

Office of

AUBURN WATER DISTRICT

Office Telephone # 784-6469

The regular monthly meeting of the Trustees of the Auburn Water District will be held **at the office of the Auburn Water District, 268 Court Street, on Wednesday, July 17, 2024 at 4:00 P.M.**

Regular Meeting AGENDA

1. Approve Minutes of Regular Meeting of June 20, 2024.
2. Financial Report Update -Amy Hanscom, MRWA.
3. Executive Session in accordance with 1 M.S.R.A. § 405 (6) (E) Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, [and] pending or contemplated litigation.
4. Public Comment
5. Activity Report/Project Update - Mike Broadbent
6. New Business
 - Lake Auburn Watershed Protection Commission, Trustee Appointments.
 - Workflow Efficiency Study, Grant Award.
 - Equipment Budget, vehicle purchase.
 - Commission Funding Request for septic inspections.
 - Measuring of the Lake
7. Old Business
 - Water Quality Update.
 - Cost Apportionment.
 - Staff Update.
8. Trustee Open Session
9. Adjourn Regular Meeting

Upcoming: Water Trustee Meeting, August 21, 2024 4:00PM.

Memo

To: Water District Trustees
From: Michael Broadbent, Superintendent
CC: Files
Date: 7/12/2024
Re: Discussion of July Agenda Items

Water Trustees

Financial Report Highlights

Project Update

Hotel Road Reconstruction: AWD has provided Gendron with GIS maps, a detailed gate valve inventory, and GPS coordinates. Gendron is on schedule to commence surface paving in approximately two months.

Hotel Rd-Manley Rd – Poland Spring Rd: AWD has provided Gendron with GIS maps, a detailed gate valve inventory, and GPS coordinates. Gendron is on schedule to commence surface paving in approximately two months.

Chestnut Street – PAL Center: AWD has removed approximately 400 feet of 8-inch CI piping installed in 1936, replacing it with 8-inch Bionax water main and installing two new water valves. The first section of the water main from Webster Street to the PAL Center project limit has passed the main acceptance test. Two services are scheduled to be connected to the new main in the coming week. The section from Winter Street to the PAL Center project limit is scheduled for main acceptance testing next week. AWD is awaiting quantities from Landry/French to finalize estimates and order parts for the water main offset around the new PAL Center.

4th Street: AWD has ordered and received necessary parts for this project and has actively completed preliminary work, setting up temporary water service for customers ahead of Gendron. This project will be completed in phases, with the first phase extending from Broad Street to Cook Street. The second phase will extend from Cook Street to Roak Street, and the final phase from Roak Street to Gill Street.

The first phase is expected to begin next week.

Marian Street: Discussions indicate that the reconstruction project, including the water main replacement, could commence in August. AWD is coordinating with Gendron to plan and schedule this project.

LCRR: AWD has made significant progress in preparation for the Lead Service Line Inventory submission due on October 16, 2024. Interns have been actively notifying customers, conducting home inspections by appointment, and visiting homes. Approximately 400 customer side water service inspections have been completed since the beginning of June, accounting for 11% of total mailers sent to customers.

Vac-Con Truck: AWD anticipates the delivery of the new Vac-Con truck on July 17, 2023. AWD staff are scheduled to receive training on the truck's operation the same day.

New Business

Lake Auburn Watershed Protection Commission, Trustee Appointment

The District has two Commission seats to appoint, 1 at-large position and one Trustee Representative. The at-large position would be for the two remaining years of a three-year appointment. We advertised the at large position and we've received two applications. I've included the applications in the packet.

The Trustee representative is for a full three-year term that is currently appointed to Dan Bilodeau.

The next Commission workshop is scheduled for August 14, 2024.

Workflow Efficiency Study, Grant Award.

The District received a 2024 Capacity Development Grant for 75%, up to \$30,000 to complete a workflow efficiency study. Included with the Trustee packet is a memo I prepared outlining how I learned of this type of study and why I am recommending that the District undertake the work.

****Action Item****

Trustee Board agreement on the need for a Work Flow Efficiency Study. Both Districts have budgeted \$7,500 for this work, with the \$30,000

Trustee Board agreement on accepting the 2024 Capacity Development Grant from the Maine Drinking Water Program as presented, July 2, 2024.

Equipment Budget, Vehicle Purchase.

The Water District budgeted \$40,000 to replace a truck this year. We have received several bids; the best price was from Quirk Ford in Augusta. After evaluation of the Bid, I would recommend that we keep our trade-in. Our trade is a 2013 F-150 (Truck 36) with 44,000 miles. Quirk assessed a trade-in value of \$5,000. The truck has some rust but it is worth between \$10-12K. The District is always short on vehicles and I feel we could continue to get value out of this truck. We would need to invest an additional \$2,000 to buy the new truck without the trade.

****Action Item****

Trustee Board agrees to spend \$42,000 on a new truck and to keep the 2013 F-150.

Commission Funding Request for Septic Inspections.

At the last Trustee meeting the Board discussed funding for septic inspections. As directed Trustee Bilodeau reached out to the Commission Chair and asked her to request funding. She replied via e-mail and made the request. There is still a lot of work to do on this subject. We have not had time to develop a plan and or budget for the staff time and equipment, tools and training to complete this work.

I believe staff from Lewiston and the Auburn Water District need to first meet and discuss this and develop a budget and plan for this work. We will then need to see if Lewiston will co-fund and support the work. I feel the District should hold off committing funds until this work is done and has been discussed by the Commissioners.

Measuring of the Lake

The District Trustees have been thanked for their service by the annual hosting of the Measuring of the Lake. This event is typically hosted at the end of August and I would like to propose August 28, 2024. In the past we have invited LACWA members, Commissioners, and City staff to the event.

Old Business

Water Quality Update

The water clarity in the lake continues to be good and turbidity has been consistently below a .6 ntu. It appears the frequent flushing of the lake with all of our rain storms has helped with the removal of phosphorus.

Cost Apportionment Update

There has been no new discussions with Lewiston. I have prepared a draft timeline and sent that to all Board members for review and consideration. I did request a legal opinion from Mike Hodgins from Eaton Peabody on the District's options regarding our inter-local agreements.

Staff Update

We continue to interview candidates for the position of Director of Finance. We have had an increased interest as of late and we are hopeful that we will be able to fill the position soon. At this time the Water Crew is now fully staffed. Our Watershed Manager has resigned from the position and accepted a job in Lewiston. The position is advertised and we are in the interview phase.

Upcoming: Water Trustee Meeting, August 21, 2024 4:00PM

June 20, 2024

The regular monthly meeting of the Trustees of the Water District will be held at the office of the Auburn Water District, 268 Court Street, on Thursday, June 20, 2024 at 4:00pm.

Members present: Kevin Arel, Eric Gould, Dan Bilodeau, Mayor Jeffrey Harmon, Denis Bergeron and Robert Cavanagh (Treasurer) and Jason Pawlina (President). Also present: Superintendent Mike Broadbent, Assist. Superintendent Matt Waite and Daphne Paulette of Maine Rural Water.

APPROVE THE MINUTES OF THE REGULAR MEETING OF May 22, 2024

On motion of Kevin Arel, seconded by Eric Gould, it was unanimously voted : **To approve the minutes of the regular meeting of May 22, 2024.**

FINANCIAL REPORT UPDATE – Daphne Paulette, MRWA

Water revenues are up 3% and expenses are favorable 4.7% for the month of May. The cash balance at the end of May was \$3.4 million. We will now be spending on projects.

EXECUTIVE SESSION IN ACCORDANCE WITH 1 M.S.R.A. § 405 (6) (E) TO DISCUSS A LEGAL MATTER - There was no need for the executive session.

PUBLIC COMMENT - Stephen Beale was in attendance but had no comments.

ACTIVITY REPORT/PROJECT UPDATE- Matt Waite

The Dunn St. 2" HDPE main installed last summer has been connected to the 6" water main on Fourth St. The acceptance test has been completed and services connected.

A new gate has been installed on Chestnut St. and we are actively working to be ready for the new Pal Center. We are responsible for costs up to the site lines. The City has hired St. Laurent for the offset of the water main and installation of a new fire hydrant, sprinkler service and domestic water line.

Hydrant flushing is 50% complete.

The interns are doing a great job on the LCRR Project inspecting and identifying services in our customers' homes. We should be in good shape by the October deadline. The crews are doing a great job and we still have one position to fill.

June 20, 2024

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The MDOT projects are now re-scheduled to 2025 and to be advertised in October, 2024.

Hotel Road Reconstruction – All conflicts have been addressed and the District will raise gate boxes to grade prior to final paving late this summer.

The Hotel Road project is progressing as planned. Gendron & Gendron has sub-contracted with Morin Excavation. They have hit a lot of our marked services. We will now take an image of our markings when we complete the locates.

The Fourth Street Project will take place this year. The water crews will install new gate valves to ensure a reliable shutdown of the water main and will also set up temporary water services for customers affected by the project. Gendron & Gendron is scheduled to start in July.

Marian Drive is currently on hold.

The new vactor truck is on its way. There is still a lot of work to be done with LCRR.

NEW BUSINESS

LAKE AUBURN WATERSHED PROTECTION COMMISSION -TRUSTEE

APPOINTMENTS – Brad Kowalski has resigned. The Water District appoints three positions to the Commission. The Trustees of the Water District make one appointment per year. This year's appointment is for a water trustee representative. Dan Bilodeau has now served two consecutive terms as a trustee representative. Brad's seat is a three year, at large position. He was first appointed in 2023 so there are 2 years remaining in that position.

Superintendent Broadbent will prepare a ballot for the next meeting. Dan Bilodeau said he would continue to serve if no one is interested.

DRAFT 2023 AUDIT – The Draft Audit and Management Letter have been reviewed by staff and we have found no issues. We have 10 days to sign off on the audit. Superintendent Broadbent did sign it and send it as approved. We have improved our net position. They had standard recommendations and we are doing what is expected.

On motion of Kevin Arel, seconded by Dan Bilodeau, it was unanimously voted: **To approve the 2023 Audit as presented.**

June 20, 2024

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STAFFING UPDATE – We do have one vacancy on the water crew. We are also advertising for the position of Director of Finance. We have received a few applications and conducted one interview. We will continue the search. Recruitment services are very costly.

OLD BUSINESS –

WATER QUALITY UPDATE – Lake clarity has improved over the last month. Phosphorous sampling from tributaries and the lake show that levels are at a healthy balance for this time of year.

DISTRICT SERVICE TERRITORY –It is Eaton Peabody’s opinion that the Auburn Water District has the power to continue to serve customers outside of Auburn and that the Charter does not need to be amended. The Charter gives the District incidental rights which allow us to work with neighboring utilities and agree to provide services.

COST APPORTIONMENT DISCUSSION UPDATE – Superintendent Broadbent has made several attempts to schedule a follow-up meeting to discuss apportionment. Acting City Administrator Brian O’Mally asked to resume discussions once a new administrator is hired.

President Jason Pawlina recommended that we put together everything that has happened to date pertaining to this issue. It was suggested that we get legal help with options that we may have to come to a resolution.

On motion of Jeff Harmon, seconded by Dan Bilodeau it was unanimously voted: **To seek legal opinion on the Board of Trustees’ options relative to revising the 1993 Inter-Local Agreement.**

LAKE AUBURN STAKEHOLDERS GROUP/WQ AD-HOC COMMITTEE UPDATE –

The stakeholders group has reviewed text amendments to the Watershed Overlay District and has suggested several revisions. At this time the revisions are in the final stages. Lewiston was given the opportunity to comment. Superintendent Broadbent provided the City’s schedule of meetings to introduce these changes to the public.

LAKE SHORE DRIVE MPI – The City of Lewiston is funded for the Water Quality Study to extend the intake pipe. Kevin is working with the Council on funding for the Lakeshore Drive MPI. We can then establish an agreement for 50/50 funding. We are waiting for Kevin’s comments.

TRUSTEE OPEN SESSION

Trustee Denis Bergeron and Mayor's Rep Stephen Milks are on the committee for the storage garage. Denis is looking for the 2023 Feasibility Study.

A future agenda item would be to seek funding for the septic inspections.

What is the City's perspective on septic systems?

What is the City's position on owner responsibility?

Are there any low income programs to help customers with correcting any problems that may be found as a result of the inspections?

Draft a resolve for LAWPC to provide the inspections at no cost to the homeowner and to be paid by Auburn and Lewiston.

Mayor Jeff Harmon will inform the Council that the District is in discussion about the septic inspections.

Trustee Denis Bergeron suggested that we request funding through LAWPC.

Emergency water supply contingency/alternate water supply. President Jason Pawlina is looking for an informational update on the GroundWater Study for the next meeting.

Turner St./Fair St. – MDOT wanted the land. The Board agreed to it. We still own a small triangle. The City of Auburn is looking for a property easement for spill-over parking. We have no use for this property. This is just an FYI with no action required at this time.

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

Respectfully submitted,

Diane Drinkwater

MRWA

Income Statement

Balance Sheet

Stats

Auburn Water District Accounts Payable Check Register June 1, 2024 thru June 30, 2024
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<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Reference</u>	<u>Amount</u>
20990	6/7/2024	5	Auburn Aggregates	5/21/2024		1,098.00
					Crushed Gravel/Stone Dust Hotel Rd. MDOT paving	
20990	6/7/2024	5	Auburn Aggregates	6/14/2024		222.14
					crushed gravel Hotel Rd. MDOT paving	
						<u>1,320.14</u>
20991	6/7/2024	6	Michael Broadbent	6/1/2024		175.00
					Mileage Misc Expense-T&D Ops	
20991	6/7/2024	6	Michael Broadbent	6/1/2024		175.00
					A/R - Auburn Sewer	
						<u>350.00</u>
20992	6/7/2024	5	Cameron Tire & Service Inc.	5/31/2024		104.00
					Front Brake Sticking TRUCK #41 (2016 CHVY SILVR)	
						<u>104.00</u>
20993	6/7/2024	5	Coastal Auto Parts	5/31/2024		27.42
					Antifreeze Supplies - T&D - Ops	
20993	6/7/2024	5	Coastal Auto Parts	5/31/2024		27.42
					A/R - Auburn Sewer	
20993	6/7/2024	5	Coastal Auto Parts	5/31/2024		26.44
					Wiper Blades TRUCK #46 (2019 FORD F150)	
						<u>81.28</u>
20994	6/7/2024	6	Constellation NewEnergy, Inc.	5/29/2024		2.22
					Tower Rd Accrued Power	
20994	6/7/2024	6	Constellation NewEnergy, Inc.	5/29/2024		16,587.17
					UV#2 Accrued Power	
20994	6/7/2024	5	Constellation NewEnergy, Inc.	6/3/2024		8.09
					Mill St Accrued Power	
20994	6/7/2024	5	Constellation NewEnergy, Inc.	5/30/2024		3.05
					S. Goff Accrued Power	
						<u>16,600.53</u>
20995	6/7/2024	5	The Computer Place	5/31/2024		36.25
					A/R - Auburn Sewer	
20995	6/7/2024	5	The Computer Place	5/29/2024		54.38
					A/R - Auburn Sewer	

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20995	6/7/2024	5	The Computer Place	5/31/2024	IT Support Outside Services - A&G	36.25
20995	6/7/2024	5	The Computer Place	5/30/2024	IT Support Outside Services - A&G	36.25
20995	6/7/2024	5	The Computer Place	5/29/2024	IT Support Outside Services - A&G	54.37
20995	6/7/2024	5	The Computer Place	5/30/2024	A/R - Auburn Sewer	36.25
20995	6/7/2024	6	The Computer Place	6/1/2024	IT Support Outside Services - A&G	442.00
20995	6/7/2024	6	The Computer Place	6/1/2024	A/R - Auburn Sewer	442.00
						<u>1,137.75</u>
20996	6/7/2024	5	Dead River Company	5/16/2024	Vaporizers UV Treatment Plant - O&M	16,750.00
20996	6/7/2024	5	Dead River Company	5/16/2024	Vaporizers A/R - Lewiston	16,750.00
20996	6/7/2024	5	Dead River Company	5/21/2024	A/R - Lewiston	266.58
20996	6/7/2024	5	Dead River Company	5/14/2024	tank #5 propane Propane Exp - UV	102.39
20996	6/7/2024	5	Dead River Company	5/14/2024	A/R - Lewiston	102.40
20996	6/7/2024	5	Dead River Company	5/21/2024	Tank #2 Propane Exp - UV	266.58
						<u>34,237.95</u>
20997	6/7/2024	6	Dig Safe System, Inc.	6/3/2024	June Ops Misc Expense-Mains	308.67
20997	6/7/2024	6	Dig Safe System, Inc.	6/3/2024	A/R - Auburn Sewer	308.68
						<u>617.35</u>

Auburn Water District
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<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Reference</u>	<u>Amount</u>
20998	6/7/2024	5	Gagne & Sons	5/7/2024		17.50
					Mortar Mix UV Treatment Plant - O&M	
20998	6/7/2024	5	Gagne & Sons	5/7/2024		17.50
					A/R - Lewiston	
20998	6/7/2024	5	Gagne & Sons	5/20/2024		348.45
					Anchors for Buoys Watershed Expenses	
						<u>383.45</u>
20999	6/7/2024	5	Goodwill Industries	5/22/2024		30.00
					Shop Rags A/R - Auburn Sewer	
20999	6/7/2024	5	Goodwill Industries	5/22/2024		30.00
					Shop Rags Supplies - T&D - Ops	
						<u>60.00</u>
21000	6/7/2024	5	Home Depot Credit Services	5/26/2024		225.09
					Supplies Watershed Expenses	
21000	6/7/2024	5	Home Depot Credit Services	5/26/2024		418.56
					Conf Room Supplies AWSD CONFERENCE ROOM U	
21000	6/7/2024	5	Home Depot Credit Services	5/26/2024		12.33
					A/R - Lewiston	
21000	6/7/2024	5	Home Depot Credit Services	5/26/2024		250.62
					Supplies Supplies - T&D - Ops	
21000	6/7/2024	5	Home Depot Credit Services	5/26/2024		250.63
					A/R - Auburn Sewer	
21000	6/7/2024	5	Home Depot Credit Services	5/26/2024		151.30
					Totes, Batteries, Tools UV Treatment Plant - O&M	
21000	6/7/2024	5	Home Depot Credit Services	5/26/2024		151.30
					Totes, Batteries, Tools A/R - Lewiston	
21000	6/7/2024	5	Home Depot Credit Services	5/26/2024		12.32
					Supplies UV Treatment Plant - O&M	
						<u>1,472.15</u>
21001	6/7/2024	5	MissionSquare	5/31/2024		2,237.32
					304412 ICMA 457 Accrued - Deferred Comp	
						<u>2,237.32</u>

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21002	6/7/2024	5	MissionSquare	5/31/2024		4,624.53
					109636 ICMA 401 Employee Benefits	
						<u>4,624.53</u>
21003	6/7/2024	5	MissionSquare	5/31/2024		1,184.05
					705328 Roth IRA Accrued - IRA/ICMA	
						<u>1,184.05</u>
21004	6/7/2024	6	Lake Auburn Watershed Comm.	6/1/2024		7,083.33
					June Pymt Watershed Expenses	
						<u>7,083.33</u>
21005	6/7/2024	5	Maine Air Power	5/9/2024		164.89
					Service Compressor Outside Services - T&D - Mnt	
21005	6/7/2024	5	Maine Air Power	5/9/2024		164.89
					Service Compressor A/R - Auburn Sewer	
						<u>329.78</u>
21006	6/7/2024	5	Treasurer, State of ME-HETL	5/29/2024		552.50
					A/R - Lewiston	
21006	6/7/2024	5	Treasurer, State of ME-HETL	5/29/2024		510.00
					A/R - Lewiston	
21006	6/7/2024	5	Treasurer, State of ME-HETL	5/29/2024		510.00
					In Lake testing Outside Services - Lab Tests	
21006	6/7/2024	5	Treasurer, State of ME-HETL	5/29/2024		552.50
					perimeter testing Outside Services - Lab Tests	
						<u>2,125.00</u>
21007	6/7/2024	5	Maine Oxy-Acetylene Co.	5/17/2024		32.82
					A/R - Auburn Sewer	
21007	6/7/2024	5	Maine Oxy-Acetylene Co.	5/17/2024		32.81
					Welding Supplies Supplies - T&D - Ops	
						<u>65.63</u>
21008	6/7/2024	5	Treasurer, State of Maine	5/1/2024		18,788.00
					Annual Assessment23 Pre-Paid	
						<u>18,788.00</u>
21009	6/7/2024	5	Ness Oil Co.	5/31/2024		573.66
					TRUCK #51 (2022 FORD 1-TON)	

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21009	6/7/2024	5	Ness Oil Co.	5/31/2024		171.47
					A/R - Auburn Sewer	
21009	6/7/2024	5	Ness Oil Co.	5/31/2024		515.71
					TRUCK #38 (2015 FORD F250)	
21009	6/7/2024	5	Ness Oil Co.	5/31/2024		674.66
					TRUCK #50 (2022 VOLVO DUM	
21009	6/7/2024	5	Ness Oil Co.	5/31/2024		377.91
					TRUCK #45 (2019 CHVY SILVE	
21009	6/7/2024	5	Ness Oil Co.	5/31/2024		55.90
					A/R - Auburn Sewer	
21009	6/7/2024	5	Ness Oil Co.	5/31/2024		394.01
					Rental Vehicles	
21009	6/7/2024	5	Ness Oil Co.	5/31/2024		157.07
					TRUCK #48 (2020 CHEVY COL	
21009	6/7/2024	5	Ness Oil Co.	5/31/2024		41.70
					May Fuel	
					Supplies - T&D - Ops	
21009	6/7/2024	5	Ness Oil Co.	5/31/2024		992.08
					A/R - Auburn Sewer	
21009	6/7/2024	5	Ness Oil Co.	5/31/2024		115.91
					TRUCK # 33 (2012 FORD TRUC	
21009	6/7/2024	5	Ness Oil Co.	5/31/2024		618.83
					TRUCK #41 (2016 CHVY SILVR	
21009	6/7/2024	5	Ness Oil Co.	5/31/2024		359.83
					TRUCK #39 (2015 FORD F250)	
21009	6/7/2024	5	Ness Oil Co.	5/31/2024		41.70
					A/R - Auburn Sewer	
21009	6/7/2024	5	Ness Oil Co.	5/31/2024		273.44
					TRUCK #47 (2019 FORD 3/4 TC	
						<u>5,363.88</u>
21011	6/7/2024	5	Northeast Safety Inc	5/18/2024		564.00
					Flaggers	
					A/R - Auburn Sewer	

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21011	6/7/2024	5	Northeast Safety Inc	5/18/2024	Flaggers Supplies - Mains	1,128.00
						<u>1,692.00</u>
21012	6/7/2024	5	E.J. Prescott, Inc.	5/15/2024	chg out Inventory	1,264.92
21012	6/7/2024	5	E.J. Prescott, Inc.	5/15/2024	Hotel Rd Inventory	7,693.44
21012	6/7/2024	5	E.J. Prescott, Inc.	5/15/2024	Service Box Plug Cover Inventory	101.64
21012	6/7/2024	5	E.J. Prescott, Inc.	5/13/2024	Dunn St Inventory	166.80
						<u>9,226.80</u>
21013	6/7/2024	5	Rent-It Of Maine, Inc.	5/29/2024	excavator rental Lead Rule	2,210.00
						<u>2,210.00</u>
21014	6/7/2024	6	Southworth-Milton	6/5/2024	PM 1.5 A/R - Lewiston	717.54
21014	6/7/2024	6	Southworth-Milton	6/5/2024	PM 1.5 UV Treatment Plant - O&M	717.54
						<u>1,435.08</u>
21015	6/7/2024	5	RHR Smith & Co	5/31/2024	Progress billing Accounting & Audit	400.00
						<u>400.00</u>
21016	6/7/2024	5	Spencer Group	5/13/2024	A/R - Auburn Sewer	855.40
21016	6/7/2024	5	Spencer Group	5/13/2024	Patching Outside Services - Mains	583.10
21016	6/7/2024	5	Spencer Group	5/14/2024	A/R - Auburn Sewer	3,172.40
21016	6/7/2024	5	Spencer Group	5/14/2024	Patching Outside Services - Mains	8,119.20
						<u>12,730.10</u>

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21017	6/7/2024	5	USA Blue Book	5/16/2024	Toilet Brush Supplies - T&D - Ops	10.09
21017	6/7/2024	5	USA Blue Book	5/24/2024	Marking Paint - Meter Dept Supplies - T&D - Ops	17.58
						<u>27.67</u>
21018	6/7/2024	5	Voyager Networks New England	6/1/2024	Answering Service Misc Expense-A&G Office	61.80
21018	6/7/2024	5	Voyager Networks New England	6/1/2024	A/R - Auburn Sewer	61.80
						<u>123.60</u>
21019	6/14/2024	6	Duane Taylor	6/14/2024	Refund Well Mtr Dep Bal A/R - Other Miscellaneous	68.18
						<u>68.18</u>
21020	6/14/2024	6	AHM-Northern Light Drug Testn	5/28/2024	A/R - Auburn Sewer	96.00
21020	6/14/2024	6	AHM-Northern Light Drug Testn	5/28/2024	Drug Testing Misc Expense-T&D Ops	96.00
						<u>192.00</u>
21021	6/14/2024	5	Allied Universal Technology	5/20/2024	Multiple Service Calls UV Treatment Plant - O&M	679.18
21021	6/14/2024	5	Allied Universal Technology	5/20/2024	Multiple Service Calls A/R - Lewiston	679.18
						<u>1,358.36</u>
21022	6/14/2024	6	City of Auburn	5/21/2024	Permits Supplies - Services	380.00
21022	6/14/2024	6	City of Auburn	5/20/2024	Permits Lead Rule	830.00
21022	6/14/2024	6	City of Auburn	5/21/2024	A/R - Auburn Sewer	495.00
						<u>1,705.00</u>
21023	6/14/2024	6	Charter Communications	6/6/2024	A/R - Auburn Sewer	79.99

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21023	6/14/2024	6	Charter Communications	6/6/2024		79.99
					Court St-internet Telephone-A&G Office	
						<u>159.98</u>
21024	6/14/2024	6	Constellation NewEnergy, Inc.	6/5/2024		744.39
					Court St Accrued Power	
						<u>744.39</u>
21025	6/14/2024	6	The Computer Place	6/4/2024		36.25
					IT Support Outside Services - A&G	
21025	6/14/2024	6	The Computer Place	6/4/2024		36.25
					A/R - Auburn Sewer	
21025	6/14/2024	6	The Computer Place	6/5/2024		36.25
					A/R - Auburn Sewer	
21025	6/14/2024	6	The Computer Place	6/4/2024		36.25
					IT Support Outside Services - A&G	
21025	6/14/2024	6	The Computer Place	6/4/2024		36.25
					A/R - Auburn Sewer	
21025	6/14/2024	6	The Computer Place	6/5/2024		36.25
					IT Support Outside Services - A&G	
						<u>217.50</u>
21026	6/14/2024	6	Dube Gravel Company, Inc.	6/5/2024		960.00
					Lead Rule	
21026	6/14/2024	6	Dube Gravel Company, Inc.	6/5/2024		672.00
					2023 Hardscabble Booster Chlor	
21026	6/14/2024	6	Dube Gravel Company, Inc.	6/5/2024		2,944.00
					Gravel, etc Supplies - T&D - Mnt	
21026	6/14/2024	6	Dube Gravel Company, Inc.	6/5/2024		1,008.00
					2023 Poland Booster Chlorine	
21026	6/14/2024	6	Dube Gravel Company, Inc.	6/5/2024		320.00
					A/R - Auburn Sewer	
21026	6/14/2024	6	Dube Gravel Company, Inc.	6/5/2024		672.00
					gravel Supplies - Mains	
						<u>6,576.00</u>

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21027	6/14/2024	5	General Alum New England Corp	5/22/2024	Aqua aide Chemical Expense	13,525.31
						<u>13,525.31</u>
21028	6/14/2024	5	Goodscapes Lawn Care	5/1/2024	Lawncare Services Misc Expense-Landscaping	1,123.00
21028	6/14/2024	5	Goodscapes Lawn Care	5/1/2024	A/R - Auburn Sewer	1,123.00
21029	6/14/2024	6	Greeley's Garage	6/6/2024	Road Service TRUCK #23 (2004 GMC DUMP	<u>2,246.00</u> 175.00
21030	6/14/2024	5	Hach Company	5/23/2024	Supplies UV Treatment Plant - O&M	<u>175.00</u> 1,130.43
21030	6/14/2024	5	Hach Company	5/23/2024	A/R - Lewiston	1,130.43
21031	6/14/2024	5	Harcros Chemicals, Inc.	5/23/2024	Sod Hypo Chemical Expense	<u>2,260.86</u> 2,258.17
21031	6/14/2024	5	Harcros Chemicals, Inc.	5/21/2024	Sod Hydro Chemical Expense	8,488.21
21032	6/14/2024	5	Hydrus Control Solutions, Inc	5/22/2024	Troy St/ Court CLA-Valve maintenance	<u>10,746.38</u> 3,996.91
21033	6/14/2024	6	Kennebec Equip. Rental	6/4/2024	Pavement Saw Blades Supplies - T&D - Ops	<u>3,996.91</u> 325.00
21033	6/14/2024	6	Kennebec Equip. Rental	6/4/2024	Pavement Saw Blades A/R - Auburn Sewer	325.00
21034	6/14/2024	6	Northern Data Systems, Inc.	6/10/2024	LCRR Mailing Lead Rule	<u>650.00</u> 960.60
21034	6/14/2024	6	Northern Data Systems, Inc.	6/10/2024	Wtr Disconnect Notices Supplies - A&G - Office	338.69
						<u>1,299.29</u>

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21035	6/14/2024	6	Overhead Door Co	5/30/2024		298.77
					Repair Cable Door#3 A/R - Auburn Sewer	
21035	6/14/2024	6	Overhead Door Co	5/30/2024		298.76
					Repair Cable Door#3 Outside Services - T&D - Mnt	
21036	6/14/2024	5	Petro's	5/23/2024		<u>597.53</u> 187.97
					Grass seed/Straw Supplies - Mains	
21037	6/14/2024	5	E.J. Prescott, Inc.	5/22/2024		<u>187.97</u> 1,180.13
					Turner/St.Laurent Inventory	
21037	6/14/2024	5	E.J. Prescott, Inc.	5/22/2024		131.88
					Gate Wrench Inventory	
21037	6/14/2024	5	E.J. Prescott, Inc.	5/22/2024		2,448.51
					chg out Inventory	
21037	6/14/2024	5	E.J. Prescott, Inc.	5/22/2024		1,047.01
					Meter Supplies Inventory	
21037	6/14/2024	5	E.J. Prescott, Inc.	5/23/2024		6,864.30
					12 Alph XL Cplg Inventory	
21037	6/14/2024	5	E.J. Prescott, Inc.	5/22/2024		14,220.12
					5W Hyd Cply & Bend CL Inventory	
21037	6/14/2024	5	E.J. Prescott, Inc.	5/22/2024		319.32
					Fixed top Ext Inventory	
21038	6/14/2024	6	U.S. Postal Service	6/1/2024		<u>26,211.27</u> 141.00
					A/R - Auburn Sewer	
21038	6/14/2024	6	U.S. Postal Service	6/1/2024		141.00
					PO Box Fee Misc Expense-A&G Office	
21039	6/14/2024	6	UNITIL ME	5/31/2024		<u>282.00</u> 275.05
					268 Court A/R - Auburn Sewer	
21039	6/14/2024	6	UNITIL ME	5/31/2024		275.05
					268 Court Supplies - T&D - Ops	

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21039	6/14/2024	6	UNITIL ME	5/31/2024	Pump House Supplies - T&D - Ops	228.89
						<u>778.99</u>
21040	6/14/2024	5	V W R International LLC	5/21/2024	A/R - Lewiston	271.67
21040	6/14/2024	6	V W R International LLC	5/21/2024	Supplies UV Treatment Plant - O&M	113.59
21040	6/14/2024	6	V W R International LLC	5/21/2024	A/R - Lewiston	113.60
21040	6/14/2024	5	V W R International LLC	5/21/2024	Supplies UV Treatment Plant - O&M	271.66
						<u>770.52</u>
21041	6/14/2024	6	F. W. Webb Co.	6/5/2024	Clamps, etc Supplies - T&D - Ops	74.35
21041	6/14/2024	6	F. W. Webb Co.	6/5/2024	Clamps, couplings Supplies - T&D - Ops	110.32
						<u>184.67</u>
21042	6/21/2024	6	John F Murphy Homes	6/21/2024	Refund-Final overpaid A/R - Customers Accts Rec	99.91
						<u>99.91</u>
21043	6/21/2024	6	Estate of Joan C Mooney	6/21/2024	Refund Final Overpaid A/R - Customers Accts Rec	78.30
						<u>78.30</u>
21044	6/21/2024	6	Nicholas Beauchesne	6/21/2024	Refund Final overpaid A/R - Customers Accts Rec	244.90
						<u>244.90</u>
21045	6/21/2024	6	Amazon.Com Sales Inc	6/7/2024	Canon Print Head Supplies - A&G - Office	186.50
21045	6/21/2024	6	Amazon.Com Sales Inc	6/7/2024	1KQY-FVXQ-KNQW A/R - Auburn Sewer	186.50
						<u>373.00</u>
21046	6/21/2024	6	Androscoggin Registry Of	6/21/2024	Placement Water Liens Misc Expense-Collections	48.00
						<u>48.00</u>

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21047	6/21/2024	6	Petty Cash	6/18/2024		5.05
					Ice for Samples - UV UV Treatment Plant - O&M	
21047	6/21/2024	6	Petty Cash	6/18/2024		5.05
					Ice for Samples - UV A/R - Lewiston	
21047	6/21/2024	6	Petty Cash	6/18/2024		4.20
					Composition Notebooks Supplies - T&D - Ops	
21047	6/21/2024	6	Petty Cash	6/18/2024		90.00
					Hay Bales Supplies - T&D - Mnt	
21047	6/21/2024	6	Petty Cash	6/18/2024		90.00
					Hay Bales Supplies - Reservoirs	
						<u>194.30</u>
21048	6/21/2024	5	Sullivan Associates	5/29/2024		391.23
					Supplies UV Treatment Plant - O&M	
21048	6/21/2024	5	Sullivan Associates	5/29/2024		391.23
					A/R - Lewiston	
						<u>782.46</u>
21049	6/21/2024	6	Coastal T-Shirts	6/12/2024		85.50
					TShirts for interns Lead Rule	
						<u>85.50</u>
21050	6/21/2024	6	Constellation NewEnergy, Inc.	6/6/2024		0.75
					Troy St Accrued Power	
21050	6/21/2024	6	Constellation NewEnergy, Inc.	6/11/2024		0.75
					Mill St Accrued Power	
						<u>1.50</u>
21051	6/21/2024	6	The Computer Place	6/10/2024		72.50
					IT Support Outside Services - A&G	
21051	6/21/2024	6	The Computer Place	6/10/2024		18.13
					A/R - Auburn Sewer	
21051	6/21/2024	6	The Computer Place	6/10/2024		18.12
					IT Support Outside Services - A&G	
21051	6/21/2024	6	The Computer Place	6/10/2024		72.50
					A/R - Auburn Sewer	
						<u>181.25</u>

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21052	6/21/2024	6	Eaton Peabody, PA	6/6/2024		2,698.00
					Service thru 053124 Legal Expenses	
21052	6/21/2024	6	Eaton Peabody, PA	6/6/2024		737.00
					Sevice thru 053124 Legal Expenses	
						<u>3,435.00</u>
21053	6/21/2024	6	FirstLight	6/7/2024		83.10
					Telephone-A&G Office	
21053	6/21/2024	6	FirstLight	6/7/2024		60.50
					A/R - Lewiston	
21053	6/21/2024	6	FirstLight	6/7/2024		60.50
					June Phone/Internet Telephone-A&G Office	
21053	6/21/2024	6	FirstLight	6/7/2024		62.50
					UV Treatment Plant - O&M	
21053	6/21/2024	6	FirstLight	6/7/2024		77.17
					Telephone - Treatment	
21053	6/21/2024	6	FirstLight	6/7/2024		62.50
					A/R - Lewiston	
21053	6/21/2024	6	FirstLight	6/7/2024		77.17
					A/R - Lewiston	
21053	6/21/2024	6	FirstLight	6/7/2024		62.50
					A/R - Lewiston	
21053	6/21/2024	6	FirstLight	6/7/2024		83.10
					A/R - Auburn Sewer	
21053	6/21/2024	6	FirstLight	6/7/2024		62.50
					Chloramine Facility - O&M	
						<u>691.54</u>
21054	6/21/2024	5	Gendron & Gendron	5/30/2024		7,320.00
					Contracted-Hotel Rd Supplies - Mains	
						<u>7,320.00</u>
21055	6/21/2024	6	Granite State Analytical Srvc	6/3/2024		960.00
					May Testing Outside Services - Lab Tests	
						<u>960.00</u>

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21056	6/21/2024	5	Harcros Chemicals, Inc.	5/31/2024		3,612.59
					Sod Hypo Chemical Expense	
21056	6/21/2024	5	Harcros Chemicals, Inc.	5/31/2024		1,156.80
					Sod Hypo Chemical Expense	
						<u>4,769.39</u>
21057	6/21/2024	5	K. L. Jack & Co., Inc.	5/31/2024		9.25
					A/R - Auburn Sewer	
21057	6/21/2024	5	K. L. Jack & Co., Inc.	5/31/2024		9.24
					saw blades Supplies - T&D - Ops	
						<u>18.49</u>
21058	6/21/2024	5	Bisson Enterprises, Inc. DBA	5/31/2024		350.00
					A/R - Auburn Sewer	
21058	6/21/2024	5	Bisson Enterprises, Inc. DBA	5/31/2024		206.00
					Cleaning UV Treatment Plant - O&M	
21058	6/21/2024	5	Bisson Enterprises, Inc. DBA	5/31/2024		350.00
					Cleaning Outside Services - T&D - Mnt	
21058	6/21/2024	5	Bisson Enterprises, Inc. DBA	5/31/2024		206.00
					A/R - Lewiston	
						<u>1,112.00</u>
21059	6/21/2024	6	Televox Inc	5/31/2024		58.35
					A/R - Auburn Sewer	
21059	6/21/2024	6	Televox Inc	5/31/2024		58.34
					Auto Calls Misc Expense-Collections	
						<u>116.69</u>
21060	6/21/2024	6	Maine Municipal Bond Bank	6/10/2024		2,821.23
					Management Fee Accrued Interest	
						<u>2,821.23</u>
21061	6/21/2024	7	Maine Municipal Emp.Hlth.	6/5/2024		26.40
					39020 July Employee Benefits	
21061	6/21/2024	7	Maine Municipal Emp.Hlth.	6/5/2024		82.95
					39020 July Accrued - Life Insurance	
21061	6/21/2024	7	Maine Municipal Emp.Hlth.	6/5/2024		43.79
					39020 July A/R - Auburn Sewer	

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21061	6/21/2024	7	Maine Municipal Emp.Hlth.	6/5/2024		853.17
					39020 July Accrued - IPP Withheld	
21061	6/21/2024	7	Maine Municipal Emp.Hlth.	6/5/2024		827.92
					39020 July Accrued - Dental	
						<u>1,834.23</u>
21062	6/21/2024	6	Pine Tree Waste	6/1/2024		111.71
					Bulk Waste Outside Services - T&D - Ops	
21062	6/21/2024	6	Pine Tree Waste	6/1/2024		61.28
					Bulk Waste UV Treatment Plant - O&M	
21062	6/21/2024	6	Pine Tree Waste	6/1/2024		61.28
					A/R - Lewiston	
21062	6/21/2024	6	Pine Tree Waste	6/1/2024		111.71
					A/R - Auburn Sewer	
						<u>345.98</u>
21063	6/21/2024	5	Rexel USA Inc d/b/a	5/31/2024		1,206.93
					Scada Supplies A/R - Lewiston	
21063	6/21/2024	5	Rexel USA Inc d/b/a	5/31/2024		1,206.92
					Scada Supplies UV Treatment Plant - O&M	
						<u>2,413.85</u>
21064	6/21/2024	6	Shredding on Site	6/14/2024		28.75
					A/R - Auburn Sewer	
21064	6/21/2024	6	Shredding on Site	6/14/2024		28.75
					shredding Misc Expense-A&G Office	
						<u>57.50</u>
21065	6/21/2024	7	UNUM Life Insurance	7/1/2024		139.13
					July Ins A/R - Auburn Sewer	
21065	6/21/2024	7	UNUM Life Insurance	7/1/2024		297.16
					July Ins Employee Benefits	
						<u>436.29</u>
21066	6/21/2024	5	Acuity Specialty Products Inc	5/30/2024		52.35
					Spirit II Supplies - T&D - Ops	
21066	6/21/2024	5	Acuity Specialty Products Inc	5/30/2024		52.35
					A/R - Auburn Sewer	

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						<u>104.70</u>
21067	6/28/2024	6	Androscoggin Homes LLC	6/28/2024	Refund Final Crd Bal A/R - Customers Accts Rec	7.93
						<u>7.93</u>
21068	6/28/2024	6	Kevin Thompson	6/28/2024	Refund Tenant Deposit A/R - Customers Accts Rec	150.00
						<u>150.00</u>
21069	6/28/2024	6	Amazon.Com Sales Inc	6/16/2024	1MGX-Y7TN-7PTR Lead Rule	35.76
						<u>35.76</u>
21069	6/28/2024	6	Amazon.Com Sales Inc	6/16/2024	A/R - Auburn Sewer	26.49
						<u>26.49</u>
21069	6/28/2024	6	Amazon.Com Sales Inc	6/16/2024	Safety Gloves, Glasses Supplies - Safety Items	309.04
						<u>309.04</u>
21069	6/28/2024	6	Amazon.Com Sales Inc	6/16/2024	Safety Gloves, Glasses A/R - Auburn Sewer	309.04
						<u>309.04</u>
21069	6/28/2024	6	Amazon.Com Sales Inc	6/16/2024	Batteries Supplies - T&D - Ops	26.49
						<u>26.49</u>
21070	6/28/2024	6	Lindsay Bates	6/30/2024	June cell Telephone - Treatment	30.00
						<u>30.00</u>
21071	6/28/2024	7	Michael Broadbent	7/1/2024	A/R - Auburn Sewer	175.00
						<u>175.00</u>
21071	6/28/2024	7	Michael Broadbent	7/1/2024	Mileage Misc Expense-T&D Ops	175.00
						<u>175.00</u>
21072	6/28/2024	6	Constellation NewEnergy, Inc.	6/13/2024	E. Hardscrabble Accrued Power	117.79
						<u>117.79</u>
21073	6/28/2024	6	The Computer Place	6/17/2024	Void chk 21073 Accrued Power	-1.79
						<u>-1.79</u>
21073	6/28/2024	6	The Computer Place	6/17/2024	Ipswich Accrued Power	1.79
						<u>1.79</u>
						<u>0.00</u>

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21074	6/28/2024	6	Elan Financial Services	6/13/2024	Hill Flowers Misc Expense-T&D Ops	49.31
21074	6/28/2024	6	Elan Financial Services	6/13/2024	Misc Supplies Misc Expense-T&D Ops	18.65
21074	6/28/2024	6	Elan Financial Services	6/13/2024	A/R - Auburn Sewer	18.66
21074	6/28/2024	6	Elan Financial Services	6/13/2024	Staples, etc Supplies - A&G - Office	14.63
21074	6/28/2024	6	Elan Financial Services	6/13/2024	Copy Paper, Staples, Envelopes A/R - Auburn Sewer	45.24
21074	6/28/2024	6	Elan Financial Services	6/13/2024	Copy Paper, Staples, Envelopes Supplies - A&G - Office	45.23
21074	6/28/2024	6	Elan Financial Services	6/13/2024	Distilled Water A/R - Lewiston	112.32
21074	6/28/2024	6	Elan Financial Services	6/13/2024	Distilled Water UV Treatment Plant - O&M	112.31
21074	6/28/2024	6	Elan Financial Services	6/13/2024	Expansion Joints/Rings A/R - Lewiston	853.22
21074	6/28/2024	6	Elan Financial Services	6/13/2024	Expansion Joints/Rings UV Treatment Plant - O&M	853.22
21074	6/28/2024	6	Elan Financial Services	6/13/2024	Facebook Posts Lead Rule	30.00
21074	6/28/2024	6	Elan Financial Services	6/13/2024	Door Hangers - LCRR Lead Rule	154.99
21074	6/28/2024	6	Elan Financial Services	6/13/2024	Hill Flowers A/R - Auburn Sewer	49.31
21074	6/28/2024	6	Elan Financial Services	6/13/2024	Tax Credit-Lead Banner Lead Rule	-7.81
21074	6/28/2024	6	Elan Financial Services	6/13/2024	Employment Ads Misc Expense-T&D Ops	623.72

Auburn Water District
Accounts Payable Check Register
June 1, 2024 thru June 30, 2024

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Reference</u>	<u>Amount</u>
21074	6/28/2024	6	Elan Financial Services	6/13/2024		623.72
					A/R - Auburn Sewer	
21074	6/28/2024	6	Elan Financial Services	6/13/2024		350.00
					LCRR QR Code Lead Rule	
21074	6/28/2024	6	Elan Financial Services	6/13/2024		140.02
					IPADS for Interns Lead Rule	
21074	6/28/2024	6	Elan Financial Services	6/13/2024		75.00
					ME PFR Licsing Misc Expense-T&D Ops	
21074	6/28/2024	6	Elan Financial Services	6/13/2024		33.49
					Copy Paper, Labels A/R - Auburn Sewer	
21074	6/28/2024	6	Elan Financial Services	6/13/2024		33.49
					Copy Paper, Labels Supplies - A&G - Office	
21074	6/28/2024	6	Elan Financial Services	6/13/2024		75.00
					ME PFR Licsing A/R - Auburn Sewer	
21074	6/28/2024	6	Elan Financial Services	6/13/2024		15.89
					LCRR Intern Ids Lead Rule	
21074	6/28/2024	6	Elan Financial Services	6/13/2024		14.63
					Staples, etc A/R - Auburn Sewer	
						<u>4,334.24</u>
21076	6/28/2024	6	DP Flores Inc dba	6/17/2024		64.00
					HRA-Jun24 Employee Benefits	
						<u>64.00</u>
21077	6/28/2024	6	Fortier's Locksmith	6/7/2024		27.00
					Duplicate Keys A/R - Auburn Sewer	
21077	6/28/2024	6	Fortier's Locksmith	6/7/2024		27.00
					Duplicate Keys Supplies - T&D - Ops	
						<u>54.00</u>
21078	6/28/2024	6	Jacob Gilbert	6/30/2024		30.00
					June Cell Telephone - Treatment	
						<u>30.00</u>
21079	6/28/2024	6	Hayden Gonzales	6/30/2024		30.00
					June cell Telephone - Treatment	
						<u>30.00</u>

Auburn Water District Accounts Payable Check Register June 1, 2024 thru June 30, 2024
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<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Reference</u>	<u>Amount</u>
21080	6/28/2024	6	David Hamann	6/30/2024	June cell Telephone - Treatment	30.00
						<u>30.00</u>
21081	6/28/2024	6	Harcros Chemicals, Inc.	6/17/2024	Sod Hypo Chemical Expense	8,227.73
						<u>8,227.73</u>
21082	6/28/2024	6	Cole Hayford	6/30/2024	June cell Telephone - Treatment	30.00
						<u>30.00</u>
21083	6/28/2024	6	Timothy D. Hoover	6/30/2024	June Cell Telephone - Treatment	30.00
						<u>30.00</u>
21084	6/28/2024	6	Erica Kidd	6/21/2024	Mileage - Conference A/R - Lewiston	36.85
						<u>36.85</u>
21084	6/28/2024	6	Erica Kidd	6/21/2024	Mileage - Conference UV Treatment Plant - O&M	36.85
						<u>36.85</u>
21085	6/28/2024	6	K. L. Jack & Co., Inc.	6/11/2024	Meter bolts Supplies - T&D - Ops	73.34
						<u>73.34</u>
21086	6/28/2024	7	Lake Auburn Watershed Comm.	7/1/2024	Mthly Pymt Watershed Expenses	7,083.33
						<u>7,083.33</u>
21087	6/28/2024	6	City of Lewiston	6/5/2024	A/R - Auburn Sewer	2,485.12
						<u>2,485.12</u>
21087	6/28/2024	6	City of Lewiston	6/5/2024	UV Treatment Plant - O&M	90.78
						<u>90.78</u>
21087	6/28/2024	6	City of Lewiston	6/5/2024	Scada Tech - May Labor - Stores	2,134.98
						<u>2,134.98</u>
21087	6/28/2024	6	City of Lewiston	6/5/2024	Insurance - Workers Comp	129.36
						<u>129.36</u>
21087	6/28/2024	6	City of Lewiston	6/5/2024	Employee Benefits	220.78
						<u>220.78</u>
						<u>5,061.02</u>

Auburn Water District Accounts Payable Check Register June 1, 2024 thru June 30, 2024
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<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Reference</u>	<u>Amount</u>
21088	6/28/2024	6	Craig Millett	6/30/2024	June cell Telephone - Treatment	30.00
						<u>30.00</u>
21089	6/28/2024	6	Minuteman Press South Portland	6/13/2024	Purchase Orders A/R - Auburn Sewer	229.00
21089	6/28/2024	6	Minuteman Press South Portland	6/13/2024	Purchase Orders Supplies - A&G - Office	229.00
21090	6/28/2024	6	Northern Data Systems, Inc.	6/17/2024	A/R - Auburn Sewer	856.21
21090	6/28/2024	6	Northern Data Systems, Inc.	6/17/2024	Billing Outside Services - Customers	856.21
21091	6/28/2024	6	E.J. Prescott, Inc.	6/4/2024	Chestnut St Inventory	8,160.77
21091	6/28/2024	6	E.J. Prescott, Inc.	6/6/2024	Sargent Corp Inventory	2,658.03
21091	6/28/2024	6	E.J. Prescott, Inc.	6/4/2024	omni Meters Inventory	2,340.40
21091	6/28/2024	6	E.J. Prescott, Inc.	6/5/2024	Clifford Inventory	140.90
21091	6/28/2024	6	E.J. Prescott, Inc.	6/14/2024	Meters Etc Inventory	2,910.66
21091	6/28/2024	6	E.J. Prescott, Inc.	6/11/2024	meters Inventory	6,012.65
						<u>22,223.41</u>
21092	6/28/2024	6	Rent-It Of Maine, Inc.	6/7/2024	excavator Chestnut Street - Main Replace	2,932.50
21092	6/28/2024	6	Rent-It Of Maine, Inc.	6/7/2024	Hotel Rd. MDOT paving	977.50
21093	6/28/2024	6	Skelton, Taintor & Abbott	6/17/2024	Services thru 060524 Legal Expenses	8,120.07

Auburn Water District Accounts Payable Check Register June 1, 2024 thru June 30, 2024
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<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Reference</u>	<u>Amount</u>
						<u>8,120.07</u>
21094	6/28/2024	6	RHR Smith & Co	6/21/2024		100.00
					Flnal Billing Audit2023 Accounting & Audit	
						<u>100.00</u>
21095	6/28/2024	6	Derek Thone	6/30/2024		30.00
					June cell Telephone - Treatment	
						<u>30.00</u>
21096	6/28/2024	6	USA Blue Book	6/3/2024		28.75
					Alcohol Wipes A/R - Lewiston	
21096	6/28/2024	6	USA Blue Book	6/3/2024		28.75
					Alcohol Wipes UV Treatment Plant - O&M	
						<u>57.50</u>
21097	6/28/2024	6	UPS	6/22/2024		13.34
					Shipping-Denora UV Treatment Plant - O&M	
21097	6/28/2024	6	UPS	6/22/2024		13.35
					Shipping-Denora A/R - Lewiston	
						<u>26.69</u>
21098	6/28/2024	6	Warren's Office Supplies	6/12/2024		65.97
					Trash Bags, Towels Supplies - T&D - Ops	
21098	6/28/2024	6	Warren's Office Supplies	6/13/2024		49.45
					Soap Refills A/R - Auburn Sewer	
21098	6/28/2024	6	Warren's Office Supplies	6/12/2024		15.52
					Pens, Calc Ribon A/R - Auburn Sewer	
21098	6/28/2024	6	Warren's Office Supplies	6/12/2024		15.51
					Pens, Calc Ribon Supplies - A&G - Office	
21098	6/28/2024	6	Warren's Office Supplies	6/12/2024		65.98
					A/R - Auburn Sewer	
21098	6/28/2024	6	Warren's Office Supplies	6/13/2024		49.45
					Soap Refills Supplies - T&D - Ops	
						<u>261.88</u>
<u>Grand Total</u>						<u>292,885.36</u>

LEWISTON BILLS PAID
6/30/2024

DATE	VENDOR	INVOICE #	DESCRIPTION	Lewiston Amount	DEPT	Total Invoice
5/15/2024	Petty Cash	n/a	Ice for Samples	5.05	LAB	
5/21/2024	VWR International	8816124305	Supplies	113.60	LAB	227.19
5/22/2024	Unifirst	1040448870	Rug Maint - Not Prev inv or pd	98.47	OPS	196.94
5/30/2024	Elan-HCM General Rubber	STMT	Expansion Joints/Steel Rings	853.22	OPS	
6/1/2024	Pine Tree Waste	3271885	Bulky Waste	61.28	OPS	122.56
6/3/2024	USA BlueBook	382516	Alcohol Wipes	28.75	LAB	57.50
6/5/2024	Southworth-Milton, Inc	815996	PM Waukesha Generator	717.54	OPS	1,435.08
6/7/2024	Firstlight	17445681	June-Scada Fiber-Chloramines	62.50	OPS	
6/7/2024	Firstlight	17445681	June-Scada Fiber-UV	62.50	OPS	
6/7/2024	Firstlight	17445681	June-Internet-Turner Rd	60.50	OPS	
6/7/2024	Firstlight	17445681	June-Phone/InternetTreatment Plant	77.17	OPS	
6/7/2024	Elan-Walmart	STMT	Distilled Water	112.32	LAB	
6/16/2024	US Cellular	660850502	June Cell phones	53.00	OPS	
6/17/2024	Northeast Fluid Control Inc	10132	Supplies	1,085.00	OPS	2,170.00
6/18/2024	IDEXX	3154339898	Supplies	1,964.56	LAB	3,929.11
6/19/2024	GE Digital LLC	17001100066721	Scada Software Support	4,312.05	OPS	
6/19/2024	Unifirst	1040458636	Rug Maint	120.89	OPS	241.77
6/20/2024	HACH	14077448	Supplies	865.92	LAB	1,731.83
6/20/2024	HETL	76812	In Lake Testing	510.00	LAB	1,020.00
6/20/2024	HETL	179508	In Lake Testing	510.00	LAB	1,020.00
6/20/2024	HETL	177142	In Lake Testing	510.00	LAB	1,020.00
6/20/2024	HETL	177141	Perimeter Testing	637.50	LAB	1,275.00
6/21/2024	Eric Kidd	062124EXP	Mileage - Lake Conf at UMF	36.85	OPS	73.70
6/22/2024	UPS	173A7V254	Shipping - Denora	13.35	OPS	13.35
6/28/2024	De Nora	9200090605	Summer Service	4,825.00	OPS	9,650.00
6/30/2024	Bisson Enterprises	27192	Cleaning	206.00	OPS	412.00
7/1/2024	Granite State Analytical Services	189610	June Testing	77.50	LAB	

1142-400

17,980.52

AUBURN WATER DISTRICT
MONTHLY ACTIVITY REPORT
 June 2024

MAINS

Location	Hrs.	Comments	Leak Check			OK	Misc.	New
			PT/Cl ₂	Leak	On Owner			
4th Street	130	Main Replacement Project				1		
Chestnut St	254	Main Replacement Project				1		
Hotel Road	5	Water Main Struck by Contractor		1				
Cross St	15	Water Main Tap Leak		1				
2277 Hotel Road	8	Water Main Struck by Contractor		1				
Stable Ridge	5	Water Main Struck by Contractor		1				
229 Center Street	7	Main Acceptance Test						1
555 Court Street	3	Main Acceptance Test						1
Total Hours	427							
2024 Monthly Totals	8		0	4	0	2	0	2
2023 Monthly Totals	6		0	0	0	0	1	5
2024 YTD Totals	33		0	14	0	4	9	6
2023 YTD Totals	32		0	12	1	0	6	13

GATES

Location	Ck'd	Comments	Adjust	Leak	New	Misc.
Cross Street	1	Installed New Gate for 229 Center Street FS			1	
555 Court Street	1	Installed New Gate for Barn FS			1	
	2					
2024 Monthly Totals	2		0	0	2	0
2023 Monthly Totals	2		2	0	0	0
2024 YTD Totals	16		2	0	3	11
2023 YTD Totals	6		6	0	0	0

HYDRANTS

Location	Hrs.	Comments	Broken	Cap	Misc.	New	Frozen
Spring Hydrant Flushing	170	Spring Hydrant Flushing			1		
901 Center Street	2	Hydrant leaking			1		
25 Russell Ave	2	Auburn FD could not shutdown hydrant			1		
Total Hours	174						
2024 Monthly Totals	3		0	0	3	0	0
2023 Monthly Totals	6		0	0	6	0	0
2024 YTD Totals	31		7	0	21	3	0
2023 YTD Totals	31		6	0	24	1	0

NEW SERVICES

Location	No.	Comments	No Meter	Meter	Meter Size
24 Clifford St	1	Service Tapped / No meter installed yet	1		
14 Dee Street	1	New Service		1	5/8"
2024 Monthly Totals	1		0	1	
2023 Monthly Totals	1		0	1	
2024 YTD Totals	13		0	13	
2023 YTD Totals	25		9	16	

SERVICES

Location	Hrs.	Comments	Leak Check					
			OK	Leak	On Owner	Frozen	Box	Misc.
LCRR	332		1					
55 & 62 Dunn Street	5	Connect Services to new water main						1
848 Minot Ave	13	Leak on Irrigation System			1			
1924 Hotel Road	3	Service Damaged by contractor						1
1870 Hotel Road	18	Service Damaged by contractor						1
197 Turner Street	4	Service Abandoned by contractor						1
681 Hotel Road	15	Relocate Service for storm wate drain install						1
208 Broad Street	1	Investigate leak			1			
152 Summer Street	1	Check High Usage						1
1044 Center Street	1	Installed Extension & New Cover					1	
30 Hillsdale Street	2	Service Box & Rod Twisted					1	
11 Grandview	4	Repair Lawn after excavating over the winter						1
22 & 24 University Street	1	Adjusted service box covers					1	
24 Clifford Street	11	Located, Dug & Repaired Valve						1
8 Littlefield Drive	3	Service Damaged by contractor						1
1856 Hotel Road	4	Service Damaged by contractor						1
2024 Monthly Total Hours	418							
2024 Monthly Totals	16		1	0	2	0	3	10
2023 Monthly Totals	5		0	1	1	0	3	0
2024 YTD Totals	75		3	2	9	1	24	36
2023 YTD Totals	72		7	11	35	0	15	4

METERS

Activity	Comments	Test/Repair	Changed	Misc.	Read Hours	Special Reads	Delinquent	
							Notify	Turn off
Test meters	5/8"	1						
Test meters	3/4"	0						
Test meters	1"	0						
Test meters	1 1/2"	0						
Test meters	2"	3						
Repair MXU's.		7						
Meters In/out		0	0					
Dead			0					
Frozen			0					
Deactivate Service			2					
Activate Service			5					
Temporary Meter				1				
Turn off & on for repairs				2				
Reading Meters					26			
Final Reads	Ownership Transfer					33		
Recheck Readings	High or low reading.					1		
Red Tags	Notify for non-payment.						3	
Turn off for non-payment	20 Disconnected & 17 Reinstated							20
2024 Monthly Totals		11	7	3	26	34	3	20
2023 Monthly Totals		1	23	2	39	45	19	13
2024 YTD Totals		47	35	22	143	34	72	72
2023 YTD Totals		45	92	31	196	215	112	54

STATION CHECKS

Location	Ck'd	Comments
Brentwood Pump Station	3	Weekly Station Check, Replaced Pump
Poland Spring Inn Booster	3	Weekly Station Check
Poland Tank	3	Weekly Station Check
Hardscrabble Reservoir	3	Weekly Station Check
Hardscrabble Tank	3	Weekly Station Check
Poland Booster (Cimino Way)	4	Weekly Station Check
Goff Hill Reservoir	4	Weekly Station Check, Replaced Radio & PLC
Stable Ridge	2	Weekly Station Check
2024 Monthly Totals	25	
2023 Monthly Totals	8	
2024 YTD Totals	155	
2023 YTD Totals	28	

WATER QUALITY CALLS

Location	Comments	Dirty	Color	Odor	Taste	Misc.
2024 Monthly Totals	0	0	0	0	0	0
2023 Monthly Totals	2	1	0	1	0	0
2024 YTD Totals	9	5	0	2	0	2
2023 YTD Totals	12	3	2	2	0	5

LABORATORY

Month	Dist. Sys.	Temp (°C)	Avg.	Avg.	Avg.	Avg.	SWTR Tests
	Tests		NaOH gal/MG	Cl mg/l	FL mg/l	Turb. (ntu)	
January	51	4.30	23.60	2.78	0.71	0.71	31
February	45	2.30	24.03	2.88	0.72	0.51	29
March	47	3.60	24.21	2.87	0.71	0.76	31
April	50	4.50	24.26	2.85	0.72	1.03	30
May	47	9.60	24.26	2.77	0.71	0.64	31
June	46	18.40	24.27	2.69	0.69	0.45	30
July							
August							
September							
October							
November							
December							
2024 YTD Avg	48	7.12	24.11	2.81	0.71	0.68	
2023 Avg	48	5.93	25.02	2.87	0.67	0.74	
YTD Totals	286						182
2023 YTD	285						181

LAKE AUBURN

Month	No. Patrols	Withdrawals *			Elevations **					
		AWD	LWD	Total	1st	High	Yr.	Low	Yr.	2022
January	8	2.31	3.46	5.77	261.17	261.41	2023	257.2	2001	261.41
February	6	2.26	3.57	5.83	261.22	261.7	1996	257.1	2002	261.43
March	8	2.25	3.48	5.73	260.99	261.41	2010	257.4	2002	261.27
April	6	2.45	3.48	5.93	261.77	262.4	1953	258.2	2002	261.5
May	8	2.63	3.60	6.23	260.77	261.82	2023	258.78	2007	261.82
June	12	2.70	4.01	6.71	260.96	261.8	2003	259.49	2007	260.98
July						261.7	2013	258.75	1960	261.06
August						261.32	2023	258	1999	261.32
September						260.92	2013	257.4	1999	260.58
October						261.1	1981	257.55	1952	260.66
November						260.95	2011	257.15	1952	260.73
December						261.3	1981	256.95	1952	260.83
Avg. Monthly	8	2.43	3.60	6.03				AWD		LWD
2024 YTD Totals	48	14.60	21.60	36.20			June	40%		60%
2023 YTD Totals	57	13.66	21.41	35.07			2023 YTD Avg	39%		61%

Average Daily Withdrawals MGD ** Elevation Above Sea Level

WEATHER*

Month	Precipitation				Temperature			
	Snowfall(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	20.70	4.85	4.38	12	66	23	42	
May	0.0	2.68	3.70	14	87	34	55	
June	0.0	3.04	4.92	12	93	45	64	
July								
August								
September								
October								
November								
December								
2024 YTD Totals	63.4	26.98	22.8	74.0				
2023 Totals	67.0	22.00	0.0	73.0				

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	39	22	2	1	0	0	0	5	7	0	2	0
March	88	66	2	9	0	0	0	9	1	0	0	1
April	129	82	0	8	0	0	0	32	5	1	1	0
May	161	114	2	26	0	0	0	7	8	1	3	0
June	125	16	1	85	0	0	0	4	16	0	3	0
July												
August												
September												
October												
November												
December												
YTD Totals	577	318	10	129	0	0	0	64	41	2	11	2
2023 Totals	922	558	91	48	0	0	3	32	132	6	47	5

DUTY FOREMAN CALLS

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Service Issue	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	1			0	1	0	0	0	0	0	0
Water District	9	0	0	0	4	1	1	0	1	0	2
2024 Monthly Totals	10	0	0	0	5	1	1	0	1	0	2
2023 Monthly Totals	23	0	2	0	6	2	5	5	1	0	2
2024 YTD Totals	46	0	3	0	14	7	15	0	1	0	6
2023 YTD Totals	68	0	2	0	34	9	12	5	4	0	2

OTHER ACTIVITIES

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.



AUBURN WATER DISTRICT

Lake Auburn Watershed Protection Commission Volunteer Form

We appreciate your willingness to volunteer service to our community. The Auburn Water District is responsible for appointing 3 representatives to the Lake Auburn Watershed Protection Commission. Typical appointments are for 3 year terms. Meetings are usually held every other month.

If you have any questions or concerns, please contact Auburn Water District Superintendent Mike Broadbent at either mbroadbent@awsd.org or Tel # 784-6469. Please complete the form below to allow the Auburn Water District Trustees to consider your background or qualifications for service. Forms should be submitted to the Auburn Water District office. Thank you!

New Appointment
Re-appointment

Name: Evan Cyr Ward: 2

Mailing Address: 122 Granite St, Auburn, ME 04210

Physical Address: 122 Granite St, Auburn, ME 04210

Telephone #: N/A Home N/A Work (207) 991-1159 Cell _____

E-Mail Address: egcyr@hotmail.com Years as Auburn Resident: 40+

Describe your education and/or experience (check here if using reverse side for extra space): _____

B.A. - Anthropology, M.A. - Secondary Education, C.A.S. - Education Leadership

I have served on multiple municipal and quasi-municipal committees. I served nearly 12yrs on the Auburn Planning Board, having been Chair or Vice Chair for 6 of those years. I have also served as a commissioner of LAWPC for one term, during which I was elected Chair for one term. I have also served on strategic plan committees as well as committees related to my work as an educator. These experiences have helped me to hone valuable skills in creating collaborative outcomes and positive change. I have also developed a wealth of knowledge around land use, management, environmental protections and specifically a deep understanding of the issues surrounding Lake Auburn and AWD's filtration waiver.

Why would you like to serve on LAWPC? (check here if using reverse side for extra space): _____

I wish to return to LAWPC to continue working on its mission to enact and enforce AWD rules for the protection of Lake Auburn and provide rate payers with the cleanest possible drinking water while prolonging AWD and Lewiston's federal filtration waiver.

What is your vision for Lake Auburn? (check here if using reverse side for extra space): _____

I envision a lake that continues to meet federal standards for filtration waiver while providing limited public access to natural resources within the Auburn portion of the watershed.

Signature Evan D. Cyr Date 07/11/2024



AUBURN WATER DISTRICT

Lake Auburn Watershed Protection Commission Volunteer Form

We appreciate your willingness to volunteer service to our community. The Auburn Water District is responsible for appointing 3 representatives to the Lake Auburn Watershed Protection Commission. Typical appointments are for 3 year terms. Meetings are usually held every other month.

If you have any questions or concerns, please contact Auburn Water District Superintendent Mike Broadbent at either mbroadbent@awsd.org or Tel # 784-6469. Please complete the form below to allow the Auburn Water District Trustees to consider your background or qualifications for service. Forms should be submitted to the Auburn Water District office. Thank you!

Name: Janet M. Joseph New Appointment Re-appointment Ward: 1
Mailing Address: 135 N. Auburn Rd, Auburn, ME 04210
Physical Address: Same as Above
Telephone #: 207-783-1036 Home Work 207-577-9626 Cell
E-Mail Address: thejosephfive@gmail.com Years as Auburn Resident: 15
Describe your education and/or experience (check here if using reverse side for extra space):

Please see reverse side for my response.

Why would you like to serve on LAWPC? (check here if using reverse side for extra space):

Please see reverse side for my response.

What is your vision for Lake Auburn? (check here if using reverse side for extra space):

Please see reverse side for my response.

Signature Janet M. Joseph Date 7/7/2024

Describe your education and/or experience:

My family and I have resided in Auburn, within the Lake Auburn Watershed, since 2009. I am a retired audiologist. I completed my master's degree from Syracuse University and post-graduate studies at the University of Virginia. My twenty-five years of clinical, management and research experience taught me the importance of paying attention to facts and listening with compassion to understand upon whom those facts will have the most significant effect. Through almost two decades of serving on Catholic School Boards both here in Auburn and in Illinois, I've learned that teamwork, cooperation and collaboration are key elements to developing policies that provide solutions to challenging problems while centering people.

I believe that my ability to think objectively, problem solve, listen to different perspectives and work collaboratively with others are skills that would allow me to provide useful and unbiased input on issues that come before the Commission.

Why would you like to serve on LAWPC?

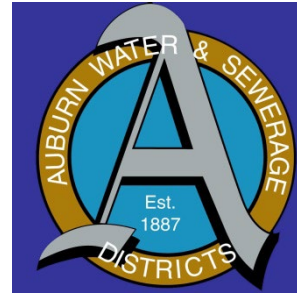
My family and I feel very fortunate to live within the Lake Auburn Watershed. We experience its beauty through trails that connect us to the lake shore and we recognize its importance as a natural resource providing quality drinking water to the people of Auburn and Lewiston. Although our drinking water doesn't come from Lake Auburn, we understand that our proximity makes us stewards of this resource and that we share in the responsibility to preserve the exceptional water quality of the Lake. We understand that how we live within the watershed has a direct impact on the long-term health and well-being of the lake and of our fellow citizens. We have incorporated practices that minimize erosion, provide natural filtration and encourage birds and other wildlife to frequent our property.

Serving on LAWPC would allow me to broaden my contribution and stewardship by participating in community outreach and education programs, by taking an active role in activities and issues that preserve the quality of the water in Lake Auburn and by working to find the balance of protecting the Lake, living within the watershed and allowing safe, low-impact recreational activities.

What is your vision for Lake Auburn?

First and foremost, I believe that our mission is and always should be to preserve the exceptional water quality of Lake Auburn and to maintain its filtration waiver. Continuing to modify and improve watershed management strategies is critical to achieve this goal. Let's engage homeowners living within the watershed in ways that emphasize the important role they play as stewards of the Lake. We can provide opportunities to learn how to incorporate best management practices in caring for watershed properties and the support required to implement these best practices. Recognizing Lake Auburn as a jewel within our community, we can continue to investigate and develop low impact recreational opportunities within the watershed that would let us all experience its beauty while having minimal impact on a precious resource.

Auburn Water and Sewer Districts



MEMO

To: Auburn Water and Sewer District Trustees
From: Michael Broadbent, Superintendent
CC: Matt Waite
Date: July 12, 2024
Re: Workflow efficiency study.

We have multiple software's and systems that don't communicate and or integrate. We migrate our data to and from software's on excel spreadsheets. This is extremely time consuming and counterproductive. These systems are essential to the day-to day operations of the Districts. Back in February I presented to the Boards on the need to streamline our processes.

Before I knew the solution to our problem I had a chance encounter with Steve Cox of Rayburn Consulting. He asked how the District was doing operationally and explained how Rayburn has been able to help several utilities here in Maine. Intrigued by what I learned, I attended a presentation by Rayburn at the Maine Water Utilities Association's annual tradeshow. I learned more about the process and felt that the Auburn Water and Sewer District's would greatly benefit from going through this process. I've asked other Engineering firms that we've worked with in the past but have not found another vendor that provides these services directly to water and sewer utilities.

I introduced Rayburn to our staff here at the District, we discussed our needs and we requested a proposal for services. We also applied for a Capacity Development grant from the Maine Drinking Water program to assist with funding the Work. We've been awarded up to \$30,000 of a 75% match grant to complete the work.

A handwritten signature in blue ink, appearing to read 'Michael Broadbent', is written in a cursive style.

September 18, 2023

Proposal #23-09150

Auburn Water District
268 Court Street
Auburn, Maine 04212
Attn: Michael Broadbent

Workflow Development and Data Analysis Proposal

Raybern Consulting is a technology and service focused consulting company helping utilities improve the efficiency of their existing systems and implementation of new solutions.

Based on previous discussions, the following is a synopsis of our understanding of Auburn Water District's (AWD) current situation:

- AWD is recognizing a need to document business processes and functional tasking to ensure compatibility of all business processes.
- In addition, AWD needs improved knowledge transfer as staffing levels shift due to retirement or attrition.
- AWD is looking to Raybern Consulting to perform a data analysis and document business processes around meter reading and billing, review data configurations, and perform a forensic data analysis of the meter reads used for billing.
- The goal of the analysis is to pinpoint precise procedure, data and configuration issues between the meter system and billing system that can cause lost revenue and inaccurate water loss numbers.
- Raybern will also provide workflows and documentation that outlines functional tasking while identifying operational strengths and areas for improvement. This can enable AWD to clearly see the value proposition for improvement or replacement of existing systems or processes.
- The benefits of performing the aforementioned can be abstract like improving the customer experience, or more tangible like increased operational efficiencies that will lead to reduced costs and higher revenue; both of which give AWD a positive ROI.

From Rayberns's initial conversations with AWD, we understand the following:

- The District bills for water and sewer on a quarterly basis.
- The current billing system is Northern Data Systems (NDS), which imposes many inefficient and manual processes.
- The District purchased the NDS electronic service order module however, they are unsatisfied with the product and have elected to not move forward with it.
- The current accounting software is also NDS. We assume this system has payroll but no true Human Resources module and very weak reporting capabilities.
- GIS data is maintained in ESRI.
- Unsure of Meter brands and reading system
- We understand the current work order system is a custom application from Ray Corson however it does not integrate with service orders in NDS and is not well supported.
- We assume inventory is maintained in the application built by Ray Corson.
- We understand that the District seeks a true customer engagement portal with full transparency into water usage, online payment and autopay functionality, and modern customer notification capabilities.

In addition to considering more robust platforms, the District seeks to eliminate the disparity of their current systems to improve operational efficiency.

The following outlines our approach:

Phase 1 - Document Business Processes

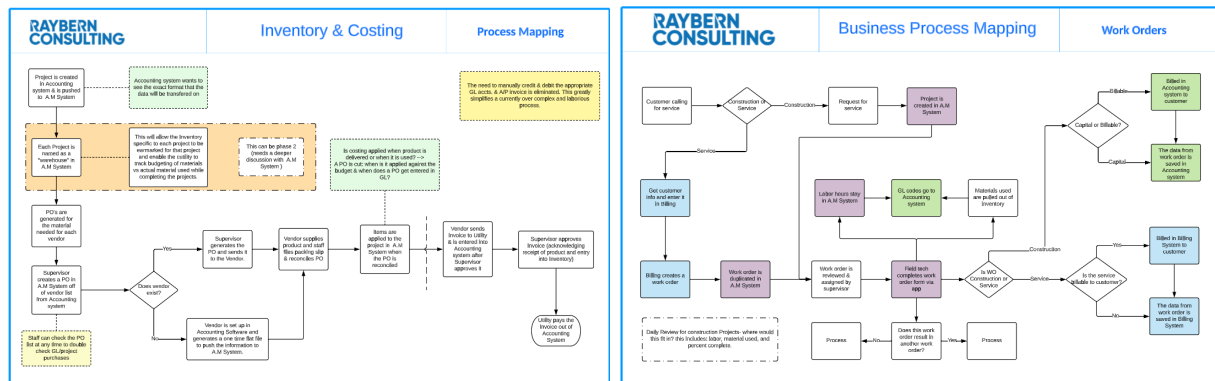
The purpose of this phase is to document Business Processes for AWD's current billing & meter reading operations. This will help identify specific requirements which address operational pain points the District currently experiences.

This component will map AWD's current operations to establish a baseline of current operational processes. The following tasks will be performed:

- Identify all Stakeholders (power users and peripheral departments)
- Document Business Practices and Workflows for Billing and Meter Reading Operations
- Identify the opportunities for improvement with current systems in use (e.g., billing, accounting, payroll, service orders, and meter reading)
- Prepare a Gap Analysis between operational processes and any potential systems/tools currently in use.
- Identify Utility's unique billing and accounting requirements

Deliverables for this phase include:

1. Workflow Package documenting Current State of AWD's billing and meter reading operations.
2. Report outlining assessment of the Current State Operations, highlighted pain points and operational inefficiencies, list of functional requirements necessary to correct pain points and opportunities for operational inefficiencies.



Phase 2 - Data Analysis

The goal of the Data Analysis is to synchronize physical assets to logical assets.

Service locations are analyzed to determine the accuracy and integrity of account, customer, service, and billing information. The in-depth data analysis will help to identify possible anomalies between databases which share account data related to service locations. This analysis will ensure clean data for the existing or any new billing system implementation and improve billing efficiency.

The Data Analysis will be comprised of a Billing Data Audit and Meter File Testing:

Billing Data Audit includes:

- Read Processing Validation (truncation, multipliers, dial resolution formatting)
- Meter/account database mismatch identification (equipment IDs, meter sizes, dial resolutions, read types, read methods)
- Billing Accuracy Review to ensure rates are applied correctly and the billing software is processing bills correctly for each account
- Data Anomaly Investigation
- Findings report containing all anomalies and corrective actions, if applicable.

Meter File Testing (if applicable) includes:

September 18, 2023

- Review/assessment of any reading files and entries from AutoRead to ensure adherence to the Meter Reading specs
- Assist AWD with testing read cycles and read processing, as appropriate
- Review/assessment of export files from the Meter Reading system to ensure accurate meter read processing.
- Findings report containing all anomalies and recommended corrective actions, if applicable

The following matrix outlines the type of data that may be used for analysis and the potential sources for that data.

Synopsis	Data Description	Anomalies commonly found
CIS Data	Items to review: <ul style="list-style-type: none"> ● billing rate codes ● account IDs ● service address ● Meter ID ● Meter size ● Service type ● Transmitter ID 	<ul style="list-style-type: none"> ● Services (Service Type(s)) ● Service Location (Address) ● Accounts (Account IDs) ● Meter Equipment (Meter ID, Size, and Transmitter ID) ● (Meter) Reads ● Customer (Information) ● (Billing) Rate Codes ● Service Codes
Billing and Meter Read File Testing	Items to review: <ul style="list-style-type: none"> ● Meter Read Accuracy ● Non-Billed Meters ● Meter Locations ● Real-Time Billing (last good read) ● Inconsistent Service Information 	<ul style="list-style-type: none"> ● Billing code errors. ● Incorrect service type; i.e., residential vs. commercial ● Missing or incorrect meter size ● Missing or incorrect billing codes; i.e., missing services
Data Integrity Checks	Data Checks: <ul style="list-style-type: none"> ● missing physical address (address data field should not contain PO boxes or be empty) ● Account information with missing/invalid equipment information <ul style="list-style-type: none"> ○ Meter Size ○ Equipment ID ○ Dial Resolution ○ Read Type Codes ○ Read Method 	<ul style="list-style-type: none"> ● Unbilled Services ● Non-Performing Meter Equipment ● Inaccurate Account/Customer Information ● Configuration Errors

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Pricing

Per this proposal, Raybern will supply an estimated 80 hours to perform the work outlined in Phase 1 and Phase 2. Any additional time beyond the estimated hours will need to be specifically approved by AWD and will be billed at our blended rate of \$225/hour. Travel expenses, mileage and lodging will be billed separately.

Phase 1 and 2 Budget: \$18,000.00 (Eighteen Thousand Dollars)

Authorization to proceed

Auburn Water District:

Raybern Consulting LLC:

Signature

Signature

Name and Title

Name and Title

, 2023

, 2023

Quote is valid for 90 days

Invoicing and Payment

Client agrees to pay amounts due to Raybern Utility Solutions LLC (Raybern) within thirty (30) days of receipt of invoices submitted by Raybern.

Independent Contractor

Raybern shall be an independent contractor of Client. This Agreement is not intended to, nor shall it be construed to create an employment or agency relationship, joint venture or partnership between Client and Raybern. Neither Client nor Raybern shall have the right or authority to bind the other with respect to any contract or agreement.

Janet T. Mills
Governor



Maine Department of Health and Human Services
Maine Center for Disease Control and Prevention
11 State House Station
286 Water Street
Augusta, Maine 04333-0011
Tel; (207) 287-8016; Fax (207) 287-2887
TTY: Dial 711 (Maine Relay)

Sara Gagné-Holmes
Acting Commissioner

July 2, 2024

Auburn Water District
Michael Broadbent
268 Court Street
Auburn, ME 04210

RE: 2024 Capacity Development Grant Approval – Auburn Water District
PWSID# ME0090070

Dear Michael Broadbent,

Auburn Water District's 2024 Capacity Development Grant project has been approved for 75% of the project costs (which you estimated to be \$40,000) up to a maximum reimbursement amount of \$30,000.

The Drinking Water Program (DWP) understands that the water system will perform data analysis and documentation of business processes related to meter reading and billing to find issues that cause loss of revenue, and inaccurate water accountability.

Any work performed by the water system's personnel in support of the grant activity is not a reimbursable expense under the grant program. Any work completed prior to the grant award on July 2, 2024, is not a reimbursable expense.

Please submit the following by **July 2, 2026**:

1. Capacity Development Grant Reimbursement Form with the electronic funds authorization form.
2. A copy of meeting minutes where the water system officials have discussed the need for the document and a grant award.
3. A written explanation of how the professional engineering or consulting services were selected.
4. Copy of the letter of agreement or contract between the water system and selected firm.
5. The completed document for DWP review and approval. Copies of all reports and studies shall be provided to the DWP in electronic (.pdf) format.
6. Copies of all paid invoices for reimbursable costs.

To ensure that money is available for future Capacity Development Grants, it is important that the water system complete the project in a timely manner. Upon receipt and review of the above materials, the DWP will authorize a reimbursement payment to the water system. The DWP will not be granting deadline extensions. **The project must be completed by July 2, 2026.**

If you have any questions, please contact me at (207) 441-3217 or by email at sofia.licht@maine.gov.

Sincerely,

Sofia Licht

Grants and Outreach Coordinator
Maine Drinking Water Program



Vehicle: [Fleet] 2024 Ford F-150 (F1L) XL 4WD Reg Cab 8' Box (✔ Complete)

Price Summary

PRICE SUMMARY

	MSRP
Base Price	\$41,990.00
Total Options	\$870.00
Vehicle Subtotal	\$42,860.00
Destination Charge	\$1,995.00
Grand Total	\$44,855.00

if Clean it up

44855.00

5840.00 Allow.

39007.00

1.00 App Fee

39008.00

2500.00 Rebate

36508.00 With Trade

Outright

411007.00

Rebate 2500.00

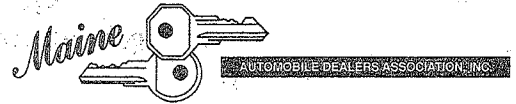
41508.00

Leo

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Data Version: 22860. Data Updated: Jul 1, 2024 6:41:00 PM PDT.

QUIRK FORD OF AUGUSTA
7 WATER ST
HALLOWELL ME 04347
PHONE: (207)430-1600 FAX: (207)991-5519



CUST# 217039

DATE	07/02/2024	
STOCK #	AF13208	APPROX DEL DATE
SALES PERSON	CHICOINE JR	

PURCHASER: AUBURN WATER DISTRICT

PURCHASER(S):

ADDRESS: 268 COURT ST PO BOX 414

CITY AUBURN

STATE: ME

ZIP: 04212-0414

TELEPHONE (H): (207)784-6469

TELEPHONE (B): (207)784-6469

Email:

TELEPHONE (C):

XX I hereby agree to purchase from you under the terms and conditions specified below and on the reverse side hereof, the following:

<input type="checkbox"/> NEW	YEAR 2024	MAKE FORD TRUCK	MODEL F-150 SERIES	TYPE 4WD REG XL
<input type="checkbox"/> DEMO	VIN NO. 1FTMF1LP3RKD0218	MILEAGE 9	COLOR OXFORD WHT	
<input type="checkbox"/> USED				

PURCHASER(S) DISCLOSURE

USED CAR TRADE-IN: #1
 MAKE FORD TRUCK MODEL F-150 YEAR 2013
 MILEAGE 42315 TYPE EXTENDED COLOR WHITE
 VIN NO. 1FTFX1E1XDFC36375

PRINCIPAL USE OF VEHICLE
MECHANICAL DEFECTS KNOWN:

TYPE OF DAMAGE IF ANY KNOWN, INCLUDING ANY THAT WAS REPAIRED

HAS THE AIRBAG BEEN DEACTIVATED? YES NO

BALANCE OWED TO:
ADDRESS

USED VEHICLE ALLOWANCE	\$ 5848.00
PAY OFF OWED ON VEHICLE	\$ N/A
OTHER LICENSE/ENCUMBRANCES	\$ N/A
NET ALLOWANCE	\$ 5848.00

USED CAR TRADE-IN: #2
 MAKE MODEL YEAR
 MILEAGE TYPE COLOR
 VIN NO.

PRINCIPAL USE OF VEHICLE
MECHANICAL DEFECTS KNOWN:

TYPE OF DAMAGE IF ANY KNOWN, INCLUDING ANY THAT WAS REPAIRED

HAS THE AIRBAG BEEN DEACTIVATED? YES NO

BALANCE OWED TO:
ADDRESS

USED VEHICLE ALLOWANCE	\$ N/A
PAY OFF OWED ON VEHICLE	\$ N/A
OTHER LICENSE/ENCUMBRANCES	\$ N/A
NET ALLOWANCE	\$ N/A

XX

- The vehicle has been inspected in accordance with Title 29-A, Section 1751 of Maine law, and is in the condition and meets the standards required by the statute and the rules and regulation promulgated thereunder.
- Unsafe Motor Vehicle

RETAIL PRICE	\$ 44855.00
Taxable Accessories & Products:	
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
ADMINISTRATIVE/DOCUMENT FEES	N/A
TOTAL PRICE	\$ 44855.00
LESS: Trade-in Allowance	5848.00
NET TRADE DIFF. (Taxable Amount)	39007.00
SUB TOTAL	\$ 39007.00
STATE SALES TAX	\$ N/A
STATE TITLE FEE	\$ N/A
STATE ARBITRATION FEE	\$ 1.00
STATE INSPECTION FEE	\$ N/A
STATE TEMPORARY PLATE FEE	\$ N/A
	\$ N/A
BALANCE DUE ON TRADE	\$ N/A
TOTAL	\$ 39008.00
	N/A
DEPOSIT <input type="checkbox"/> Cash <input type="checkbox"/> Check	\$ N/A
FACTORY INCENTIVES REBATE (\$)	\$ 2500.00
	N/A
	N/A
	N/A
AMOUNT DUE UPON DELIVERY:	36508.00

Purchaser(s) hereby certifies and guarantees that the above information regarding the used car trade-in is true and complete, has disclosed any and all liens on the vehicle, and further states that title to the vehicle trade-in is NOT a salvage, rebuilt or not actual mileage title.

Purchaser (s) Signature _____ 36508.00

DEALER'S DISCLOSURE (USED VEHICLE OR DEMONSTRATOR SALE)

ON REQUEST:
 PREVIOUS OWNER'S NAME _____
 STREET ADDRESS _____
 CITY, STATE, ZIP _____
 PRINCIPAL USE OF VEHICLE N/A

USED CAR WARRANTY
DEALER HEREBY DOES _____