

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, February 20, 2024 @ 4:00 P.M.**

**AGENDA**

1. Approve Minutes of Regular Meeting of January 16,2024.
2. Financial Report Update - Brenda Palmer, MRWA.
3. Ratify Payment of Bills
4. Open Session
5. Activity Report/Project Update - *Matt Waite*
6. New Business
  - Workflow Efficiency Study
  - IPP, Dental, Retirement; Review policy options
  - New Website
  - Siphon Cleaning
7. LAWPCA Apportionment & Financials
8. Old Business
  - Lewiston Auburn Municipal Airport, Easement
  - Miller Street RFP
  - Superintendent Review
- 9.Executive Session in Accordance with 1 M.S.R.A. § 405 (6) (C) to discuss a personnel matter.
10. Adjourn Regular Meeting.

Upcoming: Sewer Trustee Meeting March 19, 2024. Election of Officers

# Memo

**To:** Water & Sewerage District Trustees

**From:** Michael Broadbent, Superintendent

**CC:** Files

**Date:** 2/16/2024

**Re:** Discussion of February Agenda Items

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## Water Trustees

### Financial Report Highlights

Water revenue for the month is down slightly compared to budget and vs. prior year. Operating expenses are favorable year to date as compared to budget, mainly due to the timing of payroll and bonuses, and maintenance activity.

### Project Update

#### *Department of Transportation Projects*

- A virtual meeting with the DOT was held, exploring the possibility of AWSD being part of DOT project bids.
- Greg has been diligently working on tabulating quantities of manholes, water gate valves, and developing GIS maps of project-affected areas.
- A project scope has been established and will soon be discussed with field crews, providing clarity and guiding a comprehensive inspection of assets within project boundaries.
- This proactive approach will help manage the volume of capital work in 2024, ensuring AWSD is well-prepared.

## **New Business**

### **Maine Drinking Water Program Response Letter**

On November 1, 2023 the District sent a letter to the Maine Drinking Water Program requesting their review and comment on proposed changes to the Lake Auburn Watershed Overlay District. These changes consisted a re-delineation of the watershed boundary, increases to lot sizes within the overlay district from 1 acre to 3 acres, text amendments to the watershed ordinance that includes greater buffer zones and revisions to septic standards.

Included in the Packets is the DWP response to our letter dated January 19, 2024. The DWP applauds the work of the District to create the Ad-hoc Committee and only offered one comment regarding septic system curtain drains. After receiving this letter I contacted John Blaise with the City of Auburn. We had a conference call with the DWP and formatted language that satisfied the DWP concerns.

**Action Item** I recommend that the District formally request the City to adopt the specific language recommended by the DWP to avoid short circuiting of curtain drains in the Watershed Overlay District. I then advise that we inform the DWP of our actions and provide them with the revised language as adopted by the City of Auburn.

### **Workflow Efficiency Study**

**Both Boards**

I prepared a brief presentation on Workflow Efficiency; with the turnover we have experienced it has revealed deficiencies and redundancies with what we do. In some cases, the District has redundant software subscriptions that have the same functions, however, none of them are user friendly. We have taken some steps to realize immediate savings on monthly subscriptions, however, a more in-depth analyses are needed before we make more changes.

**Action Item** Mike to apply for Capacity Development Grant to help fund these analyses.

### **IPP, Dental & Retirement; Review Policy Options**

**Both Boards**

Currently the District works with Maine Municipal Association (MMA) to provide income protection and dental insurance to our employees. Currently employees are eligible for enrollment in these programs on their hire date with the District. MMA is suggesting that we adopt a policy to only open eligibility after employees complete a probationary period of employment with the District.

The District uses ICMA and makes contributions towards employee retirements. Currently this contribution goes into a 401(a) plan that only the District makes contributions to. Employees, if they elect, may open a 457 plan and make contributions to that plan independently of the District. Employees have asked can the two plans be merged into one so that interests can be compounded. The answer is yes but it requires us to amend our current plan. Making this amendment has no financial impact to the District.

**Action Item** I suggest a 6-month probationary period for income protection and dental insurance coverage from Maine Municipal Association. I support the District amending our 401(a) plan to allow employee contributions.

### New Website

**Both Boards**

Back in 2022 the District worked with a Public Relations firm and a new website was created for the District. The Website was never finalized so it has not gone live until now. We received training on WordPress and updated the bata site and went live this month. One big advantage is that the District staff has full access to edit and create content on the website. We are currently working to create a blog and system for alerts to assist making our business public for our customers' benefit.

### Water Quality Ad-Hoc Committee Appointment

At the Last Trustee meeting Andy Titus was appointed to replace Steve Milks on the Ad-Hoc Committee. Unfortunately, Andy was not nominated to serve an additional term at this time and we need to replace him on the Committee. **Action Item**

### Lake Auburn Stakeholders Group

The City of Auburn has formed the Lake Auburn Stakeholders Group. At the last Water Trustee meeting the Board voted to support the ordinances as they were adopted last December and that they would like a seat at the table for discussions. We have been asked to appoint 1 representative. **Action Item**

### Old Business

#### Water Quality Update

The Turbidity of the lake is slightly above average for this time of year, ice conditions are poor and the lake has already begun to warm. As always, we are going to monitor conditions closely.

### Cost Apportionment Discussion

Andy Titus and I met with Heather and Kevin from the City of Lewiston to discuss cost apportionment. While they could not agree to immediately start cost apportioning expenses based on flow, they were not opposed to looking into the logistics of doing so. In conclusion of the meeting, we agreed upon the following strategies; Mike and Kevin will work on a list of scenarios to run past regulatory agencies regarding flow proportionally changing costs. Heather is going to consult with our Auditor of GASB standards of accounting to see how this could be accomplished.

### Commission / Water Quality Ad-hoc Committee Updates

The Commission is currently working with Water Resource Services (WRS) to complete a phosphorus evaluation and improvement study of the major inputs to Lake Auburn. The Draft study is attached for your review.

The Commission continues to discuss adoption of ordinances in the upper watershed. There were a couple of failed motions at the last meeting to implement septic inspections and assign managerial and financial responsibilities of the inspections and improvements on the Commission. Commissioners asked that the Water Quality Ad-hoc Committee discuss the financial impacts of these new responsibilities.

The Ad-hoc group met on February 8. Septic inspections consumed the majority of the discussion. Funding, implementation and staffing are all factors that are still uncertain. Implementation of ordinances in the upper watershed towns was also discussed. There are varied opinions on the power of the District's Charter that will need to be defined.

### Superintendent Review

**Both Boards**

Jason Pawlina from the Water Trustee Board has feed back from all Trustees but one and has compiled the reviews on one document. The next step is to schedule a meeting with representatives from both Boards and Mike Broadbent to present the review.

### Lakeshore Drive

As directed by the Board, I confirmed with the State that there is no risk with signing a Municipal Partnership Agreement for the replacement of the Lakeshore Drive Culvert. The Agreement is to award the District up to \$750,000 towards the replacement of the culvert, we have three years to complete this project.

## LCRR Update

The District has been working on compiling and organizing our service records for the past year. We have found records that indicate the presence of lead service lines within our system. We have many services that we have no record of the material type. This will require us to further investigate each service that indicates the presence of lead or services where the material type is un-known. This will require engagement with our customers on accessing properties to identify material type. To assist with this effort, we are going to reach out to firms that are working with other water systems in the State to assist with this effort.

The District received an SRF Loan with 55% principle forgiveness to purchase hydro excavation equipment to assist with this project. The loan portion of the funding comes from the Maine Bond Bank, I submitted our application to them last October. The application to the Maine Bond Bank was not reviewed and or approved until January 31, 2024. We were approved for the September, 2023 bid price of \$626,939 (see attached award letter). Unfortunately, the vendor could not hold pricing on the equipment more than 30 days, they have supplied an updated price of \$636,674. The Difference between these prices will have to be funded by the District, \$9,735. If not we will have to re-submit an application which we may not get approved till mid-summer.

**Action Item                      Fund \$9,735 from cash on hand to purchase the new vactor truck.**

## Sewer Trustees

### Financial Report Highlights

Metered revenue for sewer is on budget for the month, and slightly under budget for January, 3.8%. Interest income, mainly on CD's, has a positive \$8K variance.

Positive budget variances in lift stations and office expense drove the overall positive expense variance.

The cash balance at the end of January was \$1.4M, an increase from December.

### Project Update

#### *Department of Transportation Projects*

- A virtual meeting with the DOT was held, exploring the possibility of AWSD being part of DOT project bids.

- Greg (GIS Tech) has been diligently working on tabulating quantities of manholes, water gate valves, and developing GIS maps of project-affected areas.
- A project scope has been established and will soon be discussed with field crews, providing clarity and guiding a comprehensive inspection of assets within project boundaries.
- This proactive approach will help manage the volume of capital work in 2024, ensuring AWSD is well-prepared.

**New Business**

Workflow Efficiency Study **See Above**

IPP, Dental & Retirement; Review Policy Options **See Above**

New Website **See Above**

**Siphon Cleaning**

The District has budgeted \$45,000 to clean siphons this year. The District has several siphons: two across Taylor Brook, two across the Little Androscoggin and the largest crosses the Androscoggin River. We have no record of ever cleaning or inspecting the condition of the largest siphon. This is a triple barrel inverted siphon that runs about 460’ under the river. We are going to start building a scope to bid the cleaning and assessment of the largest siphon. We hope to complete this work within one week in either August or September this year.

**LAWPCA Apportionment & Financials**

Apportionment was held at 62 – 38 for the month of February.

The Authority continues to deliver all biosolids to a landfill in Hartland. While this arrangement has served them well, they continue to engage in discussions with other entities to secure more long-term arrangements. They are in the process of studying and permitting the Lewiston Landfill as a back-up emergency plan for solids disposal.

Septic receiving at the Authority has continued to grow as a revenue source. In January they took in 117,000 gallons more than they anticipated (\$16,380). Some of this increase is attributed to the seasonally warm temperatures.

Effluent Quality continues to be very good despite the storm surges that occurred in December and January. During two large influent events they successfully

treated 378 million gallons over a 5 day period (75.6 MGD). They only by-passed 10.8 million gallons during that event.

Anaerobic Digestion continues to be a big success for the Authority. They are looking to increase their input of feed stocks. If optimized appropriately the entire facility could be energy independent.

### **Old Business**

#### **Lewiston Auburn Municipal Airport, Easement**

I continue to communicate with Johnathan Labonte with the Lewiston Auburn Municipal Airport regarding sewer easements. Currently our Lewiston Junction pump Station sits on their property without a properly recorded easement. They are more than willing to work with us get this resolved. It will be our responsibility to draft the easement language.

#### **Miller Street RFP**

Our bid package was distributed to 4 firms. We have two firms who are actively pursuing bidding this work. Bids will be opened February 20<sup>th</sup>.

**Action Item** I would like Trustee approval to spend up to \$200,000 pending a firm meets our bid requirements and can achieve the objectives of our proposal.

#### **Superintendent Review**

**See Above**



January 16, 2024

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, January 16, 2024 at 4:00pm.

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

On motion of Thomas Moulin, seconded by Dan Bilodeau, it was unanimously voted: **To approve the minutes of the Regular Meeting of December 19, 2023**

On, motion of Thomas Moulin, seconded by Dan Bilodeau, it was unanimously voted: **To approve the minutes of the Public Hearing meeting of December 20, 2023 regarding the proposed 2024 budget.**

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

**FINANCIAL REPORT-** The report was given by telephone by Brenda Palmer. Revenues remain under budget but offset by interest income. Payroll is favorable due to staffing. We are tracking activity on surge tank expenditures. There is not much change on the balance sheet and the cash on hand at year end is at \$1.2 million.

#### **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 \$184,240.95 dated December 1, 2023-December 31, 2023**

**ACTIVITY REPORT/PROJECT UPDATE** – The staff has been busy preparing for the 2024 projects. We have been reviewing historical data and the district’s assets in preparation for the projects. We are conducting routine checks of all lift stations. The December 18-22 rain/wind storm event resulted in a loss of power to over a dozen stations, up to 5 days in some cases. It was a challenge to keep all the stations in operation and the crew did an amazing job. We did not have a single sewer station overflow during this event. We had a minimal overflow on Miller St. Superintendent Broadbent submitted a report for FEMA reimbursement for expenses incurred as a result of the event.

The LA Airport is under new management. In 2017 the District obtained an easement to install a gravity sewer main on their property and we have the paperwork that covers this work. However, the easement was not approved by FAA. We also do not currently have an easement for the Lewiston Junction Road Pump Station. We are looking to make this right.

**LAWPCA APPORTIONMENT & FINANCIALS** – Apportionment returned to a historical normal in the month of January. The TSS numbers are back in line but the problem remains unresolved. It appears that sampling technique and location has a big impact on results and apportionment.

January 16, 2024

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**OLD BUSINESS -**

**TSS DISCUSSION** The District has no TSS data , so there is no basis for comparison when variances occur. We have identified sample locations and will collect quarterly samples. LAWPCA has agreed to analyze the samples and gather data establishing running numbers for better monitoring. Trustee Dan Bilodeau suggested looking at a 5-year history.

**MILLER ST – RFP-** We have developed an RFP for a comprehensive study of Miller Street which should be in the hands of the firms by the end of the month.

**SUPERINTENDENT REVIEW –** Jason Pawlina from the Water Trustee board has been spear heading this effort. Superintendent Broadbent requested a review to ensure he is meeting the board’s expectations.

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

On motion of Stphen Milks seconded by Robert Cavanagh, 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,

Diane Drinkwater`

**Auburn Sewer District**

	<b>JANUARY</b>	<b>2024</b>	<b>Y-T-D THRU JANUARY 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	\$350,999	\$3,751,189	\$337,824	\$318,451	\$ 19,373
Industrial Surcharge	4,090	52,462	3,087	4,299	(1,212)
Shared Debt with City	0	41,392	0	3,449	(3,449)
Jobbing & Mdse. - NET	915	8,833	4,306	736	3,570
Sewer Assessments	3,832	23,130	0	1,928	(1,928)
Finance Charges	434	6,408	520	534	(14)
Interest Income	830	7,920	9,305	660	8,645
Industrial Treatment Sampling	3,542	54,492	3,542	4,541	(999)
Capacity Fees (SDS)	4,500	31,164	4,500	2,597	1,903
<b>TOTAL REVENUES</b>	<b>369,141</b>	<b>3,976,990</b>	<b>363,083</b>	<b>337,196</b>	<b>25,888</b>
			<b>9.13%</b>	<b>8.33%</b>	<b>&lt; Standard</b>
<b><u>EXPENSES:</u></b>					
Payroll	71,441	502,138	41,781	41,218	563
Employee Benefits	18,889	256,562	15,033	21,380	(6,348)
Maint. of Sewers	1,103	98,849	2,910	8,237	(5,328)
Lift Stations	8,704	74,825	24,062	6,235	17,826
Maint. of Buildings	4,912	51,840	5,879	4,320	1,559
Maint. of Trucks	622	36,771	3,691	3,064	626
Office Expense	4,771	32,659	7,174	2,722	4,452
Collection Expense	50	-776	80	-65	145
General Expense	739	8,783	1,222	732	490
Insurance	9,228	59,459	3,740	4,955	(1,215)
Legal & Accounting Fees	1,200	9,305	6,436	775	5,661
Billing Expense	5,988	93,209	1,544	7,767	(6,223)
L.A.W.P.C.A.	160,903	2,058,675	171,556	171,556	-
<b>SUB-TOTAL</b>	<b>288,550</b>	<b>3,282,299</b>	<b>285,106</b>	<b>272,898</b>	<b>12,209</b>
Interest	20,671	163,024	15,184	13,585	1,599
<b>TOTAL EXPENSES</b>	<b>309,221</b>	<b>3,445,323</b>	<b>300,291</b>	<b>286,483</b>	<b>13,808</b>
			<b>8.72%</b>	<b>8.33%</b>	<b>&lt; Standard</b>
Bonds - Principal Payments	0	443,065	0	36,922	(36,922)
<b>SURPLUS FROM OPERATIONS</b>	<b>\$ 59,920</b>	<b>\$ 88,602</b>	<b>\$ 62,793</b>	<b>\$ 13,790</b>	<b>\$ 49,002</b>

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

	<u>1/31/2024</u>	<u>12/31/2023</u>		<u>1/31/2024</u>	<u>12/31/2023</u>
<b>Property, Plant and Equipment:</b>					
Plant in Service	\$ 38,011,815	\$ 38,013,634	<b>Equity Capital</b>	\$ 20,775,838	\$ 20,676,850
Less: Accumulated Depreciation	<u>(17,917,557)</u>	<u>(17,876,357)</u>	<b>Long Term Debt</b>	5,105,137	4,981,281
	20,094,257	20,137,276			
<b>Construction Work In Progress</b>	811,392	806,716	<b>Equipment Leases</b>	61,942	61,942
<b>Current Assets:</b>			<b>Current Liabilities:</b>		
Cash	1,392,280	1,273,833	Current Portion of LTTD	435,106	558,962
Accounts Receivable	212,085	271,031	Accounts Payable	54,073	81,240
Construction Assessments	7,325	7,325	Accrued Interest & Other	105,286	156,168
City of Auburn Debt	227,660	227,660	Customer Deposits	16,660	16,460
Inventory	48,540	48,540	Pre-Treatment Costs	67,342	70,884
PrePays	22,993	4,787	Accrued LAWPCA	329,277	300,766
<b>Total Current Assets</b>	<u>1,910,882</u>	<u>1,833,176</u>	<b>Total Current Liabilities</b>	<u>1,007,744</u>	<u>1,184,481</u>
<b>Investments:</b>					
Money Market	503,991	503,605			
CD's	3,608,733	3,600,430			
<b>Total Investments</b>	<u>4,112,725</u>	<u>4,104,035</u>			
<b>Deferred Charges</b>	21,406	23,352			
<b>Total Assets</b>	<u>\$ 26,950,661</u>	<u>\$ 26,904,555</u>	<b>Total Equity &amp; Liabilities</b>	<u>\$ 26,950,661</u>	<u>\$ 26,904,555</u>

Sewer Metered Revenue - Versus Prior Year						
Month	2024	2023	MTD Change	%	YTD Change	%
January	\$337,824	\$350,999	(\$13,174)	-3.8%	(\$13,174)	-3.75%
February	\$0	\$31,955	(\$31,955)	(\$1)	(\$325,129)	-49.04%
March	\$0	\$320,990	(\$320,990)	(\$1)	(\$646,119)	-65.67%
April	\$0	\$345,724	(\$345,724)	(\$1)	(\$991,843)	-74.59%
May	\$0	\$335,699	(\$335,699)	(\$1)	(\$1,327,544)	-79.71%
June	\$0	\$318,014	(\$318,014)	(\$1)	(\$1,645,555)	-82.97%
July	\$0	\$320,962	(\$320,962)	(\$1)	(\$1,966,418)	-85.34%
August	\$0	\$318,187	(\$318,187)	(\$1)	(\$2,284,604)	-87.12%
September	\$0	\$350,382	(\$350,382)	(\$1)	(\$2,959,249)	-88.64%
October	\$0	\$324,262	(\$324,262)	(\$1)	(\$3,303,862)	-89.75%
November	\$0	\$344,613	(\$344,613)	(\$1)	(\$3,303,862)	-90.72%
December	\$0	\$310,396	(\$310,396)	(\$1)	(\$3,614,258)	-91.45%
Year-to-Date:	\$337,824	\$3,952,082				

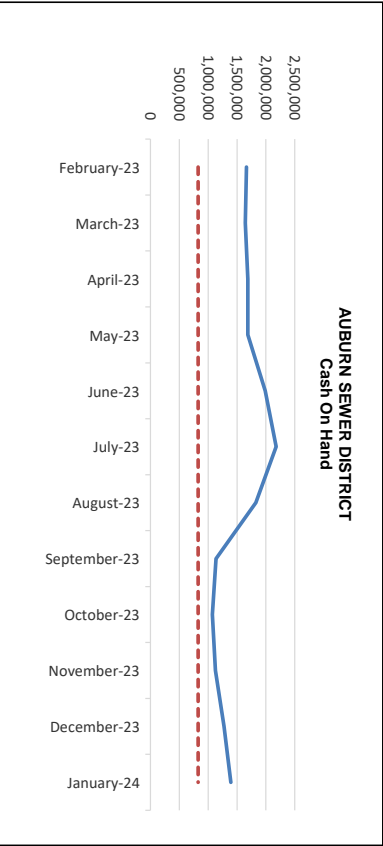
Sewer Metered Gallons Sold						
Month	2024	2023	MTD Change	%	YTD Change	%
January	48,300,327	41,913,971	6,386,357	15.24%	6,386,357	15.24%
February		38,203,950	(38,203,950)	-100.00%	(31,817,594)	-39.71%
March		41,764,071	(41,764,071)	-100.00%	(73,581,665)	-60.37%
April		40,666,494	(40,666,494)	-100.00%	(114,248,159)	-70.29%
May		42,607,150	(42,607,150)	-100.00%	(156,855,308)	-76.46%
June		40,323,775	(40,323,775)	-100.00%	(197,179,083)	-80.32%
July		43,150,542	(43,150,542)	-100.00%	(240,329,625)	-83.27%
August		38,923,998	(38,923,998)	-100.00%	(279,253,623)	-85.25%
September		56,288,698	(56,288,698)	-100.00%	(335,542,321)	-87.42%
October		35,599,541	(35,599,541)	-100.00%	(371,131,861)	-88.48%
November		45,598,656	(45,598,656)	-100.00%	(416,730,517)	-89.61%
December		39,460,620	(39,460,620)	-100.00%	(456,191,138)	-90.43%
Year-to-Date:	48,300,327	504,491,465				

Sewer Metered Revenue - Versus Budget						
Month	2024	Budget	MTD Change	%	YTD Change	%
January	\$337,824	\$333,157	\$4,668	1.4%	\$4,668	1.40%
February	\$0	\$296,097	(\$296,097)	(\$1)	(\$291,430)	-46.31%
March	\$0	\$304,673	(\$304,673)	(\$1)	(\$596,103)	-63.83%
April	\$0	\$328,150	(\$328,150)	(\$1)	(\$924,253)	-73.23%
May	\$0	\$318,634	(\$318,634)	(\$1)	(\$1,242,887)	-78.63%
June	\$0	\$301,849	(\$301,849)	(\$1)	(\$1,544,736)	-82.06%
July	\$0	\$304,552	(\$304,552)	(\$1)	(\$1,849,288)	-84.55%
August	\$0	\$302,013	(\$302,013)	(\$1)	(\$2,151,300)	-86.43%
September	\$0	\$332,572	(\$332,572)	(\$1)	(\$2,483,872)	-89.21%
October	\$0	\$307,779	(\$307,779)	(\$1)	(\$2,791,651)	-89.21%
November	\$0	\$327,096	(\$327,096)	(\$1)	(\$3,118,747)	-90.23%
December	\$0	\$294,618	(\$294,618)	(\$1)	(\$3,413,365)	-90.99%
Year-to-Date:	\$337,824	\$3,751,189				

Sewer Gross Payroll						
Month	2024	Budget	MTD Change	%	YTD Change	%
January	\$40,129	\$73,163	(\$33,034)	-45%	(\$33,034)	-45.15%
February	\$0	\$47,083	(\$47,083)	(\$1)	(\$80,117)	-66.63%
March	\$0	\$38,360	(\$38,360)	(\$1)	(\$118,477)	-79.89%
April	\$0	\$40,793	(\$40,793)	(\$1)	(\$159,271)	-85.10%
May	\$0	\$36,189	(\$36,189)	(\$1)	(\$195,460)	-86.69%
June	\$0	\$33,791	(\$33,791)	(\$1)	(\$229,251)	-88.43%
July	\$0	\$32,154	(\$32,154)	(\$1)	(\$261,405)	-88.69%
August	\$0	\$45,433	(\$45,433)	(\$1)	(\$306,838)	-89.64%
September	\$0	\$40,524	(\$40,524)	(\$1)	(\$347,362)	-90.65%
October	\$0	\$41,917	(\$41,917)	(\$1)	(\$389,279)	-91.32%
November	\$0	\$33,092	(\$33,092)	(\$1)	(\$422,371)	-92.01%
December	\$0	\$52,638	(\$52,638)	(\$1)	(\$462,009)	-92.01%
Year-to-Date:	\$40,129	\$502,138				

SEWER Capital Spending Versus Budget			
	* Budget	*YTD Actual	
<b>Capital Expenses - 2024</b>			
Pump Station Generator Hook ups	\$10,000	\$0	
E-5 Generator	\$46,000	\$0	
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	\$2,978	
<b>Equipment</b>	<b>\$104,750</b>	<b>\$2,978</b>	
Miller Street Inflow Investigation	\$100,000	\$0	
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	\$0	
Chestnut Street - needs assessment req	\$10,000	\$0	
LAWPCA Storm Surge Tank	\$4M	\$631	
<b>Projects (total includes benefit costs on labor)</b>	<b>\$585,000</b>	<b>\$631</b>	
<b>Total Capital</b>	<b>\$689,750</b>	<b>\$3,609</b>	

AUBURN SEWER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE						
Aging	Current	30 day	60 day	90 day	120 day	Finance Chgs
January	126,403,112	34,681,951	8,509,722	8,427,261	17,566,533	2,491,291
February	63.9%	17.5%	4.3%	4.3%	8.8%	1.3%
March	135,403,544	35,478,866	9,540,833	7,553,544	17,627,388	2,474,699
April	151,720,522	34,460,000	9,287,299	8,456,366	18,043,533	2,491,555
May	113,499,555	34,965,166	8,615,855	8,080,722	16,240,611	2,416,333
June						
July						
August						
September						
October						
November						
December						
January-24						
<b>Totals</b>						



**Auburn Sewer District**  
**Accounts Payable Check Register**  
**January 1, 2024 thru January 31, 2024**

2/1/2024

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7635	1/5/2024	12	Auburn Water District	12/22/2023	Nov Expenses A/P - Due to AWD	23,416.12
						<b><u>23,416.12</u></b>
7636	1/5/2024	12	Constellation NewEnergy, Inc.	12/22/2023	Riverside Accrued Power	0.89
7636	1/5/2024	12	Constellation NewEnergy, Inc.	12/18/2023	Washington Accrued Power	251.86
						<b><u>252.75</u></b>
7637	1/5/2024	12	MissionSquare	12/31/2023	304412 ICMA 457 Accrued Deferred Comp	1,144.56
						<b><u>1,144.56</u></b>
7638	1/5/2024	12	MissionSquare	12/31/2023	109636 ICMA 401 Employee Benefits	1,843.26
						<b><u>1,843.26</u></b>
7639	1/5/2024	12	MissionSquare	12/31/2023	705328 Roth IRA Accrued IRA/ICMA	264.60
						<b><u>264.60</u></b>
7640	1/5/2024	12	L.A.W.P.C.A.	12/5/2023	2023 Pretreatment Fees Expenses - Jobbing	36,000.00
						<b><u>36,000.00</u></b>
7641	1/5/2024	12	United AG & Turf NE LLC	12/26/2023	Gasket Set Equipment Maintenance	18.09
						<b><u>18.09</u></b>
7642	1/12/2024	1	Constellation NewEnergy, Inc.	12/25/2023	Bradman Accrued Power	225.19
7642	1/12/2024	1	Constellation NewEnergy, Inc.	1/4/2024	Worthley Brook Accrued Power	388.32
						<b><u>613.51</u></b>
7643	1/12/2024	1	Maine Municipal Emp.Hlth.	12/21/2023	39021 Ins Accrued Dental	376.16
7643	1/12/2024	1	Maine Municipal Emp.Hlth.	12/21/2023	39021 Ins Accrued IPP Withheld	343.03
						<b><u>719.19</u></b>

**Auburn Sewer District**  
**Accounts Payable Check Register**  
**January 1, 2023 thru January 31, 2024**

2/1/2024

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7644	1/12/2024	1	New England Truck Tire	1/5/2024	Tires Truck #40 (2016 Ford F350)	2,257.50
						<b><u>2,257.50</u></b>
7645	1/12/2024	12	Petro's Ace Hardware	12/18/2023	Dry Gas Supplies - T&D - Ops	14.57
						<b><u>14.57</u></b>
7646	1/19/2024	1	Auburn Water District	1/18/2024	Dec Expenses A/P - Due to AWD	23,822.72
						<b><u>23,822.72</u></b>
7647	1/19/2024	1	Constellation NewEnergy, Inc.	1/11/2024	Moose Brook Accrued Power	588.07
7647	1/19/2024	1	Constellation NewEnergy, Inc.	1/2/2024	Stetson Rd Accrued Power	0.17
						<b><u>588.24</u></b>
7648	1/19/2024	1	Davis-Ulmer Sprinkler Co Inc	1/11/2024	Calibrate Sensor Equipment Maintenance	160.00
7648	1/19/2024	1	Davis-Ulmer Sprinkler Co Inc	1/12/2024	Calibrate & New Sensor Equipment Maintenance	418.00
						<b><u>578.00</u></b>
7649	1/19/2024	1	L.A.W.P.C.A.	1/2/2024	Jan Ops Accrued - LAWPCA	106,564.35
7649	1/19/2024	12	L.A.W.P.C.A.	12/27/2023	CSO Project Thru 12/15/23 LAWPCA Storm Surg Tank	16,727.63
						<b><u>123,291.98</u></b>
7650	1/19/2024	2	Maine Municipal Emp.Hlth.	1/6/2024	39021- Feb Ins Accrued Dental	288.58
7650	1/19/2024	2	Maine Municipal Emp.Hlth.	1/6/2024	39021- Feb Ins Accrued IPP Withheld	237.93
						<b><u>526.51</u></b>
7651	1/19/2024	1	Maine Municipal Association	1/1/2024	Prop & Casualty Pre-Paids	21,847.00
						<b><u>21,847.00</u></b>

**Auburn Sewer District**  
**Accounts Payable Check Register**  
**January 1, 2023 thru January 31, 2024**

2/1/2024

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7652	1/26/2024	1	Constellation NewEnergy, Inc.	1/12/2024	"E" St Accrued Power	8.05
7652	1/26/2024	1	Constellation NewEnergy, Inc.	1/12/2024	"F" St Accrued Power	20.95
7652	1/26/2024	1	Constellation NewEnergy, Inc.	1/12/2024	"H" St Accrued Power	7.73
7652	1/26/2024	1	Constellation NewEnergy, Inc.	1/16/2024	E. Shore Rd Accrued Power	22.44
7652	1/26/2024	1	Constellation NewEnergy, Inc.	1/17/2024	Washington Accrued Power	235.77
7652	1/26/2024	1	Constellation NewEnergy, Inc.	1/19/2024	Riverside Accrued Power	1.01
7652	1/26/2024	1	Constellation NewEnergy, Inc.	1/12/2024	Garfield Accrued Power	7.08
7652	1/26/2024	1	Constellation NewEnergy, Inc.	1/12/2024	Pond View Accrued Power	99.13
7652	1/26/2024	1	Constellation NewEnergy, Inc.	1/12/2024	Simpsons Beach Accrued Power	27.44
7652	1/26/2024	1	Constellation NewEnergy, Inc.	1/12/2024	E. Shore Lane Accrued Power	20.20
7652	1/26/2024	1	Constellation NewEnergy, Inc.	1/12/2024	Sandy Beach Accrued Power	95.97
7652	1/26/2024	1	Constellation NewEnergy, Inc.	1/12/2024	Evergreen Accrued Power	33.86
7652	1/26/2024	1	Constellation NewEnergy, Inc.	1/12/2024	Chicoine Accrued Power	90.52
7652	1/26/2024	1	Constellation NewEnergy, Inc.	1/19/2024	Chicoine Accrued Power	67.88
						<b><u>738.03</u></b>



**Auburn Sewer District**  
**Accounts Payable Check Register**  
**January 1, 2023 thru January 31, 2024**

2/1/2024

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7654	1/26/2024	1	Rent-It Of Maine, Inc.	1/13/2024	E5 Bucket Trk Rental Expense - E5 - PS	260.61
						<b><u>260.61</u></b>
7655	1/26/2024	1	Stevens Electric & Pump Servic	1/4/2024	River PS Pump Repair Expense-River Station PS	13,132.00
						<b><u>13,132.00</u></b>
<b><u>Grand Total</u></b>						<b><u>251,329.24</u></b>

1/31/2024

VENDOR	REF	AWD G/L #	ASD G/L #	Amount
Affiliated Healthcare	Annual Drug Test	1142-300	2675-500	
AHM-Northern Light	Random Drug Testing	1142-300	2675-500	
Anthem	Health Insurance	1142-300	2604-000	9,317.42
Anthem	Health Insurance	1142-300	2241-070	
Anthem	Health Insurance	1142-300	2241-071	
Auburn Water District	Group Dynamics	1142-300	2604-000	
Bisson Enterprises, Inc.	Office Cleaning - Jan	1142-300	2675-500	350.00
Broadbent, Mike	Jan mileage	1142-300	2675-500	175.00
Budget Technology	Copier Maint - Quarterly	1142-300	2675-800	226.91
Budget Technology	Copier Lease	1142-300	2675-800	102.87
Central Maine Power	Power - 268 Court Street	1142-300	2615-500	177.20
Central Maine Power	Power - 268 Court Street	1142-300	2615-800	88.58
Cindy Cass	Mileage & Misc Supplies	1142-300	2675-500	115.96
City of Lewiston	SCADA Tech wages/benefits-Dec	1142-300	2601-600	1,652.12
City of Lewiston	SCADA Tech wages/benefits-Dec	1142-300	2604-000	241.93
City of Lewiston	SCADA Tech wages/benefits-Dec	1142-300	2658-000	99.13
Computer Place	IT Support	1142-300	2675-800	1,155.00
Computer Place	IT Support	1142-300	2675-800	431.13
Computer Place	IT Support	1142-300	2675-800	36.25
Computer Place	IT Support	1142-300	2675-800	72.50
Computer Place	IT Support/Laptop	1142-300	2675-800	879.50
Computer Place	IT Support	1142-300	2675-800	41.25
Computer Place	IT Support	1142-300	2675-800	72.50
Computer Place	IT Support	1142-300	2675-800	36.25
Computer Place	IT Support	1142-300	2675-800	87.50
Computer Place	IT Support	1142-300	2675-800	36.25
Computer Place	IT Support	1142-300	2675-800	290.00
Computer Place	IT Support	1142-300	2675-800	72.50
Computer Place	IT Support	1142-300	2675-800	36.25
Computer Place	IT Support	1142-300	2675-800	54.38
Computer Place	IT Support	1142-300	2675-800	36.25
Computer Place	IT Support	1142-300	2675-800	36.25
Consolidated Communications	Phone Updates	1142-300	2675-500	41.25
Constellation NewEnergy	Power - 268 Court Street	1142-300	2615-500	252.29
Constellation NewEnergy	Power - 268 Court Street	1142-300	2615-800	126.14
Dig Safe System, Inc.	Jan Services	1142-300	2675-600	308.68
Doris Bernier	Mileage	1142-300	2675-500	33.73
Dube Gravel	Salt / Sand Mix	1142-300	2620-500	63.00
Eastern Fire	Quarterly Sprinkler/Back Flow	1142-300	2675-500	72.13
Elan-Zoom	Monthly Fee	1142-300	2675-500	8.48
Elan-Indeed	Job Posting	1142-300	2675-800	187.40
Fastenal	Safety Glasses, Gloves	1142-300	2620-550	50.30
Fastenal	Safety Glasses	1142-300	2620-550	20.66
Fastenal	Safety Gloves	1142-300	2620-550	46.24
FirstLight	Telephone Service	1142-300	2676-800	96.08
FW Webb	Repair Kit-Restroom	1142-300	2620-500	56.24
Gilman Electrical	Misc Supplies	1142-300	2620-500	82.23
Gilman Electrical	Electrical Supplies - Barn	1142-300	2620-500	120.73
Gilman Electrical	Ballast - Barn	1142-300	2620-500	38.97
K. L. Jack	Misc Supplies	1142-300	2620-500	52.64
K. L. Jack	Cutting Blakes	1142-300	2620-500	33.66
K. L. Jack	Hard Hats	1142-300	2620-550	57.32
K. L. Jack	Hard Hats	1142-300	2620-550	5.45
Kennebec Equipment	Compressor Parts	1142-300	2677-000	133.13
Maine Air Power	PM Air Compressor	1142-300	2677-000	180.75
Maine Municipal Employees Trust	Jan - Ins	1142-300	2241-065	43.79
Maine Rural Water Association	Accounting Services - Dec	1142-300	2632-800	5,101.25
Maine State Retirement System	Retirement Contribution	1142-300	2241-030	26.41
Maine State Retirement System	Retirement Contribution	1142-300	2604-000	141.86
Maine State Retirement System	Retirement Contribution - Life	1142-300	2604-000	107.10
Maine Waste to Energy	Bulk Waste	1142-300	2675-500	53.33
Minuteman Press	Envelopes, Receipt Books, Etc	1142-300	2620-800	876.61
Napa	Headlight	1142-300	2650-125	37.61
Ness Oil	Dec Fuel	1142-300	2620-500	313.63
Ness Oil	Dec Fuel	1142-300	2650-125	410.78
Ness Oil	Dec Fuel	1142-300	2650-124	506.62
Ness Oil	Jan Fuel	1142-300	2620-500	270.21
Ness Oil	Jan Fuel	1142-300	2650-125	115.01
Ness Oil	Jan Fuel	1142-300	2650-124	363.01
Ness Oil	Jan Fuel Moosbrook	1142-300	2620-206	143.71
Ness Oil	Jan Fuel Sandy Beach (E-1)	1142-300	2620-213	119.17
Ness Oil	Jan Fuel Terrace (E-Z)	1142-300	2620-214	241.85
Ness Oil	Jan Fuel Worthley	1142-300	2620-201	91.13
Ness Oil	Jan Fuel Lew Jet Rd	1142-300	2620-203	231.33
Ness Oil	Jan Fuel River Station - Little Andy	1142-300	2620-204	144.06
Ness Oil	Jan Fuel Choicome	1142-300	2620-212	536.27
Ness Oil	Jan Fuel Shore Path	1142-300	2620-217	66.60
New England Crane	Annual Inspection Hoists	1142-300	2677-000	310.00
Northern Data Systems	Customer Billings	1142-300	2675-700	1,161.48
Northern Data Systems	Customer Billings-Update Message	1142-300	2675-700	82.50
Northern Data Systems	Y/E Supplies	1142-300	2620-800	75.80
Omni	Misc Shop	1142-300	2620-500	52.87
Petros	Portable heaters	1142-300	2620-500	33.99
Petros	Salted Sand	1142-300	2620-500	46.50
Petros	Rock Salt	1142-300	2620-500	43.96
Pine Tree Waste	Waste Disposal	1142-300	2675-500	114.46
Pitney Bowes	Dec to March meter rental	1142-300	2675-800	229.95
Rent It	Bucket Rental	1142-300	2675-500	132.09
Reserve Account - Pitney Bowes	Replenish Postage	1142-300	2675-700	300.00
Reserve Account - Pitney Bowes	Replenish Postage	1142-300	2675-800	200.00
Rod Hill	Expense Report - Training Conference	1142-300	2675-500	101.74
Spectrum-Charger Communications	Internet	1142-300	2676-800	79.99
Spillers	Field Books	1142-300	2620-500	39.84
Sun Media	Sun-Journal Yrly Subscription	1142-300	2675-800	232.70
Super Shoes	Clothing Allowance	1142-300	2604-000	695.62
Televox	Auto Call-Dec	1142-300	2675-850	58.21
Thayer Corp	Maintenance Contract - Quarterly	1142-300	2675-500	469.63
U.S. Cellular	Cell Phones	1142-300	2676-500	328.79
Unitil	268 Court Street -Dec	1142-300	2620-500	1,012.33
Unitil	268 Court Street -Jan	1142-300	2620-500	1,137.54
Unum	Life Insurance	1142-300	2604-000	151.29
United Ag & Turf	Engine Oil	1142-300	2677-000	14.66
United Ag & Turf	Pins for Snowblower	1142-300	2677-000	5.16
Voyager Networks of NE	Answering Service - Jan	1142-300	2675-800	108.25
Warren's Office Supplies	Toner, Paper, Etc	1142-300	2620-800	103.71
Warren's Office Supplies	Binders, TP, Misc Office Supplies	1142-300	2620-800	158.55
Warren's Office Supplies	Paper, Binders	1142-300	2620-800	120.06
Workmed	Vaccine & Assessment	1142-300	2675-500	54.50
				35,548.87





**DIG SAFE**

Month	Total	Contractors	MDOT	APW	School Dept.	Lewiston Water	Consolidated comm.	AWD	CMP	ASD	GAS	MTA
January	35	18	3	0	0	0	0	7	4	0	2	1
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
<b>2024 YTD Totals</b>	<b>35</b>	<b>18</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>2023 Totals</b>	<b>204</b>	<b>190</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>1</b>

**DUTY FOREMAN CALLS**

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Service Issue	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	3	0	0	0	1	0	2	0	0	0	0
Water District	14	0	2	0	2	4	4	0	0	0	2
<b>2024 Monthly Totals</b>	<b>17</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>2023 Monthly Totals</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>2024 YTD Totals</b>	<b>17</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>2023 YTD Totals</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

**OTHER ACTIVITIES**

1. Vehicle Inspection & Maintenance
2. Survey123 Testing for Real Time Data Collection. Surveys have been developed for Water Pump Station Checks, & Vehicle Inspection checks.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

