

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, April 16, 2024 @ 4:00 P.M.**

**AGENDA**

1. Approve Minutes of Regular Meeting of March 19,2024.
2. Financial Report Update - Brenda Palmer, MRWA.
3. Ratify Payment of Bills
4. Open Session
5. Activity Report/Project Update - *Mike Broadbent*
6. New Business
  - Rate Comparison
  - District Purchase Policy
  - Poland Service Stubs
7. LAWPCA Apportionment & Financials
8. Old Business
  - District Service Territory
  - Clean Water SRF Application
  - E-5 Generator
  - Miller Street RFP
9. Adjourn Regular Meeting.

**Upcoming:** Sewer Trustee Meeting May 21, 2024.

# Memo

**To:** Water & Sewerage District Trustees  
**From:** Michael Broadbent, Superintendent  
**CC:** Files  
**Date:** 4/12/2024  
**Re:** Discussion of April Agenda Items

---

## Water Trustees

### Financial Report Highlights

Water revenue for the month is up compared to budget by 3.2%, and is up 2.6% compared to prior year.

Interest on CD's helped to boost interest income over budget by \$18K.

Operating expenses are unfavorable year to date as compared to budget, mainly due to power costs and timing of insurances.

The cash balance at the end of February was \$3.3M.

### Project Update

The Auburn Water District (AWD) has completed most of the initial work for the ongoing capital projects. We are currently tabulating quantities and procurement of parts for the Maine Department of Transportation Projects.

The contracts for the Fourth Street & Marian Street Projects have been awarded to Gendron & Gendron. However, due to a backlog of work at Gendron, the commencement of work on these streets may be postponed to the end of summer, if not deferred to next year. This delay has resulted in AWD entering a holding pattern in terms of parts procurement.

The Chestnut Street project is experiencing a delay pending an environmental impact assessment. Following the completion of this assessment, AWD will coordinate a meeting with the City and Woodard & Curran to discuss contract pricing and the allocation of work responsibilities.

Our water crew is on schedule to finish the installation of the 2-inch water main between Fourth & Fifth Street by next week. Despite the heavy workload this construction season, AWD's administration and staff remain committed to managing each project with efficiency, while also maintaining the operation and upkeep of the distribution system.

## **New Business**

### **Rate Comparison**

**BOTH BOARDS**

Working with Brenda we pulled rates from several other water utilities similar to Auburn. We're also looking at known capital commitments and future projects to project where we need to be financially. We'll present the rate comparisons to the Trustees at the April Trustee Meetings and we'll be able to work on specific recommendations for May.

### **District Purchase Policy**

**BOTH BOARDS**

Staff has been working on a purchasing policy for the past year, it has been an ongoing recommendation of our annual audit. At the last Water Trustee meeting it was asked why we go through the process to ratify or approve the payment of bills. At the time of ratification, the bills have already been paid. My hope would be that the policy would provide staff the authority to operate within the approved budgets and provide structure for decision making and that we continue to have a process so the board is informed on our purchases.

### **Poland Service Stubs**

**BOTH BOARDS**

A property owner in Poland reached out and inquired about connection to our water and sewer systems in Poland. Upon review of the as builds of the Poland extensions it was indicated that service stubs were left for this particular lot. We advised the owner of the presence of the stubs and the cost associated with utilizing them. The owner agreed to the terms however, when their contractor attempted to connect to the stubs they could not be found. The District extended considerable effort, cameraing, locating and excavating to try and find the stubs. Through our efforts we resolved to the fact that the stubs were never installed per the as-builds. I informed the owner that the District is not responsible for the installation of service stubs. Our contract with Poland shows that they were responsible for the installation of all infrastructure per the design drawings. I did speak with the Poland Town Manager

who said that the stubs may have been skipped because the lot was vacant at the time of installation. But he did not have specific information on why they were never installed.

## **Old Business**

### District Service Territory

### **BOTH BOARDS**

I gave Eaton Peabody copies of all Poland agreements and the different versions of the Charters, I'm expect they will have a plan of action to us by the May meetings.

### Water Quality Update

With the early ice out and frequent storm events turbidity has been above average. The only positive is that the lake has more turnover with the higher inflow. We'll continue to monitor conditions as the lake warms

### Cost Apportionment Discussion update

Kevin and I met with the Director of the Maine Drinking Water Program and asked questions relating to the regulation of the Water Treatment facility. Their responses were very brief, they agreed that one utility could manage the Treatment rather than sharing ownership and operations and they agreed that formation of an Authority could also be an option. They would support and review any option that we would like to present.

### Lake Auburn Stakeholders Group / WQ Ad-Hoc Update

These groups continue to meet and discuss the topics of septic inspections and limiting the potential development in the watershed as a result of the Cities Ordinance changes. The District and the City of Lewiston through our shared staff has applied for source water protection grants that could net up to \$40,000 that could be used for public outreach, septic inspections and management of the inspection program

### Lake Shore Drive MPI

I've sent official correspondence to the City of Lewiston requesting their partnership with the MPI project to replace the Townsend Brook Culvert on Lakeshore Drive.

### LCRR Update

Included in the Packet is an update on the District service line statistics as they relate to our service line inventory. We'll go over these figures in the meeting.

# Sewer Trustees

## Financial Report Highlights

Metered revenue for sewer is favorable to budget for the month by 10%, and also favorable to prior year by 4.7%.

Interest income, mainly on CD's, has a positive \$27K variance.

Expenses overall are favorable to the budget, mainly due to timing on maintenance and employee benefit expenses. Power costs are causing an unfavorable variance for lift stations.

The cash balance at the end of February was \$1.5M, an increase of \$202K from December.

## Project Update

The Auburn Sewer District (ASD) is pleased to report substantial progress on the initial phases of our capital projects. We are in the midst of finalizing quantities and will soon initiate the procurement process for the parts required for the Maine Department of Transportation Projects.

The Fourth Street & Marian Street Projects have been entrusted to Gendron & Gendron. However, due to a current backlog at Gendron, the start of these projects might be delayed until the end of summer or possibly postponed to the following year. This has necessitated ASD to enter a holding pattern regarding parts procurement. Nonetheless, we have engaged Vortex to address protruding services, roots, and to conduct a comprehensive CCTV inspection scheduled for the first week of May. The forthcoming inspection report from Vortex will enable ASD to evaluate whether the main segments are suitable for relining or need replacement.

In a collaborative effort with Auburn Public Works, ASD has addressed a sinkhole/washout incident near 115 Gamage Avenue. Initially deemed the sole responsibility of APW, further investigation revealed an overflow connection between the 48-inch stormwater drain and an ASD manhole. The leak, which contributed to the washout, was located at the juncture of ASD's collection system and the APW stormwater system. Both ASD and APW have been working in tandem to resolve this issue, with Vortex being contracted for the necessary repairs.

## **New Business**

Rate Comparison

**See Above**

District Purchasing Policy

**See Above**

Poland Service Stubs

**See Above**

## **LAWPCA Apportionment & Financials**

Apportionment was held at 64 – 36 for the month of April. LAWPCA has found stability with their sampling techniques and the apportionment numbers are reflecting that.

The Authority Has continued to see an increase in septage receiving, year to date up \$46,445 from what was budgeted. Staff met with DEP and an exit plan for the Compost facility is becoming clearer, staff will continue to work with the City and prospective buyers as things develop. All contracts with the CSO Tank project are now underway, work will commence soon.

## **Old Business**

District Service Territory

**See Above**

Clean Water SRF Application

The District applied for \$1,300,000 for the replacement of the Washington Street Pumping Station. We will find out in the beginning of May if we were approved for any funds.

E-5 Generator

The District has a signed easement agreement with the owners of 127 Taywood Drive. We've authorized Terradyn Consultants to proceed with a survey of the lot and a meet and bounds description of the proposed future Generator. The survey will be completed by May.

Miller Street, Inflow Investigation

We've executed an agreement with Wright-Pierce Engineers for the investigation of the Miller Street area and upstream infrastructure. The first phase of the project will include flow monitoring.

March 19, 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, March 19, 2024 at 4:00pm.

Members present: Robert Cavanagh (Treasurer), Stephen Ness (President), Thomas Moulin, Stephen Milks, Mayor's Representative and Dan Bilodeau. Also present: Michael Broadbent, Superintendent, Matt Waite, Assistant Superintendent, and Brenda Palmer of Maine Rural Water.

Absent: Brad Kowalski

On motion of Dan Bilodeau, seconded by Stephen Milks, it was unanimously voted: **To approve the minutes of the regular meeting of February 20, 2024 .**

#### **ELECTION OF OFFICERS –**

On motion of Dan Bilodeau, seconded by Stephen Milks, it was unanimously voted: **To approve the slate of officers as follows:**

<b>President :</b>	Stephen Ness
<b>Treasurer:</b>	Robert Cavanagh
<b>Superintendent:</b>	Michael Broadbent
<b>Clerk:</b>	Edward Williams
<b>Auditor:</b>	RHR Smith & Co.

**FINANCIAL REPORT:** The cash-on-hand is at \$1.6 million. CDs are doing well. Expenses are slightly over budget due to timing of some of the budget items. The budget is favorable overall. Trustee Dan Bilodeau stated that we may need to look at the possibility of a rate increase.

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

**ACTIVITY REPORT/PROJECT UPDATE -** Digsafes will be ramping up as the construction season approaches. The crews are locating and checking all structures within the scope of upcoming projects. The will be beneficial for long term planning and record keeping.

The District is looking for approval on capital spending for the following projects:

Marion/Fourth/Dunn/ Streets	\$177,000
MDOT Projects	\$205,000

On motion of Dan Bilodeau, seconded by Stephen Milks, it was unanimously voted: **To approve \$382,000 in capital spending for the above-mentioned projects.**

#### **NEW BUSINESS –**

**INVENTORY , VALUE ADDED SERVICES – EJP –** The District did have VAS for years but we seemed to be getting billed for materials not used. The crews were not accounting for materials used which created the problem with billing. Materials from other vendors were inferior. Our crews are now doing a better job in accounting for materials used on jobs. Superintendent Broadbent feels that it would be beneficial for the District to go back to the value added services with EJP. As a result, the District will gain some benefits such as rebates, training and emergency services.

**DISTRICT SERVICE TERRITORY** – It has come to Superintendent Broadbent’s attention that both the Water and Sewer Districts’ Charters do not accurately reflect our service territory. There is an agreement to extend sewer service into Poland that goes back to the year 2000. There have been several more agreements to extend water and sewer to Poland. The agreements may be enough but we will seek advice from legal counsel to get an opinion in regards the District’s liability.

**PAVING BID** – Spencer Group Paving LLC was the only bidder. We are moving forward with Spencer Group Paving LLC for paving in 2024.

**CLEAN WATER SRF APPLICATION** – The application period has opened for Clean Water SRF funds in the State of Maine. If awarded, these loans could include up to 55% principal forgiveness. There is a slim chance that we could be successful in getting a loan. The District is applying for \$1.3 million for the replacement of the Washington Street Pump Station. We may have to look for bonding in 2025.

**E-5 GENERATOR** - The District has \$46,000 in its equipment budget for the installation of a generator at the E-5 pump station. Once the easement is in place, we will order the generator.

**LAWPCA APPORTIONMENT & FINANCIALS** – The apportionment was adjusted to 64-36 for the month of March. LAWPCA is applying for Clean Water SRF funds for the remaining funds necessary to build the Storm Surge Tank. They are looking for Grant opportunities to install a new security gate and potential surveillance equipment. Septage receiving continues to be favorable and the plant is running well.

**OLD BUSINESS –**

**LEWISTON AUBURN MUNICIPAL AIRPORT/EASEMENT** – Airport director Johnathan Labonte found a copy of our easement for the Lewiston Junction Pumping Station. We will continue to meet and discuss FAA approval of these easements.

**MILLER STREET – INFLOW INVESTIGATION** - The District received two proposals for the investigations upstream of Miller Street. We conducted interviews with the two firms and have selected Wright-Pierce because their proposal best reflects the work needed to find and eliminate inflow upstream of Miller Street. The work will begin in April.

Trustee Robert Cavanagh inquired about the sinkhole on Gamage Avenue. We are working with Auburn Public Works on this issue. A 24” sewer main runs down Gamage Ave. with a 48” underdrain underneath. This could be our “smoking gun” causing the overflows during rain events. We both have ownership of the problem and the lines need to be separated.

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

Respectfully submitted,

Diane Drinkwater



**AUBURN SEWER DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
THREE MONTHS ENDED MARCH 31, 2024**

	<b>MARCH</b>	<b>2024</b>	<b>Y-T-D THRU MARCH 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	\$983,943	\$3,751,189	\$1,030,198	\$928,728	101,470
Industrial Surcharge	11,232	52,462	11,383	12,048	(665)
Shared Debt with City	0	41,392	10,348	10,348	0
Jobbing & Mdse. - NET	2,377	8,833	3,471	2,208	1,262
Sewer Assessments	3,832	23,130	0	5,783	(5,783)
Finance Charges	1,523	6,408	1,492	1,602	(110)
Interest Income	11,255	7,920	28,813	1,980	26,833
Industrial Treatment Sampling	10,625	54,492	10,625	13,623	(2,998)
Capacity Fees (SDS)	23,250	31,164	4,500	7,791	(3,291)
<b>TOTAL REVENUES</b>	<b>1,048,037</b>	<b>3,976,990</b>	<b>1,100,830</b>	<b>984,110</b>	<b>116,720</b>
			<b>27.68%</b>	<b>25.00%</b>	< Standard
<b><u>EXPENSES:</u></b>					
Payroll	154,874	502,138	120,503	119,326	1,178
Employee Benefits	52,651	256,562	44,934	64,141	(19,207)
Maint. of Sewers	27,848	98,849	4,056	24,712	(20,657)
Lift Stations	19,816	74,825	36,642	18,706	17,935
Maint. of Buildings	13,475	51,840	15,150	12,960	2,190
Maint. of Trucks	3,289	36,771	8,183	9,193	(1,010)
Office Expense	12,687	32,659	11,486	8,165	3,322
Collection Expense	229	-776	326	-194	520
General Expense	1,679	8,783	1,268	2,196	(928)
Insurance	16,462	59,459	15,331	14,865	466
Legal & Accounting Fees	4,833	9,305	9,832	2,326	7,506
Billing Expense	22,152	93,209	17,525	23,302	(5,777)
L.A.W.P.C.A.	482,708	2,058,675	514,669	514,669	0
<b>SUB-TOTAL</b>	<b>812,703</b>	<b>3,282,299</b>	<b>799,905</b>	<b>814,366</b>	<b>(14,461)</b>
Interest	62,080	163,024	44,427	40,756	3,671
<b>TOTAL EXPENSES</b>	<b>874,783</b>	<b>3,445,323</b>	<b>844,332</b>	<b>855,122</b>	<b>(10,790)</b>
			<b>24.51%</b>	<b>25.00%</b>	< Standard
Bonds - Principal Payments	31,022	443,065	62,670	62,670	0
<b>SURPLUS FROM OPERATIONS</b>	<b>142,231</b>	<b>88,602</b>	<b>193,828</b>	<b>66,318</b>	<b>127,510</b>

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

	<u>3/31/2024</u>	<u>12/31/2023</u>	<u>3/31/2024</u>	<u>12/31/2023</u>
<b>Property, Plant and Equipment:</b>				
Plant in Service	38,787,141	38,013,634	21,027,204	20,676,850
Less: Accumulated Depreciation	<u>(18,308,499)</u>	<u>(17,876,357)</u>	4,949,946	4,981,281
	20,478,642	20,137,276		
<b>Construction Work In Progress</b>	179,127	806,716	61,942	61,942
<b>Current Assets:</b>				
Cash	1,476,546	1,273,833	558,962	558,962
Accounts Receivable	217,716	271,031	45,415	81,240
Construction Assessments	0	7,325	52,505	156,168
City of Auburn Debt	227,660	227,660	17,305	16,460
Inventory	67,845	48,540	-17,125	70,884
PrePays	10,923	4,787	113,210	300,766
<b>Total Current Assets</b>	<u>2,000,690</u>	<u>1,833,176</u>	<u>770,272</u>	<u>1,184,481</u>
<b>Investments:</b>				
Money Market	506,570	503,605		
CD's	3,624,877	3,600,430		
<b>Total Investments</b>	<u>4,131,447</u>	<u>4,104,035</u>		
<b>Deferred Charges</b>	19,459	23,352		
<b>Total Assets</b>	<u><u>26,809,365</u></u>	<u><u>26,904,555</u></u>	<u><u>26,809,365</u></u>	<u><u>26,904,555</u></u>
			<b>Total Equity &amp; Liabilities</b>	

AUBURN SEWER - FINANCIAL INFORMATION

Sewer Metered Revenue - Versus Prior Year				
Month	2024	2023	MTD Change	%
January	\$337,824	\$350,999	(\$13,174)	-3.75%
February	\$356,311	\$41,955	\$314,356	14.20%
March	\$336,063	\$20,990	\$15,074	4.70%
April	\$0	\$345,724	(\$345,724)	-22.52%
May	\$0	\$335,699	(\$335,699)	-36.14%
June	\$0	\$318,014	(\$318,014)	-48.06%
July	\$0	\$320,862	(\$320,862)	-55.29%
August	\$0	\$318,187	(\$318,187)	-60.72%
September	\$0	\$350,382	(\$350,382)	-65.35%
October	\$0	\$324,262	(\$324,262)	-68.75%
November	\$0	\$344,613	(\$344,613)	-71.71%
December	\$0	\$310,396	(\$310,396)	-73.93%
Year-to-Date:	\$1,030,198	\$3,952,082	(\$2,921,884)	-73.93%

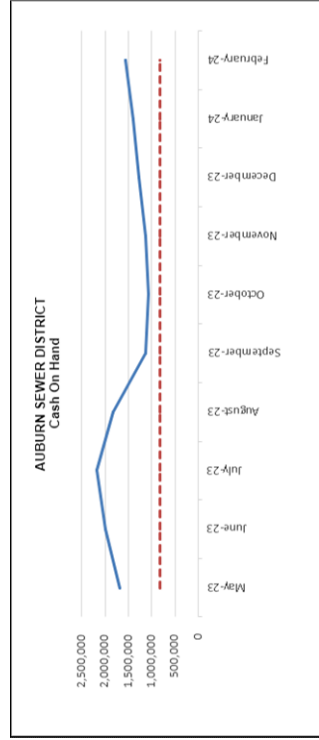
Sewer Metered Revenue - Versus Budget				
Month	2024	BUDGET	MTD Change	%
January	\$337,824	\$333,157	\$4,668	1.40%
February	\$356,311	\$296,097	\$60,214	20.30%
March	\$336,063	\$304,673	\$31,390	10.30%
April	\$0	\$328,150	(\$328,150)	-18.37%
May	\$0	\$318,634	(\$318,634)	-34.83%
June	\$0	\$301,849	(\$301,849)	-45.28%
July	\$0	\$304,552	(\$304,552)	-52.90%
August	\$0	\$302,013	(\$302,013)	-58.61%
September	\$0	\$332,572	(\$332,572)	-63.49%
October	\$0	\$307,779	(\$307,779)	-67.08%
November	\$0	\$327,096	(\$327,096)	-70.20%
December	\$0	\$294,618	(\$294,618)	-72.54%
Year-to-Date:	\$1,030,198	\$3,751,189	(\$720,991)	-19.22%

Sewer Metered Gallons Sold				
Month	2024	2023	MTD Change	%
January	48,300,327	41,913,971	6,386,357	15.24%
February	43,330,144	38,203,950	5,126,194	13.42%
March	46,113,452	41,764,071	4,349,381	10.41%
April	40,666,494	40,666,494	-100.00%	-100.00%
May	42,607,150	42,607,150	-100.00%	-100.00%
June	40,323,775	40,323,775	-100.00%	-100.00%
July	43,150,542	43,150,542	-100.00%	-100.00%
August	38,923,998	38,923,998	-100.00%	-100.00%
September	56,288,698	56,288,698	-100.00%	-100.00%
October	35,589,541	35,589,541	-100.00%	-100.00%
November	45,598,656	45,598,656	-100.00%	-100.00%
December	39,460,620	39,460,620	-100.00%	-100.00%
Year-to-Date:	137,743,923	504,491,465	-366,747,542	-72.70%

Sewer Gross Payroll				
Month	2024	Budget	MTD Change	%
January*	\$40,129	\$73,163	(\$33,034)	-45.15%
February	\$33,853	\$47,083	(\$13,231)	-28%
March	\$40,998	\$38,380	\$2,636	6.90%
April	\$0	\$40,795	(\$40,795)	-100.00%
May*	\$0	\$36,189	(\$36,189)	-100.00%
June	\$0	\$33,791	(\$33,791)	-100.00%
July	\$0	\$32,154	(\$32,154)	-100.00%
August	\$0	\$45,433	(\$45,433)	-100.00%
September	\$0	\$40,524	(\$40,524)	-100.00%
October	\$0	\$41,917	(\$41,917)	-100.00%
November	\$0	\$33,092	(\$33,092)	-100.00%
December	\$0	\$39,638	(\$39,638)	-100.00%
Year-to-Date:	\$114,977	\$502,138	(\$387,161)	-77.10%

SEWER Capital Spending Versus Budget		
Capital Expenses - 2024	-Budget	-YTD Actual
Pump Station Generator Hook ups	\$10,000	\$0
E-5 Generator	\$46,000	\$0
W-4	\$10,000	\$0
Misc Shop Tools	\$0	\$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>
Sewer Lining	\$15,433	\$15,433
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
Mind 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	\$6,762
<b>Projects (total includes benefit costs on labor)</b>	<b>\$585,000</b>	<b>\$6,762</b>
<b>Total Capital</b>	<b>\$689,750</b>	<b>\$9,741</b>

AUBURN SEWER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE						
Aging	Current	30 day	60 day	90 day	120 day	Other
March	134,653.31	42,389.20	9,377.32	7,698.02	18,030.69	2,576.48
January	126,403.12	34,881.95	8,509.72	8,427.26	17,366.53	2,491.28
December	135,403.54	35,478.66	9,540.83	7,553.54	17,627.38	2,474.69
November	151,720.52	34,460	9,287.29	8,456.36	18,043.53	2,491.55
Totals	62.70%	18.80%	4.00%	3.60%	8.40%	1.20%
						0.00%
						100.00%



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

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7676	3/1/2024	2	Kelsey Gauvin	2/29/2024	Refund Tenant Dep Bal A/R - Customer Accts Rec	10.30
						<b><u>10.30</u></b>
7677	3/1/2024	2	Auburn Water District	2/29/2024	Jan Expenses A/P - Due to AWD	38,724.25
						<b><u>38,724.25</u></b>
7678	3/1/2024	2	RHR Smith & Co	11/23/2023	Progress Billing 2023 Accounting & Audit	2,200.00
						<b><u>2,200.00</u></b>
7679	3/8/2024	3	Cameron Tire & Service	3/4/2028	Replace Fuel Tank and Valves Truck #40 (2016 Ford F350)	2,271.44
						<b><u>2,271.44</u></b>
7680	3/8/2024	3	Robert Cavanagh	3/1/2024	Trustee Stipend-Treasurer Misc Expense-A&G Office	150.00
						<b><u>150.00</u></b>
7681	3/8/2024	2	Constellation NewEnergy, Inc.	2/26/2024	Bradman Accrued Power	194.81
7681	3/8/2024	2	Constellation NewEnergy, Inc.	2/16/2024	Washington Accrued Power	254.95
7681	3/8/2024	2	Constellation NewEnergy, Inc.	2/26/2024	Stetson Rd Accrued Power	0.08
7681	3/8/2024	2	Constellation NewEnergy, Inc.	2/23/2024	Evergreen Rd Accrued Power	25.68
7681	3/8/2024	2	Constellation NewEnergy, Inc.	2/20/2024	Riverside Dr Accrued Power	1.10
						<b><u>476.62</u></b>
7682	3/8/2024	2	Green Mountain Pipeline Serv	2/29/2024	Release Retainage 2023 Sewer Lining	15,432.75
						<b><u>15,432.75</u></b>
7683	3/8/2024	2	MissionSquare	2/29/2024	304412 ICMA 457 Accrued Deferred Comp	1,192.39
						<b><u>1,192.39</u></b>

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

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7684	3/8/2024	2	MissionSquare	2/29/2024	109636 ICMA 401 Employee Benefits	1,642.52
						<b><u>1,642.52</u></b>
7685	3/8/2024	2	MissionSquare	2/29/2024	705328 Roth IRA Accrued IRA/ICMA	275.83
						<b><u>275.83</u></b>
7686	3/8/2024	3	Stephen Ness	3/1/2024	Trustee Stipend-President Misc Expense-A&G Office	150.00
						<b><u>150.00</u></b>
7687	3/15/2024	3	Andros. Registry Of Deeds	3/15/2024	release lien Lien Release Fees	48.00
						<b><u>48.00</u></b>
7688	3/15/2024	3	Constellation NewEnergy, Inc.	3/4/2024	Chicoine Accrued Power	99.61
7688	3/15/2024	3	Constellation NewEnergy, Inc.	3/4/2024	Sandy Beach Accrued Power	51.01
7688	3/15/2024	3	Constellation NewEnergy, Inc.	3/4/2024	E. Shore Rd Accrued Power	15.48
7688	3/15/2024	3	Constellation NewEnergy, Inc.	3/4/2024	E. Shore Lane Accrued Power	11.85
7688	3/15/2024	3	Constellation NewEnergy, Inc.	3/4/2024	Simpsons Beach Accrued Power	17.23
7688	3/15/2024	3	Constellation NewEnergy, Inc.	3/4/2024	"B" St Accrued Power	21.27
7688	3/15/2024	3	Constellation NewEnergy, Inc.	3/4/2024	Garfield Accrued Power	4.05
7688	3/15/2024	3	Constellation NewEnergy, Inc.	3/4/2024	"E" St Accrued Power	4.67
7688	3/15/2024	3	Constellation NewEnergy, Inc.	3/4/2024	"F" St Accrued Power	11.78

<b>Auburn Sewer District</b> <b>Accounts Payable Check Register</b> <b>March 1, 2023 thru March 31, 2024</b>
--

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7688	3/15/2024	3	Constellation NewEnergy, Inc.	3/4/2024	"H" St Accrued Power	4.43
7688	3/15/2024	3	Constellation NewEnergy, Inc.	3/6/2024	Worthley Accrued Power	437.70
						<b><u>679.08</u></b>
7689	3/15/2024	3	Rod Hill	3/10/2024	Sewer Op License Fee Misc Expense-A&G Office	75.00
						<b><u>75.00</u></b>
7690	3/15/2024	3	Maine Municipal Bond Bank	2/20/2024	Bonds - 2009FS - Principal	31,335.00
7690	3/15/2024	3	Maine Municipal Bond Bank	2/20/2024	2009FS Accrued Interest	2,589.19
7690	3/15/2024	3	Maine Municipal Bond Bank	2/20/2024	2004FS Accrued Interest	582.18
						<b><u>34,506.37</u></b>
7691	3/15/2024	3	Rowe Auburn	2/23/2024	Diagnostic Truck #40 (2016 Ford F350)	125.00
						<b><u>125.00</u></b>
7692	3/22/2024	3	Constellation NewEnergy, Inc.	3/12/2024	Lew Jct Rd #1 Accrued Power	499.67
7692	3/22/2024	3	Constellation NewEnergy, Inc.	3/12/2024	Merrow Rd Accrued Power	41.10
7692	3/22/2024	3	Constellation NewEnergy, Inc.	3/12/2024	River Station Accrued Power	521.52
7692	3/22/2024	3	Constellation NewEnergy, Inc.	3/13/2024	Moose Brook Accrued Power	613.99
						<b><u>1,676.28</u></b>
7693	3/22/2024	2	L.A.W.P.C.A.	2/28/2024	CSO Thru 020924 LAWPCA Storm Surg Tank	3,982.85
7693	3/22/2024	2	L.A.W.P.C.A.	2/27/2024	CSO Thru 013024 LAWPCA Storm Surg Tank	2,148.60

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

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7693	3/22/2024	2	L.A.W.P.C.A.	2/27/2024	LTD 2021FR Accrued - LAWPCA	3,579.48
7693	3/22/2024	2	L.A.W.P.C.A.	2/27/2024	LTD 2005FR Accrued - LAWPCA	731.20
7693	3/22/2024	2	L.A.W.P.C.A.	2/27/2024	LTD 2008FR Accrued - LAWPCA	1,775.30
7693	3/22/2024	2	L.A.W.P.C.A.	2/27/2024	LTD 2010FR Accrued - LAWPCA	2,077.17
7693	3/22/2024	2	L.A.W.P.C.A.	2/27/2024	LTD 2011FR Accrued - LAWPCA	10,933.88
7693	3/22/2024	2	L.A.W.P.C.A.	2/27/2024	LTD 2015FS Accrued - LAWPCA	59,652.87
						<b><u>84,881.35</u></b>
7694	3/22/2024	4	Maine Municipal Emp.Hlth.	3/8/2024	39021- April Ins Accrued IPP Withheld	298.00
7694	3/22/2024	4	Maine Municipal Emp.Hlth.	3/8/2024	39021- April Ins Accrued Dental	332.37
						<b><u>630.37</u></b>
7695	3/22/2024	2	Omni Services, Inc.	2/29/2024	Parts Truck #35 (2013 Vacuum Truck)	266.31
						<b><u>266.31</u></b>
7696	3/22/2024	3	US Bank Corporate Trust Boston	3/7/2024	2022 A Accrued Interest	65,860.00
7696	3/22/2024	3	US Bank Corporate Trust Boston	3/8/2024	2017 B Accrued Interest	11,588.50
						<b><u>77,448.50</u></b>
7697	3/29/2024	3	Andros. Registry Of Deeds	3/29/2024	release liens Lien Release Fees	57.00
						<b><u>57.00</u></b>
7698	3/29/2024	3	Auburn Water District	3/26/2024	Feb Expenses A/P - Due to AWD	28,509.54
						<b><u>28,509.54</u></b>

<p><b>Auburn Sewer District</b>  <b>Accounts Payable Check Register</b>  <b>March 1, 2023 thru March 31, 2024</b></p>
---

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7699	3/29/2024	3	Constellation NewEnergy, Inc.	3/19/2024	Washington Accrued Power	290.07
						<u>290.07</u>
7700	3/29/2024	3	L.A.W.P.C.A.	3/6/2024	March Ops Accrued - LAWPCA	106,564.35
						<u>106,564.35</u>
<b><u>Grand Total</u></b>						<b><u>398,283.32</u></b>



3/31/2024

VENDOR	REF	AWD G/L #	ASD G/L #	Amount
Amazon	3 Gal Sprayers	1142-300	2620-500	44.99
Amazon	Batteries	1142-300	2620-800	11.32
Amazon	Ribbons	1142-300	2620-800	11.63
Amazon	IPAD Covers	1142-300	2620-500	49.00
Amazon	Misc Tools	1142-300	2620-500	89.81
Amazon	Glass Cutter	1142-300	2620-500	12.44
Anthem	Health Insurance-Employer	1142-300	2604-000	8,115.46
Anthem	Health Insurance-Employee	1142-300	2241-070	3,441.50
Anthem	Health Insurance-Employee	1142-300	2241-071	20.44
Bisson Enterprises	Office Cleaning -March	1142-300	2675-500	350.00
Broadbent, Mike	Mar mileage	1142-300	2675-500	175.00
Budget Document Technology	March Copier Lease	1142-300	2675-800	102.87
Central Maine Power	Power - 268 Court Street	1142-300	2615-500	164.53
Central Maine Power	Power - 268 Court Street	1142-300	2615-800	82.27
City of Lewiston	SCADA Tech wages/benefits-Feb	1142-300	2601-600	1,721.94
City of Lewiston	SCADA Tech wages/benefits-Feb	1142-300	2604-000	241.91
City of Lewiston	SCADA Tech wages/benefits-Feb	1142-300	2658-000	105.24
Computer Place	Mouse Pad	1142-300	2620-800	5.50
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	90.63
Computer Place	IT Support	1142-300	2675-800	36.25
Computer Place	IT Support	1142-300	2675-800	36.25
Computer Place	IT Support/ Mthly Fees	1142-300	2675-800	430.88
Computer Place	IT Support/ Mthly Fees	1142-300	2675-800	435.38
Constellation NewEnergy	Power - 268 Court Street	1142-300	2615-500	260.16
Constellation NewEnergy	Power - 268 Court Street	1142-300	2615-800	130.06
Dig Safe System, Inc.	Monthly Dues - March	1142-300	2675-600	308.68
Dube Gravel Company	Sand/Salt Mix	1142-300	2620-500	26.00
Dube Gravel Company	Sand/Salt Mix	1142-300	2620-500	18.00
Elan- Zoom	Monthly Fee	1142-300	2675-500	8.48
Elan-Amazon	Toggle Switch, Fuel Hose	1142-300	2620-500	33.99
Elan-Amazon	Pry Bars	1142-300	2620-500	104.75
Elan-Amazon	Rapid Charger & Antennas	1142-300	2620-500	26.32
Elan-Amazon	Gear Oil	1142-300	2650-123	59.24
Elan-Granite Group	Fuel Tank Parts	1142-300	2620-500	5.29
Elan-Indeed	Employment Ads	1142-300	2675-800	253.60
Elan-Indeed	Employment Ads	1142-300	2675-800	250.08
Elan-Indeed	Employment Ads	1142-300	2675-800	9.67
Elan-Maine Turnpike Authority	Replenish Trans Pass	1142-300	2675-800	20.00
Elan-Staples	Copy Paper	1142-300	2620-800	48.49
Elan-Staples	Toner, Pens	1142-300	2620-800	36.09
Elan-Staples	Calculator	1142-300	2620-800	28.90
Fastenal	Batteries	1142-300	2620-500	17.64
Fastenal	Safety Gloves	1142-300	2620-550	136.66
Firesafe Equipment	Inspect & Service Fire Extinguishers	1142-300	2620-500	53.60
Firesafe Equipment	Inspect & Service Fire Extinguishers	1142-300	2620-500	116.00
Firesafe Equipment	Inspect & Service Fire Extinguishers	1142-300	2620-500	144.70
FirstLight	March phones/internet	1142-300	2676-800	75.48
Group Dynamics	Employee Benefits	1142-300	2604-000	345.53
Home Depot	Shop Supplies	1142-300	2620-500	23.97
K.L. Jack	Shop Rags	1142-300	2620-500	85.75
Kennebec Equipment Rental	Blades	1142-300	2620-500	299.90
Lowes Business Acct	Tuel Transfer Tank	1142-300	2620-500	259.41
Maine Municipal Employees Health Trust	Dental - March	1142-300	2241-065	43.79
Maine Oxy	Gas Exchange	1142-300	2620-500	37.15
Maine Oxy	5 yr - 2 Cylinder Lease	1142-300	2620-500	44.88
Maine State Retirement System	Retirement Contribution	1142-300	2241-030	
Maine State Retirement System	Retirement Contribution	1142-300	2604-000	87.83
Maine State Retirement System	Retirement Contribution - Life	1142-300	2604-000	26.41
McMaster Carr	Duct Hose & Spray Nozzle	1142-300	2620-500	272.00
Napa	Tubing & Hose Clamps	1142-300	2650-123	168.05
Napa	Shop Supplies	1142-300	2620-500	93.71
Ness Oil	Tk #40 Gas & Diesel	1142-300	2650-125	148.98
Ness Oil	Tk #37 Gas & Diesel	1142-300	2650-124	379.94
Ness Oil	Tank	1142-300	2620-500	10.64
Ness Oil	Trk#35 Gas & Diesel	1142-300	2620-123	357.74
Northern Data	Billing	1142-300	2675-700	850.75
Northern Data	Invoice-Mssg Update	1142-300	2675-800	82.50
Pine Tree Waste	bulk waste	1142-300	2675-500	112.01
Skelton Taintor & Abbott	Services for 02/07/24	1142-300	2633-800	49.50
Spectrum-Charter Communications	Internet	1142-300	2676-800	79.99
Televox	Auto Call	1142-300	2675-850	82.80
Traffic Safety Store	Roll Up Road Signs	1142-300	2620-500	217.43
U.S. Cellular	cell phones - Mar	1142-300	2676-500	255.43
Unitil	268 Court St Natural Gas	1142-300	2620-500	842.62
Unum	March life insurance	1142-300	2604-000	137.99
UPS	Shipping Radio Repair-W. Crestwood	1142-300	2620-224	18.24
Voyager Networks of NE	answering service - Mar	1142-300	2675-800	39.00
Warren's Office Supplies	Trash Bags	1142-300	2620-500	38.60
Warren's Office Supplies	Misc Office Supplies	1142-300	2620-800	32.24
				23,562.53

**AUBURN SEWERAGE DISTRICT**  
**MONTHLY ACTIVITY REPORT**  
**March 2024**

**MAINS**

Location	Hrs.	Comments	OK	Plug	Manit.	Misc.	New
2 Week Checks	32	Flushed			1		
LAWPCA	8	Jet Sewer Lines at LAWPCA				1	
Second St	8	Jet & Clean to Dead End			1		
Gamage Ave	15	Sewer & Stormwater Cave-in			1		
Library Ave	7	Jet & Clean			1		
Weatherly Plc	16	Jet & Clean			1		
Vivian	16	Jet & Clean			1		
Miller St	6	Cleaned Area			1		
Laurel Ave	14	Jet & Clean			1		
<b>2024 Monthly Total Hrs.</b>	108						
<b>2024 Monthly Totals</b>	9		0	0	8	1	0
<b>2023 Monthly Totals</b>	7		1	0	4	2	0
<b>2024 YTD Totals</b>	10		0	0	8	2	0
<b>2023 YTD Totals</b>	18		2	0	13	3	0

**MANHOLES**

Location	Ck'd	Comments	OK	Cover	Misc.	Frame & Cover	New
Union St	1	MH Settled			1		
Hotel Rd MPI Project	36	Locate, GPS, & MH Condition Assessment			1		
Court-Minot-Rt 11(MDOT)	18	Locate, GPS, & MH Condition Assessment			1		
8 Taft Ln	1	Frame & Cover need to be replaced				1	
Center St @ E. Bates	2	Frame & Cover need to be replaced				1	
Spring St @ Court St	1	Frame & Cover need to be replaced				1	
<b>2024 Monthly Totals</b>	6		0	0	3	3	0
<b>2023 Monthly Totals</b>	3		0	0	3	0	0
<b>2024 YTD Totals</b>	17		0	0	13	4	0
<b>2023 YTD Totals</b>	8		1	0	4	2	1

**SERVICES**

Location	Ck'd	Comments	New	OK	Misc.	on owner
32 Undercliffe	1	Sewer backup				1
15 Church St	1	Sewer Pipe in Basement Capped				1
187 Davis	1	Service was not reinstated after main was relined			1	
10 Dana Ave	1	Sinkhole near sewer main Inspected main ok		1		
18 Dawes Ave	1	Sewer backup				1
2500 Hotel Rd	1	Sewer backup				1
189 Madison St	1	Sewer backup				1
7 Surrey Ln	1	Sewer backup				1
<b>2024 Monthly Totals</b>	8		0	1	1	6
<b>2023 Monthly Totals</b>	3		1	0	1	1
<b>2024 YTD Totals</b>	23		3	2	5	13
<b>2023 YTD Totals</b>	15		1	1	8	5

## LIFT STATIONS

Location	No.	Comments
Merrow	2	Weekly Station Check, Snow Removal, Cleaned Station
River	2	Weekly Station Check, Snow Removal, Cleaned Station
Lewiston Junction	2	Weekly Station Check, Snow Removal, Cleaned Station
Worthley	2	Weekly Station Check, Snow Removal, Cleaned Station
Washington St	2	Weekly Station Check, Snow Removal, Cleaned Station
Moose Brook	2	Weekly Station Check, Snow Removal, Cleaned Station
Ash Landfill	2	Weekly Station Check, Snow Removal, Cleaned Station
Crestwood	2	Weekly Station Check, Snow Removal, Cleaned Station
Rte 122	2	Weekly Station Check, Snow Removal, Cleaned Station
Rte 26	2	Weekly Station Check, Snow Removal, Cleaned Station
Dockside	2	Weekly Station Check, Snow Removal, Cleaned Station
E1	4	Weekly Station Check, Snow Removal, Cleaned Station
E2	3	Weekly Station Check, Snow Removal, Cleaned Station
E3	3	Weekly Station Check, Snow Removal, Cleaned Station
E5	5	Weekly Station Check, Snow Removal, Cleaned Station
E6	2	Weekly Station Check, Snow Removal, Cleaned Station
W2	2	Weekly Station Check, Snow Removal, Cleaned Station
W3	2	Weekly Station Check, Snow Removal, Cleaned Station
W4	2	Weekly Station Check, Snow Removal, Cleaned Station
W5	2	Weekly Station Check, Snow Removal, Cleaned Station
W6	2	Weekly Station Check, Snow Removal, Cleaned Station
W7	2	Weekly Station Check, Snow Removal, Cleaned Station
Stetson	2	Weekly Station Check, Snow Removal, Cleaned Station
Bradman	3	Weekly Station Check, Snow Removal, Cleaned Station
Evergreen	2	Weekly Station Check, Snow Removal, Cleaned Station
LAPS		Weekly Station Check, Snow Removal, Cleaned Station
<b>2024 Monthly Totals</b>	58	
<b>2023 Monthly Totals</b>	5	
<b>2024 YTD Totals</b>	195	
<b>2023 YTD Totals</b>	15	

## OVERFLOWS

Item		Comments
Miller St	1	Storm Event 3"+ Rain
<b>2024 Monthly Totals</b>	1	
<b>2024 YTD Totals</b>	1	

## WEATHER\*

Month	Precipitation				Temperature			
	Snowfall(i in.)	Total (in.)	Normal Precip.	Days of Precip.	Max (°F)	Min (°F)	Avg- (°F)	Dep. From norm
January	25.40	5.63	3.11	11	47	4	24	
February	1.70	0.48	3.00	7	54	5	26	
March	15.60	10.30	3.67	18	54	7	34	
April								
May								
June								
July								
August								
September								
October								
November								
December								
<b>2024 YTD Totals</b>	42.70	16.41	9.78	36				
<b>2023 Totals</b>	67.00	7.20	0.00	19				

**DIG SAFE**

Month	Total	Contractors	MDOT	APW	School Dept.	Lewiston Water	Consolidate d comm.	AWD	CMIP	ASD	GAS	MTA
January	35	18	3	0	0	0	0	7	4	0	2	1
February	40	22	2	1	0	0	0	5	7	0	2	0
March	87	66	2	9	0	0	0	9	1	0	0	1
April												
May												
June												
July												
August												
September												
October												
November												
December												
<b>2024 YTD Totals</b>	162	106	7	10	0	0	0	21	12	0	4	2
<b>2023 Totals</b>	349	268	0	0	0	0	0	14	51	1	13	2

**DUTY FOREMAN CALLS**

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Service Issue	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	5			0	1	0	4	0	0	0	0
Water District	0	0	0	0	0	0	0	0	0	0	0
<b>2024 Monthly Totals</b>	5	0	0	0	1	0	4	0	0	0	0
<b>2023 Monthly Totals</b>	9	0	0	0	5	1	1	2	0	0	0
<b>2024 YTD Totals</b>	33	0	3	0	6	6	12	0	1	0	5
<b>2023 YTD Totals</b>	39	0	0	0	26	6	2	3	2	0	0

**OTHER ACTIVITIES**

1. 2024 Project Preliminary Work
2. Collection System Operator Certification
3. Vehicle Inspections
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Lewiston - Auburn Water Pollution Control Authority											
Monthly Cost Apportionment Summary											
Cost Apportionment Summary - First Half of 2024											
Month	Lewiston Sewer Division Initial %	Initial \$	Op Data %	Op Data \$	Difference \$	Initial %	Auburn Sewerage District Initial \$	Op Data %	Op Data \$	Difference \$	
January	62.00%	\$174,379.45	62.30%	\$175,223.22	(\$843.77)	##	\$106,877.72	37.70%	\$106,033.95	\$843.77	
February	62.00%	\$174,379.45	65.30%	\$183,660.93	(\$9,281.49)	##	\$106,877.72	34.70%	\$97,596.24	\$9,281.49	
March	62.00%	\$174,379.45	64.09%	\$180,257.72	(\$5,878.27)	##	\$106,877.72	35.91%	\$100,999.45	\$5,878.27	
April	64.00%	\$180,004.59	60.23%	\$169,401.19	\$10,603.40	##	\$101,252.58	39.77%	\$111,855.98	(\$10,603.40)	
May	64.00%	\$180,004.59	61.51%	\$173,001.29	\$7,003.30	##	\$101,252.58	38.49%	\$108,255.88	(\$7,003.30)	
June	64.00%	\$180,004.59	59.52%	\$167,404.27	\$12,600.32	##	\$101,252.58	40.48%	\$113,852.90	(\$12,600.32)	
Six Month Adjustment			63.90%		(\$16,003.53)					\$16,003.53	
Cost Apportionment Summary - Second Half of 2024											
Month	Lewiston Sewer Division Initial %	Initial \$	Op Data %	Op Data \$	Difference \$	Initial %	Auburn Sewerage District Initial \$	Op Data %	Op Data \$	Difference \$	
July	63.00%	\$177,192.02	60.32%	\$169,654.32	\$7,537.69	##	\$104,065.15	39.68%	\$111,602.85	(\$7,537.69)	
August	63.00%	\$177,192.02	60.47%	\$170,076.21	\$7,115.81	##	\$104,065.15	39.53%	\$111,180.96	(\$7,115.81)	
September	63.00%	\$177,192.02	62.07%	\$174,576.33	\$2,615.69	##	\$104,065.15	37.93%	\$106,680.84	(\$2,615.69)	
October	63.00%	\$177,192.02	61.62%	\$173,310.67	\$3,881.35	##	\$104,065.15	38.38%	\$107,946.50	(\$3,881.35)	
November	63.00%	\$177,192.02	62.84%	\$176,742.01	\$450.01	##	\$104,065.15	37.16%	\$104,515.16	(\$450.01)	
December	63.00%	\$177,192.02	69.02%	\$194,123.70	(\$16,931.68)	##	\$104,065.15	30.98%	\$87,133.47	\$16,931.68	
Six Month Total Adj			61.46%		\$21,600.55					(\$21,600.55)	
Average / Adjustments year end			63.90%		(\$16,003.53)					\$16,003.53	
Data on this summary sheet applies to operations cost only, capital expenses are apportioned on a yearly basis and determined by the final year end apportionment for the previous year.											



## Purchasing Policy

### Auburn Water & Sewer District

#### Purpose

In accordance with the current Charter adopted by the Board of Trustees, this policy establishes requirements for how supplies, materials, and all services are procured. It also establishes who is responsible for the review, signature, and distribution of documents associated with the procurement process.

#### Spending Authorization

The District Superintendent is designated by the Board of Trustees as the Purchasing Agent for the Auburn Water & Sewer Districts (referred to as District from this point on). Accordingly, the Superintendent, Assistant Superintendent, Finance Director, Treatment Plant Manager, and Watershed Manager (will be called Authorized Purchasers from this point on) are authorized to spend within budget appropriations. Apart from credit card purchases, all purchase orders must be authorized and signed by an Authorized Purchaser. Purchases within the dollar ranges specified below must meet the requirements listed.

**\$0 - \$5,000.** Formal competitive bidding is not required. However, the purchaser should endeavor to get the best value for the money spent. Should the vendor require a Purchase Order from the District, approval and Purchase Order will be issued by either the District Superintendent or the Assistant Superintendent. A satisfactory Certificate of Insurance will be provided by the vendor.

**\$5,001 – \$15,000.** Quotations shall be solicited from a minimum of three qualified bidders, if available. The quotes must be documented and attached to a purchase order. The purchase order is to be signed by the District Superintendent. If unavailable an Authorized Purchaser can sign in their absence. A satisfactory Certificate of Insurance is to be provided with the bid documents by the vendor. The vendors Certificate of Insurance should carry and maintain for the life of the contract adequate insurance with a company satisfactory to the District.

**\$15,001 - \$40,000.** Written proposals or bids shall be solicited from a minimum of three qualified bidders, if available and attached to a purchase order. A purchase order signed by the District Superintendent is required. A satisfactory Certificate of Insurance is to be provided with the bid documents by the vendor. The vendors Certificate of Insurance should carry and maintain for the life of the contract adequate insurance with a company satisfactory to the District.

**Over \$40,001.** Written bid specifications or equivalent shall be approved by the District Superintendent. The bid shall be advertised by the most efficient means possible to encourage the

widest possible competition. The District Superintendent may award the bid to the lowest bidder and sign the purchase order or contract. A satisfactory Certificate of Insurance is to be provided with the bid documents by the vendor. The vendors Certificate of Insurance should carry and maintain for the life of the contract adequate insurance with a company satisfactory to the District.

### **Total Cost Bidding**

Should the District Superintendent feel that it is in the best interest of the District not to award the bid to the low bidder, they may refer the award of the bid to the Board of Trustees. The Board shall award the bid to the best bidder; not necessarily the lowest bidder; keeping in mind the total cost over the life of the project or equipment, the quality of material, availability of service, contributions by the bidder to the local tax or employment base and all other significant factors.

### **Exemptions from Competitive Bidding**

1. Contracts for professional services. Professional services contracts should be rebid every three years, with an option for the District to have two annual renewal extensions at the Superintendent's discretion.
2. Hourly rate contracts, which cannot be effectively estimated.
3. Situations in which the District Superintendent determines that only one firm or business can effectively provide the required service or materials. Such sole source purchases may be made for continuity of District assets. Sole Source definition is provided below.
4. Emergency repair or replacement where it is determined by the District Superintendent that the repair or replacement cannot be delayed sufficiently to conform to the policy.
5. The letting of contracts or purchases of additional quantities, where the District has recently awarded bids as normally required, and the successful bidder is willing to honor their original price or fair market pricing.
6. Vendor contracts containing negotiated pricing by the supplier at a discount from open-market rates.
7. Purchases from vendors which have been vetted by a professional association. Such documentation must be attached to invoices for payment.

### **Sole Source**

Sole sourcing refers to products or services that are produced only by a single supplier.

Should the case be that an item or service falls under sole sourcing then a sole source memo will be provided which will explain the justification and be provided to the District Superintendent for approval prior to the purchase. The memo will also include a copy of the quote from the vendor providing the item or service.

### **Quote**

A quote is a response from a bidder that is not required to be in a sealed bid form and may be received via email, mail, fax, or in-person.

## **Purchasing Cards**

This policy applies to all employees of the Auburn Water and Sewer District (to be described as the District this point on) who are granted and assigned a District credit card. The conditions set forth in this policy govern the responsible use of, and procedures for, credit cards belonging to the District for the purpose of conducting District business. Each cardholder will sign the purchasing card policy and a record of this will be kept on file for the duration of the time that the card is in their possession.

## **Conditions of Use:**

1. Each District credit card shall be limited to a maximum as pre-determined by the District Finance Director or District Superintendent.
2. The use of the District credit card is for conducting District business only. Charging of personal expenditures to a District card is strictly forbidden in any circumstance. Card transactions are monitored by the District Finance Department to ensure compliance.
3. Failure to comply with the conditions set forth in this policy may result in one or more of the following actions: cancellation of the card, loss of District credit card privileges; and disciplinary action with the personal policy including up to termination of employment.

## **Cardholder Responsibilities:**

1. Cardholders must retain original receipts of all transactions and submit them to the Finance Department within three (3) business days of the date the expense was incurred. Some exceptions may apply, for example if the cardholder is away from District offices for training. In these instances, receipts must be submitted to the Finance Department within three (3) business days of the Cardholders return.
2. Each receipt must include information about the reason for the purchase, department, and purchaser's name.
3. Lost or stolen cards must be reported to the Cardholders direct supervisor immediately followed by the Finance Department. The card should also be canceled immediately by calling 1-866-552-8855.
4. Cardholders are responsible for ensuring that purchases via the District credit card meet all purchasing and procurement policies.

## **Separation of Employment:**

Prior to separation of employment or job duties requiring a District credit card each cardholder must:



- Ensure that all receipts have been received and are approved by the Finance Director and District Superintendent.
- Surrender the District credit card to the Finance Department.

If any District credit card transactions appear after separation of employment that are of a personal nature/and or business related but no original receipts have been provided, then such amounts will be deducted from any final payments owed to the employee and could result in legal action being taken against the former cardholder.



## **Purchasing Card Policy**

### **Auburn Water & Sewer District**

This policy applies to all employees of the Auburn Water and Sewer District (to be described as the District here on) who are granted and assigned a District credit card. The conditions set forth in this policy govern the responsible use of, and procedures for, credit cards belonging to the District for the purpose of conducting District business.

#### **Conditions of Use:**

1. Each District credit card shall be limited to a maximum as pre-determined by the District Finance Director or District Superintendent.
2. The use of the District credit card is for conducting District business only. Charging of personal expenditures to a District card is strictly forbidden in any circumstance. Card transactions are monitored by the District Finance Department to ensure compliance.
3. Failure to comply with the conditions set forth in this policy may result in one or more of the following actions: cancellation of the card, loss of District credit card privileges; and disciplinary action with the personal policy including up to termination of employment.

#### **Cardholder Responsibilities:**

1. Cardholders must retain original receipts of all transactions and submit them to the Finance Department within three (3) business days of the date the expense was incurred. Some exceptions may apply, for example if the cardholder is away from District offices for training. In these instances, receipts must be submitted to the Finance Department within three (3) business days of the Cardholders return.
2. Each receipt must include information as the reason for the purchase, department, and purchaser's name.
3. Lost or stolen cards must be reported to the Cardholders direct supervisor immediately followed by the Finance Department. The card should also be canceled immediately by calling 1-866-552-8855.
4. Cardholders are responsible for ensuring that purchases via the District credit card meet all purchasing and procurement policies.

**Separation of Employment:**

Prior to separation of employment or job duties requiring a District credit card each cardholder must:

- Ensure that all receipts have been received and are approved by the Finance Director and District Superintendent.
- Surrender the District credit card to the Finance Department.

If any District credit card transactions appear after separation of employment that are of a personal nature/and or business related but no original receipts have been provided, then such amounts will be deducted from any final payments owed to the employee and could result in legal action being taken against the former cardholder.

**Acknowledgement and Agreement:**

I, \_\_\_\_\_, acknowledge that I have read and understood the Auburn Water and Sewer District purchasing card policy, and agree to adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment. Total reimbursement of all misappropriated monies will also be required.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Card Number: \_\_\_\_\_ Limit: \$ \_\_\_\_\_