

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, October 24, 2023 at 4:00 P.M.**

AGENDA

1. Approve Minutes of Regular Meeting of September 19, 2023.
2. Executive Session in Accordance with 1 M.S.R.A. § 405 (6) (C) to discuss a personnel matter.
3. Financial Report Update.
4. Ratify Payment of Bills
5. Open Session
6. Activity Report/Project Update - *Matt Waite*
7. New Business
 - E-5, back-up damage claim.
 - Proposals for Financial Services
8. LAWPCA Apportionment & Financials
 - CSO Tank Bid Process
 - Re-Branding Considerations
9. Old Business
 - Washington Street Pumping Station Design
 - Sewer Use Rules and Regulations Update
 - Fiscal Sustainability Plan
10. Adjourn Regular Meeting.

Upcoming: Sewer Trustee Meeting October 17, 2023

Memo

To: Water & Sewerage District Trustees

From: Michael Broadbent, Superintendent

CC: Files

Date: 10/19/2023

Re: Discussion of October Agenda Items

Water Trustees

Financial Report Highlights

Billed metered revenue was up \$99,517.17 in relation to budget. The month ended at cash on hand at \$2,940,404.38 which is \$538,301.42 lower than the month prior. As mentioned in the August report this was expected as bond payments were made.

Project Update

Hotel Road
Complete

Vernon & Grove Area
The area has been finish paved and AWD gates & services have been raised

Mill Street
The area has been finish paved and AWD gates & services have been raised

Washington Street
The area has been finish paved and AWD gates & services have been raised

Second Street

Gendron & Gendron installed approximately 540ft of 8" PVCO water main & 1 new hydrant on Second Street at Cook Street improving firefighting response and capabilities for the area. The water main has passed the main acceptance testing and all the services are connected. The temporary service lines have been removed along with the chlorination tap. G&G is going to base pave the week of 10/09 and will raise AWD gate valves & service taps. In the Spring of 2024 AWD will be responsible for raising gates & service boxes.

Eastside Taylor Pond

AWD notified customers about the project, the seasonal main has been deactivated, the site has been pre-marked for DigSafe and the majority of the parts & material are on hand.

Fall Flushing

Fall Flushing is about to start the week of 10/23. AWD will start with flushing approximately 67 hydrants/segments of main followed by 45 hydrants/segments of main that can be flushed during normal business hours.

Allied Road Leak

12" cast iron water main break at the intersection of Allied Road and Washington Street. The leak resulted in a boil water order being issued. On call staff responded promptly resulting in a timely repair. The crew reported pitting on the bottom of the pipe and a 4.5ft segment of new pipe was installed and secured with two 501 Romac couplings. The boil water order was lifted after the water samples resulted in a non-detect for coliform.

Old Business

Water Quality Update

Turbidity has continued to trend below average. Dissolved oxygen levels in the lake is very low particularly in the deeper sections of the lake. Seasonal cooling and lake mixing should help with this.

Watershed Boundary Discussion, DWP Letter

We received the necessary information from CDM Smith to draw a new watershed boundary map based on the recent findings. This removes 82 acres from the watershed on the south end of the lake near Gracelawn Road.

Ad-Hoc Committee Update

The Water Quality Ad-hoc Committee met on September 26. The Committee has agreed upon several of the original recommendations of the Watershed Commission to implement new protections in the Lake Auburn Watershed. The Committee has listed the agreed upon recommendations in a memo and addressed it to the Auburn Water District and the City of Lewiston Water Division. The Committee will continue to work on the remaining recommendations of the Commission.

I agree with and support adoption of all of these recommendations. I feel the first step we need to take is to forward these to the Maine Drinking Water Program so they are aware of the increased protections we are looking to implement. We also need to understand the legal ramifications of adopting all of the recommendations.

Commissioner Appointment

We received one application for the seat of Watershed Commissioner. Evan Cyr has re-applied. See attached application.

New Business

2024 Draft Budget

Developing a draft budget and understanding it has been extremely difficult without a full time Financial Director. However, we do have a Draft, it will be handed out at the meeting and discussed.

Proposals for Financial Services

Based on the success the District has seen in the past with contracting out our financial services, I met with three different entities and discussed our needs and past contracts. I met with the City of Auburn, Marine Rural Water Association and Maine Water. MRWA has presented a very comprehensive proposal that I feel would be a perfect fit for our organization. I recommend that we enter into a contract with them to proceed.

Sewer Trustees

Financial Report Highlights

Billed metered revenue was up \$2,209.31 in relation to budget. The month ended at cash on hand at \$1,135,115. This is a decrease of \$689,769 from the month prior. As mentioned in the August report this was partly expected as bond payments were made. Concerns and recommendations about revenue have been discussed with Mike. Suggest looking into the sewer credit or a rate increase.

Project Update

W-6

ASD staff have been working hard to deliver and complete the W6 pump station upgrade. Much of the project is completed. The remainder of the work is finishing work entailing electrical, landscaping and driveway repairs. The property owner that abuts ASD easement is pleased with the work and requests ASD complete the landscaping and driveway repairs in the Spring of 2024.

Fleet

ASD Vactor truck was at Greeley's garage for over 3 weeks. It required substantial repairs and parts such as, two turbos, a particulate filter, and an exhaust back pressure valve. The unexpected breakdown was both untimely and costly resulting in a \$21,600 expense.

2024 Sewer Lining

ASD contracted with Vortex to CCTV inspect segments of sewer main for 2024 CIP projects. Vortex was able to provide 5 days of inspection from September 12th through September 18th. The ASD Vactor truck was not available to prepare for Vortex inspection, however, ASD operators were able to utilize the trailer Jetter to prepare and clean sewer main segments. Vortex was able to inspect approximately 7,000ft of sewer main.

New Business

E5-Backup

Back in July we had a severe thunder storm that came through Auburn. The storm knocked down trees along Taylor Pond which caused us to lose power to the E-5 pumping station. Before we could get the generator started the station backed up and a nearby residence had a sewerage release in their basement. After the power was restored, we met with the homeowner and contacted Service Master to clean up the mess. After the cleanup we also received a claim from the home owner for personal property loss. We submitted the bill for

ServiceMaster and the personal property loss to our insurer, Maine Municipal Association. They concluded that the District was not at fault because of the power outage. We have paid the ServiceMaster bill, however; we have not paid the property loss because of the denial. ServiceMaster \$3,479, property damage \$855.28.

Proposals for Financial Services

Based on the success the District has seen in the past with contracting out our financial services. I met with three different entities and discussed our needs and past contracts. I met with the City of Auburn, Marine Rural Water Association and Maine Water. MRWA has presented a very comprehensive proposal that I feel like would be a perfect fit for our organization. I recommend that we enter into a contract with them to proceed.

LAWPCA Apportionment & Financials

The apportionment for October was held at 60/40. TSS numbers for Auburn continue to run high. Travis is working on the 2024 Budget and hopes to have the first draft completed by November.

LAWPCA had two contractor/engineer teams present their concepts for the design build of the CSO tank. Both teams urged the Authority to consider raising the elevation of the tank. For every 2' of raised elevation it could save around 1 million dollars in cost. The Board supports this and recognized that there is a 35' ordinance in Lewiston. The next milestone is November 9 when proposals are due and to be evaluated by the Board.

Old Business

Washington Street Pumping Station Design

Waiting on the final design from Wright-Pierce.

Sewer Use Rules and Regulations

Matt and I have not had the time to review proposed changes and move this forward.

Fiscal Sustainability Plan

We finalized our comments on the infrastructure rating and we are now awaiting the final report.

2024 Draft Budget.

Developing a draft budget and understanding it has been extremely difficult without a full time Financial Director. However, we do have a Draft, it will be handed out at the meeting and discussed.

The regular monthly 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, September 19, 2023 at 4:00pm.

Members present: Robert Cavanagh (Treasurer), Stephen Ness (President), Thomas Moulin, Brad Kowalski and Dan Bilodeau. Also present: Michael Broadbent, Superintendent, Matthew Waite, Assistant Superintendent and Stephen Milks, Mayor's Representative.

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

On motion of Daniel Bilodeau, seconded Thomas Moulin, it was unanimously voted: **To move into executive session to discuss a personnel matter.**

The meeting came out of executive session.

On motion of Daniel Bilodeau, seconded by Thomas Moulin, it was unanimously voted: **To approve the minutes of the Regular Meeting of August 15, 2023.**

FINANCIAL REPORT- Revenues are up reflecting a positive variance of a little over \$23,000. The cash on hand is at \$1,8million. Accounts payable will be high in September as bond payments become due.

RATIFY PAYMENT OF BILLS

On motion of Robert Cavanagh, seconded by Stephen Milks, it was unanimously voted: **To ratify the payment of bills in the amount of \$508,764.39 dated August 1, 2023-August 31, 2023.**

OPEN SESSION -As no one from the public was in attendance the open session was closed.

ACTIVITY REPORT /PROJECT UPDATE - The crews wrapped some projects.

W-6 – There have been several pre-construction meetings. Janet Nelson signed the Easement Agreement. A video of the area was taken to insure that the property is restored to its original state as promised.

2024 LINING - The District contracted with Vortex to inspect segments of sewer main for 2024 CIP projects.

The vactor truck was down, but the crew inspected 7,000' of main. We are being proactive and checking the lift stations on a weekly basis.

NEW BUSINESS –

MILLER STREET SSO –The above average rainfall this summer has caused repeated sanitary sewer overflows on Miller Street. The proximity of the inflow is within 1000'-2000' of Miller Street. The District met with City staff to discuss the problem and to pool our resources on this issue. We have started inspections of all catch basins and sewer manholes in this area. The City will do the same until we can identify the problem.

VACTOR TRUCK REPAIRS – A plugged injector has led to some costly repairs which could exceed \$25,000. The crew has been using the trailer jetter which has limitations and has slowed down our progress.

VICKERY WATER AND SEWER EXTENSIONS - FYI – If you extend they will come. The City has applied for money to develop that area. Wright-Pierce has conducted a study on the feasibility of extending water and sewer in the areas of Vickery Rd, South Main St. and Washington St. Wright-Pierce has prepared a design estimate and scope of work to move the project forward.

WORKERS COMPENSATION DIVIDEND CHECK – Superintendent Broadbent , as in the past years, would like to use 30% of the dividend check to thank employees for their hard work with a lunch and gift this year and future years. The check was in the amount of \$3082.

On motion of Stephen Milks, seconded by Robert Cavanagh, it was unanimously voted: **To approve Superintendent Broadbent’s request.**

Trustee Robert Cavanagh suggested that the full dividend be given back to the employees with a lunch, gift and the balance divided equally to all District employees in the form of a check as a safety bonus.

On motion of Stephen Milks, seconded by Dan Bilodeau to amend the previous vote, it was unanimously voted: **To return the full dividend to the employees.**

This gives the employees an incentive to continue to work safely. Trustee Bilodeau said that the District can decide the best way to give the dividend back to the employees.

LAWPCA APPORTIONMENT & FINANCIALS – The apportionment for September was held at 60/40. The CSO tank RFP was put out on August 14th as a design build project. LAWPCA is working on re-branding. LA Clean Water is being proposed as the new name. Following some discussion the Trustees agreed that it should be “ LA Clean Water Authority”.

OLD BUSINESS –

WASHINGTON ST. PUMP STATION DESIGN – Wright-Pierce has submitted a final layout of the new station for our review. They have begun the design based on this layout.

SEWER USE RULES AND REGULATIONS UPDATE – Superintendent Broadbent is working on a rough draft of the Sewer Use Rules and Regulations which he hopes to have available to the Trustees by mid-October for review.

FISCAL SUSTAINABILITY PLAN – We have applied for an extension with the Clean Water SRF program. We are in the review phase of the criticality rating system developed by Wright-Pierce to rate the condition of our system.

LEAD ASSISTANCE GRANT/AWD - The Water District has gone out to bid for a vector truck. They are going with a bigger and better engine.

MEASURING OF THE LAKE – Superintendent Broadbent was looking for sign up sheets. The District invited 43 people and received only 15 responses.

On motion of Stephen Milks, seconded by Thomas Moulin, it was unanimously voted:
To adjourn the meeting.

Respectfully submitted,

Diane Drinkwater

**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
NINE MONTHS ENDED SEPTEMBER 30, 2023**

	SEPTEMBER	2023	Y-T-D THRU SEPTEMBER 2023		
	YTD - 2022	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$2,748,546	\$4,010,574	\$2,984,343	\$2,999,405	(\$15,061)
Industrial Surcharge	39,423	52,249	31,734	39,429	(7,695)
Shared Debt with City	20,696	41,392	31,044	31,044	0
Jobbing & Mdse. - NET	7,377	9,795	(2,623)	7,346	(9,969)
Sewer Assessments	9,763	19,030	16,988	14,273	2,716
Finance Charges	4,786	6,489	4,408	4,867	(459)
Interest Income	11,359	9,058	30,466	6,794	23,673
Industrial Treatment Sampling	37,800	42,500	28,333	31,875	(3,542)
Capacity Fees (SDS)	34,875	28,367	41,250	21,275	19,975
TOTAL REVENUES	2,914,625	4,219,454	3,165,944	3,156,307	9,637
			75.03%	75.00%	< Standard
<u>EXPENSES:</u>					
Payroll	358,915	526,202	397,695	400,758	(3,063)
Employee Benefits	142,536	272,677	123,724	204,508	(80,784)
Maint. of Sewers	129,287	68,520	98,829	51,390	47,439
Lift Stations	69,892	74,825	71,178	56,119	15,059
Maint. of Buildings	38,288	51,823	\$40,078	38,867	1,210
Maint. of Trucks	22,986	28,890	55,876	21,668	34,209
Office Expense	16,707	31,849	\$ 25,091	23,887	1,204
Collection Expense	618	(776)	471	(582)	1,053
General Expense	3,079	5,948	9,489	4,461	5,028
Insurance	43,150	59,459	38,034	44,594	(6,561)
Legal & Accounting Fees	9,863	6,841	13,346	5,131	8,216
Billing Expense	58,292	81,317	52,117	60,988	(8,871)
L.A.W.P.C.A.	1,433,253	1,930,830	1,287,220	1,448,123	(160,903)
SUB-TOTAL	2,326,866	3,138,405	2,213,148	2,359,910	(146,763)
Interest	92,744	183,598	138,235	137,699	536
TOTAL EXPENSES	2,419,610	3,322,003	2,351,382	2,497,609	(146,227)
			70.78%	75.00%	< Standard
Bonds - Principal Payments	404,655	558,962	744,630	419,222	325,409
SURPLUS FROM OPERATIONS	90,360	338,489	69,932	239,477	(169,545)

Sewer Metered Revenue - Versus Prior Year

Month	2023	2022	MTD Change	%	YTD Change	%
January	\$350,998.58	\$311,995.69	\$39,002.89	12.50%	\$39,002.89	12.50%
February	\$311,954.71	\$300,697.83	\$11,256.88	3.74%	\$50,259.77	8.20%
March	\$320,989.65	\$297,207.28	\$23,782.37	8.00%	\$74,042.14	8.14%
April	\$345,723.97	\$315,754.25	\$29,969.72	9.49%	\$104,011.86	8.49%
May	\$335,698.56	\$298,264.88	\$37,433.68	12.55%	\$141,445.54	9.28%
June	\$318,014.17	\$297,064.21	\$20,949.96	7.05%	\$162,395.50	8.92%
July	\$320,862.35	\$320,877.00	(\$14.65)	0.00%	\$162,380.85	7.58%
August	\$387,179.88	\$302,573.53	\$84,606.35	27.96%	\$246,987.20	10.10%
September	\$310,191.99	\$304,111.13	\$6,080.86	2.00%	\$253,068.06	9.21%
October	\$0.00	\$319,983.35	(\$319,983.35)	-100.00%	(\$66,915.29)	-2.18%
November	\$0.00	\$292,754.01	(\$292,754.01)	-100.00%	(\$359,669.30)	-10.70%
December	\$0.00	\$313,861.74	(\$313,861.74)	-100.00%	(\$673,531.04)	-18.33%
Year-to-Date:	\$3,001,613.86	\$3,675,144.90				

Sewer Metered Revenue - Versus Budget

Month	2023	Budget	MTD Change	%	YTD Change	%
January	\$350,998.58	\$340,471.42	\$10,527.16	3.09%	\$10,527.16	3.09%
February	\$311,954.71	\$328,142.41	(\$16,187.70)	-4.93%	(\$5,660.54)	-0.85%
March	\$320,989.65	\$324,333.28	(\$3,343.63)	-1.03%	(\$9,004.17)	-0.91%
April	\$345,723.97	\$344,573.02	\$1,150.95	0.33%	(\$7,853.22)	-0.59%
May	\$335,698.56	\$325,487.40	\$10,211.16	3.14%	\$2,357.94	0.14%
June	\$318,014.17	\$324,177.15	(\$6,162.98)	-1.90%	(\$3,805.04)	-0.19%
July	\$320,862.35	\$350,163.32	(\$29,300.97)	-8.37%	(\$33,106.01)	-1.42%
August	\$387,179.88	\$330,189.30	\$56,990.58	17.26%	\$23,884.56	0.90%
September	\$310,191.99	\$331,867.24	(\$21,675.25)	-6.53%	\$2,209.31	0.07%
October	\$0.00	\$349,188.11	(\$349,188.11)	-100.00%	(\$346,978.80)	-10.36%
November	\$0.00	\$319,473.56	(\$319,473.56)	-100.00%	(\$666,452.36)	-18.17%
December	\$0.00	\$342,507.78	(\$342,507.78)	-100.00%	(\$1,008,960.14)	-25.16%
Year-to-Date:	\$3,001,613.86	\$4,010,574.00				

Sewer Metered Gallons Sold

Month	2023	2022	MTD Change	%	YTD Change	%
January	41,913,971	40,393,855	1,520,116	3.76%	1,520,116	3.76%
February	38,203,950	42,291,366	(4,087,416)	-9.66%	(2,567,301)	-3.10%
March	41,764,071	42,870,363	(1,106,292)	-2.58%	(3,673,693)	-2.93%
April	40,146,634	40,926,094	(779,461)	-1.90%	(4,453,053)	-2.67%
May	42,008,241	41,412,840	595,401	1.44%	(3,857,653)	-1.86%
June	71,612,966	42,317,778	29,295,188	69.23%	25,437,535	10.17%
July	38,793,846	41,978,643	(3,184,797)	-7.59%	22,252,738	7.62%
August	55,937,886	41,815,384	14,122,502	33.77%	36,375,240	10.89%
September	35,459,399	43,766,901	(8,307,512)	-18.98%	28,067,728	7.43%
October	0	50,570,470	(50,570,470)	-100.00%	(22,502,742)	-5.25%
November	0	39,556,424	(39,556,424)	-100.00%	(62,059,166)	-13.26%
December	0	40,069,014	(40,069,014)	-100.00%	(102,128,180)	-20.11%
Year-to-Date:	405,840,954	507,969,134				

Sewer Gross Payroll

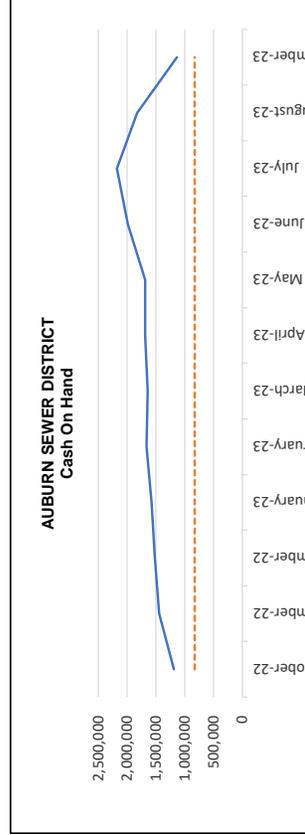
Month	2023	Budget	MTD Change	%	YTD Change	%
January	\$69,876.41	\$67,228.95	\$2,647.46	3.94%	\$2,647.46	3.94%
February	\$44,264.38	\$36,239.69	\$8,024.69	22.14%	\$10,672.15	10.31%
March	\$39,315.54	\$43,843.14	(\$4,527.60)	-10.33%	\$6,144.55	4.17%
April	\$44,378.60	\$46,368.07	(\$1,989.47)	-4.29%	\$4,155.07	2.15%
May*	\$35,510.51	\$44,103.36	(\$8,592.85)	-19.48%	(\$4,437.78)	-1.87%
June	\$43,210.32	\$35,320.90	\$7,889.42	22.34%	\$7,889.42	1.26%
July	\$45,612.11	\$47,318.99	(\$1,706.88)	-3.61%	\$1,744.76	0.54%
August	\$56,784.54	\$43,242.14	\$13,542.40	30.41%	\$14,986.90	5.83%
September	\$45,154.43	\$36,792.56	\$8,361.87	22.73%	\$23,348.77	5.83%
October	\$0.00	\$46,140.28	(\$46,140.28)	-100.00%	(\$22,791.51)	-5.10%
November	\$0.00	\$45,334.94	(\$45,334.94)	-100.00%	(\$68,126.45)	-13.84%
December	\$0.00	\$33,968.71	(\$33,968.71)	-100.00%	(\$102,095.16)	-19.40%
Year-to-Date:	\$424,106.84	\$526,202.00				

SEWER Capital Spending Versus Budget

Capital Expenses - 2023	*Budget	*YTD Actual
Truck 31 - Large Dump	\$12,500	\$0
GPS Unit (Split AWD)	\$5,000	\$3,998
Locator (Split AWD)	\$2,000	\$1,055
Misc Shop Tools	\$3,570	\$2,000
Washington St Pump Station Design	\$40,000	\$29,324
PLC Upgrades (Split AWD)	\$1,500	\$0
4 Computers (Split AWD)	\$2,500	\$0
Ergonomic Office Furniture (Split AWD)	\$3,000	\$0
Work Order System (Split AWD)	\$18,750	\$14,450
Equipment Garage Design (Split AWD)	\$6,000	\$4,296
Equipment	\$84,820	\$55,122
Davis Ave. - Lake to Dead End	\$51,975.00	\$427,912
Second St. - Roak - Brook	\$45,000.00	\$0
Hampton Ave. - Russell - Goodrich	\$25,650.00	\$0
High St. - Academy - Elm	\$10,800.00	\$0
Shepley St. - Downsize 24" to 15"	\$130,000.00	\$0
Marindale Rd. - Eliminate Sag	\$13,000.00	\$0
Replace Generator Cables	\$25,000.00	\$0
	\$135,000.00	\$0
Projects (total includes benefit costs on labor)	\$436,425	\$427,912
Total Capital	\$531,245	\$483,035

AUBURN SEWER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE

Aging	Current	30 day	60 day	90 day	120 day	Finance Chgs	Other	Totals
September	280,073.50	46,949.28	21,211.38	8,187.17	20,318.84	2,703.72	-	379,443.89
	73.8%	12.4%	5.6%	2.2%	5.4%	0.0%		
10/13/2023	\$297,315.86	\$44,219.03	\$21,829.58	\$9,622.32	\$20,785.33	\$2,634.92	\$-	\$396,407.04
August	\$124,943.03	\$39,935.38	\$10,502.09	\$8,076.17	\$15,505.19	\$5,039.03	\$-	\$204,000.89
July	\$312,404.28	\$8,944.54	\$22,539.13	\$10,096.71	\$18,105.58	\$2,615.74	\$-	\$424,705.98
June	\$268,514.49	\$51,811.94	\$22,225.02	\$8,044.74	\$18,701.45	\$2,611.28	\$-	\$374,520.96
May	\$148,690.91	\$37,675.30	\$7,439.39	\$7,678.90	\$16,261.23	\$2,305.20	\$-	\$220,050.93
April	\$110,325.47	\$23,335.44	\$8,898.42	\$9,622.82	\$17,042.51	\$2,409.31	\$-	\$171,633.97
March	\$111,645.32	\$48,321.36	\$10,269.46	\$9,648.48	\$17,522.54	\$2,408.18	\$-	\$199,815.34
February	\$134,585.75	\$30,199.64	\$7,574.92	\$10,157.54	\$18,468.74	\$2,363.19	\$-	\$203,349.78
January								



**Auburn Sewer District
Accounts Payable Check Register
September 1, 2023 thru September 30, 2023**

10/3/2023

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7507	9/1/2023	8	Keith Gosselin	8/31/2023	Refund Tenant Dep Bal A/R - Customer Accts Rec	72.41
						<u>72.41</u>
7508	9/1/2023	8	Andros. Registry Of Deeds	8/31/2023	release lien Lien Release Fees	22.00
						<u>22.00</u>
7509	9/1/2023	8	Constellation NewEnergy, Inc.	8/23/2023	Riverside Dr Accrued Power	0.70
7509	9/1/2023	9	Constellation NewEnergy, Inc.	8/22/2023	Evergreen Accrued Power	28.73
7509	9/1/2023	9	Constellation NewEnergy, Inc.	8/24/2023	Stetson Rd Accrued Power	0.06
						<u>29.49</u>
7510	9/1/2023	8	Gilman Electrical Supply	8/15/2023	Supplies Expense - W3 - PS	70.88
7510	9/1/2023	8	Gilman Electrical Supply	8/14/2023	Supplies Expense - W3 - PS	107.02
7510	9/1/2023	8	Gilman Electrical Supply	8/8/2023	Surge Protector Supplies - Mains - Mnt	346.78
						<u>524.68</u>
7511	9/1/2023	8	Keller America Inc.	8/14/2023	Supplies Expense-River Station PS	832.42
						<u>832.42</u>
7512	9/1/2023	8	Maine Municipal Assoc.	7/1/2023	Workers Comp Insurance - Workers Comp	2,103.30
						<u>2,103.30</u>
7513	9/1/2023	8	Martindale Associates, Inc.	8/11/2023	Radio-Riverside CSO Misc Expense-Mains-Mnt	1,512.00
						<u>1,512.00</u>
7514	9/1/2023	8	Rexel USA, Inc dba	8/7/2023	Supplies 2023 Generator Cables	1,127.36
						<u>1,127.36</u>

**Auburn Sewer District
Accounts Payable Check Register
September 1, 2023 thru September 30, 2023**

10/3/2023

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7515	9/1/2023	8		8/23/2023		
			Skelton, Taintor & Abbott		Services thru 071323 Legal Expenses	139.50
						<u>139.50</u>
7516	9/1/2023	9		8/22/2023		
			US Bank Corporate Trust Boston		2003C Accrued Interest	1,653.31
7516	9/1/2023	9		8/22/2023		
			US Bank Corporate Trust Boston		Bonds - 2003C - Principal	45,490.85
						<u>47,144.16</u>
7517	9/8/2023	9		8/24/2023		
			Constellation NewEnergy, Inc.		Bradman Accrued Power	103.54
						<u>103.54</u>
7518	9/8/2023	8		8/25/2023		
			David M. Dyer d/b/a		Generator Service Call Expense-Moosebrook PS	350.00
						<u>350.00</u>
7519	9/8/2023	8		7/31/2023		
			Green Mountain Pipeline Serv		Contracted Services #2 2023 Sewer Lining	74,106.65
						<u>74,106.65</u>
7520	9/8/2023	8		8/31/2023		
			MissionSquare		304412 ICMA 457 Accrued Deferred Comp	1,506.61
						<u>1,506.61</u>
7521	9/8/2023	8		8/31/2023		
			MissionSquare		109636 ICMA 401 Employee Benefits	2,713.83
						<u>2,713.83</u>
7522	9/8/2023	8		8/31/2023		
			MissionSquare		705328 Roth IRA Accrued IRA/ICMA	432.03
						<u>432.03</u>
7523	9/8/2023	8		8/24/2023		
			L.A.W.P.C.A.		2005LTD Accrued - LAWPCA	43,374.79
7523	9/8/2023	8		8/24/2023		
			L.A.W.P.C.A.		2015LTD Accrued - LAWPCA	512.22
7523	9/8/2023	8		8/24/2023		
			L.A.W.P.C.A.		2008LTD Accrued - LAWPCA	25,892.37

**Auburn Sewer District
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September 1, 2023 thru September 30, 2023**

10/3/2023

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7523	9/8/2023	8	L.A.W.P.C.A.	8/16/2023	CSO thru 072823 LAWPCA Storm Surg Tank	9,312.39
						<u>79,091.77</u>
7524	9/8/2023	8	McMaster-Carr Supply Co.	8/31/2023	Supplies 2023 Generator Cables	180.17
						<u>180.17</u>
7525	9/8/2023	8	Pine Tree Fence Company Inc	8/31/2023	Privacy Fence Expense - E3 - PS	2,509.00
						<u>2,509.00</u>
7526	9/15/2023	9	Isiah Conde	9/11/2023	Mileage Misc Expense-Buildings	48.55
						<u>48.55</u>
7527	9/15/2023	9	Constellation NewEnergy, Inc.	9/1/2023	E. Shore Lane Accrued Power	11.83
7527	9/15/2023	9	Constellation NewEnergy, Inc.	9/5/2023	"E" St Accrued Power	2.09
7527	9/15/2023	9	Constellation NewEnergy, Inc.	9/1/2023	"H" St Accrued Power	3.16
7527	9/15/2023	9	Constellation NewEnergy, Inc.	9/1/2023	Sandy Beach Accrued Power	54.21
7527	9/15/2023	9	Constellation NewEnergy, Inc.	9/1/2023	"F" St Accrued Power	2.78
7527	9/15/2023	9	Constellation NewEnergy, Inc.	9/1/2023	Garifeld Accrued Power	2.69
7527	9/15/2023	9	Constellation NewEnergy, Inc.	9/1/2023	Simpsons Beach Accrued Power	16.26
7527	9/15/2023	9	Constellation NewEnergy, Inc.	9/1/2023	E. Shore Rd Accrued Power	8.09
7527	9/15/2023	9	Constellation NewEnergy, Inc.	9/6/2023	Worthley Brook Accrued Power	217.05
						<u>318.16</u>

**Auburn Sewer District
Accounts Payable Check Register
September 1, 2023 thru September 30, 2023**

10/3/2023

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7528	9/15/2023	8	L.A.W.P.C.A.	8/24/2023	2010LTD Accrued - LAWPCA	56,699.40
						<u>56,699.40</u>
7529	9/15/2023	9	Maine Municipal Bond Bank	8/21/2023	Bonds - 2004FS - Principal	73,522.62
7529	9/15/2023	9	Maine Municipal Bond Bank	8/21/2023	2004FS Accrued Interest	3,726.19
7529	9/15/2023	9	Maine Municipal Bond Bank	8/21/2023	2009FS Accrued Interest	1,022.44
						<u>78,271.25</u>
7530	9/15/2023	9	US Bank Corporate Trust Boston	8/18/2023	2022A Bonds - 2022A - Principal	200,000.00
7530	9/15/2023	9	US Bank Corporate Trust Boston	8/18/2023	Accrued Interest	68,330.00
						<u>268,330.00</u>
7531	9/15/2023	8	Wright-Pierce	8/30/2023	Services thru 082523 2022-Capital Improvement Plan	7,241.56
7531	9/15/2023	8	Wright-Pierce	8/30/2023	Services thru 082523 Sewer Capacity Study	278.78
7531	9/15/2023	8	Wright-Pierce	8/30/2023	Services thru 082523 Washington St. PS Design	4,541.71
						<u>12,062.05</u>
7532	9/22/2023	9	City of Auburn	9/13/2023	Traffic Detail 2023 Sewer Lining	312.00
						<u>312.00</u>
7533	9/22/2023	9	Constellation NewEnergy, Inc.	9/12/2023	Merrow Rd Accrued Power	25.24
7533	9/22/2023	9	Constellation NewEnergy, Inc.	9/12/2023	River Station Accrued Power	260.54
7533	9/22/2023	9	Constellation NewEnergy, Inc.	9/13/2023	Moose Brook Accrued Power	254.03

Auburn Sewer District
Accounts Payable Check Register
September 1, 2023 thru September 30, 2023

10/3/2023

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7533	9/22/2023	9		9/12/2023		
			Constellation NewEnergy, Inc.		Lew Jct Rd #1 Accrued Power	288.18
						<u>827.99</u>
7534	9/22/2023	9		8/31/2023		
			Green Mountain Pipeline Serv		Camera Work-Chg out Expenses - Jobbing	2,000.00
7534	9/22/2023	9		8/31/2023		
			Green Mountain Pipeline Serv		Camera Work Misc Expense-Mains-Mnt	2,000.00
						<u>4,000.00</u>
7535	9/22/2023	9		9/12/2023		
			Hammond Lumber Co		Lumber W-6 PS 2021	87.11
						<u>87.11</u>
7536	9/22/2023	9		9/7/2023		
			Kennebec Equip. Rental		ConcRoto Hammer Supplies - Mains - Mnt	55.00
						<u>55.00</u>
7537	9/22/2023	8		8/31/2023		
			L.A.W.P.C.A.		Vector (9) Accrued - LAWPCA	1,665.00
7537	9/22/2023	8		8/24/2023		
			L.A.W.P.C.A.		2011LTD Accrued - LAWPCA	295,557.66
						<u>297,222.66</u>
7538	9/22/2023	10		10/1/2023		
			Maine Municipal Emp.Hlth.		39021 - Oct Ins Accrued Dental	231.87
7538	9/22/2023	10		10/1/2023		
			Maine Municipal Emp.Hlth.		39021 - Oct Ins Accrued IPP Withheld	343.03
						<u>574.90</u>
7539	9/22/2023	9		9/15/2023		
			Northland True Value Hardware		Rental W-6 PS 2021	50.00
						<u>50.00</u>
7540	9/22/2023	9		8/11/2023		
			Service Master Clean		Restoration Misc Expense-Mains-Mnt	2,433.48
						<u>2,433.48</u>
7541	9/22/2023	9		9/11/2023		
			Skelton, Taintor & Abbott		Services thru 082923 Legal Expenses	1,567.00
						<u>1,567.00</u>

**Auburn Sewer District
Accounts Payable Check Register
September 1, 2023 thru September 30, 2023**

10/3/2023

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7542	9/22/2023	9		9/5/2023		924.00
			Spencer Group		Patching 2023 Sewer Lining	
7542	9/22/2023	9		9/8/2023		780.00
			Spencer Group		Patching Supplies - Mains - Mnt	
						<u>1,704.00</u>
7543	9/22/2023	9		8/18/2023		50,000.00
			US Bank Corporate Trust Boston		2017B Bonds - 2017 - Principal	
7543	9/22/2023	9		8/18/2023		12,116.00
			US Bank Corporate Trust Boston		Accrued Interest	
						<u>62,116.00</u>
7545	9/29/2023	9		9/22/2023		33.88
			Cameron Tire & Service		LOF Truck #37 (2015 GMC Sierra)	
						<u>33.88</u>
7546	9/29/2023	9		9/21/2023		75.69
			Constellation NewEnergy, Inc.		Chicoine Accrued Power	
7546	9/29/2023	9		9/19/2023		115.54
			Constellation NewEnergy, Inc.		Washington Accrued Power	
						<u>191.23</u>
7547	9/29/2023	9		9/7/2023		87.50
			Gagne & Sons		Mortar Supplies - Mains - Mnt	
7547	9/29/2023	9		9/7/2023		52.50
			Gagne & Sons		Mortar Supplies - Mains - Mnt	
7547	9/29/2023	9		9/14/2023		141.18
			Gagne & Sons		Mortar Supplies - Mains - Mnt	
7547	9/29/2023	9		8/31/2023		47.06
			Gagne & Sons		Mortar Supplies - Mains - Mnt	
						<u>328.24</u>
7548	9/29/2023	9		9/20/2023		416.44
			Gilman Electrical Supply		Supplies W-6 PS 2021	
7548	9/29/2023	9		9/5/2023		40.07
			Gilman Electrical Supply		Supplies Expense-Evergreen Rd PS	

Auburn Sewer District
Accounts Payable Check Register
September 1, 2023 thru September 30, 2023

10/3/2023

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7548	9/29/2023	9		9/11/2023		
			Gilman Electrical Supply		Supplies W-6 PS 2021	346.20
7548	9/29/2023	9		9/26/2023		
			Gilman Electrical Supply		Supplies W-6 PS 2021	76.21
7548	9/29/2023	9		9/26/2023		
			Gilman Electrical Supply		Supplies W-6 PS 2021	208.53
						<u>1,087.45</u>
7549	9/29/2023	10		9/21/2023		
			Group Dynamic, Inc.		HRA - Oct Employee Benefits	24.00
						<u>24.00</u>
7550	9/29/2023	9		9/5/2023		
			L.A.W.P.C.A.		Sept Ops Accrued - LAWPCA	109,577.66
						<u>109,577.66</u>
7551	9/29/2023	9		6/27/2023		
			Maine Municipal Association		Prop & Casualty Pre-Paids	21,847.00
						<u>21,847.00</u>
7552	9/29/2023	9		9/21/2023		
			McMaster-Carr Supply Co.		Enclosure Louvers W-6 PS 2021	91.42
						<u>91.42</u>
Grand Total						<u>1,134,361.35</u>

Net Payroll + taxes

41,472.56

\$ 1,175,833.91

9/30/2023

VENDOR	REF	AWD G/L #	ASD G/L #	Amount
Anthem	Health Ins	1142-300	2604-000	8,448.45
Anthem	Health Ins	1142-300	2241-070	1,779.50
Anthem	Health Ins	1142-300	2241-071	16.41
Auburn Water District	Group Dynamic HRA debits	1142-300	2604-000	213.69
AutomaTech	Scada Software Support	1142-300	2620-500	262.50
Bisson Enterprises, Inc.	office cleaning	1142-300	2675-500	350.00
Broadbent, Mike	Sept mileage	1142-300	2675-500	175.00
Budget Documanet Technology	Sept Copier Rent	1142-300	2675-800	102.87
Central Maine Power	power @ 268 Court Street	1142-300	2615-500	229.37
Central Maine Power	power @ 268 Court Street	1142-300	2615-800	115.03
The Computer Place	IT Support	1142-300	2675-800	33.75
The Computer Place	IT Support	1142-300	2675-800	370.38
The Computer Place	IT Support	1142-300	2675-800	33.75
The Computer Place	IT Support	1142-300	2675-800	33.75
The Computer Place	IT Support	1142-300	2675-800	84.38
The Computer Place	IT Support	1142-300	2675-800	67.50
The Computer Place	IT Support	1142-300	2675-800	101.25
The Computer Place	IT Support	1142-300	2675-800	33.75
The Computer Place	IT Support	1142-300	2675-800	67.50
Constellation NewEnergy	energy charge @ 268 Court Street	1142-300	2615-500	118.65
Constellation NewEnergy	energy charge @ 268 Court Street	1142-300	2615-800	59.51
Dig Safe System, Inc.	monthly bill - SEP	1142-300	2675-600	273.35
Dube Gravel	Gravel - Swr Mains	1142-300	2620-600	288.00
Elan Financial	Tablecloths, Drinks	1142-300	2685-000	18.54
Elan Financial	Office Supplies	1142-300	1620-800	29.41
Elan Financial	Water, Candy	1142-300	2675-500	25.72
FirstLight	telephone service	1142-300	2676-800	95.84
Goodscape Lawn Care	Sept installment # 5 of 5	1142-300	2675-100	1,123.00
Horizon Solutions	Training Seminars	1142-300	2675-500	197.50
Intrado	Auto Calls	1142-300	2675-850	50.47
K. L. Jack	Earplugs	1142-300	2620-550	22.95
Kennebec Equipment Rental	Blades	1142-300	2620-500	149.95
City of Lewiston	SCADA Tech wages/benefits-AUG 2023	1142-300	2601-600	2,134.98
City of Lewiston	SCADA Tech wages/benefits-AUG 2023	1142-300	2604-000	301.04
City of Lewiston	SCADA Tech wages/benefits-AUG 2023	1142-300	2658-000	128.00
MWUA	Training	1142-300	2675-500	30.00
Maine State Retirement System	Retirement Contribution	1142-300	2604-000	81.99
Maine State Retirement System	Retirement Contribution - Life Ins	1142-300	2604-000	26.41
Maine State Retirement System	Retirement Contribution	1142-300	2241-030	61.89
NAPA	Misc Supplies	1142-300	2620-500	44.25
NAPA	Supplies W-6 Project	1142-300	2105-956	76.43
Ness Oil	Sept Fuel - Disc 3 months	1142-300	2620-500	(451.09)
Ness Oil	Sept Fuel - Trk 40	1142-300	2650-125	372.51
Ness Oil	Sept Fuel - Trk 37	1142-300	2650-124	310.41
Northern Data Systems	customer billing -Sept	1142-300	2675-700	831.26
Northland True Value Hardware	Chainsaw Parts, etc	1142-300	2677-000	110.39
Petro's	Bait Stations	1142-300	2620-500	9.99
Petro's	Brooms	1142-300	2620-500	45.99
Pine Tree Waste	bulk waste	1142-300	2675-500	102.39
Rent-It	Excavator - 2 Days	1142-300	2675-600	244.24
Sedgely Place	Catering - Mearuring of the Lake	1142-300	2685-000	1,186.25
Shredding On Site	Shredding	1142-300	2675-800	22.50
Spectrum-Charter Communications	Internet	1142-300	2676-800	67.49
Spencer Group Paving	Patching - Sewer Main Repair	1142-300	2675-600	1,950.00
Spencer Group Paving	Patching - Sewer Main Repair	1142-300	2675-600	895.05
Spillers	Locate Paint	1142-300	2620-500	129.00
U.S. Cellular	cell phones - Sept	1142-300	2676-500	295.47
United Ag & Turf	Pins	1142-300	2677-000	8.02
Unitil	Aug Nat'l Gas-Court St	1142-300	2620-500	111.68
Unum	Sept life insurance	1142-300	2604-000	
Voyager	Sept Answering Service	1142-300	2675-800	40.95
Warren's Office Supplies	TP, Trash Liners, etc	1142-300	2620-500	79.82
Warren's Office Supplies	Envelopes	1142-300	2620-800	51.69

24,270.72

AUBURN SEWERAGE DISTRICT
MONTHLY ACTIVITY REPORT
August 2023

MAINS

Location	Hrs.	Comments	OK	Plug	Manit.	Misc.	New
W6 Pump Station Upgrade	444						
Sewer Lining	13.5	Pavement Repair					
Dana CT	8	Jet and Clean					
Braman St	8	Jet and Clean					
East Bates St	10	Jet and Clean					
Western Prom	22	Jet and Clean					
2 Week Checks	14	Jet and Clean					
Brann Ave	4	Jet and Clean					
Roy Ave	6						
Granite Street	6						
Davis St	6						
Hillsdale	6						
Martindale	6						
Bobbin Mills	27						
Gallander	16						
Western Ave	20						
Mary Carrol St	18						
Oakland St	8						
Loring Ave	8						
Windmere	5						
Oak Hill	5						
Monthly Total Hrs.	661						
Monthly Totals	0		0	0	0		0
2022 Monthly Totals	11		0	0	8	2	1
YTD Totals	51		2	1	34	13	1
2022 YTD Totals	49		3	2	31	8	5

MANHOLES

Location	Ck'd	Comments	OK	Cover	Misc.	Frame & Cover	New
Mill St	87	Raise MHs			1		
Washington St	38	Raise MHs			1		
Miller St	10	Raise MHs			1		
85 Western Prom		Odor reported from MH			1		
Monthly Totals	4		0	0	4	0	0
2022 Monthly Totals	4		0	0	1	3	0
YTD Totals	53		1	8	35	3	6
2022 YTD Totals	58		3	0	47	7	1

SERVICES

Location	Ck'd	Comments	New	OK	Misc.	on owner
800 Center St	1	Inspected Tap	1			
20 Gammon Ave	1	Service line backing up				1
146 Board Street	1	Service line backing up				1
Monthly Totals	3		1	0	0	2
2022 Monthly Totals	2		1	0	0	1
YTD Totals	26		5	0	4	17
2022 YTD Totals	29		3	2	5	19

DIG SAFE

Month	Total	Contractors	MDOT	APW	School Dept.	Leviston Water	Consolidated Comm.	AWD	CMP	ASD	GAS	MTA
January	204	190	0	0	0	0	0	6	5	0	2	1
February	68	28	0	0	0	0	0	4	31	0	5	0
March	77	50	0	0	0	0	0	4	15	1	6	1
April	236	163	2	31	0	0	0	9	24	0	6	1
May	200	112	0	17	0	0	3	5	48	1	13	1
June	137	15	89	0	0	0	0	4	9	4	15	1
July	162	110	0	0	0	0	0	3	34	6	7	2
August	146	92	1	24	0	3	0	13	4	0	5	4
September	123	68	1	33	0	0	2	3	10	0	4	2
October												
November												
December												
YTD Totals	1353	828	93	105	0	3	5	51	180	12	63	13
2022 Totals	1019	607	10	177	3	4	0	47	62	7	97	5

DUTY FOREMAN CALLS

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Service Issue	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	1						1				
Water District	4				3				1		
Monthly Totals	5	0	0	0	3	0	1	0	1	0	0
2022 Monthly Totals	4	0	0	0	3	0	1	0	0	0	0
YTD Totals	105	0	3	0	32	13	23	24	7	0	3
2022 YTD Totals	72	0	0	0	31	7	9	13	9	0	3

OTHER ACTIVITIES

- 1 Vortex Sewer Inspection
- 2 Remove Generator hookup at Moose Brook
- 3 Control panel wiring at E2, W7, and Evergreen pump station
- 4 Plan generator hookup replacements at E1, E2, E3, E5, E6, W2, W3, W4, W5, W6, W7
- 5 Cleaned Ash Landfill level sensor
- 6 Cleaned River Station
- 7 Vactor Truck Repaired
- 8
- 9

**Maine Rural Water Association Proposal for Contract
Financial Services for the Auburn Water and Sewerage
Districts**

October 7, 2023



Contact: Kirsten Hebert, Director

207-841-8920

Service Description and Anticipated Scope of Work: The Auburn Water and Sewerage Districts have inquired of Maine Rural Water Association (MRWA), as to the option of contract Financial Services.

MRWA currently provides full scale financial administration for seven of Maine's utilities. As such, we have a deep understanding of the Maine Public Utilities' Chart of Accounts, rules and accounting procedures. While we recognize that these do not apply to the Auburn Sewerage District, we submit that we have a firm understanding of the Governmental Accounting Standards necessary for a successful audit.

As discussed during our September 27th, visit, we understand that the Districts are seeking contractual services to perform the following tasks:

- Review monthly transactions and reconciliations made by District personnel to produce financial statements for District Management and the respective Boards.
- Virtually attend monthly Board meetings to assist Management with the review of financial statements, forecasting and emerging trends. We would anticipate providing financial statements, graphs, and information one week prior to the meeting(s).
- Assist Management with annual audit, provide auditors with requested financial reports.
- Assist Management with preparation of annual budgets.
- Completion of the PUC Annual Report.

During our visit, we inquired about the Districts' business critical systems such as the financial software, billing system, accounts payable and receivables processes. At our initial introduction to the Districts' systems, we anticipate opportunities for efficiencies to be gained, as well as a layer of resiliency created. We would work with District staff to review current practices, assess potential options and assist with transitions, should Management elect to pursue stated recommendations.

We also discussed assisting the Districts with reviewing the established Capital Improvement Plan(s) and Asset Management Plans and integrating these priorities into a long-range capital plan for budgeting (and rate making) purposes.

One Time Client Set Up Fee:

MRWA would assess a one-time set up fee in the amount of Three Thousand Dollars (\$3,000) for the following tasks:

- Coordinate remote access to the Districts' business critical systems, review email distribution lists to identify whether MRWA should be included in communications.

- Review Northern Data Service billing and payables portals for heightened proficiency.
- Review inventory tracking system in QuickBooks
- Review Credit Card account information and determine whether cards can be linked for auto reconciliations with existing financial operating system.

Payment for Services:

MRWA anticipates approximately 44 hours per month to provide services outlined above. Our billing rate is \$132.50; this is a blended rate for our financial staff inclusive of, but not limited to, Daphne Paulette, Brenda Palmer (CPA), and Kirsten Hebert. We firmly believe that MRWA's staff has utility financial/planning expertise far outpacing any other.

We are grateful for the opportunity to provide this proposal, Daphne and I very much enjoyed speaking with you and Matt about the Districts and we would sincerely enjoy the chance to work with you to help create efficiencies and streamline components of your financial department.

