

**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, June 18, 2024 @ 4:00 P.M.

**AGENDA**

1. Approve Minutes of Regular Meeting of May 21, 2024.
2. Financial Report Update - Amy Hanscom, MRWA.
3. Open Session
4. Activity Report/Project Update - Matt Waite
5. New Business
  - Trustee vacancy
  - Staff Update
6. LAWPCA Apportionment & Financials
7. Old Business
  - District Service Territory
  - E-5 Generator
  - Miller Street I & I Study
  - Rates
8. Adjourn Regular Meeting.

**Upcoming:** Sewer Trustee Meeting July 16, 2024.

A true record:

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

Edward Williams, Clerk

June 18, 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, June 18, 2024 at 4:00pm.

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

Absent: Dan Bilodeau, Trustee  
Brad Kowalski, Resigned

#### **APPROVE MINUTES OF REGULAR MEETING OF May 21, 2024**

On motion of Stephen Milks, seconded by Denis Bergeron, it was unanimously voted: **To approve the minutes of the Regular Meeting of May 21, 2024.**

**FINANCIAL REPORT UPDATE** – Metered revenue is up about 4.8%. Project expenses will hit soon. The cash balance at the end of May was \$1.6 million. Finances are tracking good for the year.

**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. The sewer crew is now at full staff. There were no sewer overflows.

The district eliminates dead end manholes so that we can have access for maintenance. MDOT projects have been postponed to 2025 and will go out to bid in October, 2024. Gendron & Gendron is getting ready to re-construct Fourth Street. The lining of the sewer main will go out to bid with a bid opening before the next trustee meeting. Marian Drive is currently on hold.

The District will soon be seeking bids from qualified contractors for the cleaning and inspection of the Androscoggin River Siphon. This project is crucial for maintaining the siphon's functionality, preventing backups, identifying needed maintenance and mitigating risks related to the aging infrastructure.

#### **NEW BUSINESS**

**TRUSTEE VACANCY** – Brad Kowalski has resigned as trustee and the City has been notified. We will be looking for a new appointment by the City Council.

**STAFF UPDATE** – For the first time in a while our sewer crew is fully staffed. Two members of the staff have successfully passed their sewer collection system license exams. Our electrician, Rod Hill, has received his Grade 4 license and Derek Hoover passed his Grade 1 license. We continue to advertise for the position of Director of Finance. We have yet to find a suitable candidate. We are looking into different options to advertise the vacancy. Some recruiters have reached out but it is very costly.

**LACWA APPORTIONMENT AND FINANCIALS** – The apportionment has been held at 64/36 for the month of June. The rebranding with the name change was good to eliminate the word "pollution" in their name.

The Storage Tank Project's 60% design completion is scheduled for September 20<sup>th</sup> which is when mobilization is expected.

There is some serious interest in the compost facility. The due date for RFP submissions is July 10<sup>th</sup>.

June 18, 2024

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## **OLD BUSINESS**

**DISTRICT SERVICE TERRITORY** - Eaton Peabody have a legal opinion on the territory limits within the Charter. The contract with Poland allows us to serve into Poland. They do not see the need to amend the Charter. It is a good legal document to keep on file.

**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. We may need a legal opinion regarding existing covenants that are on the parcel that is being surveyed.

**MILLER STREET I & I STUDY** Wright-Pierce has installed 3 flow meters upstream of the Muller St. bypass line. We have had two flow events that have yielded good data. The plan is to install the meters further upstream to chase the flow to the source.

**RATES** – We have no recommendations at this time. We have a healthy cash balance. We do need to have a rate increase to cover the cost of upcoming projects. The District currently has a summer break program where the sewer summer quarter bills are based on winter usage. Doing away with the summer break program would be equal to a 3% rate increase.

Stephen Milks suggested a flyer to notify customers. Superintendent Broadbent will pull together the steps we need to follow and are required to do. He will have more information at the July meeting.

**STORAGE GARAGE** - Denis Bergeron is on the sub-committee from the Water District and we are looking for someone from the Sewer District. Stephen Milks volunteered. We need to engage City staff. The Wright-Pierce feasibility study is on hold. We need City approval before spending any more money on this project.

The Draft Audit has been made available for review.

## **ADJOURN MEETING**

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

Respectfully submitted,

Diane Drinkwater

Approved: July 16, 2024

A true record:

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

Edward Williams, Clerk

	JUNE	2024	Y-T-D THRU JUNE 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
<b>REVENUES:</b>					
Metered Income	\$1,974,518	\$3,751,189	\$2,051,202	\$1,858,663	\$192,539
Industrial Surcharge	20,224	52,462	22,245	25,299	-3,054
Shared Debt with City	20,696	41,392	20,696	17,247	3,449
Jobbing & Mdse. - NET	4,383	8,833	10,402	3,680	6,722
Sewer Assessments	7,661	23,130	10,273	9,638	635
Finance Charges	2,881	6,408	3,076	2,670	406
Interest Income	19,347	7,920	66,331	3,300	63,031
Industrial Treatment Sampling	17,708	54,492	21,250	22,705	-1,455
Capacity Fees (SDS)	28,875	31,164	21,000	12,985	8,015
<b>TOTAL REVENUES</b>	<b>2,096,293</b>	<b>3,976,990</b>	<b>2,226,475</b>	<b>1,956,187</b>	<b>270,288</b>
			<b>55.98%</b>	<b>33.33%</b>	< Standard
<b>EXPENSES:</b>					
Payroll	235,577	502,138	247,139	242,115	5,024
Employee Benefits	66,876	256,562	72,558	106,901	-34,343
Maint. of Sewers	78,449	98,849	10,480	41,187	-30,707
Lift Stations	34,623	74,825	62,007	31,177	30,830
Maint. of Buildings	\$25,753	51,840	\$24,807	21,600	3,207
Maint. of Trucks	18,012	36,771	15,336	15,321	15
Office Expense	\$19,552	32,659	\$18,365	13,608	4,757
Collection Expense	433	-776	515	-323	839
General Expense	3,299	8,783	3,270	3,660	-390
Insurance	28,049	59,459	30,440	24,775	5,665
Legal & Accounting Fees	8,914	9,305	28,133	3,877	24,256
Billing Expense	39,795	93,209	24,090	38,837	-14,747
L.A.W.P.C.A.	804,513	2,058,675	1,029,338	857,781	171,556
<b>SUB-TOTAL</b>	<b>1,363,844</b>	<b>3,282,299</b>	<b>1,566,477</b>	<b>1,400,515</b>	<b>165,962</b>
Interest	92,546	163,024	88,225	67,927	20,298
<b>TOTAL EXPENSES</b>	<b>1,456,389</b>	<b>3,445,323</b>	<b>1,654,702</b>	<b>1,468,442</b>	<b>186,260</b>
			<b>48.03%</b>	<b>33.33%</b>	< Standard
Bonds - Principal Payments	31,022	443,065	31,022	31,022	0
<b>PLUS FROM OPERATI</b>	<b>608,882</b>	<b>88,602</b>	<b>540,750</b>	<b>456,723</b>	<b>84,027</b>

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

	<u>6/30/2024</u>	<u>12/31/2023</u>		<u>6/30/2024</u>	<u>12/31/2023</u>
<b>Property, Plant and Equipment:</b>					
Plant in Service	38,714,426.74	38,013,633.74	Equity Capital	21,161,834.46	20,676,850.32
Less: Accumulated Depreciation	-18,432,099.18	-17,876,357.38			
	<u>20,282,327.56</u>	<u>20,137,276.36</u>	Long Term Debt	4,831,178.80	4,981,281.48
Construction in Progress	421,850.45	806,715.59	Equipment	61,942.00	61,942.00
<b>Current Assets:</b>			<b>Current Liabilities:</b>		
Cash	1,675,332.58	1,273,833.46	Current Portion of Long Term Debt	558,961.83	558,961.83
Accounts Receivable	211,347.78	271,031.44	Accounts Payable	56,131.53	81,240.48
Construction Materials Inventory	0	7,324.94	Accrued Interest	91,030.70	156,168.12
City of Auburn	227,659.64	227,659.64	Customer Deposits	17,805.00	16,460.00
Inventory	67,415.04	48,539.80	Pre-Treatment Plant	-27,750.06	70,883.96
Prepaids	3,641.17	4,786.72	Accrued LA	323,716.72	300,766.33
<b>Total Current Assets</b>	<u>2,185,396.21</u>	<u>1,833,176.00</u>	<b>Total Current Liabilities</b>	<u>1,019,895.72</u>	<u>1,184,480.72</u>
<b>Investments:</b>					
Money Market	507,707.52	503,605.01			
CD's	3,658,109.75	3,600,430.03			
<b>Total Investments</b>	<u>4,165,817.27</u>	<u>4,104,035.04</u>			
Deferred Contributions	19,459.49	23,351.53			
<b>Total Assets</b>	<u><u>27,074,850.98</u></u>	<u><u>26,904,554.52</u></u>	<b>Total Equity</b>	<u><u>27,074,850.98</u></u>	<u><u>26,904,554.52</u></u>