

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, May 21, 2024 @ 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of April 16, 2024.
2. Financial Report Update - Brenda Palmer, MRWA.
3. Executive Session in accordance with 1 M.S.R.A § 405 (6) (C) to discuss a personnel matter.
4. Open Session
5. Activity Report/Project Update - Matt Waite
6. New Business
 - Update on Storage Garage
7. LAWPCA Apportionment & Financials
8. Old Business
 - District Service Territory
 - Clean Water SRF Application
 - E-5 Generator
 - Miller Street I & I Study
 - District Purchase Policy
 - Rate Comparison
 - Poland Service Stubs
9. Adjourn Regular Meeting.

Upcoming: Sewer Trustee Meeting June 18, 2024.

A true record:

Attest: _____

Edward Williams, Clerk

May 21, 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, May 21, 2024 at 4:00pm.

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

Absent: Brad Kowalski, Trustee
Dan Bilodeau, Trustee
Stephen, Ness, Trustee

APPROVE MINUTES OF REGULAR MEETING OF APRIL 16, 2024

On motion of Stephen Milks, seconded by Thomas Moulin, it was unanimously voted: **To approve the minutes of the Regular Meeting of April 16, 2024.**

FINANCIAL REPORT UPDATE – Metered revenue is favorable to budget by 14% for the month, and to prior year by 9%. Interest income, mainly on CDs, has a positive variance of \$36K. Lift station expenses are over budget due to CMP cost increases. Overall expenses are down slightly. The cash balance at the end of April was \$1.7 million, an increase of \$401K.

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

The meeting came out of Executive Session.

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

ACTIVITY REPORT/PROJECT UPDATE – The crew has been cleaning a lot of sewer mains. We have two employees on the vacor truck and the new employee will complete sewer lift station checks. Digsafes continue to increase in number.

Manhole frames and covers have been ordered for both the MDOT Project and the City of Auburn Hotel Project. The MDOT project has been postponed to May 22nd which raises concerns about the completion of the project in 2024. The Hotel Project remains on track with ASD overseeing the adjustment of 62 manholes by Gendron & Gendron. Vortex will address protruding services and roots on Fourth and Marion Streets and complete the CCTV inspection of sewer mains. The results of the inspection will determine whether to replace, re-line or make point repairs.

The City of Auburn and the Sewer District addressed a sewer and stormwater cross-connection on Gamage.

The site work at the W-6 pump station is finished. Spencer Paving will repair the damage to the driveway caused by our equipment.

The Miller St. Inflow & Infiltration Project is set to start with Wright-Pierce heading up the investigation into the sewer system's issues leading to multiple discharge incidents.

NEW BUSINESS

DISTRICT STORAGE GARAGE - In 2023 the District worked with Wright-Pierce engineers studying the options for either expanding our existing building or designing a storage garage. The City of Auburn passed a new ordinance that would require Auburn City Council approval before the issuance of a building permit. There was also political pressure for the District to look at properties outside of the downtown area. For these reasons the effort was put on hold. The possibility of creating a sub-committee was suggested to approach the City Council for approval. Superintendent Broadbent will discuss this with the Water trustees. He will check with Eric Cousins with regards to long range plans for this area.

LAWPCA APPORTIONMENT AND FINANCIALS – The apportionment has been held at 64/36 for the month of May. The Storage Tank Project is underway with the majority of the work being planning and design. They expect to break ground this Fall and complete the majority of the work by mid-summer, 2025.

COMPOST FACILITY -There are some interested buyers. They are in negotiations with a wood pellet company which would like all the property. LAWPCA is working with regulators to see if close out of the facility can be passed on through a real-estate transaction.

OLD BUSINESS

DISTRICT SERVICE TERRITORY - There is no update at this time. Eaton Peabody is reviewing and we should have an answer in June.

CLEAN WATER SRF APPLICATION – The District applied for \$1.3 million for the replacement of the Washington Street Pump Station. We did not make the primary list and will not get any funding for the project. We will pursue bonding options for this work.

E-5 GENERATOR -The District has signed an easement agreement with the owners of 127 Taywood Road. Terradyn Consultants have completed the property survey. Superintendent Broadbent is waiting for the meets-bounds language for the easement.

MILLER STREET RFP- Wright-Pierce has begun to install flow meters in sections of Main and Miller Streets.

DISTRICT PURCHASE POLICY - The Board received a draft of the District Purchasing Policy at the April meeting for their review before adoption.

On motion of Stephen Milks, seconded by Denis Bergeron, it was unanimously voted: **To approve the District Purchasing Policy as presented.**

RATE COMPARISON – Superintendent Broadbent is working with staff to develop options for a rate increase. We are looking at our summer rebate policy, debt projections and operating expenses. Our fees to LAWPCA will increase by about \$400,000 in 2026. We need to look at what rate increases to implement.

POLAND SERVICE STUBS – A letter written to the owner of 130 Springwater Road , Caleb Eulitt , was included in the trustee packet.

ADJOURN MEETING

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

Respectfully submitted,

Diane Drinkwater

A true record:

Attest: _____



Edward Williams, Clerk

	MAY	2024	Y-T-D THRU MAY 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$1,661,103	\$3,751,189	\$1,703,072	\$1,555,452	\$147,620
Industrial Surcharge	17,940	52,462	18,999	21,624	-2,625
Shared Debt with City	20,696	41,392	20,696	17,247	3,449
Jobbing & Mdse. - NET	4,383	8,833	7,973	3,680	4,292
Sewer Assessments	7,661	23,130	3,750	9,638	-5,888
Finance Charges	2,401	6,408	2,588	2,670	-82
Interest Income	18,013	7,920	48,873	3,300	45,573
Industrial Treatment Sampling	14,167	54,492	17,708	22,705	-4,997
Capacity Fees (SDS)	28,875	31,164	16,875	12,985	3,890
TOTAL REVENUES	1,775,240	3,976,990	1,840,534	1,649,301	191,233
			46.28%	33.33%	< Standard
<u>EXPENSES:</u>					
Payroll	231,997	502,138	205,816	207,665	-1,849
Employee Benefits	60,221	256,562	67,059	106,901	-39,842
Maint. of Sewers	74,212	98,849	9,963	41,187	-31,224
Lift Stations	29,217	74,825	36,711	31,177	5,534
Maint. of Buildings	18,801	51,840	\$23,150	21,600	-9,482
Maint. of Trucks	17,052	36,771	12,118	15,321	2,844
Office Expense	17,546	32,659	\$18,165	13,608	-13,140
Collection Expense	383	-776	467	-323	2,003
General Expense	1,679	8,783	1,679	3,660	23,139
Insurance	24,315	59,459	26,799	24,775	2,024
Legal & Accounting Fees	8,636	9,305	27,733	3,877	23,856
Billing Expense	30,351	93,209	24,090	38,837	-14,747
L.A.W.P.C.A.	643,610	2,058,675	857,781	857,781	0
SUB-TOTAL	1,158,021	3,282,299	1,311,531	1,366,065	-50,886
Interest	77,316	163,024	73,652	67,927	5,725
TOTAL EXPENSES	1,235,337	3,445,323	1,385,183	1,433,992	-45,161
			40.20%	33.33%	< Standard
Bonds - Principal Payments	31,022	443,065	31,022	31,022	0
SURPLUS FROM OPERATIONS	508,881	88,602	424,329	184,287	236,394