

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, April 16, 2024 @ 4:00 P.M.


AGENDA

1. Approve Minutes of Regular Meeting of March 19, 2024.
2. Financial Report Update - Brenda Palmer, MRWA.
3. Ratify Payment of Bills
4. Open Session
5. Activity Report/Project Update - *Mike Broadbent*
6. New Business
 - Rate Comparison
 - District Purchase Policy
 - Poland Service Stubs
7. LAWPCA Apportionment & Financials
8. Old Business
 - District Service Territory
 - Clean Water SRF Application
 - E-5 Generator
 - Miller Street RFP
9. Adjourn Regular Meeting.

Upcoming: Sewer Trustee Meeting May 21, 2024.

A true record:

Attest: _____



Edward Williams, Clerk

April 16, 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, April 16, 2024 at 4:00pm.

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

Absent: Matthew Waite, Assistant Superintendent
Brad Kowalski, Trustee

APPROVE MINUTES OF REGULAR MEETING OF MARCH 19, 2024

On motion of Stephen Milks, seconded by Dan Bilodeau, it was unanimously voted: **To approve the minutes of the Regular Meeting of March 19, 2024.**

FINANCIAL REPORT UPDATE – Revenues are up 4% from prior year. Interest income from CDs has a positive variance of \$27,000. Expenses overall are favorable to the budget mainly due to timing on maintenance and employee benefit expenses. The cash-on-hand at the end of March is at \$1.4 million.

RATIFY PAYMENT OF BILLS –

On motion of Robert Cavanagh, seconded by Dan Bilodeau, it was unanimously voted: **To ratify the payment of bills in the amount of \$436,984.86 as shown on the report dated March 1, 2024 to March 31, 2024 .**

The bills have already been paid and there is no need to ratify the payment of bills. The District is working on a Purchasing Policy which will be discussed in New Business. Trustee Robert Cavanagh asked if the payables report could still be part of the packets.

ACTIVITY REPORT/PROJECT UPDATE – The number of dig safes have increased. We are being pro-active in lift station checks which will help keep costs down.

The Fourth St. and Marian St. projects have been awarded to Gendron & Gendron who was the low bidder. However, they are so busy that the projects may not take place this year and held back to 2025 with guaranteed pricing. We have engaged Vortex to address protruding services, roots and conduct a comprehensive inspection. Their report will enable us to evaluate whether the main segments are suitable for re-lining or in need of replacement.

The Sewer District and Auburn Public Works have been working together to address an overflow connection between the storm water drain and a sewer district manhole near 115 Gamage Avenue. Vortex has been contracted for the necessary repairs.

NEW BUSINESS

RATE COMPARISON- The last sewer increase in 2022 has not been effective in keeping the cash-on-hand above a 90-day threshold. We do have the lowest sewer rates in the State.

Sewer needs: Washington St. Pump Station – Bonding \$1.3 million.

LAWPCA - \$200-\$300/year for the storm surge tank

Staffing needs

Increased capital costs

Options will be brought back to the Board for a potential rate increase in October or November, 2024 and again in 2025 once we know the numbers from LAWPCA.

An option to consider is to stop the seasonal credits for customers during the summer months.

DISTRICT PURCHASING POLICY – It has been an on-going recommendation of our annual audit to establish a Purchasing Policy.

How do we quote? How do we purchase? Who has the authority to make purchases? Trustee Bergeron has offered to help with the process. It was suggested we coordinate with the water trustees in removing the ratification of payments from the agenda but still provide the payables report for discussion. Both Boards can vote to remove ratification of payments from the Agenda at next month's meetings.

POLAND SERVICE STUBS – A property owner in Poland reached out and inquired about connecting to our water and sewer systems in Poland. We reviewed the as-builds of the Poland Extension which indicated that service stubs were left for this particular lot. When the contractor attempted to connect to the stubs, they could not be found. The District spent some considerable time trying to locate the stubs. The owner was told that the District is not responsible for the installation of service stubs. The contract with Poland shows they were responsible for the stub installations as per the design drawings.

Superintendent Broadbent spoke to the Poland Town Manager who thought maybe the stubs were not installed because it was a vacant lot.

LAWPCA APPORTIONMENT AND FINANCIALS – The apportionment has been held at 64/36. The sampling has become more stable which is reflected in the apportionment numbers.

OLD BUSINESS

DISTRICT SERVICE TERRITORY - The Poland Agreements and different versions of the Charters were given to Eaton Peabody. We hope to have a plan of action at the May meetings.

CLEAN WATER SRF APPLICATION – The District applied for \$1.3 million for the replacement of the Washington Street Pump Station. We will know by the beginning of May if we have been approved for any funds.

E-5 GENERATOR -The District has signed an easement agreement with the owners of 127 Taywood Road. The lot is to be surveyed and completed by May.

MILLER STREET RFP- We have an Agreement with Wright-Pierce Engineers for the investigation of the Miller Street area and upstream infrastructure. The first phase of the project will include flow monitoring.

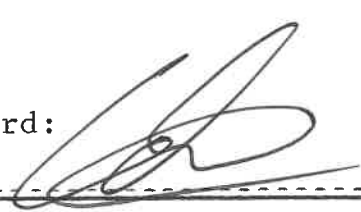
ADJOURN MEETING

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

Approved: May 21, 2024

A true record:

Attest: _____


Edward Williams, Clerk

**AUBURN SEWER DISTRICT
OPERATING STATEMENT
YTD APRIL 2024**

	APRIL	2024	Y-T-D THRU APRIL 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$1,329,667	\$3,751,189	\$1,406,868	\$1,251,016	\$155,853
Industrial Surcharge	14,447	52,462	15,789	16,730	(941)
Shared Debt with City	20,696	41,392	20,696	13,797	6,899
Jobbing & Mdse. - NET	4,283	8,833	5,912	2,944	2,968
Sewer Assessments	5,411	23,130	750	7,710	(6,960)
Finance Charges	1,917	6,408	2,077	2,136	(59)
Interest Income	16,699	7,920	38,444	2,640	35,804
Industrial Treatment Sampling	14,167	54,492	14,167	18,164	(3,997)
Capacity Fees (SDS)	28,500	31,164	6,000	10,388	(4,388)
TOTAL REVENUES	1,435,786	3,976,990	1,510,702	1,325,525	185,176
			37.99%	33.33%	< Standard
<u>EXPENSES:</u>					
Payroll	196,659	502,138	171,319	164,649	6,670
Employee Benefits	60,003	256,562	61,800	85,521	(23,721)
Maint. of Sewers	68,579	98,849	4,944	32,950	(28,005)
Lift Stations	24,670	74,825	50,255	24,942	25,313
Maint. of Buildings	18,501	51,840	20,491	17,280	3,211
Maint. of Trucks	4,844	36,771	10,862	12,257	(1,395)
Office Expense	17,546	32,659	13,955	10,886	3,069
Collection Expense	337	-776	409	-259	668
General Expense	1,679	8,783	3,270	2,928	342
Insurance	24,315	59,459	23,055	19,820	3,236
Legal & Accounting Fees	7,936	9,305	12,466	3,102	9,365
Billing Expense	30,351	93,209	18,705	31,070	(12,365)
L.A.W.P.C.A.	643,610	2,058,675	686,225	686,225	-
SUB-TOTAL	1,099,031	3,282,299	1,077,756	1,091,369	(13,613)
Interest	77,316	163,024	59,079	54,341	4,738
TOTAL EXPENSES	1,176,347	3,445,323	1,136,835	1,145,711	(8,876)
			33.00%	33.33%	< Standard
Bonds - Principal Payments	31,022	443,065	31,022	31,022	-
URPLUS FROM OPERATION	228,417	88,602	342,845	148,793	194,052

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

	<u>4/30/2024</u>	<u>12/31/2023</u>		<u>4/30/2024</u>	<u>12/31/2023</u>
Property, Plant and Equipment:					
Plant in Service	38,787,141	38,013,634	Equity Capital	21,093,025	20,676,850
Less: Accumulated Depreciation	<u>(18,349,699)</u>	<u>(17,876,357)</u>	Long Term Debt	4,949,946	4,981,281
	20,437,442	20,137,276			
Construction Work In Progress	336,852	806,716	Equipment Leases	61,942	61,942
Current Assets:			Current Liabilities:		
Cash	1,675,131	1,273,833	Current Portion of LTD	558,962	558,962
Accounts Receivable	220,481	271,031	Accounts Payable	218,655	81,240
Construction Assessments	0	7,325	Accrued Interest & Other	69,118	156,168
City of Auburn Debt	227,660	227,660	Customer Deposits	17,505	16,460
Inventory	68,059	48,540	Pre-Treatment Costs	-20,667	70,884
PrePays	7,282	4,787	Accrued LAWPCA	183,811	300,766
Total Current Assets	<u>2,198,614</u>	<u>1,833,176</u>	Total Current Liabilities	<u>1,027,383</u>	<u>1,184,481</u>
Investments:					
Money Market	506,944	503,605			
CD's	3,632,985	3,600,430			
Total Investments	<u>4,139,929</u>	<u>4,104,035</u>			
Deferred Charges	19,459	23,352			
Total Assets	<u><u>27,132,297</u></u>	<u><u>26,904,555</u></u>	Total Equity & Liabilities	<u><u>27,132,297</u></u>	<u><u>26,904,555</u></u>