

# **AUBURN SEWERAGE DISTRICT**

**Office Telephone # 784-6469**

Regular 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 20, 2025 @ 4:00 P.M.**

## **AGENDA**

1. Approve Minutes of Special Meeting of April 15, 2025.
2. Financial Report Update - **Mike Bailey**
  - Paid Family Medical Leave.
  - Propane Bid.
3. Open Session / Public Comment.
4. Activity Report/Project Update - **Matt Waite**
5. New Business
  - Stetson Road Development, consideration of new public pumping station.
  - Inflow and Infiltration update.
6. LACWA Apportionment & Financials
7. Old Business
  - District Goals.
  - Meter Stipend.
  - SCADA Agreements.
  - Washington Street Pumping Station, Engineering Services Agreement.
  - Poland Road, Taylor Brook Bridge, Engineering Services Agreement.
  - Facilities assessment.
8. Adjourn Regular Meeting.

**Upcoming:** Sewer Trustee Meeting June 17, 2025.

A true record:

Attest:                     

Michael Bailey, Clerk



May 20, 2025

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 20 2025 at 4:00pm.

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

**Absent:** Graca Muzela

**APPROVE MINUTES OF REGULAR MEETING OF April 15, 2025**

On motion of Stephen Milks, seconded by Denis Bergeron, it was unanimously voted: **To approve the minutes of the Regular Meeting of April 15, 2025.**

**FINANCIAL REPORT UPDATE (Michael Bailey)** - Revenues and expenses are close to budget. Two bond payments were made in April. Those payments and the drawdowns of the storm surge tank funds resulted in a slight decrease in cash. The cash on hand of \$4.3 million is sufficient to service debt and fund operations.

**Maine Paid Family Leave** - The District elected to pay the 1% exclusively through employer contributions which is reflected in the budget. The State allows a waiver on these remittances after Q1,2025 if the employer can find a private insurance alternative approved by the State. We found a private plan through UNUM that will charge us .804% of the gross wage's vs the 1.00% from the State. The payments are paused until May, 2026 when the private plan becomes active. This will result in \$5000 in savings for the District.

**Maine Power Options Propane Bid** – Maine Power Options reached out to see if we would like to join their fuel bidding process this year with no necessary commitments. The District owns the vast majority of its propane tanks and there would be an opportunity to save some money with a new propane provider. In the past year with Dead River as our supplier we have paid an average of \$1.90/gallon for propane. A bid came in from Frederick Brothers Oil & Propane for \$1.46/gallon. After talking with a representative from Frederick Brothers and confirming they can handle our demand, the District signed a contract with them for the period of 7/1/2025-6/30/2026 that should save the District approximately \$6,500 in propane costs.

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

**ACTIVITY REPORT/PROJECT UPDATE** - The main line cleaning has been completed. The crew was busy with manhole adjustments. We will be installing a manhole at the dead end of Fairview Court to eliminate back up issues.

**DOT PAVING PROJECTS** - The crew participated in field training in the use of Mr. Manhole and Mr. Water Valve. These units will save substantial time and labor. In addition to efficiency gains, the crews found the process physically less demanding helping to reduce fatigue and the potential for injury.

The rental cost would be applied to the purchase of the equipment. Superintendent Broadbent recommended that the District make the purchase.

**E6 GENERATOR PROJECT** – The project involves relocating the electrical panel and installing a backup generator to improve the station's resiliency during power outages and severe weather events. The majority of the site work has been completed with electrical work scheduled in the coming weeks.

## **NEW BUSINESS**

**STETSON ROAD DEVELOPMENT – CONSIDERATION OF NEW PUBLIC PUMPING STATION –** A.R. Building Company has been approved for a 160-unit development on Stetson Road. Seventy-four (74) of the units will require a wastewater pump station for transportation of sewerage to the District's system. The developer has designed the station to meet our satisfaction. The District has an established practice of requiring a deposit of \$50,000 for the acceptance of new facilities to account for the depreciation of the new facilities.

The Impact Fee for the individual connections would be \$1550.00(residential customers). The fees are actually based on meter size. Superintendent Broadbent recommended charging the new customers the impact fees which would result in more revenue for the District.

Trustee Bergeron commented that this was not in the District's Terms and Conditions. Since the fees are already part of the Rate Schedule there is no need for a vote.

**I & I UPDATE-** The District installed a plug in the stormwater by-pass line at the intersection of Court St and Mechanics Row. The District has seen a significant decrease in storm surge flow in our system. The three-year average of storm flows put Auburn at 30% of the total surge received by the Clean Water Authority. Over the last several storms, the District's portion has been reduced to 22%. The more we reduce our flows to LACWA the lower our cost apportionment will be.

The Authority is tracking State and Federal funding related to PFAS and biosolids management.

The DEP has issued some corrective action requirements for the compost facility which is presenting some issues for the lenders of the purchaser, TD Wood. The Authority is working with the DEP to better understand the requirements.

## **OLD BUSINESS –**

**DISTRICT GOALS - Included** in the packet is the updated District goals. Superintendent Broadbent will continue to update the document each month as we make progress on the goals. Current progress items are underlined.

**METER STIPEND –** Finance Director Michael Bailey has prepared an overview of a proposed stipend for 2026. It takes into account meter depreciation and the anticipated revenue increase the District will realize with the replacements. Superintendent Broadbent would like to work on the numbers for 2026.

**SCADA AGREEMENTS** The Notice of Breach matures June 22<sup>nd</sup>. Lewiston has assigned their SCADA tech to serve on-call for the UV Plant and shared facilities. There has been no response. We may want to consider reaching out to legal counsel for resolution.

**WASHINGTON ST. PUMP STATION ENGINEERING SERVICES AGREEMENT –** The District has worked with Wright-Pierce Engineers to develop a scope to finish the design and permitting of the Washington St. Pump Station. The scope will include Construction Administration Service to ensure the project goes smoothly. The completion of this work is necessary to the successful completion of this project. Unfortunately, it pushes the project out to 2026-2027.

On motion of Stephen Milks, seconded by Patrick DeFilipp, it was unanimously voted: **To approve Station Design, Bidding and Construction Assistance Services for \$155,800 as presented by Wright-Pierce Engineers.**

**POLAND ROAD, TAYLOR BROOK BRIDGE ENGINEERING SERVICES AGREEMENT** - To accommodate the replacement of the bridge the District is required to relocate the gravity sewer main. The District has engaged Wright-Pierce Engineers to design a solution that would involve a new gravity main and stream crossing of Taylor Brook. DOT has pushed out the construction schedule and we are working to understand the time line for budgeting purposes.

**FACILITIES ASSESSMENT** - The District solicited three consultants to provide proposals for a facilities assessment for all District operations. Weston and Sampson presented the best proposal. Their approach and scope best serve the needs of the District and will help determine the future location and size of our operations facility. The Districts are not currently budgeted for this work, however, it is a current goal of both of the Districts.

On motion of Stephen Milks, seconded by Robert Cavanagh, it was unanimously voted: **To contract with Weston and Sampson for the facilities assessment at the quoted price of \$27,500.**

Trustee Cavanagh wondered why the District could not search for a site without having to pay to get this done. Superintendent Broadbent did not think that this would change the scope of the project. Trustee Bergeron suggested we look at the current site and figure out its flaws. He suggested we ask for an outline of our deficiencies. If that changes the price it would be brought back for review.

**OTHER BUSINESS** – Graca Muzela has now missed 4 meetings and has never attended any of the meetings. We have had no response from him. It was agreed to ask the City Council to remove him as a Trustee.

Trustee Bergeron wondered if there would be more interest if the time of the meeting was changed. Trustee Ness said that if we went to a later time it would run into the dinner hour. The staff is already here and it would be more difficult to get everyone together with a time change.

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

Respectfully submitted,

Diane Drinkwater

Approved: June 17, 2025

A true record

Attest: 

Michael Bailey, Clerk



**AUBURN SEWERAGE DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
FIVE MONTHS ENDED May 31, 2025**

|                                | May              | 2025             | Y-T-D THRU May 2025 |                  |                      |
|--------------------------------|------------------|------------------|---------------------|------------------|----------------------|
|                                | YTD - 2024       | BUDGET           | ACTUAL              | BUDGET           | VARIANCE             |
| <b>REVENUES:</b>               |                  |                  |                     |                  |                      |
| Metered Income                 | \$1,703,072      | \$4,150,000      | 1,721,845.48        | \$1,720,821      | \$1,024              |
| Industrial Surcharge           | 18,999           | 43,000           | 12,989              | 17,724           | (4,735)              |
| Shared Debt with City          | 20,696           | 42,000           | 20,696              | 17,500           | 3,196                |
| Jobbing & Mdse. - NET          | 7,973            | 20,000           | 23,686              | 8,333            | 15,352               |
| Sewer Assessments              | 3,750            | 25,000           | 5,250               | 10,417           | (5,167)              |
| Finance Charges                | 2,588            | 6,500            | 2,364               | 2,708            | (344)                |
| Interest Income                | 48,873           | 156,000          | 36,612              | 65,000           | (28,388)             |
| Industrial Treatment Sampling  | 17,708           | 45,000           | 17,708              | 18,750           | (1,042)              |
| Capacity Fees (SDS)            | 16,875           | 40,000           | 9,000               | 16,667           | (7,667)              |
| <b>TOTAL REVENUES</b>          | <b>1,840,534</b> | <b>4,527,500</b> | <b>1,850,151</b>    | <b>1,877,920</b> | <b>(27,769)</b>      |
|                                |                  |                  | <b>40.86%</b>       | <b>83.33%</b>    | <b>&lt; Standard</b> |
| <b>EXPENSES:</b>               |                  |                  |                     |                  |                      |
| Payroll                        | 205,816          | 592,929          | 220,448             | 253,073          | (32,626)             |
| Employee Benefits              | 67,059           | 309,444          | 96,843              | 128,935          | (32,092)             |
| Maint. of Sewers               | 9,963            | 99,669           | 11,426              | 41,529           | (30,103)             |
| Lift Stations                  | 36,711           | 94,593           | 40,740              | 39,414           | 1,326                |
| Maint. of Buildings            | 23,150           | 50,649           | 31,024              | 21,104           | 9,921                |
| Maint. of Trucks               | 12,118           | 38,600           | 12,383              | 16,083           | (3,701)              |
| Office Expense                 | 18,165           | 38,389           | 17,159              | 15,995           | 1,164                |
| Collection Expense             | 467              | (325)            | 185                 | (135)            | 320                  |
| General Expense                | 1,679            | 7,812            | 3,455               | 3,255            | 200                  |
| Insurance                      | 26,799           | 54,556           | 23,038              | 22,732           | 307                  |
| Legal & Accounting Fees        | 27,733           | 10,879           | 6,190               | 4,533            | 1,657                |
| Billing Expense                | 24,090           | 95,726           | 31,681              | 39,886           | (8,204)              |
| L.A.W.P.C.A.                   | 857,781          | 2,059,354        | 865,932             | 858,064          | 7,868                |
| <b>SUB-TOTAL</b>               | <b>1,311,531</b> | <b>3,452,275</b> | <b>1,360,504</b>    | <b>1,444,468</b> | <b>(83,964)</b>      |
| Interest                       | 73,652           | 267,669          | 73,886              | 111,529          | (37,642)             |
| <b>TOTAL EXPENSES</b>          | <b>1,385,183</b> | <b>3,719,944</b> | <b>1,434,390</b>    | <b>1,555,996</b> | <b>(121,606)</b>     |
|                                |                  |                  | <b>38.56%</b>       | <b>83.33%</b>    | <b>&lt; Standard</b> |
| Bonds - Principal Payments     | 31,022           | 443,065          | 120,021             | 120,021          | 0                    |
| <b>SURPLUS FROM OPERATIONS</b> | <b>424,329</b>   | <b>364,491</b>   | <b>295,740</b>      | <b>201,903</b>   | <b>93,837</b>        |

**AUBURN SEWERAGE DISTRICT  
BALANCE SHEET  
PERIOD ENDING - May 31, 2025**

|                                       | 5/31/2025            | 12/31/2024           | 5/31/2025                             | 12/31/2024           |
|---------------------------------------|----------------------|----------------------|---------------------------------------|----------------------|
| <b>Property, Plant and Equipment:</b> |                      |                      |                                       |                      |
| Plant in Service                      | 38,939,765.80        | 38,904,979.87        | Equity Capital                        | 21,804,451.35        |
| Less: Accumulated Depreciation        | (19,171,531.76)      | (18,971,531.76)      | Long Term Debt                        | 4,580,683.70         |
|                                       | <u>19,768,234.04</u> | <u>19,933,448.11</u> | Equipment Leases                      | 71,659.31            |
| <b>Construction Work In Progress</b>  | 3,603,235.36         | 1,649,788.62         |                                       | 42,349.03            |
| <b>Current Assets:</b>                |                      |                      | <b>Current Liabilities:</b>           |                      |
| Cash/Money Market                     | 3,822,064.54         | 1,051,118.32         | Current Portion of LTD                | 291,392.68           |
| Accounts Receivable                   | 102,528.42           | 260,825.56           | Accounts Payable                      | 810,451.64           |
| Construction Assessments              | 0.00                 | 0.00                 | Accrued Interest & Other              | 60,627.38            |
| City of Auburn Debt                   | 214,171.67           | 234,868.01           | Customer Deposits                     | 16,860.00            |
| Inventory                             | 148,462.00           | 125,888.40           | Pre-Treatment Costs                   | (30,708.43)          |
| PrePays                               | 3,522.74             | (0.51)               | Accrued LAWPCA                        | 256,801.23           |
| <b>Total Current Assets</b>           | <u>4,290,749.37</u>  | <u>1,672,699.78</u>  | <b>Total Current Liabilities</b>      | <u>1,405,424.50</u>  |
| <b>Investments:</b>                   |                      |                      |                                       |                      |
| CD's                                  | 0.09                 | 3,748,941.41         |                                       |                      |
| <b>Total Investments</b>              | <u>0.09</u>          | <u>3,748,941.41</u>  |                                       |                      |
| <b>Deferred Charges</b>               | 0.00                 | 0.00                 |                                       |                      |
| <b>Total Assets</b>                   | <u>27,662,218.86</u> | <u>27,004,877.92</u> | <b>Total Equity &amp; Liabilities</b> | <u>27,662,218.86</u> |
|                                       |                      |                      |                                       | <u>27,004,877.92</u> |