845.72	870,341.40
<b>Total Current Assets</b>	1,584,066.00	2,079,506.63			
<b>Investments:</b>					
Money Market	502,787.80	501,076.08	<b>Total Equity &amp; Liabilities</b>	26,654,205.42	26,180,722.43
CD's	3,551,945.22	3,517,980.48			
<b>Total Investments</b>	4,054,733.02	4,019,056.56			
<b>Deferred Charges</b>	27,243.43	46,702.93			
<b>Total Assets</b>	26,654,205.42	26,180,722.43			