

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, January 21, 2025 @ 4:00 P.M.

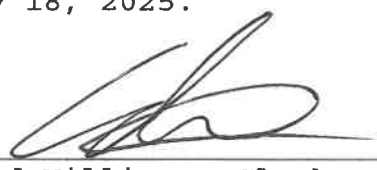
AGENDA

1. Approve Minutes of Regular Meeting of December 17, 2024.
1. Approve Minutes of Joint Budget Workshop of December 18, 2024.
2. Approve Minutes of Joint Public Hearing of December 18, 2024
2. Financial Report Update - **Mike Bailey**
3. Open Session / Public Comment.
4. Activity Report/Project Update - **Matt Waite**
5. New Business
 - Sewer Expansion Study.
 - Pending Projects.
 - Approve Grant Funding for Fiscal Sustainability Plan.
 - Board Appointments.
6. LACWA Apportionment & Financials
7. Old Business
 - Miller Street Inflow Investigations, final report.
 - Washington Pumping Station.
 - Rayburn Consulting, Final report.
 - Staffing Update.
8. Adjourn Regular Meeting.

Upcoming: Sewer Trustee Meeting February 18, 2025.

A true record:

Attest:


Edward Williams, Clerk

January 21, 2025

The regular 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 January 21, 2025 at 4:00pm.

Members present: Robert Cavanagh (Treasurer), Denis Bergeron, Stephen Ness (President) and Stephen Milks (Mayor's Representative). Also Present: Michael Broadbent, Superintendent, Matt Waite, Assistant Superintendent and Michael Bailey, Finance Director.

Absent: Dan Bilodeau and Patrick DeFilipp

APPROVE MINUTES OF REGULAR MEETING OF December 17, 2024

On motion of Stephen Milks, seconded by Denis Bergeron, it was unanimously voted: **To approve the minutes of the Regular Meeting of December 17, 2024.**

APPROVE MINUTES OF THE JOINT BUDGET WORKSHOP OF December 18, 2024

On motion of Stephen Milks, seconded by Denis Bergeron, it was unanimously voted: **To approve the minutes of the Joint Budget Workshop of December 18, 2024.**

APPROVE THE MINUTES OF THE JOINT PUBLIC HEARING OF December 18, 2024

On motion of Stephen Milks, seconded by Denis Bergeron, it was unanimously voted: **To approve the minutes of the Joint Public Hearing of December 18, 2024.**

FINANCIAL REPORT UPDATE (Michael Bailey) - Revenues are strong. Variances are favorable in metered sales and interest income. Expenses are up slightly due largely to the LACWA storm surge tank work. Finance Director Bailey discovered there was an overstatement on the CDs balance of \$500,000 and an understatement of the cash balance of \$500,000 which brings the cash on hand balance to \$1 million.

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

ACTIVITY REPORT/PROJECT UPDATE - This time of year the crews work on equipment maintenance and facilities maintenance by conducting sewer lift station checks regularly. This is also the time of year to conduct training sessions.

Androscoggin Siphon – The crews cleaned the interceptor line but were unable to inspect it due to high flow. A video inspection by Vortex was scheduled for January 21st.

Tripple Barrel Siphon Cleaning - High flow levels allowed for temporary isolation and cleaning of each siphon. The crew jetted out around 400 LF on each siphon but could not go further due to the siphon climbing uphill. We need to determine the best time frame for further cleaning. We will solicit a quote from Vortex to clean, inspect and pig the siphon.

MDOT PROJECTS –The District has tabulated structures within the project limits of the MDOT projects planned for 2025 and provided quantities to the MDOT to be included as a bid alternate.

CITY PROJECTS – The District has tabulated structures within the project limits of the City projects planned for 2025 and provided quantities to the City to be included as a bid alternate.

NEW BUSINESS

SEWER EXPANSION STUDY – The City is pursuing funding for the extension of water and sewer south of Broad Street back to Washington St. North. The District worked with the City to complete expansion studies for both water and sewer in these areas giving options for project phasing and sizing of utilities. The City of Auburn is expecting to receive \$8 million for this expansion. We need a better understanding of the project phases and the areas to be served by the expansion. The City has allocated additional funding to complete this work with the District's selected firm of Wright-Pierce.

Supt. Broadbent brought this to the Board as an FYI. He has signed the Memorandum of Understanding with the City of Auburn.

PENDING PROJECTS – There are a number of large development projects being considered by the City of Auburn. Two projects in particular have the potential to add an additional 225 +/- customers along with about a ½ mile of new sewer mains and two new pump stations. Supt. Broadbent feels we are in a good position to serve the projects as presented.

Both projects are proposing the sewer mains and stations to be privately owned and maintained, Supt. Broadbent said that that could be risky as they may not install the stations to District specifications. He feels we should advocate for the mains and stations to be public. These projects are under review by the Planning Board. There are no more gravity areas and all new developments will require a pump station.

APPROVE GRANT FUNDING FOR FISCAL SUSTAINABILITY PLAN – In 2022, the District applied for and received a Clean Water SRF Grant to complete the Fiscal Sustainability Plan. It was discussed at the May, 2022 meeting and the District proceeded with the work. The Plan was completed in 2024. When we submitted for reimbursement it was discovered that a vote of the Sewer trustees is required to accept the funding.

On motion Denis Bergeron, seconded by Robert Cavanagh, it was unanimously voted: **To accept \$20,000 funding from the Maine DEP Clean Water SRF for the completion of a Fiscal Sustainability Plan for the Auburn Sewer District.**

BOARD APPOINTMENTS- FYI Denis Bergeron's term ends in February 2025. He has applied for re-appointment. The District still has a vacant position that needs to be filled. The deadline to apply is February 3rd.

LACWA APPORTIONMENT & FINANCIALS – The apportionment has stabilized at 63/37. The effluent quality is good. Septic receiving volumes exceeded projections. The CSO storage tank project is moving along.

OLD BUSINESS –

MILLER I/I INVESTIGATION /FINAL REPORT - Wright-Pierce confirmed the storm water connection found during investigations was directly responsible for the peaking factors that increase flows during wet weather events. It was also concluded that the existing storm water system has sufficient grade and capacity to handle the additional flow if this cross connection is eliminated. It was decided to install a temporary plug this winter and monitor flows through the Spring before installing a more permanent plug.

WASHINGTON STREET PUMP STATION -The District is in the process of applying for a Bond in the amount of \$1.5 million. Bids will go out for Engineering Services with the project to be completed in 2027. Skelton, Taintor and Abbott will serve as Bond counsel.

RAYBURN CONSULTING/FINAL REPORT – A review and evaluation of the District's billing and accounting software in 2024 identified several deficiencies. Recommendations for better software and business process were outlined in the report. The review and a portion of the implementation of new software was covered by a Capacity Development Grant from the Maine Drinking Water Program. The District is budgeted to move forward with conversions in 2025.

We have successfully converted our payroll over to Proliant effective the first payroll of 2025. Supt. Broadbent gave special recognition to Diane Drinkwater and Eddie Williams for their hard work in making this transition happen.

STAFFING UPDATE – Supt. Broadbent was happy to report that the District has hired a Scada Technician who comes from LACWA and in the process of obtaining his electrical license. The Education and Outreach position is yet to be filled.

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

Respectfully submitted,

Diane Drinkwater

Approved: April 2, 2025

A true record:

Attest:  _____

Michael Bailey, Clerk

**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
ONE MONTH ENDED JANUARY 31, 2025**

		2025	Y-T-D THRU JANUARY 2025		
	YTD - 2024	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$337,824	\$4,150,000	344,279.62	\$352,308	(\$8,028)
Industrial Surcharge	3,087	43,000	2,216	3,524	(1,308)
Shared Debt with City	0	42,000	0	3,500	(3,500)
Jobbing & Mdse. - NET	4,306	20,000	735	1,667	(932)
Sewer Assessments	0	25,000	0	2,083	(2,083)
Finance Charges	520	6,500	543	542	1
Interest Income	9,305	156,000	16,355	13,000	3,355
Industrial Treatment Sampling	3,542	45,000	3,542	3,750	(208)
Capacity Fees (SDS)	4,500	40,000	3,750	3,333	417
TOTAL REVENUES	363,083	4,527,500	371,421	383,707	(12,286)
			8.20%	83.33% < Standard	
<u>EXPENSES:</u>					
Payroll	41,781	592,929	43,076	51,217	(8,141)
Employee Benefits	15,033	309,444	18,050	25,787	(7,737)
Maint. of Sewers	2,910	99,669	3,046	8,306	(5,260)
Lift Stations	24,062	94,593	7,165	7,883	(717)
Maint. of Buildings	5,879	50,649	4,852	4,221	632
Maint. of Trucks	3,691	38,600	3,792	3,217	575
Office Expense	7,174	38,389	5,763	3,199	2,564
Collection Expense	80	(325)	13	(27)	40
General Expense	1,222	7,812	0	651	(651)
Insurance	3,740	54,556	8,115	4,546	3,569
Legal & Accounting Fees	6,436	10,879	2,856	907	1,949
Billing Expense	1,544	95,726	5,617	7,977	(2,360)
L.A.W.P.C.A.	171,556	2,059,354	171,613	171,613	(0)
SUB-TOTAL	285,106	3,452,275	273,959	289,496	(15,537)
Interest	15,184	267,669	14,482	22,306	(7,824)
TOTAL EXPENSES	300,290	3,719,944	288,440	311,802	(23,361)
			7.75%	83.33% < Standard	
Bonds - Principal Payments	0	443,065	0	0	0
SURPLUS FROM OPERATIONS	62,793	364,491	82,981	71,905	11,075

**AUBURN SEWERAGE DISTRICT
BALANCE SHEET
PERIOD ENDING - January 31, 2025**

	<u>1/31/2025</u>	<u>12/31/2024</u>
Property, Plant and Equipment:		
Plant in Service	38,904,979.87	38,786,890.93
Less: Accumulated Depreciation	(18,899,326.39)	(18,679,299.18)
	<u>20,005,653.48</u>	<u>20,107,591.75</u>
 Construction Work In Progress	 1,864,066.88	 1,770,312.05
 Current Assets:		
Cash/Money Market	697,306.87	509,239.72
Accounts Receivable	231,056.89	253,200.17
Construction Assessments	0.00	0.00
City of Auburn Debt	234,868.01	234,868.01
Inventory	125,888.40	122,255.19
PrePays	17,615.74	(0.51)
Total Current Assets	<u>1,306,735.91</u>	<u>1,119,562.58</u>
 Investments:		
CD's	3,764,508.65	4,278,629.75
Total Investments	<u>3,764,508.65</u>	<u>4,278,629.75</u>
 Deferred Charges	 0.00	 0.00
 Total Assets	 <u>26,940,964.92</u>	 <u>27,276,096.13</u>

	<u>1/31/2025</u>	<u>12/31/2024</u>
Equity Capital	21,564,248.81	20,951,953.77
 Long Term Debt	 4,580,683.70	 4,580,683.70
 Equipment Leases	 42,349.03	 61,942.00
 Current Liabilities:		
Current Portion of LTD	443,065.36	443,065.36
Accounts Payable	138,874.08	399,920.41
Accrued Interest & Other	101,896.01	85,451.93
Customer Deposits	17,605.00	17,705.00
Pre-Treatment Costs	(16,541.75)	(13,000.08)
Accrued LAWPCA	68,784.68	0.00
Total Current Liabilities	<u>753,683.38</u>	<u>933,142.62</u>
 Total Equity & Liabilities	 <u>26,940,964.92</u>	 <u>26,527,722.09</u>