

August 16, 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, August 20, 2024 @ 4:00 P.M.

**AGENDA**

1. Approve Minutes of Regular Meeting of July 16, 2024.
2. Financial Report Update - Amy Hanscom, MRWA.
3. Open Session
4. Activity Report/Project Update - Matt Waite
5. New Business
  - Sewer Expansion study.
  - Maine Municipal Association, Property and Casualty Dividends.
  - Taylor Brook Crossing, Poland Rd.
6. LAWPCA Apportionment & Financials
7. Old Business
  - Sewer Revenue Increase.
  - Workflow Efficiency Study, Update.
  - Measuring of the Lake.
  - E-5 Generator.
  - E-6 Generator.
  - Staff Update.
8. Adjourn Regular Meeting.

**Upcoming:** PUBLIC HEARING, REVENUE INCREASE August 20, 2024 at 5:00pm.

Sewer Trustee Meeting September 17, 2024

A true record:

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

Edward Williams, Clerk

August 20, 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, August 20, 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 and Matt Waite, Assistant Superintendent.

Absent: Thomas Moulin, Trustee

#### **APPROVE MINUTES OF REGULAR MEETING OF July 16, 2024**

On motion of Stephen Milks, seconded by Denis Bergeron, it was unanimously voted: **To approve the minutes of the Regular Meeting of July 16, 2024.**

**FINANCIAL REPORT UPDATE** – We did not get a budget report from Maine Rural Water for the month of August. The cash on hand continues to increase. We will be looking for an update on the budget in September.

**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 crew continues to adjust manholes and perform weekly pump station checks.

**ANDROSCOGGIN RIVER SIPHON CLEANING** – The District received two bids with the difference in the bids being very significant. This has prompted the District to re-assess the project's readiness. The siphon is a critical asset in the sewer collection system. The District will gather more information before proceeding.

**MILLER STREET I & I STUDY** - – After having reviewed the flow data collected it was determined to extend the study for another two weeks until August 23<sup>rd</sup>. The initial data was insufficient to confidently advance to the next phase of the study.

**LINING PROJECTS** – The District collaborated with the City of Lewiston in the bid process. The bids are under review.

**DUNN ST- (800')** Several protruding services must be removed.

**MARIAN DRIVE- (900')** The protruding services have been removed.

**FOURTH STREET-(1100')** The protruding services have been removed. Two manholes need to be installed before the sewer lining is completed.

**COOK STREET- (193')** This is not included in the 2024 budget but is being considered for lining due to its condition and maintenance challenges.

**CHESTNUT STREET- (153')** This section requires inspection before being considered and added to the lining project.

#### **NEW BUSINESS**

**SEWER EXPANSION STUDY** – The study focused on New Auburn, outer South Main Street and sections of Washington Street. The City of Auburn has applied for \$10 million for the expansion of water and sewer mains in these areas. We hope to know this winter and go to bid in 2025. Superintendent Broadbent will work with City staff and continue to answer questions on the expansion and how it will impact the District.

**MMA PROPERTY AND CASUALTY DIVIDENDS** – Both Districts have received dividends: Water District (\$3071) and Sewer District (\$2591). For the past five years we have acknowledged the employees with a fall lunch and a token of appreciation. Last year the Boards voted to divide the remaining balance of the dividends as a check to the employees. The trustees were in agreement to do the same this year.

**TAYLOR BROOK CROSSING -POLAND RD** -The District was notified that the MDOT plans to replace the Taylor Brook Bridge on Poland Rd. There appears to be a conflict with the proposed plans and our sewer main. We need to conduct a couple of test holes to determine the level of conflict. The District may need to negotiate for a property easement depending on the designed solution. The project is scheduled to bid in the Fall of 2025.

**LACWA APPORTIONMENT & FINANCIALS** – We seem to be tracking consistently this year using the traditional sample point. The Board has agreed to work with T&D Wood Energy on a Purchase and Sale Agreement.

### **OLD BUSINESS**

**SEWER REVENUE INCREASE** – The Public Hearing is scheduled for today August 20<sup>th</sup> following the regular meeting. All customers were notified of the meeting.

**WORKFLOW EFFICIENCY STUDY UPDATE** – The project is underway and we have seen some impressive demos for alternative billing software and asset management.

**MEASURING OF THE LAKE** – The measuring of the lake is set for September 4<sup>th</sup> at 5pm. Please RSVP by 8/28.

**E-5 GENERATOR** - The District has obtained an easement to place a standby generator at the E-5 pump station. The District will need a permit by rule because of the proximity to the pond. The generator has been ordered and we anticipate its arrival by the end of the year.

**E-6 GENERATOR** – We have been approached by property owners near the E-6 pump station who are willing to work with us and potentially give us an easement for a future generator. This would be a 2025 Capital Project.

**STAFF UPDATE** – The District has vacancies for 1 water operator, Watershed Manager and Finance Director.

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

On motion of Dan Bilodeau, seconded by Stephen Milks, it was unanimously voted: **To move into Executive Session to discuss a personnel matter.**

The meeting came out of Executive session.

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

Respectfully submitted by Diane Drinkwater,

Approved: September 17, 2024

A true record:

Attest: \_\_\_\_\_  
Edward Williams, Clerk

August 20, 2024

The Public Hearing- Revenue Increase of the Trustees of the Auburn Sewerage District was held in person at the Auburn Sewerage District office at 268 Court Street on Tuesday, August 20, 2024 at 5:00pm.

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

Absent: Thomas Moulin, Trustee

On motion of Stephen Milks, seconded by Dan Bilodeau, the Public Hearing was called to order.

There were two members of the public in attendance.

Superintendent Michael Broadbent introduced himself. He explained the reason for the Public Hearing which was to eliminate the automatic summer sewer credit. He gave those in attendance a history of the District and how it is governed by 7 members who serve on the Board of Trustees. He outlined the steps that were followed allowing the District to eliminate the automatic credit.

The new Policy will generate an anticipated \$100,000-\$120,000/year increase in revenue.

The District has upcoming projects; LACWA storage tank and the Washington St. Pump Station Upgrade. The District is looking at a potential rate increase in 2025 and 2026 to cover the cost of these projects.

The members of the public in attendance were residents at Taylor Pond. They were told that they could pay for the installation of an irrigation meter that would monitor the water not going to sewer.

The elimination of the automatic summer sewer credit is effective October 1, 2024.

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


Respectfully submitted,

Diane Drinkwater

Approved: September 17, 2024

A true record:

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

  
Edward Williams, Clerk

**AUBURN SEWERAGE DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
EIGHT MONTHS ENDED AUGUST 31, 2024**

	<b>AUGUST</b>	<b>2023</b>	<b>Y-T-D THRU AUGUST 2024</b>		
	<b>YTD - 2023</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>
<b><u>REVENUES:</u></b>					
Metered Income	\$2,633,961	\$3,751,189	\$2,778,676	\$2,495,014	\$283,662
Industrial Surcharge	27,125	52,462	28,548	34,632	-6,083
Shared Debt with City	31,044	41,392	27,595	27,595	0
Jobbing & Mdse. - NET	-2,581	8,833	13,033	5,889	7,145
Sewer Assessments	10,988	23,130	20,773	15,420	5,353
Finance Charges	3,935	6,408	4,012	4,272	-260
Interest Income	30,466	7,920	103,583	5,280	98,303
Industrial Treatment Sampling	28,333	54,492	28,333	36,328	-7,995
Capacity Fees (SDS)	32,625	31,164	45,000	20,776	24,224
<b>TOTAL REVENUES</b>	<b>2,795,897</b>	<b>3,976,990</b>	<b>3,049,553</b>	<b>2,645,204</b>	<b>404,349</b>
			<b>76.68%</b>	<b>58.33%</b>	<b>&lt; Standard</b>
<b><u>EXPENSES:</u></b>					
Payroll	355,990	502,138	333,551	330,834	2,717
Employee Benefits	112,403	256,562	80,119	171,041	-90,922
Maint. of Sewers	88,812	98,849	22,969	65,899	-42,930
Lift Stations	65,299	74,825	75,600	49,883	25,717
Maint. of Buildings	\$37,000	51,840	\$26,404	34,560	-8,156
Maint. of Trucks	33,557	36,771	22,454	24,514	-2,060
Office Expense	\$23,676	32,659	\$18,993	21,773	-2,779
Collection Expense	421	-776	217	-517	734
General Expense	8,166	8,783	3,270	5,855	-2,586
Insurance	37,906	59,459	37,123	39,639	-2,516
Legal & Accounting Fees	11,779	9,305	31,787	6,203	25,583
Billing Expense	51,285	93,209	27,331	62,139	-34,809
L.A.W.P.C.A.	1,287,220	2,058,675	1,372,450	1,372,450	0
<b>SUB-TOTAL</b>	<b>2,113,514</b>	<b>3,282,299</b>	<b>2,052,268</b>	<b>2,184,275</b>	<b>-132,007</b>
Interest	138,235	163,024	117,371	108,683	8,688
<b>TOTAL EXPENSES</b>	<b>2,251,748</b>	<b>3,445,323</b>	<b>2,169,639</b>	<b>2,292,958</b>	<b>-123,319</b>
	<b>87.78%</b>		<b>82.97%</b>	<b>58.33%</b>	<b>&lt; Standard</b>
Bonds - Principal Payments	744,630	443,065	31,022	295,377	-264,355
<b>SURPLUS FROM OPERATIONS</b>	<b>-200,482</b>	<b>88,602</b>	<b>848,892</b>	<b>56,870</b>	<b>792,022</b>

Non-Cash Items:

Depreciation - 2403-000	329,600
Amortiz of Deferred Debits - 2434-000	3,892
City of Auburn Presentation Adj	27,595
Sub - Total Non-Cash	361,087
Income Statement - Bottom Line	518,827

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

	<u>8/31/2024</u>	<u>12/31/2023</u>		<u>8/31/2024</u>	<u>12/31/2023</u>
<b>Property, Plant and Equipment:</b>					
Plant in Service	38,786,890.93	38,013,633.74	<b>Equity Capital</b>	21,427,373.32	20,676,850.32
Less: Accumulated Depreciation	-18,514,499.18	-17,876,357.38			
	<u>20,272,391.75</u>	<u>20,137,276.36</u>	<b>Long Term Debt</b>	4,831,178.80	4,981,281.48
<b>Construction Work In Progress</b>	550,666.95	806,715.59	<b>Equipment Leases</b>	61,942.00	61,942.00
<b>Current Assets:</b>			<b>Current Liabilities:</b>		
Cash	1,361,118.19	1,273,833.46	Current Portion of LTD	558,961.83	558,961.83
Accounts Receivable	216,240.03	271,031.44	Accounts Payable	539,652.61	81,240.48
Construction Assessments	0	7,324.94	Accrued Interest & Other	124,185.91	156,168.12
City of Auburn Debt	227,659.64	227,659.64	Customer Deposits	17,805.00	16,460.00
Inventory	137,048.29	48,539.80	Pre-Treatment Costs	-34,833.40	70,883.96
PrePays	15,282.13	4,786.72	Accrued LAWPCA	3,477.86	300,766.33
<b>Total Current Assets</b>	<u>1,957,348.28</u>	<u>1,833,176.00</u>	<b>Total Current Liabilities</b>	<u>1,209,249.81</u>	<u>1,184,480.72</u>
<b>Investments:</b>					
Money Market	508,484.25	503,605.01			
CD's	4,221,393.21	3,600,430.03			
<b>Total Investments</b>	<u>4,729,877.46</u>	<u>4,104,035.04</u>			
<b>Deferred Charges</b>	19,459.49	23,351.53			
<b>Total Assets</b>	<u>27,529,743.93</u>	<u>26,904,554.52</u>	<b>Total Equity &amp; Liabilities</b>	<u>27,529,743.93</u>	<u>26,904,554.52</u>