

February 16, 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, February 20, 2024 @ 4:00 P.M.

**AGENDA**

1. Approve Minutes of Regular Meeting of January 16, 2024.
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
  - Workflow Efficiency Study
  - IPP, Dental, Retirement; Review policy options
  - New Website
  - Siphon Cleaning
7. LAWPCA Apportionment & Financials
8. Old Business
  - Lewiston Auburn Municipal Airport, Easement
  - Miller Street RFP
  - Superintendent Review
9. Executive Session in Accordance with 1 M.S.R.A. § 405 (6) (C) to discuss a personnel matter.
10. Adjourn Regular Meeting.

Upcoming: Sewer Trustee Meeting March 19, 2024. Election of Officers

A true record:

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

*Cynthia Cass*

Cynthia Cass, Clerk

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, February 20, 2024 at 4:00pm.

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

On motion of Stephen Milks, seconded by Dan Bilodeau, it was unanimously voted: **To approve the minutes of the regular meeting of January 16, 2024 as amended.**

**FINANCIAL REPORT:** It is a new year and a new budget. Revenues look good for the month. Expenses are mostly a timing issue. Payroll is down due to two vacant positions. The cash on hand is at \$1.4 million. The office is back to full staff and getting ready for the annual audit.

**OPEN SESSION** - Joan Macri and Dale Young, residents/owners of property at Taylor Pond were in attendance. They expressed their concern about the sewer pump station not having a generator. They are concerned that a loss of power could cause the sewerage to work its way into the pond. Superintendent Broadbent told them that there are 13 sewer stations and that the District is working to install generators at all stations. We are currently at E5 which will require an expanded easement. Negotiations for an easement have failed due to requests for in-kind work.

They also mentioned their concern about the road damage caused by big trucks that come to take care of the issues which could lead to erosion. Stephen Milks gave them his email address. This is a private road. There may be some City interest in this issue. Where it is a private road, the residents would have to contribute to the resolution.

There are certain things that are not the responsibility of the District. We do have funds in Capital Improvement for a generator.

**ACTIVITY REPORT/PROJECT UPDATE** - The crew is doing maintenance work. The vector truck is parked unless there is an emergency. We are actively checking lift stations. We are tabulating an inventory of our assets, tie records and assessing the need to adjust manholes to grade.

Management is committed to safety. This is the time of year when we complete all safety training.

The District is exploring the possibility of being part of the MDOT project bids. The field crews will be completing an inspection of assets within project boundaries. This proactive approach will help manage the volume of capital work in 2024.

#### **NEW BUSINESS –**

**WORKFLOW EFFICIENCY STUDY** - We have a lot of softwares that do not work with each other. The objective is to reduce costs and to increase efficiency. There are a lot of redundancies.

**IPP, DENTAL, RETIREMENT: REVIEW POLICY OPTIONS** – Maine Municipal Association recommended a probationary period for these benefits. Superintendent Broadbent suggested a 6-month probationary period.

The retirement options offered : District 6% gross pay to a 401(a), employee 457 and employee Roth Ira. A request was made to allow employees to contribute to the 401. The employee could pool his/her 457 with his/her 401. We will need to amend the District's current plan. The Trustees were in agreement to move forward with allowing employees to contribute to the District 401 Plan.

**NEW WEBSITE** - We have received training on WordPress. A big advantage is that the District staff has full access to edit and create content on the website. We are working to create a blog and system for alerts to assist in making our business public for the benefit of our customers.

**SIPHON CLEANING** – The District has several siphons and the largest siphon runs about 460' under the Androscoggin River. There is no record of ever cleaning or inspecting its condition. We have budgeted \$45,000 and will go to bid for the cleaning and assessment of this largest siphon. The work is expected to be completed in August or September of this year.

**LAWPCA APPORTIONMENT AND FINANCIALS** – Apportionment was held at 62/38 for the month of February. They continue to deliver biosolids to a landfill in Hartland. They are in the process of studying and permitting the Lewiston landfill as a back-up emergency plan for solids disposal. Anaerobic Digestion continues to be a big success for the Authority. If optimized appropriately the entire facility could be energy efficient.

**OLD BUSINESS –**

**LEWISTON AUBURN MUNICIPAL AIRPORT/EASEMENT** – Currently, our Lewiston Junction sewer pump station sits on their property without a properly recorded easement. They are willing to work with us to get this resolved. It will be our responsibility to draft the easement language.

**MILLER STREET RFP** – The bid package was distributed to four firms. Two firms are actively pursuing bidding this work: Wright-Pierce and Weston & Samson. Superintendent Broadbent is looking for approval to spend up to \$200,000 on a study of the additional inflow at Miller Street .

On motion of Stephen Milks, seconded by Thomas Moulin, it was unanimously voted: **To approve moving forward with the additional inflow study at Miller St. at a cost not to exceed \$200,000 pending a firm meets our bid requirements and can achieve the objectives of our proposal.**

**SUPERINTENDENT REVIEW** - The reviews have been compiled and to be presented to representatives from both boards.

**EXECUTIVE SESSION IN ACCORDANCE WITH 1 M.S.R.A. § 405 (6) ( C ) TO DISCUSS A PERSONNEL MATTER.**

On motion of Robert Cavanagh, seconded by Stephen Milks, it was unanimously voted: **To move into executive session to discuss a personnel matter.**

The meeting came out of Executive Session

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

Respectfully submitted,

Diane Drinkwater

Approved: March 19, 2024

A true record:

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

Edward Williams , Clerk

**AUBURN SEWER DISTRICT**  
**OPERATING STATEMENT - TRUSTEES' REPORT**  
**TWO MONTHS ENDED FEBRUARY 29, 2024**

	<b>FEBRUARY</b>	<b>2024</b>	<b>Y-T-D THRU FEBRUARY 2024</b>		
	<b>YTD - 2023</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>
<b><u>REVENUES:</u></b>					
Metered Income	\$662,953	\$3,751,189	\$694,135	\$625,371	\$ 68,764
Industrial Surcharge	8,358	52,462	7,186	8,009	(823)
Shared Debt with City	0	41,392	0	0	0
Jobbing & Mdse. - NET	1,240	8,833	4,253	1,472	2,781
Sewer Assessments	3,832	23,130	0	3,855	(3,855)
Finance Charges	881	6,408	1,044	1,068	(24)
Interest Income	6,113	7,920	18,872	1,320	17,552
Industrial Treatment Sampling	7,083	54,492	7,083	9,082	(1,999)
Capacity Fees (SDS)	11,250	31,164	4,500	5,194	(694)
<b>TOTAL REVENUES</b>	<b>701,710</b>	<b>3,976,990</b>	<b>737,074</b>	<b>655,371</b>	<b>81,703</b>
			<b>18.53%</b>	<b>16.67%</b>	<b>&lt; Standard</b>
<b><u>EXPENSES:</u></b>					
Payroll	117,417	502,138	77,786	76,564	1,222
Employee Benefits	35,356	256,562	30,443	42,760	(12,317)
Maint. of Sewers	7,833	98,849	3,610	16,475	(12,864)
Lift Stations	13,863	74,825	30,437	12,471	17,966
Maint. of Buildings	9,950	51,840	10,856	8,640	2,216
Maint. of Trucks	928	36,771	4,673	6,129	(1,456)
Office Expense	9,368	32,659	8,692	5,443	3,249
Collection Expense	122	-776	138	-129	268
General Expense	878	8,783	1,268	1,464	(196)
Insurance	12,938	59,459	12,820	9,910	2,910
Legal & Accounting Fees	4,774	9,305	8,783	1,551	7,232
Billing Expense	16,765	93,209	12,508	15,535	(3,027)
L.A.W.P.C.A.	321,805	2,058,675	343,113	343,113	-
<b>SUB-TOTAL</b>	<b>551,996</b>	<b>3,282,299</b>	<b>545,126</b>	<b>539,924</b>	<b>5,202</b>
Interest	41,342	163,024	32,259	27,171	5,088
<b>TOTAL EXPENSES</b>	<b>593,337</b>	<b>3,445,323</b>	<b>577,385</b>	<b>567,095</b>	<b>10,291</b>
			<b>16.76%</b>	<b>16.67%</b>	<b>&lt; Standard</b>
Bonds - Principal Payments	0	443,065	0	0	-
<b>SURPLUS FROM OPERATIONS</b>	<b>108,373</b>	<b>88,602</b>	<b>159,689</b>	<b>88,277</b>	<b>71,412</b>

**AUBURN SEWERAGE DISTRICT  
BALANCE SHEET  
PERIOD ENDING - FEBRUARY 29, 2024**

	<u>2/29/2024</u>	<u>12/31/2023</u>		<u>2/29/2024</u>	<u>12/31/2023</u>
<b>Property, Plant and Equipment:</b>					
Plant in Service	\$ 38,787,141	\$ 38,013,634	<b>Equity Capital</b>	\$ 20,724,502	\$ 20,676,850
Less: Accumulated Depreciation	(18,267,299)	(17,876,357)			
	<u>20,519,842</u>	<u>20,137,276</u>	<b>Long Term Debt</b>	4,981,281	4,981,281
<b>Construction Work In Progress</b>	179,127	806,716	<b>Equipment Leases</b>	61,942	61,942
<b>Current Assets:</b>			<b>Current Liabilities:</b>		
Cash	1,569,727	1,273,833	Current Portion of LTD	558,962	558,962
Accounts Receivable	228,122	271,031	Accounts Payable	186,400	81,240
Construction Assessments	7,325	7,325	Accrued Interest & Other	124,594	156,168
City of Auburn Debt	227,660	227,660	Customer Deposits	16,760	16,460
Inventory	67,845	48,540	Pre-Treatment Costs	-13,583	70,884
PrePays	14,565	4,787	Accrued LAWPCA	315,519	300,766
<b>Total Current Assets</b>	<u>2,115,243</u>	<u>1,833,176</u>	<b>Total Current Liabilities</b>	<u>1,188,653</u>	<u>1,184,481</u>
<b>Investments:</b>					
Money Market	506,183	503,605			
CD's	3,616,524	3,600,430			
<b>Total Investments</b>	<u>4,122,707</u>	<u>4,104,035</u>			
<b>Deferred Charges</b>	19,459	23,352			
<b>Total Assets</b>	<u>\$ 26,956,378</u>	<u>\$ 26,904,555</u>	<b>Total Equity &amp; Liabilities</b>	<u>\$ 26,956,378</u>	<u>\$ 26,904,555</u>