

**AUBURN SEWERAGE DISTRICT**

Office Telephone # 784-6469

Special 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, April 1, 2025 @ 4:00 P.M.

**AGENDA**

1. Approve Minutes of Regular Meeting of March 18, 2025.
2. Approve Minutes of Regular Meeting of February 18, 2025.
3. Approve Minutes of Regular Meeting of January 21, 2025.
4. Financial Report Update - **Mike Bailey**
5. Open Session / Public Comment.
6. Activity Report/Project Update - **Matt Waite**
7. New Business
  - Election of officers.
  - District Goals 2025.
  - Clean Water Act Master Plan.
8. LACWA Apportionment & Financials
9. Old Business
  - Court Street @ Mechanics Row, plug for Inflow bypass line.
  - SCADA Agreements.
  - CISA, Cybersecurity and Infrastructure Security Agency.
  - Staffing Update.
- 8.Executive session in accordance with 1 M.R.S.A. § 405 (6) (A), to discuss a personnel matter.
10. Adjourn Regular Meeting.

**Upcoming:** Sewer Trustee Meeting April 15, 2025.

A true record:

Attest:   
Michael Bailey, Clerk

April 1, 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 April 1, 2025 at 4:00pm.

Members present: Robert Cavanagh (Treasurer), Denis Bergeron, Stephen Ness (President) and Patrick DeFilipp. Also Present: Michael Broadbent, Superintendent and Michael Bailey, Finance Director.

**Absent:** Dan Bilodeau, Stephen Milks, Graca Muzela and Matt Waite

**APPROVE MINUTES OF REGULAR MEETING OF JANUARY 21, 2025**

On motion of Patrick DeFilipp, seconded by Denis Bergeron, it was unanimously voted: **To approve the minutes of the Regular Meeting of January 21 2025.**

**APPROVE MINUTES OF THE REGULAR MEETING OF FEBRUARY 18, 2025.**

On motion of Patrick DeFilipp, seconded by Denis Bergeron, it was unanimously voted: **To approve the minutes of the Regular Meeting of February 18, 2025.**

**APPROVE MINUTES OF THE REGULAR MEETING OF MARCH 18, 2025.**

On motion of Patrick DeFilipp, seconded by Denis Bergeron, it was unanimously voted: **To approve the minutes of the Regular Meeting of March 18, 2025.**

**FINANCIAL REPORT UPDATE (Michael Bailey)** - Revenues and expenses are close to budget. The four CDs expired in February, 2025. It was decided not to re-invest the funds due to the liquidity needs of the storm surge tank. The cash on hand of \$4.6 million is sufficient to service existing debt and fund operations.

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

**ACTIVITY REPORT/PROJECT UPDATE** - Activities have been normal for the sewer district. There was a frozen main on Grandview. That sewer main is shallow.

**DOT PROJECTS** - The District did not receive any bids for adjusting manholes. Auburn Public Works has a device called "Mister Manhole". We have been training on the use of that piece of equipment which would allow us to do a couple dozen manholes a day. Work on Minot Avenue is scheduled for April 21<sup>st</sup>. There will be one week of night work due to the location.

**CITY PAVING PROJECTS** – We are awaiting the City's receipt of bids for the 2025 paving projects. The crew will begin the process of locating and collecting GPS data and conducting a condition assessment of the manholes within the project limits.

**NEW BUSINESS**

**ELECTION OF OFFICERS –**

Trustee Dan Bilodeau has been absent for 4 meetings with no correspondence. City Policy says that if you miss three consecutive meetings you could be removed. Trustee Denis Bergeron said that it would be a good idea to send Trustee Bilodeau a letter to see if he wants to remain a trustee. He will be sent a letter and if there is no response by the April 15<sup>th</sup> meeting, the matter will be referred to the City Council.

On motion of Patrick DeFilipp, seconded by Denis Bergeron, it was voted: **To approve the current Slate of Officers.**

Trustee Stephen Ness said that if no one was interested he would stay on as President.

A friendly amendment was made to appoint Michael Bailey as Clerk to replace Edward Williams.

<b>President:</b>	Stephen Ness
<b>Treasurer:</b>	Robert Cavanagh
<b>Superintendent:</b>	Michael Broadbent
<b>Clerk:</b>	Michael Bailey

The vote passed.

**DISTRICT GOALS** - There are several initiatives for the Trustees to consider for 2025. The breakdown and costs for each was provided by Superintendent Broadbent. He has worked on some additional goals; updating Sewer District Rules and Regulations and adopting a Policy for sewer pump stations. The City is looking to see where the City can grow.

The new metering platform is a major goal. We are looking to replace all the meters in the next couple of years. What is the Sewer District's responsibility in the cost of this changeover? Superintendent Broadbent is asking other sewer entities how they handle the cost of their meter replacements. We would like for the Sewer District to be an equal partner in this process. Superintendent Broadbent will bring options to the next meeting for further discussion. He also mentioned that we should conduct a modeling of the sewer system which would be very helpful for future development inquiries.

**CLEAN WATER ACT MASTER PLAN** – The Auburn Sewer District, City of Lewiston and LACWA have partnered on submitting a Clean Water Act Master Plan update every 5 years for the past 20 years. The main reason for this is the shared treatment facility and that both systems contribute to the overflow of Structure B at the LACWA treatment facility. Lewiston's consultant, Tighe & Bond, has prepared this proposal and divided the work load out amongst the three entities. The District is responsible for 11% of the total project which is \$28,070. Superintendent Broadbent sees value in partnering up with the other entities for 2025. Future updates can be done independently.

On motion of Denis Bergeron, seconded by Patrick DeFilipp, it was unanimously voted: **To authorize the District to partner up with the City of Lewiston and LACWA for 2025 at a cost of \$28,070.**

**LACWA APPORTIONMENT & FINANCIALS** – LACWA has kept their options open regarding biosolids. They have considered several long term options. Funds from the DEP would help with the building of their own dryer system resulting in considerable savings to the treatment facility.

#### **OLD BUSINESS**

**COURT STREET @ MECHANICS ROW/PLUG FOR INFLOW BYPASS LINE**- This work had to be postponed due to weather. It is scheduled for next week and the weather does look favorable.

**SCADA AGREEMENTS** – The Water District has taken the lead. A Notice of Breach has been sent to the City of Lewiston with a 90-day cure. It was sent two weeks ago with no action at this time.

**CISA/CYBERSECURITY AND INFRASTRUCTURE SECURITY AGENCY** -The Auburn Water and Sewer District was one of 20 systems selected by the Maine Drinking Water Program to complete a Cyber Security Assessment of our equipment, networks and processes. The assessment was completed by a

division of the U.S. Department of Homeland Security, CISA. They made several recommendations to improve our security, the majority of which include appointing an internal point of contact for cyber security, development of policy and practices and insuring proper training. The assessment team said that we have done a very good job up to this point. Trustee Bergeron commented on the need for someone with technical knowledge. Superintendent Broadbent said that this was just an update with no recommendations at this time.

**STAFFING UPDATE –** Our most senior employee, Randy Holmes is retiring after 42 years and 5 months of service to the District. A sewer employee was promoted to the Water District leaving the Sewer District with an open position. The position has been advertised and interviews have been scheduled.

Eddie Williams , the District's Director of Customer and Technical Services, recently earned his Grade 1 Water Distribution Certification.

Jacob Gilbert, Sewer Operator, recently earned his Grade 1 Sewer Collection Certification.

The actions of these individuals demonstrates their commitment to professional development and success of the organization.

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

On motion of Denis Bergeron, seconded by Patrick DeFilipp, it was unanimously voted: **To move into executive session to discuss a personnel matter.**

The meeting came out of executive session.

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

Respectfully submitted,

Diane Drinkwater

Approved: April 15, 2025

A true record:

Attest:



Michael Bailey, Clerk

**AUBURN : AGE DISTRICT**  
**OPERATING STATEMENT - TRUSTEES' REPORT**  
**THREE MONTHS ENDED MARCH 31, 2025**

		2025	Y-T-D THRU March 2025		
	YTD - 2024	BUDGET	ACTUAL	BUDGET	VARIANCE
<b><u>REVENUES:</u></b>					
Metered Income	\$694,135	\$4,150,000	1,035,763.10	\$1,027,467	\$8,297
Industrial Surcharge	7,186	43,000	7,707	9,875	(2,167)
Shared Debt with City	0	42,000	0	10,500	(10,500)
Jobbing & Mdse. - NET	4,253	20,000	12,243	5,000	7,243
Sewer Assessments	0	25,000	750	6,250	(5,500)
Finance Charges	1,044	6,500	1,334	1,625	(291)
Interest Income	18,872	156,000	30,591	39,000	(8,409)
Industrial Treatment Sampling	7,083	45,000	10,625	11,250	(625)
Capacity Fees (SDS)	4,500	40,000	4,500	10,000	(5,500)
<b>TOTAL REVENUES</b>	<b>737,074</b>	<b>4,527,500</b>	<b>1,103,514</b>	<b>1,120,966</b>	<b>(17,452)</b>
			<b>24.37%</b>	<b>83.33%</b>	<b>&lt; Standard</b>
<b><u>EXPENSES:</u></b>					
Payroll	77,786	592,929	130,129	148,274	(18,145)
Employee Benefits	30,443	309,444	57,681	77,361	(19,680)
Maint. of Sewers	3,610	99,669	8,156	24,917	(16,761)
Lift Stations	30,437	94,593	22,290	23,648	(1,359)
Maint. of Buildings	10,856	50,649	18,271	12,662	5,609
Maint. of Trucks	4,673	38,600	9,384	9,650	(266)
Office Expense	8,692	38,389	11,602	9,597	2,004
Collection Expense	138	(325)	198	(81)	279
General Expense	1,268	7,812	1,237	1,953	(716)
Insurance	12,820	54,556	12,548	13,639	(1,091)
Legal & Accounting Fees	8,783	10,879	5,939	2,720	3,219
Billing Expense	12,508	95,726	21,013	23,932	(2,918)
L.A.W.P.C.A.	343,113	2,059,354	518,816	514,839	3,978
<b>SUB-TOTAL</b>	<b>545,126</b>	<b>3,452,275</b>	<b>817,264</b>	<b>863,110</b>	<b>(45,846)</b>
Interest	32,259	267,669	47,800	66,917	(19,117)
<b>TOTAL EXPENSES</b>	<b>577,385</b>	<b>3,719,944</b>	<b>865,064</b>	<b>930,028</b>	<b>(64,963)</b>
			<b>23.25%</b>	<b>83.33%</b>	<b>&lt; Standard</b>
Bonds - Principal Payments	0	443,065	31,652	31,652	0
<b>SURPLUS FROM OPERATIONS</b>	<b>159,689</b>	<b>364,491</b>	<b>206,797</b>	<b>159,287</b>	<b>47,511</b>

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

	<u>3/31/2025</u>	<u>12/31/2024</u>
<b>Property, Plant and Equipment:</b>		
Plant in Service	38,939,765.80	38,904,979.87
Less: Accumulated Depreciation	<u>(19,091,531.76)</u>	<u>(18,971,531.76)</u>
	<u>19,848,234.04</u>	<u>19,933,448.11</u>
 <b>Construction Work In Progress</b>	 2,403,511.06	 1,649,788.62
 <b>Current Assets:</b>		
Cash/Money Market	4,405,700.67	1,051,118.32
Accounts Receivable	174,614.78	260,825.56
Construction Assessments	0.00	0.00
City of Auburn Debt	234,868.01	234,868.01
Inventory	125,888.40	125,888.40
PrePays	10,569.24	(0.51)
<b>Total Current Assets</b>	<u>4,951,641.10</u>	<u>1,672,699.78</u>
 <b>Investments:</b>		
CD's	0.09	3,748,941.41
<b>Total Investments</b>	<u>0.09</u>	<u>3,748,941.41</u>
 <b>Deferred Charges</b>	 0.00	 0.00
 <b>Total Assets</b>	 <u><u>27,203,386.29</u></u>	 <u><u>27,004,877.92</u></u>

	<u>3/31/2025</u>	<u>12/31/2024</u>
<b>Equity Capital</b>	21,527,835.67	21,409,386.19
 <b>Long Term Debt</b>	 4,549,031.70	 4,580,683.70
 <b>Equipment Leases</b>	 71,659.31	 42,349.03
 <b>Current Liabilities:</b>		
Current Portion of LTD	443,065.36	443,065.36
Accounts Payable	442,235.66	435,129.50
Accrued Interest & Other	47,475.45	89,559.22
Customer Deposits	17,905.00	17,705.00
Pre-Treatment Costs	(23,625.09)	(13,000.08)
Accrued LAWPCA	127,803.23	0.00
<b>Total Current Liabilities</b>	<u>1,054,859.61</u>	<u>972,459.00</u>
 <b>Total Equity &amp; Liabilities</b>	 <u><u>27,203,386.29</u></u>	 <u><u>27,004,877.92</u></u>