

November 9, 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, November 14, 2023 at 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of October 24, 2023.
2. Financial Report Update.
3. Ratify Payment of Bills
4. Open Session
5. Activity Report/Project Update - *Matt Waite*
6. New Business
 - Health Insurance Options
 - Employee Incentive Plan
 - Personnel Policies and Procedures Handbook
7. LAWPCA Apportionment & Financials
 - TSS Discussion
8. Old Business
 - Washington Street Pumping Station Design
 - Draft Budget
 - Contracted Financial Services
9. Adjourn Regular Meeting.

Upcoming: Sewer Trustee Meeting December 19, 2023

A true record:

Attest: *Cynthia L. Cass*

Cynthia Cass, Clerk

AUBURN SEWER DISTRICT

| | NOVEMBER | | 2023 | | Y-T-D THRU NOVEMBER 2023 | | VARIANCE |
|--------------------------------|------------------|------------------|------------------|------------------|--------------------------|----------------------|--|
| | YTD - 2022 | BUDGET | ACTUAL | BUDGET | BUDGET | | |
| REVENUES: | | | | | | | |
| Metered Income | \$3,068,797 | \$4,010,574 | \$3,655,033 | \$3,668,066 | \$3,668,066 | (13,033) | Not Material |
| Industrial Surcharge | 43,812 | 52,249 | 39,100 | 47,784 | 47,784 | (8,684) | Not Material |
| Shared Debt with City | 41,392 | 41,392 | 20,696 | 37,943 | 37,943 | (17,246) | Shared Debt (50% City) Apr (Paid)/Oct (Paid) |
| Jobbing & Mds - NET | 8,409 | 10,597 | 1,260 | 8,979 | 8,979 | (7,719) | Timing |
| Sewer Assessments | 10,597 | 19,030 | 18,095 | 17,444 | 17,444 | 651 | Timing |
| Finance Charges | 5,251 | 6,489 | 5,337 | 5,948 | 5,948 | (611) | Not Material |
| Interest Income | 15,361 | 9,058 | 41,624 | 8,303 | 8,303 | 33,321 | Favorable interest rates |
| Industrial Treatment Sampling | 42,000 | 42,500 | 38,958 | 38,958 | 38,958 | - | Not Material |
| Capacity Fees (SDS) | 38,250 | 28,367 | 48,000 | 26,003 | 26,003 | 21,997 | |
| TOTAL REVENUES | 3,273,869 | 4,219,454 | 3,868,104 | 3,859,428 | 3,859,428 | 8,675 | |
| | | | 91.67% | 91.67% | 91.67% | < Standard | |
| EXPENSES: | | | | | | | |
| Payroll | 401,332 | 526,202 | 474,523 | 492,233 | 492,233 | (17,711) | Staffing changes |
| Employee Benefits | 158,063 | 272,677 | 159,082 | 249,954 | 249,954 | (90,872) | Staffing changes |
| Maint. of Sewers | 133,918 | 68,520 | 120,876 | 62,810 | 62,810 | 58,066 | Material costs, EIP invoices |
| Lift Stations | 84,238 | 74,825 | 109,981 | 68,590 | 68,590 | 41,391 | |
| Maint. of Buildings | 40,806 | 51,823 | 41,443 | 47,504 | 47,504 | (6,061) | |
| Maint. of Trucks | 24,702 | 28,890 | 57,286 | 26,483 | 26,483 | 30,804 | |
| Office Expense | 19,623 | 31,849 | 31,429 | 29,195 | 29,195 | 2,234 | Vac Truck |
| Collection Expense | 531 | -776 | 384 | -711 | -711 | 1,096 | Not Material |
| General Expense | 3,079 | 5,948 | 10,966 | 5,452 | 5,452 | 5,513 | Not Material |
| Insurance | 48,590 | 59,459 | 52,090 | 54,504 | 54,504 | (2,415) | Not Material |
| Legal & Accounting Fees | 9,863 | 6,841 | 15,071 | 6,271 | 6,271 | 8,800 | W/C IQ Payment \$4k |
| Billing Expense | 63,698 | 81,317 | 61,914 | 74,541 | 74,541 | (12,627) | Timing audit |
| L.A.W.P.C.A. | 1,592,503 | 1,930,830 | 1,768,108 | 1,769,928 | 1,769,928 | (1,819) | Not Material |
| SUB-TOTAL | 2,580,947 | 3,138,405 | 2,903,152 | 2,886,753 | 2,886,753 | 16,399 | |
| Interest | 105,693 | 183,598 | 249,441 | 168,298 | 168,298 | 81,143 | Not Material |
| TOTAL EXPENSES | 2,686,640 | 3,322,003 | 3,152,593 | 3,055,051 | 3,055,051 | 97,542 | |
| Bonds - Principal Payments | 404,655 | 558,962 | 94,90% | 91.67% | 91.67% | < Standard | |
| SURPLUS FROM OPERATIONS | 182,574 | 338,489 | 197,941 | 286,809 | 286,809 | (88,867) | |

Payments: \$30k (Mar), \$114k (May), \$200k (Sep), \$50k (Oct),

| MTD | Budget | CHANGE | CHANGE | CHANGE |
|---------|---------|---------|--------|--------|
| 346,428 | 319,474 | 26,955 | | |
| 4,192 | 3,965 | 227 | | |
| 0 | 3,449 | -3,449 | | |
| 1,640 | 816 | 824 | | |
| -393 | 1,586 | -1,979 | | |
| 436 | 541 | -105 | | |
| 817 | 755 | 62 | | |
| 3,542 | 3,542 | 0 | | |
| 5,250 | 2,364 | 2,886 | | |
| 361,911 | 336,491 | 25,420 | | |
| 265,403 | 278,318 | -12,915 | | |
| 45,491 | 51,767 | -6,276 | | |
| 51,017 | 6,405 | 44,612 | | |

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

| | 11/30/2023 | 12/31/2022 | | 11/30/2023 | 12/31/2022 |
|---------------------------------------|-----------------|-----------------|---------------------------------------|---------------|---------------|
| Property, Plant and Equipment: | | | Equity Capital | 20,620,105.81 | 19,584,339.88 |
| Plant in Service | 38,013,633.74 | 37,343,996.92 | | | 76.25% |
| Less: Accumulated Depreciation | (17,835,157.38) | (17,375,104.84) | Long Term Debt | 4,981,281.48 | 5,664,099.15 |
| | 20,178,476.36 | 19,968,892.08 | Equipment Leases | 61,942.00 | 61,942.00 |
| Construction Work In Progress | 789,987.96 | 66,564.23 | | | |
| Current Assets: | | | Current Liabilities: | | |
| Cash | 1,125,165.13 | 1,517,992.53 | Current Portion of LTD | 558,961.83 | 435,105.99 |
| Accounts Receivable | 233,578.59 | 232,254.20 | Accounts Payable | 55,364.32 | 124,340.68 |
| Construction Assessments | 7,324.94 | 7,564.00 | Accrued Interest & Other | 138,566.81 | 71,903.28 |
| City of Auburn Debt | 248,355.98 | 269,052.32 | Customer Deposits | 16,615.00 | 15,525.00 |
| Inventory | 48,539.80 | 48,325.50 | Pre-Treatment Costs | 38,425.63 | 38,692.00 |
| PrePays | 8,427.90 | 4,318.08 | Accrued LAWPCA | 249,441.49 | 184,774.45 |
| Total Current Assets | 1,671,392.34 | 2,079,506.63 | Total Current Liabilities | 1,057,375.08 | 870,341.40 |
| Investments: | | | | | 1.58% |
| Money Market | 503,605.01 | 501,076.08 | | | |
| CD's | 3,551,945.22 | 3,517,980.48 | | | |
| Total Investments | 4,055,550.23 | 4,019,056.56 | | | |
| Deferred Charges | 25,297.48 | 46,702.93 | | | |
| Total Assets | 26,720,704.37 | 26,180,722.43 | Total Equity & Liabilities | 26,720,704.37 | 26,180,722.43 |

November 14, 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, November 14, 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 Dan Bilodeau, seconded by Brad Kowalski, it was unanimously voted: **To approve the minutes of the Regular Meeting of October 24, 2023.**

FINANCIAL REPORT- Maine Rural Water will be at the December meeting. A lot of the accounts have not been reconciled to verify accuracy. Metered income is down a little bit. Bond payments have been made.

RATIFY PAYMENT OF BILLS

On motion of Dan Bilodeau, seconded by Stephen Milks, it was unanimously voted: **To ratify the payment of bills in the amount of \$305,270.59 dated October 1, 2023-October 31, 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.

W-5 PUMP STATION - Both pumps have failed due to bad bearings. We have taken a pump from W-4 . New pumps have been ordered to replace the failed pumps.

We have been proactive with lift station maintenance checks. We have been finalizing sewer main maintenance before we park the vector truck for the winter.

Assistant Superintendent Matthew Waite presented the Trustees with an overview on Capital Project Planning. The City has a lot of projects planned in 2024.

The things to consider as we plan projects are: cost, feasibility, goals and objectives, criticality and staffing. About 200 manholes would have to be adjusted.

NEW BUSINESS –

HEALTH INSURANCE OPTIONS – Cross Insurance is a good option even with their proposed 5% increase. Maine Municipal is even higher. We need to lock in for 2024.

On motion of Stephen Milks, seconded by Robert Cavanagh, it was unanimously Voted: **To remain with Cross Insurance for 2024 with a 5% increase.**

November 14, 2023

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EMPLOYEE INCENTIVE PLAN - Superintendent Broadbent had recommended that the District transition from a retention bonus to an incentive plan. It is to the District's benefit for employees to be licensed which will increase the overall performance of our organizations. It will increase workforce capabilities and provide incentives for employees to obtain and retain valuable skills. Many of our employees are not licensed operators. The incentive plan will be capped at \$2,000/employee.

PERSONNEL POLICIES AND PROCEDURES HANDBOOK – The District has worked with HR Maine Consulting to update the Handbook. The proposed changes were reviewed.

LAWPCA APPORTIONMENT & FINANCIALS - The apportionment for November was held at 60/40. TSS numbers continue to run high. Our concentrations have increased tremendously. We have met with Travis Peaslee to try to understand the disparity in the TSS sampling that is occurring. We are thinking commercial waste, maybe a new process. It has been narrowed down to three industrial accounts.

OLD BUSINESS –

WASHINGTON ST. PUMP STATION DESIGN – The project cost is \$1.3 million. The question is do we bond or raise rates. The project will go out to bid in 2024 with anticipated construction in 2024-2025.

The bids are in for the tank at LAWPCA.

CONTRACTED FINANCIAL SERVICES – Superintendent Broadbent, Assistant Superintendent Waite and Tanya met with Maine Rural Water Association for a kick-off meeting. They were given access to our financial information and will be at the December meeting.

DRAFT BUDGET/2024 - The budget was refined slightly: 3.2% COLA, 0% growth, 5% Health Plan increase. We will meet with the City to see if all their proposed projects will be happening next year. The budget has placeholders for capital work to be refined at a later date.

Regular Meeting - December 19th
Joint Meeting - December 20th
Public Hearing - December 20th

NEW BUSINESS - Superintendent Broadbent recommended to appoint Cynthia Cass as temporary Clerk until a Customer Service Manager is hired.

On motion of Robert Cavanagh, seconded by Thomas Moulin, it was unanimously voted: **To appoint Cynthia Cass as temporary Clerk.**

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

A true record:

Attest: _____



Cynthia Cass, Clerk

Respectfully submitted,
Diane Drinkwater