

July 12, 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, July 16, 2024 @ 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of June 18, 2024.
2. Financial Report Update - Amy Hanscom, MRWA.
3. Open Session
4. Activity Report/Project Update - *Matt Waite*
5. New Business
 - Workflow Efficiency Study, DWP Grant award.
 - Measuring of the Lake.
 - Siphon Cleaning and Inspection.
6. LAWPCA Apportionment & Financials
7. Old Business
 - Sewer Rate Increase.
 - Draft Audit.
 - E-5 Generator.
 - Miller Street I & I Study.
 - Staff Update
8. Adjourn Regular Meeting.

Upcoming: Sewer Trustee Meeting August 20, 2024.

A true record:

Attest: _____

Edward Williams, Clerk

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

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

Absent: Thomas Moulin, Trustee

APPROVE MINUTES OF REGULAR MEETING OF June 18, 2024

On motion of Stephen Milks, seconded by Robert Cavanagh, it was unanimously voted: **To approve the minutes of the Regular Meeting of June 18, 2024.**

FINANCIAL REPORT UPDATE – Metered revenues show a slight increase. Cash is steady and strong . The cash balance at the end of July 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. There have been no overflows. The crew has been raising manholes on Second Street and performing weekly lift station checks. The month of July has been one of the hottest on record.

HOTEL RD-MANLEY RD-POLAND SPRING RD – Gendron is on schedule to start surface paving in two months,

HOTEL ROAD RECONSTRUCTION – Lewiston Jct Rd to Constellation Dr. -Gendron is scheduled to start surface paving in two months

FOURTH STREET & MARIAN DRIVE – The City's reconstruction efforts are underway and there have been discussions about the possibility of completing Marian Drive within the current year. The inspection reports do not show a need for spot repairs, therefore, the sewer main will undergo lining. The City of Lewiston included the Sewer District in their bid for lining projects which could result in cost savings to the District for our lining projects.

DUNN ST – South Main St. to Riverside Dr. Based on Vortex inspection findings this section of main may be added to the lining contract with the City of Lewiston.

RIVERSIDE PUMP STATION DOOR - The bid from Atlantic Construction services to replace the double door came in \$650 under budget and scheduled to begin in late July or early August.

NEW BUSINESS

WORKFLOW EFFICIENCY STUDY -The District received a 2024 Capacity Development Grant for 75% up to \$30,000 to complete the study. Raybern Consulting will meet with staff with recommendations on how we can consolidate our efforts and what software would best serve our needs. Each District has budgeted \$7500 for the study.

On motion of Stephen Milks, seconded by Robert Cavanagh it was unanimously voted: **To authorize Superintendent Broadbent to proceed as needed to get the study in place.**

MEASURING OF THE LAKE – The event is typically held at the lake in August. We invite City Council members, watershed commissioners and LACWA members. This is a way of thanking the trustees for there service as board members. We do need to impress upon those invited that no shows are costly. We could possibly offer some educational events. It was agreed to have the event on September 4th.

SIPHON CLEANING AND INSPECTION - A request-to-bid was sent to qualified contractors for the cleaning and inspection of sections of our interceptor on Riverside Drive including the Tripple Barrel Inverted Siphon that crosses the Androscoggin River. The bid opening is scheduled for July 30th.

On motion of Denis Bergeron, seconded by Stephen Milks, it was unanimously voted: **To pre-authorize Superintendent Broadbent to move ahead with the award to the most qualified bidder not to exceed \$45,000.**

LACWA APPORTIONMENT AND FINANCIALS – The apportionment has been held at 62/38 . The Authority has several projects in the works. They have received several bids for the sale of their compost facility to be reviewed by a sub-committee. They are exploring future options for sludge removal. They are interested in completing a design study for a sludge dryer which would greatly reduce the volume of sludge and pre-qualify the Authority for future funding opportunities.

OLD BUSINESS

SEWER RATE INCREASE – There has been some discussion about eliminating the automatic sewer rebate that is calculated for all residential customers. This rebate is not currently defined in our rates or described in any policy that we can find. Staff and Superintendent Broadbent worked on a draft rebate policy to replace the current automatic rebate. This will generate an increase in revenue of about \$100,000 for the year. All increases or changes to rates require a vote by the board of trustees, notices to customers 14 days in advance of a public hearing and to hold a public hearing. The public hearing is scheduled for August 20th following the regular sewer trustee meeting.

On motion of Stephen Milks, seconded by Robert Cavanagh, it was unanimously voted: **To eliminate the automatic sewer rebate and adopt a new rebate policy.**

DRAFT AUDIT – The two recommendations made were to reconcile our general ledger accounts monthly and adopt policies and routine accounting practices. These recommendations will be implemented with the hiring of a new Finance Director.

Our net position decreased by \$100,00. We do have some hurdles coming up which may require a rate increase in 2025.

On motion of Stephen Milks, seconded by Denis Bergeron, it was unanimously voted : **To approve the 2023 Audit as presented.**

E-5 GENERATOR - Our attorney is drafting a permanent easement . This lot has permanent rights that we granted to abutters. We need to ensure that our generator does not infringe on the rights of others.

MILLER STREET I & I STUDY - We have gathered good data from all the recent rain storms. The largest influx of flow has been upstream of Main St. coming down Mechanics Row. The plan is to move the flow meters upstream of this section. We may need to extend the time for metering to ensure we collect good data.

STAFF UPDATE - The water and sewer crews are now fully staffed. We continue to interview for the Finance Director position and hopeful to fill the position soon. Our Watershed Manager has replaced Kevin Gagne in Lewiston. We are in the interview phase for this position. Superintendent Broadbent has requested a meeting with Lewiston to discuss our Inter-local Agreements for SCADA.

OTHER BUSINESS – BRADMAN WASTEWATER STATION -There is a large development on Stetson Rd. in the works. We need to ensure that we have the capacity to serve the development which will require some serious modeling work by Wright-Pierce.

ADJOURN MEETING

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

Respectfully submitted,

Diane Drinkwater

Approved: August 20, 2024

A true record:

Attest: _____

Edward Williams, Clerk

AUBURN SEWER - FINANCIAL INFORMATION

Sewer Metered Revenue - Versus Prior Year						
Month	2024	2023	MTD Change	%	YTD Change	%
January	\$337,824	\$350,999	(\$13,174)	-3.80%	(\$13,174)	-3.75%
February	\$356,311	\$311,955	\$44,356	14.20%	\$31,182	4.70%
March	\$338,063	\$320,990	\$17,074	4.70%	\$48,255	4.70%
April	\$376,670	\$345,724	\$30,946	9.00%	\$77,201	5.81%
May	\$338,467	\$335,699	\$2,769	1%	\$79,970	4.80%
June	\$374,199	\$319,014	\$55,185	18%	\$130,155	8.86%
July	\$340,707	\$320,882	\$19,845	6.18%	\$155,999	8.77%
August	\$0	\$318,187	(\$318,187)	(\$1)	(\$162,188)	-8.18%
September	\$0	\$350,382	(\$350,382)	(\$1)	(\$512,570)	-17.24%
October	\$0	\$324,262	(\$324,262)	(\$1)	(\$836,832)	-25.38%
November	\$0	\$344,613	(\$344,613)	(\$1)	(\$1,181,445)	-32.44%
December	\$0	\$310,396	(\$310,396)	(\$1)	(\$1,491,841)	-37.75%
Year-to-Date:	\$2,460,241	\$3,952,082				

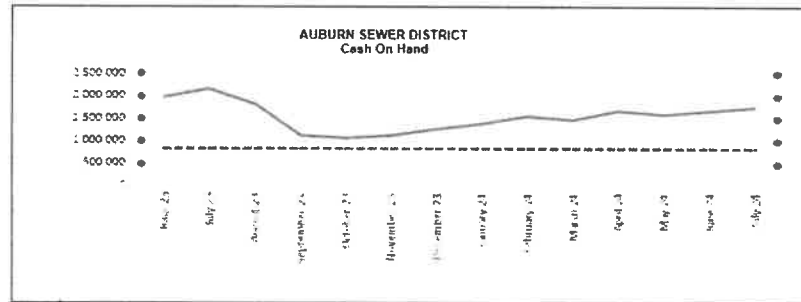
Sewer Metered Revenue - Versus Budget						
Month	2024	BUDGET	MTD Change	%	YTD Change	%
January	\$337,824	\$333,157	\$4,668	1.40%	\$4,668	1.40%
February	\$356,311	\$296,097	\$60,213	20.30%	\$64,881	10.31%
March	\$338,063	\$304,673	\$33,390	10.30%	\$98,271	10.31%
April	\$376,670	\$328,150	\$48,520	14.80%	\$144,701	11.47%
May	\$338,467	\$318,634	\$19,833	6.22%	\$164,624	10.41%
June	\$374,199	\$301,849	\$72,350	23.97%	\$238,974	12.59%
July	\$340,707	\$304,552	\$36,155	11.87%	\$273,129	12.40%
August	\$0	\$302,013	(\$302,013)	(\$1)	(\$28,884)	-1.16%
September	\$0	\$332,572	(\$332,572)	(\$1)	(\$361,455)	-12.81%
October	\$0	\$307,779	(\$307,779)	(\$1)	(\$669,234)	-21.38%
November	\$0	\$327,096	(\$327,096)	(\$1)	(\$996,330)	-28.82%
December	\$0	\$294,618	(\$294,618)	(\$1)	(\$1,290,948)	-34.41%
Year-to-Date:	\$2,460,241	\$3,751,189				

Sewer Metered Gallons Sold						
Month	2024	2023	MTD Change	%	YTD Change	%
January	48,300,327	41,913,971	6,386,357	15.24%	6,386,357	15.24%
February	43,330,144	38,203,950	5,126,194	13.42%	11,512,550	14.37%
March	46,113,452	41,764,071	4,349,381	10.41%	15,861,931	13.01%
April	42,113,148	40,666,494	1,446,654	3.56%	17,308,585	10.65%
May	43,762,840	42,807,150	955,690	2.71%	18,464,275	9.00%
June	45,688,092	40,323,775	5,364,317	13.31%	23,829,403	9.71%
July	42,742,343	43,150,542	(\$408,199)	-0.95%	23,421,204	8.11%
August	\$0	38,923,998	-38,923,998	-100.00%	-15,502,794	-4.73%
September	\$0	56,288,898	-56,288,898	-100.00%	-71,791,492	-18.70%
October	\$0	35,589,541	-35,589,541	-100.00%	-107,381,032	-25.60%
November	\$0	45,598,658	-45,598,658	-100.00%	-152,979,688	-32.90%
December	\$0	39,460,820	-39,460,820	-100.00%	-192,440,309	-38.15%
Year-to-Date:	312,051,156	504,491,485				

Sewer Gross Payroll						
Month	2024	Budget	MTD Change	%	YTD Change	%
January	\$40,129	\$73,163	(\$33,034)	-45%	(\$33,034)	-45.15%
February	\$33,653	\$47,083	(\$13,431)	-28%	(\$46,285)	-38.47%
March	\$40,996	\$38,360	\$2,636	7%	(\$43,629)	-27.51%
April	\$49,528	\$40,793	\$8,735	21%	(\$34,894)	-17.50%
May	\$34,879	\$38,189	(\$3,310)	-8.62%	(\$38,205)	-15.37%
June	\$39,049	\$33,701	\$5,348	16%	(\$30,946)	-11.40%
July	\$48,681	\$32,154	\$16,527	51.34%	(\$14,439)	-4.79%
August	\$0	\$45,433	(\$45,433)	(\$1)	(\$59,872)	-17.26%
September	\$0	\$40,524	(\$40,524)	(\$1)	(\$100,397)	-25.91%
October	\$0	\$41,917	(\$41,917)	(\$1)	(\$142,314)	-39.14%
November	\$0	\$33,092	(\$33,092)	(\$1)	(\$175,405)	-37.93%
December	\$0	\$39,638	(\$39,638)	(\$1)	(\$215,044)	-42.63%
* Five pay periods	\$287,094	\$502,138				

SEWER Capital Spending Versus Budget		
Capital Expenses - 2024	Budget	YTD Actual
Pump Station Generator Hook ups	\$10,000	\$2,552
E-5 Generator	\$46,000	\$5,657
W-4	\$15,000	\$0
Misc Shop Tools	\$10,000	\$0
PLC Upgrades (Split AWD)	\$8,250	\$0
2 Computers (Split AWD)	\$1,500	\$0
Ergonomic Office Furniture (Split AWD)	\$2,000	\$0
AWSD Conference Room upgrade	\$4,500	\$0
Software/Workflow Efficiency Study	\$7,500	\$0
Washington St. Design	\$0	\$2,078
Equipment	\$104,750	\$11,188
Sewer Lining	\$15,493	\$15,493
Miller Street Inflow Investigation	\$100,000	\$31,035
Fourth Street - Re-Line	\$83,000	\$0
Hotel Road - MDOT Paving	\$80,000	\$0
Center Street - MDOT Paving	\$77,000	\$0
Marion Street Road Reconstruction	\$50,000	\$0
Court Street - MDOT Paving	\$48,000	\$0
Minot Ave - MDOT Paving	\$48,000	\$0
Siphon Cleaning	\$45,000	\$0
Dunn St Re-Line	\$44,000	\$584
Chestnut Street - needs assessment req	\$10,000	\$0
LAWPCA Storm Surge Tank	\$1,749,800.00	\$243,923
Projects (total includes benefit costs on labor)	\$2,334,800	\$275,521
Total Capital	\$2,439,550	\$286,708

AUBURN SEWER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE								
Aging	Current	30 day	60 day	90 day	120 day	Finance Chgs	Other	Totals
July	341,110.57	22,543.73	8,488.30	1,882.48	17,065.77	2,098.63	-	413,710.80
	82.50%	7.90%	2.10%	2.90%	4.10%	0.60%	0.00%	
June	138,842.46	32,322.27	11,825.27	7,010.50	16,787.55	2,606.61	-	209,287.33
May	111,363.28	34,408.29	7,292.82	7,065.30	17,833.74	2,597.17	-	180,550.80
April	143,853.74	36,870.88	8,728.12	7,562.91	17,708.28	2,607.67	-	217,331.58
March	134,553.31	42,389.20	9,377.32	7,696.02	16,030.69	2,576.48	-	214,625.02
February	148,658.69	30,685.70	9,108.38	7,414.94	17,973.57	2,565.41	-	216,406.69
January	126,403.12	34,881.95	8,509.72	6,427.26	17,366.53	2,401.29	-	197,879.87



**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
SEVEN MONTHS ENDED JULY 31, 2024**

	JULY	2024	Y-T-D THRU JULY 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
REVENUES:					
Metered Income	\$2,314,162	\$3,751,189	\$2,445,069	\$2,186,179	\$258,889
Industrial Surcharge	23,697	52,462	26,005	30,292	-4,287
Shared Debt with City	24,145	41,392	20,696	24,145	-3,449
Jobbing & Mdse. - NET	3,928	8,833	10,548	5,153	5,395
Sewer Assessments	8,738	23,130	17,023	13,493	3,530
Finance Charges	3,390	6,408	3,506	3,738	-232
Interest Income	20,854	7,920	84,888	4,620	80,268
Industrial Treatment Sampling	21,250	54,492	24,792	31,787	-6,995
Capacity Fees (SDS)	28,875	31,164	29,250	18,179	11,071
TOTAL REVENUES	2,449,039	3,976,990	2,661,777	2,317,586	344,191
			66.93%	58.33%	< Standard
EXPENSES:					
Payroll	268,542	502,138	295,644	288,366	7,278
Employee Benefits	78,562	256,562	78,380	149,661	-71,281
Maint. of Sewers	83,370	98,849	14,974	57,662	-42,688
Lift Stations	44,419	74,825	69,668	43,648	26,020
Maint. of Buildings	29,130	51,840	\$24,822	30,240	-5,418
Maint. of Trucks	23,883	36,771	22,031	21,450	581
Office Expense	19,055	32,659	\$18,993	19,051	-58
Collection Expense	575	-776	195	-453	648
General Expense	3,478	8,783	3,270	5,123	-1,854
Insurance	31,584	59,459	36,073	34,684	1,389
Legal & Accounting Fees	9,087	9,305	30,590	5,428	25,162
Billing Expense	40,615	93,209	24,090	54,372	-30,282
L.A.W.P.C.A.	965,415	2,058,675	1,200,894	1,200,894	0
SUB-TOTAL	1,597,714	3,282,299	1,819,623	1,910,126	-90,503
Interest	107,775	163,024	102,798	95,097	7,701
TOTAL EXPENSES	1,705,489	3,445,323	1,922,421	2,005,224	-82,802
			55.80%	58.33%	< Standard
Bonds - Principal Payments	31,022	443,065	31,022	258,455	-227,433
SURPLUS FROM OPERATIONS	712,528	88,602	708,334	53,907	654,426

Non-Cash Items:

Depreciation - 2403-000	288,400
Amortz of Deferred Debits - 2434-000	3,892
City of Auburn Presentation Adj	20,696
Sub - Total Non-Cash	312,988
Income Statement - Bottom Line	426,368

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

	<u>7/31/2024</u>	<u>12/31/2023</u>		<u>7/31/2024</u>	<u>12/31/2023</u>
Property, Plant and Equipment:					
Plant in Service	38,787,140.93	38,013,633.74	Equity Capital	21,334,041.10	20,676,850.32
Less: Accumulated Depreciation	<u>-18,473,299.18</u>	<u>-17,876,357.38</u>	Long Term Debt	4,831,178.80	4,981,281.48
	<u>20,313,841.75</u>	<u>20,137,276.36</u>			
Construction Work In Progress	460,117.65	806,715.59	Equipment Leases	61,942.00	61,942.00
Current Assets:			Current Liabilities:		
Cash	1,233,404.78	1,273,833.46	Current Portion of LTD	558,961.83	558,961.83
Accounts Receivable	220,549.55	271,031.44	Accounts Payable	39,438.13	81,240.48
Construction Assessments	0	7,324.94	Accrued Interest & Other	107,910.41	156,168.12
City of Auburn Debt	227,659.64	227,659.64	Customer Deposits	17,905.00	16,460.00
Inventory	92,711.29	48,539.80	Pre-Treatment Costs	-31,291.73	70,883.96
PrePays	<u>17,498.30</u>	<u>4,786.72</u>	Accrued LAWPCA	<u>377,333.12</u>	<u>300,766.33</u>
Total Current Assets	<u>1,791,823.56</u>	<u>1,833,176.00</u>	Total Current Liabilities	<u>1,070,256.76</u>	<u>1,184,480.72</u>
Investments:					
Money Market	508,095.74	503,605.01			
CD's	<u>4,204,080.47</u>	<u>3,600,430.03</u>			
Total Investments	<u>4,712,176.21</u>	<u>4,104,035.04</u>			
Deferred Charges	19,459.49	23,351.53			
Total Assets	<u><u>27,297,418.66</u></u>	<u><u>26,904,554.52</u></u>	Total Equity & Liabilities	<u><u>27,297,418.66</u></u>	<u><u>26,904,554.52</u></u>