

March 15, 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, March 19, 2024 @ 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of February 20, 2024.
2. Annual Election of Officers
3. Financial Report Update - Brenda Palmer, MRWA.
4. Ratify Payment of Bills
5. Open Session
6. Activity Report/Project Update - *Matt Waite*
 - Approve Capital spending
7. New Business
 - Inventory, Value Added Services
 - District Service Territory
 - Paving Bid
 - Clean Water SRF Application
 - E-5 Generator
8. LAWPCA Apportionment & Financials
9. Old Business
 - Lewiston Auburn Municipal Airport, Easement
 - Miller Street RFP
10. Adjourn Regular Meeting.

Upcoming: Sewer Trustee Meeting April 16, 2024.

A true record:

Attest: _____

Edward Williams, Clerk

March 19, 2024

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, March 19, 2024 at 4:00pm.

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

Absent: Brad Kowalski

On motion of Dan Bilodeau, seconded by Stephen Milks, it was unanimously voted: **To approve the minutes of the regular meeting of February 20, 2024 .**

ELECTION OF OFFICERS –

On motion of Dan Bilodeau, seconded by Stephen Milks, it was unanimously voted: **To approve the slate of officers as follows:**

President :	Stephen Ness
Treasurer:	Robert Cavanagh
Superintendent:	Michael Broadbent
Clerk:	Edward Williams
Auditor:	RHR Smith & Co.

FINANCIAL REPORT: The cash-on-hand is at \$1.6 million. CDs are doing well. Expenses are slightly over budget due to timing of some of the budget items. The budget is favorable overall. Trustee Dan Bilodeau stated that we may need to look at the possibility of a rate increase.

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

ACTIVITY REPORT/PROJECT UPDATE - Digsafes will be ramping up as the construction season approaches. The crews are locating and checking all structures within the scope of upcoming projects. The will be beneficial for long term planning and record keeping.

The District is looking for approval on capital spending for the following projects:

Marion/Fourth/Dunn/ Streets	\$177,000
MDOT Projects	\$205,000

On motion of Dan Bilodeau, seconded by Stephen Milks, it was unanimously voted: **To approve \$382,000 in capital spending for the above-mentioned projects.**

NEW BUSINESS –

INVENTORY , VALUE ADDED SERVICES – EJP – The District did have VAS for years but we seemed to be getting billed for materials not used. The crews were not accounting for materials used which created the problem with billing. Materials from other vendors were inferior. Our crews are now doing a better job in accounting for materials used on jobs. Superintendent Broadbent feels that it would be beneficial for the District to go back to the value added services with EJP. As a result, the District will gain some benefits such as rebates, training and emergency services.

DISTRICT SERVICE TERRITORY – It has come to Superintendent Broadbent’s attention that both the Water and Sewer Districts’ Charters do not accurately reflect our service territory. There is an agreement to extend sewer service into Poland that goes back to the year 2000. There have been several more agreements to extend water and sewer to Poland. The agreements may be enough but we will seek advice from legal counsel to get an opinion in regards the District’s liability.

PAVING BID – Spencer Group Paving LLC was the only bidder. We are moving forward with Spencer Group Paving LLC for paving in 2024.

CLEAN WATER SRF APPLICATION – The application period has opened for Clean Water SRF funds in the State of Maine. If awarded, these loans could include up to 55% principal forgiveness. There is a slim chance that we could be successful in getting a loan. The District is applying for \$1.3 million for the replacement of the Washington Street Pump Station. We may have to look for bonding in 2025.

E-5 GENERATOR - The District has \$46,000 in its equipment budget for the installation of a generator at the E-5 pump station. Once the easement is in place, we will order the generator.

LAWPCA APPORTIONMENT & FINANCIALS – The apportionment was adjusted to 64-36 for the month of March. LAWPCA is applying for Clean Water SRF funds for the remaining funds necessary to build the Storm Surge Tank. They are looking for Grant opportunities to install a new security gate and potential surveillance equipment. Septage receiving continues to be favorable and the plant is running well.

OLD BUSINESS –

LEWISTON AUBURN MUNICIPAL AIRPORT/EASEMENT – Airport director Johnathan Labonte found a copy of our easement for the Lewiston Junction Pumping Station. We will continue to meet and discuss FAA approval of these easements.

MILLER STREET – INFLOW INVESTIGATION - The District received two proposals for the investigations upstream of Miller Street. We conducted interviews with the two firms and have selected Wright-Pierce because their proposal best reflects the work needed to find and eliminate inflow upstream of Miller Street. The work will begin in April.

Trustee Robert Cavanagh inquired about the sinkhole on Gamage Avenue. We are working with Auburn Public Works on this issue. A 24” sewer main runs down Gamage Ave. with a 48” underdrain underneath. This could be our “smoking gun” causing the overflows during rain events. We both have ownership of the problem and the lines need to be separated.

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


Respectfully submitted,

Diane Drinkwater

Approved: April 16, 2024

A true record:

Attest:



Edward Williams, Clerk

**AUBURN SEWER DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
THREE MONTHS ENDED MARCH 31, 2024**

	MARCH	2024	Y-T-D THRU MARCH 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$983,943	\$3,751,189	\$1,030,198	\$928,728	101,470
Industrial Surcharge	11,232	52,462	11,383	12,048	(665)
Shared Debt with City	0	41,392	10,348	10,348	0
Jobbing & Mdse. - NET	2,377	8,833	3,471	2,208	1,262
Sewer Assessments	3,832	23,130	0	5,783	(5,783)
Finance Charges	1,523	6,408	1,492	1,602	(110)
Interest Income	11,255	7,920	28,813	1,980	26,833
Industrial Treatment Sampling	10,625	54,492	10,625	13,623	(2,998)
Capacity Fees (SDS)	23,250	31,164	4,500	7,791	(3,291)
TOTAL REVENUES	1,048,037	3,976,990	1,100,830	984,110	116,720
			27.68%	25.00%	< Standard
<u>EXPENSES:</u>					
Payroll	154,874	502,138	120,503	119,326	1,178
Employee Benefits	52,651	256,562	44,934	64,141	(19,207)
Maint. of Sewers	27,848	98,849	4,056	24,712	(20,657)
Lift Stations	19,816	74,825	36,642	18,706	17,935
Maint. of Buildings	13,475	51,840	15,150	12,960	2,190
Maint. of Trucks	3,289	36,771	8,183	9,193	(1,010)
Office Expense	12,687	32,659	11,486	8,165	3,322
Collection Expense	229	-776	326	-194	520
General Expense	1,679	8,783	1,268	2,196	(928)
Insurance	16,462	59,459	15,331	14,865	466
Legal & Accounting Fees	4,833	9,305	9,832	2,326	7,506
Billing Expense	22,152	93,209	17,525	23,302	(5,777)
L.A.W.P.C.A.	482,708	2,058,675	514,669	514,669	0
SUB-TOTAL	812,703	3,282,299	799,905	814,366	(14,461)
Interest	62,080	163,024	44,427	40,756	3,671
TOTAL EXPENSES	874,783	3,445,323	844,332	855,122	(10,790)
			24.51%	25.00%	< Standard
Bonds - Principal Payments	31,022	443,065	62,670	62,670	0
SURPLUS FROM OPERATIONS	142,231	88,602	193,828	66,318	127,510

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

	<u>3/31/2024</u>	<u>12/31/2023</u>		<u>3/31/2024</u>	<u>12/31/2023</u>
Property, Plant and Equipment:					
Plant in Service	38,787,141	38,013,634	Equity Capital	21,027,204	20,676,850
Less: Accumulated Depreciation	(18,308,499)	(17,876,357)			
	<u>20,478,642</u>	<u>20,137,276</u>	Long Term Debt	4,949,946	4,981,281
Construction Work In Progress	179,127	806,716	Equipment Leases	61,942	61,942
Current Assets:			Current Liabilities:		
Cash	1,476,546	1,273,833	Current Portion of LTD	558,962	558,962
Accounts Receivable	217,716	271,031	Accounts Payable	45,415	81,240
Construction Assessments	0	7,325	Accrued Interest & Other	52,505	156,168
City of Auburn Debt	227,660	227,660	Customer Deposits	17,305	16,460
Inventory	67,845	48,540	Pre-Treatment Costs	-17,125	70,884
PrePays	10,923	4,787	Accrued LAWPCA	113,210	300,766
Total Current Assets	<u>2,000,690</u>	<u>1,833,176</u>	Total Current Liabilities	<u>770,272</u>	<u>1,184,481</u>
Investments:					
Money Market	506,570	503,605			
CD's	3,624,877	3,600,430			
Total Investments	<u>4,131,447</u>	<u>4,104,035</u>			
Deferred Charges	19,459	23,352			
Total Assets	<u>26,809,365</u>	<u>26,904,555</u>	Total Equity & Liabilities	<u>26,809,365</u>	<u>26,904,555</u>