

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 19, 2024 @ 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of October 15, 2024.
2. Financial Report Update - *Mike Bailey, Finance Director*
3. Open Session
4. Activity Report/Project Update - *Matt Waite*
5. New Business
 - Washington Street Pumping Station, Bond Rates.
 - Gray Feasibility Study.
 - Paid Family Medical Leave.
 - Audit Commitment.
6. LACWA Apportionment & Financials
7. Old Business
 - Miller Street Inflow Investigations.
 - SCADA Update.
 - District Telecommuting Policy, Update.
 - 2025 Draft Budget.
8. Adjourn Regular Meeting.

Upcoming: Sewer Trustee Meeting December 17, 2024 @ 3:30pm
Joint Budget Workshop December 18, 2024 @ 5:00pm
Public Hearing, Budget Approval December 18, 2024 @ 5:15pm

A true record:

Attest: _____

Edward Williams, Clerk

November 19, 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, November 19, 2024 at 4:00pm.

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

APPROVE MINUTES OF REGULAR MEETING OF October 15, 2024

On motion of Stephen Milks, seconded by Robert Cavanagh, it was unanimously voted: **To approve the minutes of the Regular Meeting of October 15, 2024.**

FINANCIAL REPORT UPDATE - Michael Bailey was introduced to the board as our new Finance Director. He commended the staff for all their help with the finances. District revenue is strong and CD interest is favorable. Superintendent Broadbent commended Mike for straightening out the finances. The District's reserve should rebound nicely.

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

ACTIVITY REPORT/PROJECT UPDATE - We are at the end of the construction season. The crews have been performing their 2 week checks and cleaning of sewer mains. Manholes are being brought up to grade. There now is an access road to the Androscoggin Siphon. The next phase is to have Vortex clean and inspect the siphon. This will provide contractors with a clearer understanding of the siphon's condition resulting in more accurate bid proposals for future work.

OLD BUSINESS –

MILLER I/I STUDY - The smoke study by Wright- Pierce revealed cross-connections between the sewer collection system and storm water system. They are inter-connected through a sewer manhole at the intersection of Court Street and Mechanics Row. Wright -Pierce will conduct further investigation into the issue. It appears a section of 24" pipe was never capped off. If this can be blocked off it could save the District a lot of money on the debt service for the surge tank. It is to the District's advantage to reduce sewer flow.

LINING PROJECTS – All the manholes have been raised in preparation for upcoming lining work. Gendron has eliminated three dead ends: two on Fourth St. and one on Cook St.

POLAND RD – TAYLOR BROOK BRIDGE – The sewer main is in conflict with the MDOT Bridge Replacement Project scheduled for 2026. Following the inspection by Vortex, the District will work with the property owners at 172 Poland Rd., an engineering firm and MDOT on the best approach for re-locating the sewer main to accommodate the bridge project.

NEW BUSINESS

WASHINGTON ST. PUMP STATION – The design is at 90% completion. We are leaning toward a design build and want to be at 100% design completion. We could possibly do a lot of the work in-house.

On motion of Stephen Milks, seconded by Robert Cavanagh, it was unanimously voted: **To approve the preparation of a general resolution bond application for up to of \$1.5 million.**

GRAY FEASIBILITY STUDY -The Town of Gray is looking at wastewater alternatives. They do not have a public sewer system. They are looking at the feasibility of pumping their sewerage to Auburn. Superintendent Broadbent will provide them with the information necessary for their study and will ask them for a copy of the completed study. This would benefit our rate payers as it would create additional revenue to the District.

PAID FAMILY MEDICAL LEAVE – The State of Maine has instituted a mandatory Paid Family and Medical Leave Law. Starting January 1, 2025, the District will be required to pay 1% of all gross wages to the State. Of the 1% only .5% can come from the employee. The Districts could elect to pay the full 1%. Employees will not be eligible for this benefit until May 1, 2026. In April, 2025, the Districts could apply for exemption. If the family leave does go through, the employee could save by opting out of their Income Protection benefit. Superintendent Broadbent recommended that the District split the cost of the paid family leave and he will research other options when we have more information on the State's Plan.

AUDIT COMMITMENT – We are beyond our three contract with RHR Smith. Their fee has gone up from \$6,000 to \$7,200. Superintendent Broadbent would like to sign the commitment for the 2024 audits to be completed in 2025.

On motion of Stephen Milks, seconded by Patrick DeFilipp, it was unanimously voted: **To commit with RHR Smith to conduct the 2024 Audit.** Finance Director, Michael Bailey, was on board with that decision.

LACWA APPORTIONMENT AND FINANCIALS – The Authority has prepared its 2025 budget. The projected funding allocation for the District represents a decrease in our contributions and should balance out at year end due to increased revenue from septage receiving and staff efforts to reduce expenses. There will be a sharp increase in 2026 to cover the District's 30% responsibility for the surge tank. There is the possibility of a rate increase to cover that expense.

SCADA UPDATE - Superintendent Broadbent has drafted an agreement to continue our cooperative SCADA relationship. We would no longer share staffing but have a mutual aid agreement at cost relationship with Lewiston. Lewiston has been reluctant to agree to this in fear of losing a connection to the SCADA systems at the treatment facilities. Superintendent Broadbent will continue to meet with Lewiston until the issue is resolved. The goal is to have a revised agreement effective January 1, 2025.

DISTRICT TELECOMMUTING POLICY UPDATE - There have been no changes to the policy. Our legal counsel and Maine Municipal Association are supportive of the policy. Superintendent Broadbent would like to allow for at least 3 days of remote work/week to qualified staff members. There was some discussion about the wording of the policy regarding the number of remote days. It was decided to hold the vote until the December meeting.

2025 DRAFT BUDGET – Revenues assume 0% growth. The fixed costs reflect a 8.9% increase in health premiums, a 2.5% COLA and Family Medical Leave of .5% . Superintendent Broadbent looked at several options for health and recommended that we stay with Cross Insurance .

The budget also includes the addition of a SCADA Technician and a Watershed employee.

The maintenance categories reflect a three year average. The vehicle summary indicates the replacement of a truck. The LACWA budget shows a 0% Increase. The equipment budget shows the replacement of the JCB loader.

The budget also reflects new utility accounting and software.

Superintendent Broadbent recommended to change the COLA to 3% , Cross Insurance with the 8.9% increase, and Family Leave District .5% and employee .5%.

Trustee Patrick DeFilipp suggested keeping the COLA at 2.5% and for the District to pay the employee .5% for the Family Medical Leave .

This will be brought to the Water Trustees for consensus.

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

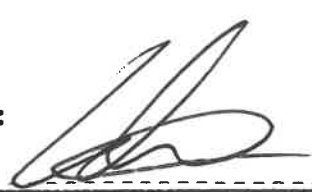
Respectfully submitted,

Diane Drinkwater

Approved: December 17, 2024

A true record:

Attest: _____


Edward Williams, Clerk

**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
ELEVEN MONTHS ENDED NOVEMBER 30, 2024**

	NOVEMBER	2024	Y-T-D THRU NOVEMBER 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$3,655,033	\$3,751,189	3,859,055.49	\$3,136,003	\$723,053
Industrial Surcharge	39,100	52,462	37,970	43,997	(6,028)
Shared Debt with City	20,696	41,392	20,696	37,943	(17,246)
Jobbing & Mdse. - NET	1,260	8,833	18,799	8,097	10,702
Sewer Assessments	18,095	23,130	48,148	21,203	26,945
Finance Charges	5,337	6,408	5,427	5,874	(447)
Interest Income	41,624	7,920	147,523	7,260	140,263
Industrial Treatment Sampling	38,958	54,492	38,958	49,951	(10,993)
Capacity Fees (SDS)	48,000	31,164	73,875	28,567	45,308
TOTAL REVENUES	3,868,104	3,976,990	4,250,451	3,338,894	911,557
			106.88%	83.33%	< Standard
<u>EXPENSES:</u>					
Payroll	440,487	526,202	481,134	456,038	25,096
Employee Benefits	145,398	272,677	165,520	249,954	(84,434)
Maint. of Sewers	116,411	68,520	55,581	62,810	(7,229)
Lift Stations	85,012	74,825	108,130	68,590	39,540
Maint. of Buildings	38,826	51,823	51,466	47,504	3,961
Maint. of Trucks	57,286	28,890	30,659	26,483	4,177
Office Expense	27,702	31,849	53,043	29,195	23,848
Collection Expense	618	(776)	679	(711)	1,390
General Expense	10,027	5,948	10,981	5,452	5,529
Insurance	48,346	59,459	63,162	54,504	8,658
Legal & Accounting Fees	13,391	6,841	48,241	6,271	41,971
Billing Expense	61,914	81,317	63,162	74,541	(11,378)
L.A.W.P.C.A.	1,607,206	1,930,830	1,887,119	1,769,928	117,191
SUB-TOTAL	2,652,625	3,138,405	3,018,878	2,850,557	168,320
Interest	234,565	183,598	156,793	168,298	(11,505)
TOTAL EXPENSES	2,887,190	3,322,003	3,175,671	3,018,855	156,815
			95.60%	83.33%	< Standard
Bonds - Principal Payments	472,078	558,962	291,393	512,382	(220,989)
SURPLUS FROM OPERATIONS	508,836	96,025	783,388	(192,343)	975,731

**AUBURN SEWERAGE DISTRICT
BALANCE SHEET
PERIOD ENDING - November 30, 2024**

	11/30/2024	12/31/2023		11/30/2024	12/31/2023
Property, Plant and Equipment:					
Plant in Service	38,786,890.93	38,787,140.93	Equity Capital	21,526,235.42	20,634,523.71
Less: Accumulated Depreciation	(18,638,099.18)	(18,184,899.18)	Long Term Debt	4,507,254.81	4,981,281.48
	<u>20,148,791.75</u>	<u>20,602,241.75</u>	Equipment Leases	61,942.00	61,942.00
Construction Work In Progress	1,510,949.61	152,886.01			
Current Assets:			Current Liabilities:		
Cash	180,327.76	1,273,833.46	Current Portion of LTD	516,494.25	558,961.83
Accounts Receivable	291,815.72	271,031.44	Accounts Payable	345,204.71	112,698.21
Construction Assessments	0.00	7,324.94	Accrued Interest & Other	71,523.01	87,156.27
City of Auburn Debt	186,266.96	227,659.64	Customer Deposits	18,005.00	16,460.00
Inventory	123,691.19	48,539.80	Pre-Treatment Costs	(9,458.41)	(6,500.04)
PrePays	3,760.32	0.00	Accrued LAWPCA	<u>200,332.90</u>	<u>264,766.33</u>
Total Current Assets	<u>785,861.95</u>	<u>1,828,389.28</u>	Total Current Liabilities	<u>1,142,101.46</u>	<u>1,033,542.60</u>
Investments:					
Money Market	509,626.40	503,991.19			
CD's	<u>4,262,844.49</u>	<u>3,600,430.03</u>			
Total Investments	<u>4,772,470.89</u>	<u>4,104,421.22</u>			
Deferred Charges	19,459.49	23,351.53			
Total Assets	<u>27,237,533.69</u>	<u>26,711,289.79</u>	Total Equity & Liabilities	<u>27,237,533.69</u>	<u>26,711,289.79</u>