

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

**AGENDA**

1. Approve Minutes of Regular Meeting of November 14, 2023.
2. Financial Report Update - *Brenda Palmer, MRWA*
3. Ratify Payment of Bills
4. Open Session
5. Activity Report/Project Update - *Matt Waite*
6. New Business
  - City of Auburn ARPA allocation for Miller Street Study
  - 2024 Trustee Appointments
  - 2024 Meeting Schedule
7. LAWPCA Apportionment & Financials
  - TSS Discussion
  - CSO Tank Design Build Award
  - Compost Facility
8. Old Business
  - Washington Street Pumping Station Design
  - 2024 Final Budget review
9. Adjourn Regular Meeting.

A true record:

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

*Cynthia Cass*  
Cynthia Cass, Clerk

Upcoming:

- Joint Budget Workshop December 20, 2023 5:15PM -5:30PM
- Public Hearing followed by budget adoption December 20, 2023 5:30PM
- Sewer Trustee Meeting January 16, 2024



December 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, December 19 2023 at 4:00pm.

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

Absent: Brad Kowalski

On motion of Robert Cavanagh, seconded by Stephen Milks, it was unanimously voted: **To approve the minutes of the Regular Meeting of November 14, 2023.**

Brenda was introduced the Board and the Trustees introduced themselves.

**FINANCIAL REPORT**- Revenues are up \$8,000. We will look at timing differences in December. Cash on hand at the end of November was \$1.1 million. Following the 2024 budget approval, the District will look at options to increase the cash on hand : raise rates or bond projects.

#### **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 \$262,256.03 dated November 1, 2023-November 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 to be completed in the Spring of 2024.

We have been proactive with lift station maintenance checks. We have been finalizing sewer main maintenance before we park the vactor truck for the winter. District personnel have met with City engineers to get a better understanding of the proposed projects for 2024. The District plans to complete preliminary project work this winter in preparation for the 2024 construction season.

#### **NEW BUSINESS –**

**City of Auburn ARPA allocation for Miller Street Study** – The Auburn City Council has approved the allocation of \$100,000 of remaining ARPA funds to assist with the identification of inflow affecting the Miller Street interceptor. There is an additional \$100,000 allocated in the budget for this study. An RFP will be distributed in January with the hope of having the proposals for review at the January meeting.

**2024 TRUSTEE APPOINTMENTS** –No appointments needed, but we do have one vacancy. Stephen Milks has been re-appointed as the Mayor's Representative.

#### **2024 MEETING SCHEDULE –**

On motion of Dan Bilodeau, seconded by Thomas Moulin, it was unanimously voted: **To approve the 2024 Meeting Schedule as presented.**

December 19, 2023

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**LAWPCA APPORTIONMENT & FINANCIALS** - The apportionment was set at 62/38 for 2024 TSS numbers continue to be a mystery. Superintendent Broadbent is working with LAWPCA to develop a sampling plan for a couple of industries.

**CSO TANK DESIGN BUILD AWARD** – LAWPCA received two qualified bids: Sargent and MHW.

The Authority voted in favor of notifying Sargent of the intent to award at their December meeting with a full award date of January 12, 2024.

**COMPOST FACILITY**- Trustees Moulin and Cavanagh toured the compost facility which has been moth-balled for the last three years. The City of Lewiston used the facility as temporary cold storage. This ended due to complaints from abutters. Planning Board approval is needed for a change in use of the facility.

**OLD BUSINESS** –

**WASHINGTON STREET PUMP STATION DESIGN** – We have received the preliminary design plans for the station. Superintendent Broadbent will apply for Clean Water SRF funds for this project in 2024.

**2024 FINAL BUDGET REVIEW** – Superintendent Broadbent showed the Trustees a history of past COLA increases. Several other utilities are going with higher than the 3.2% . He is looking for support from the Trustees in approving the 3.2% COLA.

On motion of Thomas Moulin, seconded by Robert Cavanagh, it was voted: **To approve the 3.2% COLA.**

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

Respectfully submitted,

Diane Drinkwater

Approved: January 16, 2024

A true record:

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

*Cynthia Cass*

Cynthia Cass, Clerk

December 20, 2023

A Public Hearing on the FY 2024 Water District Budget and FY 2024 Sewerage District Budget was held by the Trustees of the Auburn Water District and the Auburn Sewerage District at the office of the Auburn Water & Sewerage Districts on Wednesday, December 20, 2023 at 5:30 p.m.

Present:

Auburn Water District

Kevin Arel  
Robert Cavanagh  
Eric Gould  
Stephen Milks, President and Mayor's Rep.  
Andrew Titus, Treasurer  
Dan Bilodeau  
Jason Pawlina

Auburn Sewerage District

Robert Cavanagh, Treasurer  
Stephen Milks, Mayor's Rep.  
Thomas Moulin  
Stephen Ness, President  
Brad Kowalski  
Dan Bilodeau

Also present: Mike Broadbent, Superintendent, Matt Waite, Assistant Superintendent

**ADOPTION OF FY 2024 WATER DISTRICT BUDGET**

On motion of Robert Cavanagh, seconded by Andrew Titus, it was unanimously voted: **To adopt the Auburn Water District 2024 Budget.**

**ADOPTION OF FY 2024 SEWERAGE DISTRICT BUDGET**

On motion of Stephen Ness, seconded by Stephen Milks, it was unanimously voted: **To adopt the Auburn Sewerage District 2024 Budget.**

On motion of Stephen Milks, seconded by Robert Cavanagh, it was unanimously voted: **To adjourn.**  
Meeting adjourned at 5:37 p.m.

Respectfully submitted,

Michael Broadbent

Approved: January 16, 2024

A true record:

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

*Cynthia Cass*  
Cynthia Cass, Clerk



AUBURN SEWER DISTRICT

	DECEMBER	2023	Y-T-D THRU DECEMBER 2023		
	YTD - 2022	BUDGET	ACTUAL	BUDGET	VARIANCE
<b>REVENUES:</b>					
Metered Income	\$3,068,797	\$4,010,574	\$3,965,430	\$4,010,574	(\$45,144)
Industrial Surcharge	43,812	52,249	42,152	52,249	(10,097)
Shared Debt with City	41,392	41,392	41,392	41,392	-
Jobbing & Mdse. - NET	8,409	9,795	-34,540	9,795	(44,335)
Sewer Assessments	10,597	19,030	18,095	19,030	(935)
Finance Charges	5,251	6,489	5,798	6,489	(691)
Interest Income	15,361	9,058	91,029	9,058	81,971
Industrial Treatment Sampling	42,000	42,500	42,500	42,500	-
Capacity Fees (SDS)	38,250	28,367	49,500	28,367	21,133
<b>TOTAL REVENUES</b>	<b>3,273,869</b>	<b>4,219,454</b>	<b>4,221,356</b>	<b>4,219,454</b>	<b>1,902</b>
			<b>100.05%</b>	<b>91.67%</b>	< Standard
<b>EXPENSES:</b>					
Payroll	401,332	526,202	513,478	526,202	(12,724)
Employee Benefits	158,063	272,677	163,714	272,677	(108,963)
Maint. of Sewers	133,918	68,520	121,502	68,520	52,982
Lift Stations	84,238	74,825	115,774	74,825	40,949
Maint. of Buildings	40,806	51,823	41,458	51,823	(10,365)
Maint. of Trucks	24,702	28,890	57,339	28,890	28,449
Office Expense	19,623	31,849	31,429	31,849	(420)
Collection Expense	531	-776	406	-776	1,182
General Expense	3,079	5,948	10,984	5,948	5,036
Insurance	48,590	59,459	55,731	59,459	(3,728)
Legal & Accounting Fees	9,863	6,841	15,071	6,841	8,230
Billing Expense	63,698	81,317	66,080	81,317	(15,237)
L.A.W.P.C.A.	1,592,503	1,930,830	1,929,011	1,930,830	(1,819)
<b>SUB-TOTAL</b>	<b>2,580,947</b>	<b>3,138,405</b>	<b>3,121,977</b>	<b>3,138,405</b>	<b>(16,428)</b>
Interest	105,693	183,598	263,282	183,598	79,684
<b>TOTAL EXPENSES</b>	<b>2,686,640</b>	<b>3,322,003</b>	<b>3,385,259</b>	<b>3,322,003</b>	<b>63,256</b>
			<b>101.90%</b>	<b>91.67%</b>	< Standard
Bonds - Principal Payments	404,655	558,962	517,569	517,569	0
<b>SURPLUS FROM OPERATIONS</b>	<b>182,574</b>	<b>338,489</b>	<b>318,528</b>	<b>379,882</b>	<b>(61,354)</b>

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

	12/31/2023	12/31/2022	12/31/2023	12/31/2022
<b>Property, Plant and Equipment:</b>				
Plant in Service	38,013,633.74	37,343,996.92	Equity Capital	20,676,850.32
Less: Accumulated Depreciation	-17,876,357.38	-17,375,104.84		19,584,339.88
	20,137,276.36	19,968,892.08	Long Term Debt	4,981,281.48
			Equipment Leases	61,942.00
<b>Construction Work In Progress</b>	806,715.59	66,564.23		61,942.00
<b>Current Assets:</b>			<b>Current Liabilities:</b>	
Cash	1,273,833.46	1,517,992.53	Current Portion of LTD	558,961.83
Accounts Receivable	271,031.44	232,254.20	Accounts Payable	81,240.48
Construction Assessments	7,324.94	7,564.00	Accrued Interest & Other	156,168.12
City of Auburn Debt	227,659.64	269,052.32	Customer Deposits	16,460.00
Inventory	48,539.80	48,325.50	Pre-Treatment Costs	70,883.96
PrePays	4,786.72	4,318.08	Accrued LAWPCA	300,766.33
<b>Total Current Assets</b>	1,833,176.00	2,079,506.63	<b>Total Current Liabilities</b>	1,184,480.72
<b>Investments:</b>				
Money Market	503,605.01	501,076.08		
CD's	3,600,430.03	3,517,980.48		
<b>Total Investments</b>	4,104,035.04	4,019,056.56		
<b>Deferred Charges</b>	23,351.53	46,702.93		
<b>Total Assets</b>	26,904,554.52	26,180,722.43	<b>Total Equity &amp; Liabilities</b>	26,904,554.52
				26,180,722.43