

October 10, 2024

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 15, 2024 @ 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of September 17, 2024.
2. Financial Report Update - Amy Hanscom, MRWA.
3. Open Session
4. Project Update - *Mike Broadbent*
5. New Business
 - 2025 Draft Budget.
 - Water Meters.
 - District Telecommuting Policy.
6. LACWA Apportionment & Financials
7. Old Business
 - Miller Street Inflow Investigations.
 - Staff Update.
 - SCADA Agreements.
 - Workflow Efficiency Study.
8. Adjourn Regular Meeting.

Upcoming: Sewer Trustee Meeting November 19, 2024

A true record:

Attest: _____

Edward Williams , Clerk

October 15, 2024

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, October 15, 2024 at 4:00pm.

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

APPROVE MINUTES OF REGULAR MEETING OF September 17, 2024

On motion of Stephen Milks, seconded by Robert Cavanagh, it was unanimously voted: **To approve the minutes of the Regular Meeting of September 17, 2024.**

FINANCIAL REPORT UPDATE - The financial report was unavailable for this meeting and will be added to the November meeting.

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

ACTIVITY REPORT/PROJECT UPDATE - Most of the projects have been completed. The site work has started for the E-5 pump station generator. The pad has been set and the site has been stabilized from erosion.

The access road to the siphon outlet has been constructed on the Lewiston side of the river. Trucks can now access the area to begin the preliminary work.

All manhole structures on Hotel Road have been raised and the work is complete.

NEW BUSINESS

WASHINGTON ST. PUMP STATION – On August 30th pump 1 suffered a seal failure. The entire station flooded and faulted out all electrical equipment. We were able to restore operation. The local controls down in the vault are still disabled. Once approved for a \$1.5 million bond we will ask for bid proposals. Materials can then be ordered in the Fall for construction in 2025.

OLD BUSINESS

SCADA AGREEMENTS - Superintendent Broadbent had a presentation to update the Boards where we are at with our SCADA operations and agreements with our partners. The Auburn Water District SCADA technician is on call most of the time. This has been addressed with Lewiston and we have not had a great response to our letters. The District has met the requirement of a one(1) year notice to dissolve the agreement. Superintendent Broadbent has drafted a new agreement which would do away with the shared duties between the two entities. A Mutual Aid Agreement would be more beneficial. We are still waiting on a response.

Superintendent Broadbent would like to hire a second SCADA technician and bill Lewiston and LACWA for services rendered. The District could farm out its SCADA employees generating revenue for the District.

Water Meters -Superintendent Broadbent had a brief presentation on the District's water meters which includes strategy options for discussion. A good majority of the meters are over 15 years old and are not registering water use as they should. Superintendent Broadbent pointed out 3 options for meter replacement.

Option 1 – Bond \$3 ½ to \$4 million. The new ultrasonic meters are guaranteed for 20 years.

Option 2 – Budget \$200,000/year and replace 350 meters a year.

Option 3 - The vendor would replace all the meters and be responsible for repairs or replacement of meters as they would own the meters. The meter reading software would allow for radio communication through the click of a button.

Through AMI a customer could log in and see how much water they are using. These smart meters would report any usage which is out of the ordinary. The cost is \$300,000/year.

Superintendent Broadbent will send the power point presentation to the trustees for review.

DISTRICT TELECOMMUTING POLICY - Telecommuting Policies are part of a growing national trend. There are very few positions within the District that would qualify for this and it would be on a limited basis. Superintendent Broadbent drafted a Policy. It is just an FYI for now. The trustees were given the draft policy for review. It will be discussed further at the November meeting.

LACWA APPORTIONMENT AND FINANCIALS- The apportionment remains at 63/37 which aligns with the budget. The Authority is having a ground breaking ceremony October 16th for the new storage facility and all are welcome. Auburn's contribution to the facility is at 30% based on a three year flow average. As we reduce our flow our portion of contribution will also go down. The Authority continues to generate revenue from septage receiving.

MILLER STREET INFLOW INVESTIGATIONS -We have found the inflow source to be at located on Court Street at Mechanics Row. The cover was not labeled correctly. There are 9 catch basins tied into that manhole between the County Building and City Hall. We need to stay partnered with the City for a resolution and must engineer a solution which will be brought back to the Board. This will reduce our flow and affect our contribution to the new storage facility.

STAFF UPDATE - We are now at full staff. We have hired Michael Bailey as our Finance Director. He has 10 years experience working as an Audit Manager. He will present the financial reports in November. Matt Waite has returned to work.

WORKFLOW EFFICIENCY STUDY – We have been working with Rayburn Consulting over the last several months. We have looked at new accounting software, utility billing, asset management software and automated payroll. We would like to get the automated payroll established ahead of 2025 as the implementation period is 4-6 weeks. After review of several providers the staff has selected ProLiant. They will automate payroll, manage PTO, tax filing, 401k interface, workman's comp reporting and weekly time reports. We currently do all of this manually. The cost to automate with ProLiant is \$80.20/week.

On motion of Stephen Milks, seconded by Robert Cavanagh, it was unanimously voted: **To move forward with ProLiant.**

Trustee Patrick DeFilipp asked if we had looked at other vendors and asked if we were confident with moving forward with this company.

The first vote was withdrawn and a second vote was taken.

On motion of Denis Bergeron, seconded by Robert Cavanagh, it was unanimously voted: **To move forward with the automated payroll with the understanding that there will be a huge net savings to the District.**

Patrick DeFilipp introduced himself to the Board. He has previously served as a sewer trustee. He is well versed in construction and is now retired.

It was mentioned that we still have a vacancy on the sewer board. Patrick was welcomed as a new trustee to the Board.

DRAFT BUDGET – The District is assuming 0% growth. The budget reflects a 6% increase in health premiums. We will not have a true number until the end of October , beginning of November.

It will be a challenging year. Beginning January, 2025, employees will be required to contribute 1% of their wages to the State's Paid Family Leave compensation fund. The law was passed in June , 2024. Increasing the COLA by 1% could be a possibility.

Superintendent Broadbent asked the trustees to forward any thoughts or concerns to him about the budget which will be approved in December.

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

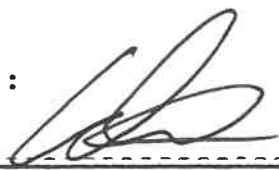
Respectfully submitted,

Diane Drinkwater

Approved: November 19, 2024

A true record:

Attest: _____


Edward Williams, Clerk

**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
TEN MONTHS ENDED OCTOBER 31, 2024**

	OCTOBER	2024	Y-T-D THRU OCTOBER 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$3,308,605	\$3,751,189	3,500,802.21	\$3,132,021	\$368,781
Industrial Surcharge	34,908	52,462	34,890	43,997	(9,108)
Shared Debt with City	20,696	41,392	20,696	34,493	(13,797)
Jobbing & Mdse. - NET	(380)	8,833	17,663	7,361	10,302
Sewer Assessments	18,488	23,130	41,398	19,275	22,123
Finance Charges	4,901	6,408	4,959	5,340	(381)
Interest Income	40,807	7,920	139,751	6,600	133,151
Industrial Treatment Sampling	35,417	54,492	35,417	45,410	(9,993)
Capacity Fees (SDS)	42,750	31,164	67,125	25,970	41,155
TOTAL REVENUES	3,506,192	3,976,990	3,862,701	3,320,468	542,233
			97.13%	83.33%	< Standard
<u>EXPENSES:</u>					
Payroll	440,487	526,202	433,785	411,821	21,964
Employee Benefits	145,398	272,677	144,842	227,231	(82,389)
Maint. of Sewers	116,411	68,520	45,161	57,100	(11,939)
Lift Stations	85,012	74,825	99,235	62,354	36,881
Maint. of Buildings	38,826	51,823	45,573	43,186	2,387
Maint. of Trucks	57,286	28,890	28,972	24,075	4,897
Office Expense	27,702	31,849	36,610	26,541	10,069
Collection Expense	618	(776)	494	(647)	1,141
General Expense	10,027	5,948	8,463	4,957	3,506
Insurance	48,346	59,459	56,620	49,549	7,070
Legal & Accounting Fees	13,391	6,841	44,885	5,701	39,184
Billing Expense	61,914	81,317	56,620	67,764	(11,145)
L.A.W.P.C.A.	1,607,206	1,930,830	1,715,563	1,609,025	106,538
SUB-TOTAL	2,652,625	3,138,405	2,716,821	2,588,657	128,164
Interest	234,565	183,598	143,334	152,998	(9,665)
TOTAL EXPENSES	2,887,190	3,322,003	2,860,154	2,741,655	118,499
			86.10%	83.33%	< Standard
Bonds - Principal Payments	472,078	558,962	291,393	465,802	(174,409)
SURPLUS FROM OPERATIONS	146,924	96,025	711,154	113,011	598,142

**AUBURN SEWERAGE DISTRICT
BALANCE SHEET
PERIOD ENDING - OCTOBER 31, 2024**

	<u>10/31/2024</u>	<u>12/31/2023</u>
Property, Plant and Equipment:		
Plant in Service	38,786,890.93	38,787,140.93
Less: Accumulated Depreciation	<u>(18,596,899.18)</u>	<u>(18,184,899.18)</u>
	<u>20,189,991.75</u>	<u>20,602,241.75</u>
 Construction Work In Progress	 1,200,708.84	 152,886.01
 Current Assets:		
Cash	443,372.96	1,273,833.46
Accounts Receivable	251,677.23	271,031.44
Construction Assessments	0.00	7,324.94
City of Auburn Debt	186,266.96	227,659.64
Inventory	127,856.49	48,539.80
PrePays	7,999.79	0.00
Total Current Assets	<u>1,017,173.43</u>	<u>1,828,389.28</u>
 Investments:		
Money Market	509,249.61	503,991.19
CD's	4,255,668.66	3,600,430.03
Total Investments	<u>4,764,918.27</u>	<u>4,104,421.22</u>
 Deferred Charges	 19,459.49	 23,351.53
 Total Assets	 <u>27,192,251.78</u>	 <u>26,711,289.79</u>

	<u>10/31/2024</u>	<u>12/31/2023</u>
Equity Capital	21,495,201.09	20,634,523.71
 Long Term Debt	 4,548,647.49	 4,981,281.48
 Equipment Leases	 61,942.00	 61,942.00
 Current Liabilities:		
Current Portion of LTD	516,494.25	558,961.83
Accounts Payable	405,407.60	112,698.21
Accrued Interest & Other	50,325.77	87,156.27
Customer Deposits	18,005.00	16,460.00
Pre-Treatment Costs	(41,916.74)	(6,500.04)
Accrued LAWPCA	138,145.32	264,766.33
Total Current Liabilities	<u>1,086,461.20</u>	<u>1,033,542.60</u>
 Total Equity & Liabilities	 <u>27,192,251.78</u>	 <u>26,711,289.79</u>