

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, October 16, 2024 at 4:00 P.M.**

Regular Meeting AGENDA

1. Approve Minutes of Regular Meeting of September 18, 2024.
2. Financial Report Update -Daphne Paulette, MRWA.
3. Public Comment.
4. Activity Report & Project Update.
5. New Business
 - 2025 Budget.
 - Water Meters.
 - District Telecommuting Policy.
6. Old Business
 - Water Quality.
 - LCRR, Inventory Submitted.
 - Staff Update.
 - SCADA Agreements.
 - Commission update.
 - Workflow Efficiency Study.
7. Trustee Open Session.
8. Adjourn Regular Meeting.

Upcoming: Water Trustee Meeting, November 20, 2024 4:00PM.

Memo

To: Water District Trustees
From: Michael Broadbent, Superintendent
CC: Files
Date: 10/10/2024
Re: Discussion of October Agenda Items

Water Trustees

Project Update

The work on Marian and Fourth is complete, both streets will receive base pavement this fall and surface paving in the spring. The project on Hotel Road project is nearing completion, all gates and manholes have been raised. The crews have been working on replacing services that were determined to be either lead or galvanized requiring replacement. The work has gone exceptionally well, all of the services replaced turned out to be lead-lined galvanized.

The District did have two water main breaks on September 28, it is not know which leak occurred first but they are likely related. One leak occurred on Mill Street and the other on High Street. Mill Street has a 12" cast iron main that required 12' to be replaced because of a long continues fracture. We did put all customers affected by these breaks on a boil water order, that order was lifted the following Monday.

The District vactor truck that we purchased this year has been sent back to the manufacturer, we have not had it now for the past two months. I've asked the vendor for reparations to the District for the lost time but they have offered nothing other than to say they're working as hard as they can to determine the issue and get the truck repaired.

New Business

2025 Budget Review and discuss the draft budget, developing this has not been easy without a finance Director and there are still some un knowns.

Water Meters Superintendent Broadbent has prepared a brief presentation on the District's water meters. The presentation also includes strategy options for discussion. This will help us pull together budget numbers for 2025. **No decision needed at this time.**

District Telecommuting Policy Over the last two years the District has hired a number of administrative positions. The number 1 complaint I receive is that the District does not have a policy for working from home. Telecommuting Policies are part of a growing national trend and it has become an expectation that it be an option for employment. At this time, no District employee is permitted to work from home. I've had neighboring utilities call and ask if we can share our policy as they're also working on development. The draft policy is included in the packets for review and approval. There are very few positions within the District that would qualify for this and it would be on a limited basis. **Action requested**

Old Business

Water Quality The water quality in Lake Auburn continues to be exceptional for this time of year. Turbidity levels in the lake have been below average for the past three months. Phosphorus numbers are low and the water temperature is rapidly declining.

LCRR Inventory Submission The District has completed its service line inventory, the completed document has been printed and is viewable at our office. The finished document was uploaded to the Maine Drinking Water Program as required. This has been a particularly challenging project, while the District had excellent records there was not much information on the privately owned sections of service lines. Our efforts to engage with our customers has been very successful and we continue to gather data. We still have many unknown material types in our system, this is something we will have to continue to work on as we follow the Lead and Copper Rule Improvement guidelines. I would like to recognize a few of our staff members who have worked on this project, Greg Jalbert, Eddie Williams and Matt Waite. They did an exceptional job with this project!!

Staff Update The District has hired a Finance Director, Michael Bailey starts on October 15. He has 10 years' experience working as an Audit Manager for Baker Newman & Noyes out of Portland. Mr. Bailey will present the financial reports to the Trustees in November.

SCADA Agreements Superintendent Broadbent has a presentation prepared to update the Boards on where we're at with our SCADA operations and agreements with partners. **No decision need by the boards.**

Commission Update The Commission has formed a sub-committee to develop a septic inspection policy, outline a staff plan for the work and to pull together preliminary budget numbers. I would like to have our Watershed Manager, Danielle Olsen present to the Water Board and next month's meeting. The draft Commission budget should be ready by then as well.

Workflow Efficiency Study Over the last several months the District has continued to work with RayBern consulting to look at our business process and identify efficiencies. We have looked at new accounting software, utility billing, asset

management software and automated payroll. We will be presenting options for utility billing and accounting software in the 2025 Budget.

We would like to get automated payroll established ahead of January 1, 2025 because the implementation period is 4-6 weeks and we don't want payroll in two different systems in one year. Also, we need to be prepared for succession in 2025 as we have a pending retirement that will directly affect our payroll and hr. After review of several providers, staff has selected ProLiant. They will automate not only payroll but management of PTO, tax filling, 401k interface, workman's comp reporting and weekly time reports. Currently all of these steps are done manually, every hour of each employee's time is manually entered into our payroll system. All other functions are also done separately and require manual input.

The cost to automate payroll is \$80.20/week with Proliant. **Action requested**

Upcoming: Water Trustee Meeting, October 16, 2024 4:00PM

September 18, 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 Wednesday September 18, 2024, at 4:00pm.

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

APPROVE THE MINUTES OF THE REGULAR MEETING OF July 17, 2024

On motion of Kevin Arel, seconded by Dan Bilodeau. Mike commented on the vote to table commission appointments to the commission at the next meeting. After discussion, a motion was made to amend the minutes to strike the word appointments, voted and passed 4-3: **To approve the minutes of the regular meeting of July 17, 2024.**

APPROVE THE MINUTES OF THE SPECIAL MEETING OF August 7, 2024

On the motion of Eric Gould, seconded by Denis Bergeron, it was unanimously voted: **To make a correction that Denis Bergeron was absent from vote and came in late, and to approve the minutes as amended of the regular meeting of August 7, 2024.**

APPROVE THE MINUTES OF THE REGULAR MEETING OF August 21, 2024

On the motion of Eric Gould, seconded by Robert Cavanagh, it was unanimously voted (4 passed, 3 abstained): **To approve the minutes of the regular meeting of August 21, 2024.**

FINANCIAL REPORT UPDATE – Daphne Paulette, MRWA

Daphne complimented the staff on providing the information she needs. Revenues are up \$179,000 versus budget, and \$148,600 from this time last year. Expenses are up \$148,000 over budget due to the UV Plant (\$110,000 vs budget). With regards to revenue versus expenses, stated that we're hanging in there and keeping steady. August financials were not in the packets, 4.32% below budget for payroll through august.

PUBLIC COMMENT - Stephen Beale was in attendance. The Watershed Commission has formulated a comprehensive overview of the septic system inspection program. They want more information on the ordinance content inspections and developed a 5-year plan and are forming a subcommittee of the commission to bring this program to fruition. Evan Cyr was in attendance. Following his introduction, including his daughter, he wanted to inquire about the last time the By-Laws were reviewed. Jason Pawlina pointed out that they were reviewed in 2020 and that there are no requirements for updating By-Laws, but it would be worth revisiting more frequently.

September 18, 2024

CONSENT AGENDA ITEMS – On the motion of Jason Pawlina, seconded by Denis Bergeron, it was unanimously voted **To approve the consent agenda items.**

- **Employee safety recognition**
- **Project update**
- **Water Quality Update**
- **Staff Update**
- **Commission Update**

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

On motion of Eric Gould, seconded by Dan Bilodeau, it was unanimously voted: **To move into executive session to discuss a legal matter.**

The meeting came out of executive session at 6:32pm.

A motion was made by Jeff Harmon, seconded by Denis Bergeron to find Trustee Dan Bilodeau in violation of Article 8 Section 5 of the Auburn Water District By-Laws. Voted and failed 2-3-1, Dan was not permitted to vote.

A motion was made by Jeff Harmon, seconded by Denis Bergeron to find Trustee Dan Bilodeau in violation of Article 8 Section 11 of the Auburn Water District By-Laws. Voted and failed 3-3, Dan was not permitted to vote.

A motion was made by Eric Gould, seconded by Dan Bilodeau to go into executive session in accordance with 1 M.S.R.A. § 405 (6) (E) for the purpose of discussion or consideration of an investigation and/or hearing of complaints relating to the Auburn Water District By-Laws, Article 8 Code of Ethics. It was unanimously voted: **To move into executive session to discuss a legal matter.**

The meeting came out of executive session at 6:56pm.

A motion was made by Dan Bilodeau, seconded by Kevin Arel to find Trustee Jeff Harmon in violation of Article 8 Section 7 of the Auburn Water District By-Laws. Voted and failed 1-5, Jeff was not permitted to vote.

LAKE AUBURN WATERSHED PROTECTION COMMISSION, COMMISSIONER APPOINTMENTS – Superintendent Broadbent asked Trustees to be more clear with

September 18, 2024

motions/votes in the future. Significant confusion regarding the votes taken at both the July regular meeting and the August special meeting has left doubt in the effective appointment of commissioner.

A motion was made by Kevin Arel, seconded by Dan Bilodeau, it was unanimously voted: **To appoint Evan Cyr to the AWD at-large seat on the commission.**

A motion was made by Kevin Arel, seconded by Dan Bilodeau, **to appoint Dan Bilodeau as the Trustee Representative to the Commission for a three-year term.**

In discussion, Jeff Harmon reported that as Mayor of Auburn, he is regularly informed of all municipal businesses with Auburn. Mr. Harmon was recently informed that Mr. Bilodeau was found in violation of ordinances within the watershed established to protect the watershed. In 2021, Mr. Bilodeau had filled applications with the city to establish several campsites. At that time, Mr. Bilodeau was advised that he could not establish the sites as requested. In 2024, the city discovered that Mr. Bilodeau went against the advisement of city staff and established the campsites and that he has been advertising and renting the sites since 2021. It is Mr. Harmon's opinion that Mr. Bilodeau should not be put on the commission to represent the District for these reasons. Mr. Harmon warned the Board that this would reflect poorly on the District.

Dan Bilodeau reported that he never received a notice of violation and that there was no disregard to watershed protection rules because he followed state standards. Dan also pointed out that there has been no concern for pollution regarding the campsites on his property. Dan showed a plan that he has updated for his site to include the campsites and the proper phosphorus buffers for the site.

A back-and-forth discussion then ensued as to whether or not Mr. Bilodeau was ever found in violation of ordinances by the City of Auburn.

Denis Bergeron reported that he is still willing and able to serve on the Commission.

A vote was passed 4-3: **To appoint Dan Bilodeau as the Trustee Representative to the Commission for a three-year term.**

TRUSTEE OPEN SESSION – Trustee Robert Cavanagh asked about water quality, Mr. Broadbent reported that the clarity of the lake is exceptional for this time of year. Phosphorous and algae numbers are low.

The Trustees discussed training opportunities for 2025.

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Jason Pawlina is interested in taking comments on the Trustee By-Laws.

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

Respectfully submitted,

Diane Drinkwater

**AUBURN WATER DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
EIGHT MONTHS ENDED AUGUST 31 2024**

	AUGUST	2024	Y-T-D AUGUST 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Water Sales	\$1,933,514	\$2,917,328	\$1,944,959	\$1,851,555	\$93,404
Rent income	52,068	78,876	48,109	52,584	-4,475
Interest Income	8,176	12,027	44,673	8,018	36,655
Mdse. & Jobbing - NET	(12,535)	56,789	30,724	37,859	-7,135
Public Fire Protection	545,188	817,781	613,336	545,187	68,149
Private Fire Prot.	298,011	446,020	314,004	297,347	16,657
Misc. Op. Revenue	66,785	102,041	44,051	68,027	-23,976
TOTAL REVENUES	2,891,207	4,430,862	\$3,039,855	\$2,860,577	\$179,278
				67% < Standard	
<u>EXPENSES:</u>					
Payroll	644,874	1,039,534	\$679,588	\$710,237	-\$30,650
Treatment:					
UV Treatment Plant	256,479	431,059	\$397,952	\$287,373	\$110,579
Chloramine Facility	15,411	17,704	\$4,216	\$11,803	-\$7,587
Laboratory	25,257	42,756	\$25,690	\$28,504	-\$2,814
Trans & Dist Maint:					
Maint of Mains	96,426	100,000	\$116,605	\$66,667	\$49,938
Dist System	71,161	118,045	93,430	\$78,697	\$14,733
Other	13,194	22,983	\$14,144	\$15,322	-\$1,178
Administration:					
Employee Benefits	245,916	433,071	\$281,352	\$288,714	-\$7,362
Legal & Accounting	52,577	70,000	\$57,908	\$46,667	\$11,241
Customer Billing	17,948	27,016	\$15,801	\$18,011	-\$2,210
Insurances	42,850	63,127	\$53,143	\$42,085	\$11,059
Other	42,608	64,534	\$45,559	\$43,023	\$2,537
Vehicles	72,786	117,826	\$48,912	\$78,551	-\$29,638
Gull Management	55,708	63,320	\$42,213	\$42,213	\$0
Lake Auburn Watershed	47,758	85,000	\$86,306	\$56,667	\$29,640
SUB-TOTAL	1,700,953	2,695,975	\$1,962,819	\$1,814,531	\$148,288
				67% < Standard	
Interest	85,385	151,680	\$97,642	\$101,120	-\$3,478
TOTAL EXPENSES	1,786,338	2,847,655	\$979,395	\$1,915,651	\$144,809
Bonds - Principal Payments	152,951	753,709	\$151,000	\$502,473	-\$351,473
SURPLUS FROM OPERATIONS	951,918	829,498	\$828,395	\$442,453	\$385,941

Non-Cash Items:

Depreciation - 1403-000	\$491,270
Loss on Disposal of Assets	\$0
Fire Revenue Timing	\$0
Sub - Total Non-Cash	\$491,270
Income Statement - Bottom Line	\$488,125

**AUBURN WATER DISTRICT
BALANCE SHEET
PERIOD ENDING - AUGUST 31, 2024**

	<u>8/31/2024</u>	<u>12/31/2023</u>		<u>8/31/2024</u>	<u>12/31/2023</u>
Property, Plant and Equipment:			Capitalization:		
Plant in Service	42,083,501.98	40,867,561.50	Retained Earnings	19,087,641.80	17,014,159.18
Less: Accumulated Depreciation	<u>(16,476,867.41)</u>	<u>(15,513,519.45)</u>	Current Year Earnings	488,125	1,181,631.65
	25,606,634.57	25,354,042.05		<u>19,575,766.46</u>	<u>18,195,790.83</u>
Construction Work in Progress	594,042.53	881,375.83	Bonds	5,174,236.13	6,082,336.35
Net Utility Plant	26,200,677.10	26,235,417.88	Total Capitalization	<u>24,750,002.59</u>	<u>24,278,127.18</u>
Current Assets:			Current Liabilities:		
Cash & Working Funds	4,336,197.62	3,405,330.75	Accounts Payable	169,216.94	97,253.60
Accounts Receivable - Net	540,594.42	401,492.54	Customer Deposits	16,020.00	14,595.00
Prepayments	64,773.13	68,613.74	Accrued Interest	57,261.28	27,835.18
Inventory	<u>277,487.32</u>	<u>84,587.14</u>	Miscellaneous Liabilities	120,537.87	110,024.96
Total Current Assets	<u>5,219,052.49</u>	<u>3,960,024.17</u>	Total Current Liabilities	<u>363,036.09</u>	<u>249,708.74</u>
Investment CD	0.00	1,013,544.01	Equipment Leases	84,698.05	135,170.98
Deferred Debits:			Contributions in Aid	6,225,992.45	6,099,051.38
2014 Intake Cleaning	3,999.59	13,755.59	Total Equity Capital and Liabilities	<u>31,423,729.18</u>	<u>30,762,058.28</u>
Total Assets	<u><u>31,423,729.18</u></u>	<u><u>31,222,741.65</u></u>			

AUBURN WATER - FINANCIAL INFORMATION

Water Revenue - Metered Sales - Versus Prior Year						
Month	2024	2023	MTD Change	%	YTD Change	%
January	\$238,438.80	\$249,935.41	(\$11,496.61)	-4.60%	(\$11,496.61)	-4.60%
February	\$234,730.06	\$206,831.86	\$27,898.20	13.49%	\$16,401.59	3.59%
March	\$225,743.03	\$219,982.98	\$5,760.05	2.62%	\$22,161.64	3.27%
April	\$269,378.29	\$250,769.55	\$18,608.74	7.42%	\$40,770.38	4.40%
May	\$219,621.69	\$220,031.85	(\$410.16)	-0.19%	\$40,360.22	3.52%
June	\$225,945.00	\$210,355.57	\$15,589.43	7.41%	\$55,949.65	4.12%
July	\$285,509.47	\$276,140.83	\$9,368.64	3.39%	\$65,318.29	4.00%
August	\$245,592.20	\$229,105.34	\$16,486.86	7.10%	\$81,805.15	4.39%
September		\$264,634.00	(\$264,634.00)	-100.00%	(\$182,828.85)	-8.59%
October		\$249,532.59	(\$249,532.59)	-100.00%	(\$432,361.44)	-18.19%
November		\$247,270.72	(\$247,270.72)	-100.00%	(\$679,632.16)	-25.89%
December		\$228,431.07	(\$228,431.07)	-100.00%	(\$908,063.23)	-31.83%
	\$1,944,958.54	\$2,853,021.77				

Water Revenue - Metered Sales - Versus Budget						
Month	2024	BUDGET	MTD Change	%	YTD Change	%
January	\$238,438.80	\$248,379.50	(\$9,940.70)	-4.00%	(\$9,940.70)	-4.00%
February	\$234,730.06	\$205,544.28	\$29,185.78	14.20%	\$19,245.08	4.24%
March	\$225,743.03	\$218,613.53	\$7,129.50	3.26%	\$26,374.58	3.92%
April	\$269,378.29	\$249,208.45	\$20,169.84	8.09%	\$46,544.42	5.05%
May	\$219,621.69	\$218,662.10	\$959.59	0.44%	\$47,504.01	4.17%
June	\$225,945.00	\$209,046.05	\$16,898.95	8.08%	\$64,402.96	4.77%
July	\$285,509.47	\$274,421.78	\$11,087.69	4.04%	\$75,490.65	4.65%
August	\$245,592.20	\$227,679.10	\$17,913.10	7.87%	\$93,403.74	5.04%
September	\$0.00	\$262,986.59	(\$262,986.59)	-100.00%	(\$169,582.84)	-8.02%
October	\$0.00	\$247,979.19	(\$247,979.19)	-100.00%	(\$417,562.03)	-17.67%
November	\$0.00	\$245,731.40	(\$245,731.40)	-100.00%	(\$663,293.43)	-25.43%
December	\$0.00	\$227,009.03	(\$227,009.03)	-100.00%	(\$890,302.46)	-31.40%
	\$1,944,958.54	\$2,835,261.00				

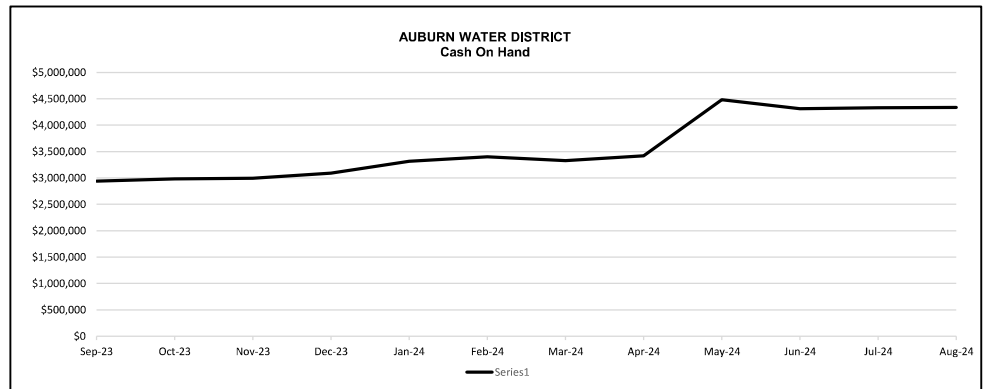
Water Gallons Sold - Metered						
Month	2024	2023	MTD Change	%	YTD Change	%
January	51,769,080	49,477,956	2,291,124	4.63%	2,291,124	4.63%
February	48,863,100	42,917,996	5,945,104	13.85%	8,236,228	8.91%
March	55,691,592	47,689,488	8,002,104	16.78%	16,238,332	11.59%
April	46,478,476	48,747,160	(2,268,684)	-4.65%	13,969,648	7.40%
May	46,702,876	44,331,716	2,371,160	5.35%	16,340,808	7.01%
June	47,461,318	44,523,952	2,937,366	6.60%	19,278,174	6.94%
July	60,388,125	57,011,812	3,376,313	5.92%	22,654,487	6.77%
August	54,548,172	49,925,769	4,622,403	9.26%	27,276,890	7.09%
September		55,989,393	(55,989,393)	-100.00%	(28,712,503)	-6.52%
October		49,241,558	(49,241,558)	-100.00%	(77,954,061)	-15.91%
November		55,316,044	(55,316,044)	-100.00%	(133,270,105)	-24.45%
December		50,061,620	(50,061,620)	-100.00%	(183,331,725)	-30.80%
	411,902,739	595,234,464				

Water Gross Payroll versus Budget						
Month	2024	Budget	MTD Change	%	YTD Change	%
January	\$110,109.72	\$118,468.82	(\$8,359.10)	-7.06%	(\$8,359.10)	-7.06%
February*	\$89,778.21	\$77,104.54	\$12,673.67	16.44%	\$4,314.57	2.21%
March	\$83,950.69	\$88,528.10	(\$4,577.41)	-5.17%	(\$262.84)	-0.09%
April	\$91,651.82	\$89,391.86	\$2,259.96	2.42%	\$1,897.13	0.51%
May	\$81,567.79	\$84,188.32	(\$2,620.53)	-3.11%	(\$723.40)	-0.16%
June*	\$77,074.93	\$74,819.09	\$2,255.84	3.02%	\$1,532.44	0.29%
July	\$84,651.15	\$92,606.93	(\$7,955.78)	-8.59%	(\$6,423.34)	-1.03%
August*	\$60,903.31	\$85,129.79	(\$24,226.48)	-28.46%	(\$30,649.82)	-4.32%
September		\$73,610.91	(\$73,610.91)	-100.00%	(\$104,260.72)	-13.30%
October		\$91,639.71	(\$91,639.71)	-100.00%	(\$195,900.43)	-22.38%
November*		\$91,377.93	(\$91,377.93)	-100.00%	(\$287,278.36)	-29.71%
December		\$72,668.02	(\$72,668.02)	-100.00%	(\$359,946.38)	-34.63%
	\$679,587.62	\$1,039,534.00				

Water Total Capital Expenditures versus Budget			
Capital Projects - 2024	*Budget	*YTD Actual	Variance
Unit #36 2013 Ford 150 PU	\$40,000	\$42,008	\$2,008
Cla-Valve Maintenance	\$8,000	\$9,238	\$1,238
Chlorine Analyzer - Chloramines	\$3,475	\$0	(\$3,475)
2023 - GPS Unit		\$3,998	
Shop Tools	\$10,000	\$0	(\$10,000)
PLC Upgrades	\$8,250	\$3,294	(\$4,956)
Ergonomic Office Furniture and computer	\$3,500	\$1,473	(\$2,027)
UV Plant Building Improvements	\$4,250	\$4,077	(\$174)
Conference Room upgrade	\$4,500	\$6,073	\$1,573
Ecostructure Conversion		\$22,850	
Equipment Total	\$41,975	\$93,011	(\$17,820)
Hotel Rd. MDOT paving	\$30,000	\$6,531	(\$23,469)
Second St. - Broad - Dunn 1105-816	\$93,600	\$452	(\$93,148)
Marion Street - Main Replacement	\$360,000	\$9,923	(\$350,077)
Fourth Street - Main Replacement	\$350,000	\$146,153	(\$203,847)
Lead & Copper Rule Compliance	\$300,000	\$161,705	(\$138,295)
Chestnut Street - Main Replacement	\$80,000	\$40,452	(\$39,548)
Minot Ave MDOT paving	\$23,000	\$0	(\$23,000)
Hardscrabble Check Valves	\$25,000	\$46,688	\$21,688
Poland Booster Chlorine Analyzer	\$15,000	\$10,528	(\$4,472)
Hardscrabble Booster Chlorine Analyzer	\$15,000	\$13,172	(\$1,828)
Taylor Pond Main Replacement	\$75,000	\$32,565	(\$42,435)
Dunn Street Project 1106-017	\$25,000	\$9,424	(\$15,576)
Tank Cleaning	\$60,000	\$23,890	(\$36,110)
Projects Total (includes benefit costs on labor)	\$1,451,600	\$501,484	(\$950,116)
Grand Total	\$1,493,575	\$594,494	(\$967,936)

AUBURN WATER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE								
Aging	Current	30 day	60 day	90 day	120 day	Finance Chgs	Other	Totals
August	\$ 314,251	\$ 22,503	\$ 5,045	\$ 5,176	\$ 13,345	\$ 1,658	\$ 2,285	\$ 364,263

July	\$106,232.65	\$ 20,113.14	\$ 7,168.02	\$ 6,601.03	\$12,974.70	\$ 1,618.98	\$ 1,701.65	\$ 156,410.17
June	\$ 83,953.72	\$ 24,781.49	\$ 4,532.51	\$ 5,901.61	\$14,442.35	\$ 1,596.09	\$ 1,772.89	\$ 136,980.66
May	\$ 99,254.00	\$ 23,798.33	\$ 14,464.15	\$ 3,201.31	\$13,179.95	\$ 1,621.42	\$ 1,621.42	\$ 157,140.58
April	\$113,603.18	\$ 25,298.99	\$ 4,443.10	\$ 7,321.07	\$13,978.68	\$ 1,605.47	\$ 1,506.29	\$ 167,756.78
March	\$ 98,764.22	\$ 23,334.61	\$ 6,092.68	\$ 6,707.88	\$14,479.04	\$ 1,631.13	\$ 1,389.31	\$ 152,398.87
February	\$ 98,370.73	\$ 22,383.82	\$ 6,845.16	\$ 6,910.76	\$14,860.51	\$ 1,637.78	\$ 1,221.31	\$ 152,230.07
January	\$106,962.00	\$ 26,382.37	\$ 4,972.80	\$ 7,962.56	\$14,201.59	\$ 1,572.31	\$ 1,672.79	\$ 163,726.42



Auburn Water District
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1	9/16/2024	8	Hahnel Bros Co	8/20/2024		523.97
					Goff Hill Transmitters Supplies - Reservoirs	
1	9/16/2024	9	Hahnel Bros Co	8/20/2024		-523.97
					Wrong Vendor Supplies - Reservoirs	
1	9/19/2024	9	City of Lewiston	9/11/2024		-49,636.84
					Rev Prev Entry A/R - Lewiston	
						<u>-49,636.84</u>
2	9/19/2024	9	City of Lewiston	9/11/2024		24,818.42
					Rev Prev Entry UV Treatment Plant - O&M	
2	9/19/2024	9	City of Lewiston	9/11/2024		-24,818.42
					Ins Claim Check UV Treatment Plant - O&M	
2	9/19/2024	9	City of Lewiston	9/11/2024		49,636.84
					Ins Claim Check A/R - Lewiston	
						<u>49,636.84</u>
21324	9/6/2024	9	Donald J. Easter	9/6/2024		33.03
					Ref Tenant Dep Balance A/R - Customers Accts Rec	
						<u>33.03</u>
21325	9/6/2024	8	AT Southern Maine LLC	8/2/2024		1,492.29
					Insp Sticker, repairs TRUCK #23 (2004 GMC DUMP	
21325	9/6/2024	8	AT Southern Maine LLC	8/1/2024		182.80
					Insp Sticker Truck #52 (2025 FRGH VacCon	
						<u>1,675.09</u>
21326	9/6/2024	8	Amos Development	8/29/2024		11,000.00
					Contracted Services Lead Rule	
						<u>11,000.00</u>
21327	9/6/2024	8	City of Auburn	7/30/2024		768.00
					Traffic Detail Outside Services - Mains	
21327	9/6/2024	8	City of Auburn	7/30/2024		720.00
					Expenses - Jobbing	
						<u>1,488.00</u>
21328	9/6/2024	9	Michael Broadbent	9/1/2024		175.00
					A/R - Auburn Sewer	

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21328	9/6/2024	9	Michael Broadbent	9/1/2024	Mileage Misc Expense-T&D Ops	175.00
						<u>350.00</u>
21329	9/6/2024	9	Budget Business Machines Inc	8/28/2024	A/R - Auburn Sewer	144.59
21329	9/6/2024	9	Budget Business Machines Inc	8/28/2024	Copier Lease Misc Expense-A&G Office	144.58
21330	9/6/2024	8	Cameron Tire & Service Inc.	8/21/2024	Tire Rod Repairs & Alignment TRUCK #39 (2015 FORD F250)	<u>289.17</u> 492.86
21330	9/6/2024	8	Cameron Tire & Service Inc.	6/7/2024	Insp Sticker TRUCK #47 (2019 FORD 3/4 TC)	12.50
21331	9/6/2024	8	Coastal Auto Parts	8/31/2024	Antifreeze A/R - Auburn Sewer	<u>505.36</u> 38.19
21331	9/6/2024	8	Coastal Auto Parts	8/31/2024	Shop Supplies Supplies - T&D - Ops	308.83
21331	9/6/2024	8	Coastal Auto Parts	8/31/2024	Battery TRUCK #38 (2015 FORD F250)	150.91
21331	9/6/2024	8	Coastal Auto Parts	8/31/2024	A/R - Auburn Sewer	308.83
21332	9/6/2024	8	Constellation NewEnergy, Inc.	8/23/2024	Bradman Accrued Power	<u>806.76</u> 125.56
21332	9/6/2024	9	Constellation NewEnergy, Inc.	8/28/2024	UV#2 Accrued Power	16,370.07
21332	9/6/2024	8	Constellation NewEnergy, Inc.	8/22/2024	Mill St Accrued Power	1.11
21332	9/6/2024	8	Constellation NewEnergy, Inc.	8/19/2024	Ipswich Accrued Power	2.44
21332	9/6/2024	9	Constellation NewEnergy, Inc.	8/26/2024	Tower Rd Accrued Power	3.42
						<u>16,502.60</u>

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21333	9/6/2024	8	The Computer Place	8/23/2024	IT Support Outside Services - A&G	36.25
21333	9/6/2024	8	The Computer Place	8/27/2024	IT Support UV Treatment Plant - O&M	36.25
21333	9/6/2024	8	The Computer Place	8/27/2024	A/R - Auburn Sewer	36.25
21333	9/6/2024	8	The Computer Place	8/29/2024	IT Support Outside Services - A&G	72.50
21333	9/6/2024	8	The Computer Place	8/29/2024	A/R - Auburn Sewer	72.50
21333	9/6/2024	8	The Computer Place	8/29/2024	IT Support Outside Services - A&G	72.50
21333	9/6/2024	8	The Computer Place	8/27/2024	To Correct GL used A/R - Auburn Sewer	-36.25
21333	9/6/2024	8	The Computer Place	8/21/2024	A/R - Auburn Sewer	36.25
21333	9/6/2024	8	The Computer Place	8/21/2024	IT Support Outside Services - A&G	36.25
21333	9/6/2024	8	The Computer Place	8/23/2024	A/R - Auburn Sewer	36.25
21333	9/6/2024	8	The Computer Place	8/30/2024	A/R - Auburn Sewer	36.25
21333	9/6/2024	8	The Computer Place	8/30/2024	IT Support Outside Services - A&G	36.25
21333	9/6/2024	9	The Computer Place	9/1/2024	IT Support Outside Services - A&G	452.25
21333	9/6/2024	8	The Computer Place	8/27/2024	To Correct GL used A/R - Lewiston	36.25
21333	9/6/2024	9	The Computer Place	9/1/2024	A/R - Auburn Sewer	452.25

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21333	9/6/2024	8	The Computer Place	8/29/2024		72.50
					A/R - Auburn Sewer	
						<u>1,484.50</u>
21335	9/6/2024	8	Easy Rent-All Corp.	8/5/2024		1,500.00
					Compactor Rental	
					Fourth Street - Main Replaceme	
						<u>1,500.00</u>
21336	9/6/2024	9	Dig Safe System, Inc.	9/3/2024		308.67
					Sept Ops	
					Misc Expense-Mains	
21336	9/6/2024	9	Dig Safe System, Inc.	9/3/2024		308.68
					A/R - Auburn Sewer	
						<u>617.35</u>
21337	9/6/2024	8	Dube Gravel Company, Inc.	8/19/2024		2,144.00
					Asphalt, sand, gravel	
					Fourth Street - Main Replaceme	
21337	9/6/2024	8	Dube Gravel Company, Inc.	8/19/2024		800.00
					sand, gravel	
					Marion Street - Main Replaceme	
21337	9/6/2024	8	Dube Gravel Company, Inc.	8/19/2024		480.00
					Screened Sand	
					Lead Rule	
21337	9/6/2024	8	Dube Gravel Company, Inc.	8/19/2024		2,496.00
					sand, gravel	
					Supplies - T&D - Mnt	
						<u>5,920.00</u>
21338	9/6/2024	8	Fastenal Company	8/13/2024		38.63
					Heat Shrink	
					A/R - Auburn Sewer	
21338	9/6/2024	8	Fastenal Company	8/13/2024		38.63
					Heat Shrink	
					Supplies - T&D - Ops	
						<u>77.26</u>
21339	9/6/2024	8	DP Flores Inc dba	8/26/2024		68.00
					HRA-Aug24	
					Employee Benefits	
						<u>68.00</u>
21340	9/6/2024	8	General Alum New England Corp	8/14/2024		13,305.34
					Aqua aide	
					Chemical Expense	
						<u>13,305.34</u>
21341	9/6/2024	8	Gilman Electrical Dist.	8/19/2024		60.29
					tracer wire	
					Fourth Street - Main Replaceme	

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21341	9/6/2024	8	Gilman Electrical Dist.	8/23/2024	trace wire Fourth Street - Main Replaceme	292.50
21341	9/6/2024	8	Gilman Electrical Dist.	8/15/2024	Hardscrabble Supplies - Reservoirs	64.77
						<u>417.56</u>
21342	9/6/2024	8	Grainger	8/15/2024	Golf Hill Transmitter Supplies - Reservoirs	394.26
						<u>394.26</u>
21343	9/6/2024	8	Hach Company	8/18/2024	A/R - Lewiston	3,783.00
21343	9/6/2024	8	Hach Company	8/16/2024	A/R - Lewiston	57.78
21343	9/6/2024	8	Hach Company	8/16/2024	Supplies UV Treatment Plant - O&M	57.77
21343	9/6/2024	8	Hach Company	8/18/2024	service contract UV Treatment Plant - O&M	3,783.00
						<u>7,681.55</u>
21344	9/6/2024	8	Home Depot Credit Services	8/26/2024	A/R - Auburn Sewer	19.95
21344	9/6/2024	8	Home Depot Credit Services	8/26/2024	shop supplies Supplies - T&D - Ops	19.94
						<u>39.89</u>
21345	9/6/2024	8	MissionSquare	8/31/2024	304412 ICMA 457 Accrued - Deferred Comp	2,583.75
						<u>2,583.75</u>
21346	9/6/2024	8	MissionSquare	8/31/2024	109636 ICMA 401 Employee Benefits	4,078.69
						<u>4,078.69</u>
21347	9/6/2024	8	MissionSquare	8/31/2024	705328 Roth IRA Accrued - IRA/ICMA	1,074.60
						<u>1,074.60</u>
21348	9/6/2024	8	Jordan Equipment Co	8/20/2024	Replaced Plunger, seals, etc Equipment Maintenance	985.73

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21348	9/6/2024	8	Jordan Equipment Co	8/20/2024	Replaced Plunger, seals, etc A/R - Auburn Sewer	985.74
						<u>1,971.47</u>
21349	9/6/2024	9	Lake Auburn Watershed Comm.	9/1/2024	Sept Pymt Watershed Expenses	7,083.33
						<u>7,083.33</u>
21350	9/6/2024	8	Treasurer, State of ME-HETL	8/21/2024	A/R - Lewiston	510.00
21350	9/6/2024	8	Treasurer, State of ME-HETL	8/21/2024	A/R - Lewiston	510.00
21350	9/6/2024	8	Treasurer, State of ME-HETL	8/14/2024	In Lake testing Outside Services - Lab Tests	510.00
21350	9/6/2024	8	Treasurer, State of ME-HETL	8/21/2024	In Lake testing Outside Services - Lab Tests	510.00
21350	9/6/2024	8	Treasurer, State of ME-HETL	8/14/2024	A/R - Lewiston	510.00
21350	9/6/2024	8	Treasurer, State of ME-HETL	8/21/2024	In Lake testing Outside Services - Lab Tests	510.00
						<u>3,060.00</u>
21351	9/6/2024	8	WD Matthews Co	8/12/2024	lift rental UV Treatment Plant - O&M	280.00
21351	9/6/2024	8	WD Matthews Co	8/12/2024	A/R - Lewiston	280.00
						<u>560.00</u>
21352	9/6/2024	8	Ness Oil Co.	8/31/2024	TRUCK # 33 (2012 FORD TRUC	89.34
21352	9/6/2024	8	Ness Oil Co.	8/31/2024	TRUCK #42 (2006 Volvo)	238.77
21352	9/6/2024	8	Ness Oil Co.	8/31/2024	TRUCK #45 (2019 CHVY SILVE	212.02
21352	9/6/2024	8	Ness Oil Co.	8/31/2024	Truck #53 (2024 Ford F150)	87.39

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21352	9/6/2024	8	Ness Oil Co.	8/31/2024		320.06
					TRUCK #51 (2022 FORD 1-TON	
21352	9/6/2024	8	Ness Oil Co.	8/31/2024		924.62
					TRUCK #38 (2015 FORD F250)	
21352	9/6/2024	8	Ness Oil Co.	8/31/2024		872.19
					Truck #52 (2025 FRGH VacCon	
21352	9/6/2024	8	Ness Oil Co.	8/31/2024		338.33
					TRUCK #39 (2015 FORD F250)	
21352	9/6/2024	8	Ness Oil Co.	8/31/2024		143.38
					TRUCK #48 (2020 CHEVY COL	
21352	9/6/2024	8	Ness Oil Co.	8/31/2024		233.67
					A/R - Auburn Sewer	
21352	9/6/2024	8	Ness Oil Co.	8/31/2024		540.95
					TRUCK #47 (2019 FORD 3/4 TC	
21352	9/6/2024	8	Ness Oil Co.	8/31/2024		1,020.55
					Rental Vehicles	
21352	9/6/2024	8	Ness Oil Co.	8/31/2024		36.52
					A/R - Auburn Sewer	
21352	9/6/2024	8	Ness Oil Co.	8/31/2024		36.53
					August Fuel Supplies - T&D - Ops	
21352	9/6/2024	8	Ness Oil Co.	8/31/2024		438.63
					A/R - Auburn Sewer	
21352	9/6/2024	8	Ness Oil Co.	8/31/2024		635.88
					TRUCK #41 (2016 CHVY SILVR	
21352	9/6/2024	8	Ness Oil Co.	8/31/2024		352.37
					A/R - Auburn Sewer	
						<u>6,521.20</u>
21354	9/6/2024	8	Northern Data Systems, Inc.	8/26/2024		967.32
					Billing Outside Services - Customers	
21354	9/6/2024	8	Northern Data Systems, Inc.	8/26/2024		967.32
					A/R - Auburn Sewer	

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						<u>1,934.64</u>
21355	9/6/2024	9	Danielle Olsen	9/2/2024		56.97
					Clothing Allow Employee Benefits	
21355	9/6/2024	9	Danielle Olsen	9/2/2024		56.97
					Clothing Allow A/R - Lewiston	
						<u>113.94</u>
21356	9/6/2024	8	E.J. Prescott, Inc.	8/15/2024		8,310.84
					5W Hyd 4th St Inventory	
21356	9/6/2024	8	E.J. Prescott, Inc.	8/16/2024		5,049.84
					Marion Inventory	
21356	9/6/2024	8	E.J. Prescott, Inc.	8/15/2024		617.62
					Chestnut Inventory	
21356	9/6/2024	8	E.J. Prescott, Inc.	8/12/2024		716.88
					Saddles Etc Inventory	
21356	9/6/2024	8	E.J. Prescott, Inc.	8/13/2024		260.24
					Hyd Break Set Inventory	
21356	9/6/2024	8	E.J. Prescott, Inc.	8/15/2024		3,368.32
					stock Inventory	
21356	9/6/2024	8	E.J. Prescott, Inc.	8/15/2024		1,025.76
					Supplies Inventory	
21356	9/6/2024	8	E.J. Prescott, Inc.	8/16/2024		1,848.40
					chg out Inventory	
21356	9/6/2024	8	E.J. Prescott, Inc.	8/15/2024		474.12
					Tap Machine Parts Inventory	
						<u>21,672.02</u>
21357	9/6/2024	8	Pro-Tech Refrigeration	8/15/2024		147.34
					Install UV Lights A/R - Lewiston	
21357	9/6/2024	8	Pro-Tech Refrigeration	8/15/2024		147.34
					Install UV Lights UV Treatment Plant - O&M	
						<u>294.68</u>
21358	9/6/2024	8	Rent-It Of Maine, Inc.	8/3/2024		1,955.00
					excavator rental Marion Street - Main Replaceme	

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21358	9/6/2024	8	Rent-It Of Maine, Inc.	7/5/2024	excavator rental Fourth Street - Main Replaceme	3,910.00
21358	9/6/2024	8	Rent-It Of Maine, Inc.	5/9/2024	excavator rental Hotel Rd. MDOT paving	3,910.00
21358	9/6/2024	8	Rent-It Of Maine, Inc.	8/3/2024	Fourth Street - Main Replaceme	1,955.00
						<u>11,730.00</u>
21359	9/6/2024	8	Coastal Hospitality Group	9/4/2024	A/R - Auburn Sewer	1,401.40
21359	9/6/2024	8	Coastal Hospitality Group	9/4/2024	Catering Measuring of Lake	1,401.40
						<u>2,802.80</u>
21360	9/6/2024	8	Southworth-Milton	7/30/2024	Thermostat/Battery UV Treatment Plant - O&M	513.56
21360	9/6/2024	8	Southworth-Milton	7/30/2024	Thermostat/Battery A/R - Lewiston	513.56
						<u>1,027.12</u>
21361	9/6/2024	8	Unifirst Corp	8/14/2024	Rug Maint, etc UV Treatment Plant - O&M	173.53
21361	9/6/2024	8	Unifirst Corp	8/14/2024	Rug Maint, etc A/R - Lewiston	173.53
						<u>347.06</u>
21362	9/6/2024	8	U.S. Cellular	8/16/2024	Misc Expense-T&D Ops	296.46
21362	9/6/2024	8	U.S. Cellular	8/16/2024	A/R - Lewiston	26.50
21362	9/6/2024	8	U.S. Cellular	8/16/2024	Aug Bill Telephone - Treatment	30.00
21362	9/6/2024	8	U.S. Cellular	8/16/2024	A/R - Auburn Sewer	296.46
						<u>649.42</u>
21363	9/6/2024	9	UNUM Life Insurance	9/1/2024	Sept- Life Ins Employee Benefits	315.78

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21363	9/6/2024	9	UNUM Life Insurance	9/1/2024	Sept- Life Ins A/R - Auburn Sewer	139.89
						<u>455.67</u>
21364	9/6/2024	8	Voyager Networks New England	9/1/2024	Aug Answr Service A/R - Auburn Sewer	47.78
21364	9/6/2024	8	Voyager Networks New England	9/1/2024	Aug Answr Service Misc Expense-A&G Office	47.77
						<u>95.55</u>
21365	9/6/2024	8	Warren's Office Supplies	8/14/2024	Trash Liners, Hand towels Supplies - T&D - Ops	69.76
21365	9/6/2024	8	Warren's Office Supplies	8/14/2024	Trash Liners, Hand towels A/R - Auburn Sewer	69.76
21365	9/6/2024	8	Warren's Office Supplies	8/14/2024	TP, Trash Liners UV Treatment Plant - O&M	56.85
21365	9/6/2024	8	Warren's Office Supplies	8/14/2024	TP, Trash Liners A/R - Lewiston	56.86
						<u>253.23</u>
21366	9/13/2024	9	Mark Fuller	9/13/2024	Refund Billing Error A/R - Customers Accts Rec	1,657.90
						<u>1,657.90</u>
21367	9/13/2024	9	Charter Communications	9/6/2024	Court St Internet Telephone-A&G Office	79.99
21367	9/13/2024	9	Charter Communications	9/6/2024	A/R - Auburn Sewer	79.99
						<u>159.98</u>
21368	9/13/2024	9	Constellation NewEnergy, Inc.	9/5/2024	Court St Accrued Power	747.64
						<u>747.64</u>
21369	9/13/2024	9	The Computer Place	9/6/2024	A/R - Auburn Sewer	18.13
21369	9/13/2024	9	The Computer Place	9/4/2024	A/R - Auburn Sewer	1,149.99

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21369	9/13/2024	9	The Computer Place	9/4/2024	IT Support Outside Services - A&G	1,149.98
21369	9/13/2024	9	The Computer Place	9/6/2024	IT Support Outside Services - A&G	18.12
						<u>2,336.22</u>
21370	9/13/2024	8	Easy Rent-All Corp.	8/21/2024	Compactor Rental Fourth Street - Main Replaceme	1,375.00
						<u>1,375.00</u>
21371	9/13/2024	8	David M. Dyer dba	8/20/2024	Replace Batteries A/R - Lewiston	199.38
21371	9/13/2024	8	David M. Dyer dba	8/20/2024	Replace Batteries UV Treatment Plant - O&M	199.37
21371	9/13/2024	8	David M. Dyer dba	8/27/2024	Priming Pump Repairs Equipment Maintenance	310.60
21371	9/13/2024	8	David M. Dyer dba	8/27/2024	Priming Pump Repairs A/R - Auburn Sewer	310.60
						<u>1,019.95</u>
21372	9/13/2024	9	East Coast Sign & Design	8/8/2024	decals UNIT#53 2024 FORD 150 PU	153.40
						<u>153.40</u>
21373	9/13/2024	9	Eaton Peabody, PA	9/6/2024	Services thru 083124 Legal Expenses	355.00
21373	9/13/2024	9	Eaton Peabody, PA	9/6/2024	Services thru 083124 Legal Expenses	3,053.00
21373	9/13/2024	9	Eaton Peabody, PA	9/6/2024	Services thru 083124 Legal Expenses	1,420.00
						<u>4,828.00</u>
21374	9/13/2024	8	Fire Tech & Safety	8/22/2024	Carbon Cyl & Valve A/R - Auburn Sewer	1,275.00
21374	9/13/2024	8	Fire Tech & Safety	8/22/2024	Carbon Cyl & Valve Supplies - Safety Items	1,275.00
						<u>2,550.00</u>

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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>
21375	9/13/2024	8	Goodscapes Lawn Care	8/1/2024		1,123.00
					Lawncare Services Misc Expense-Landscaping	
21375	9/13/2024	8	Goodscapes Lawn Care	8/1/2024		1,123.00
					A/R - Auburn Sewer	
						<u>2,246.00</u>
21376	9/13/2024	8	Hach Company	8/29/2024		836.49
					Supplies UV Treatment Plant - O&M	
21376	9/13/2024	8	Hach Company	8/23/2024		260.25
					A/R - Lewiston	
21376	9/13/2024	8	Hach Company	8/23/2024		260.25
					Supplies UV Treatment Plant - O&M	
21376	9/13/2024	8	Hach Company	8/29/2024		836.50
					A/R - Lewiston	
						<u>2,193.49</u>
21377	9/13/2024	9	City of Lewiston	9/12/2024		-19,818.42
					Ins Check Reimburse UV UV Treatment Plant - O&M	
21377	9/13/2024	9	City of Lewiston	9/12/2024		44,636.84
					Ins Check Reimburse UV A/R - Lewiston	
21377	9/16/2024	9	City of Lewiston	9/12/2024		-44,636.84
					VOID check 21377 A/R - Lewiston	
21377	9/16/2024	9	City of Lewiston	9/12/2024		19,818.42
					VOID check 21377 UV Treatment Plant - O&M	
						<u>0.00</u>
21378	9/13/2024	9	Treasurer, State of ME-HETL	9/4/2024		510.00
					In Lake testing Outside Services - Lab Tests	
21378	9/13/2024	9	Treasurer, State of ME-HETL	9/4/2024		510.00
					A/R - Lewiston	
						<u>1,020.00</u>
21379	9/13/2024	8	Idexx Distribution, Inc.	8/20/2024		248.62
					A/R - Lewiston	
21379	9/13/2024	8	Idexx Distribution, Inc.	8/20/2024		248.61
					Supplies UV Treatment Plant - O&M	
						<u>497.23</u>

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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>
21380	9/13/2024	9	Maine Municipal Bond Bank	8/19/2024		1,432.19
					2009ARRA Accrued Interest	
21380	9/13/2024	9	Maine Municipal Bond Bank	8/19/2024		19,382.57
					Bonds - 2010Chlrnm - Principal	
21380	9/13/2024	9	Maine Municipal Bond Bank	8/19/2024		1,703.17
					2010FS Accrued Interest	
21380	9/13/2024	9	Maine Municipal Bond Bank	8/19/2024		2,963.13
					2009SSR Accrued Interest	
21380	9/13/2024	9	Maine Municipal Bond Bank	8/19/2024		59,262.50
					Bonds - 2009A - Principal	
21380	9/13/2024	9	Maine Municipal Bond Bank	8/19/2024		3,128.12
					2008FS Accrued Interest	
21380	9/13/2024	9	Maine Municipal Bond Bank	8/19/2024		28,643.88
					Bonds - 2009B - Principal	
21380	9/13/2024	9	Maine Municipal Bond Bank	8/19/2024		723.04
					2008S Accrued Interest	
21380	9/13/2024	9	Maine Municipal Bond Bank	8/19/2024		37,134.00
					Bonds - 2008A - Principal	
21380	9/13/2024	9	Maine Municipal Bond Bank	8/19/2024		28,212.30
					2024LSL Bonds - 2024LSL - Principal	
21380	9/13/2024	9	Maine Municipal Bond Bank	8/19/2024		1,410.62
					2024LSL Accrued Interest	
						<u>183,995.52</u>
21381	9/13/2024	9	Maine Water Utilities Assoc.	9/6/2024		40.00
					A/R - Lewiston	
21381	9/13/2024	9	Maine Water Utilities Assoc.	9/6/2024		40.00
					Seminar Misc Expense-T&D Ops	
						<u>80.00</u>
21382	9/13/2024	9	Northeast Safety Inc	5/11/2024		564.00
					Flaggers Outside Services - Mains	
						<u>564.00</u>

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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>
21383	9/13/2024	8	Petro's	8/14/2024	Straw Lead Rule	75.96
21383	9/13/2024	8	Petro's	8/22/2024	grass seed Lead Rule	149.99
21383	9/13/2024	8	Petro's	8/19/2024	Pruner Replacement Supplies - T&D - Ops	18.99
21384	9/13/2024	8	E.J. Prescott, Inc.	8/21/2024	Marion Inventory	<u>244.94</u> 1,067.71
21384	9/13/2024	8	E.J. Prescott, Inc.	8/21/2024	Chestnut Inventory	1,532.42
21385	9/13/2024	9	St. Lawrence & Atlantic RR Co.	4/1/2024	C34899A Pipeline Misc Expense-T&D Ops	<u>2,600.13</u> 50.00
21385	9/13/2024	9	St. Lawrence & Atlantic RR Co.	4/1/2024	C35643A Pipeline Misc Expense-T&D Ops	100.00
21385	9/13/2024	9	St. Lawrence & Atlantic RR Co.	4/1/2024	C34972A Pipeline Misc Expense-T&D Ops	50.00
21386	9/13/2024	9	UNITIL ME	8/30/2024	Pump House Supplies - T&D - Ops	<u>200.00</u> 79.63
21386	9/13/2024	9	UNITIL ME	8/30/2024	A/R - Auburn Sewer	115.60
21386	9/13/2024	9	UNITIL ME	8/30/2024	Court St Supplies - T&D - Ops	115.60
21387	9/13/2024	9	US Bank Corporate Trust Boston	8/27/2024	2014A Accrued Interest	<u>310.83</u> 11,102.67
21387	9/13/2024	9	US Bank Corporate Trust Boston	8/27/2024	Bonds - 2022 - Principal	200,000.00
21387	9/13/2024	9	US Bank Corporate Trust Boston	8/27/2024	2022A Accrued Interest	26,690.00

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21387	9/13/2024	9	US Bank Corporate Trust Boston	8/27/2024		47,170.04
					Bonds - 2014 - Principal	
						<u>284,962.71</u>
21388	9/13/2024	9	UPS	9/7/2024		16.05
					A/R - Lewiston	
21388	9/13/2024	9	UPS	9/7/2024		16.04
					DeNora Shipping UV Treatment Plant - O&M	
						<u>32.09</u>
21389	9/13/2024	9	Watershed Maine LLC	8/31/2024		2,296.88
					Finance-Aug24 A/R - Auburn Sewer	
21389	9/13/2024	9	Watershed Maine LLC	5/31/2024		3,417.24
					Finance-May24 A/R - Auburn Sewer	
21389	9/13/2024	9	Watershed Maine LLC	5/31/2024		3,417.23
					Finance-May24 Accounting & Audit	
21389	9/13/2024	9	Watershed Maine LLC	8/31/2024		2,296.87
					Finance-Aug24 Accounting & Audit	
						<u>11,428.22</u>
21390	9/13/2024	9	St. Mary's Health System	9/3/2024		335.00
					PreEmployment Exam Misc Expense-T&D Ops	
						<u>335.00</u>
21391	9/16/2024	9	City of Lewiston	9/12/2024		44,636.84
					UV Ins Check Reimbursement A/R - Lewiston	
21391	9/16/2024	9	City of Lewiston	9/12/2024		-22,318.42
					UV Ins Check Reimbursement UV Treatment Plant - O&M	
						<u>22,318.42</u>
21392	9/20/2024	9	Cintas Corp.	8/26/2024		65.78
					A/R - Lewiston	
21392	9/20/2024	9	Cintas Corp.	8/26/2024		65.77
					1st aid supplies UV Treatment Plant - O&M	
						<u>131.55</u>
21393	9/20/2024	9	Constellation NewEnergy, Inc.	9/6/2024		0.87
					Troy St Accrued Power	
						<u>0.87</u>

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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>
21394	9/20/2024	9	The Computer Place	9/11/2024		36.25
					IT Support Outside Services - A&G	
21394	9/20/2024	9	The Computer Place	9/12/2024		54.37
					IT Support Outside Services - A&G	
21394	9/20/2024	9	The Computer Place	9/11/2024		36.25
					A/R - Auburn Sewer	
21394	9/20/2024	9	The Computer Place	9/12/2024		54.38
					A/R - Auburn Sewer	
						<u>181.25</u>
21395	9/20/2024	9	Davis-Ulmer Sprinkler Co Inc	9/16/2024		76.88
					A/R - Auburn Sewer	
21395	9/20/2024	9	Davis-Ulmer Sprinkler Co Inc	9/16/2024		76.87
					Qtrly Sprinkler/Backflow Outside Services - T&D - Mnt	
						<u>153.75</u>
21396	9/20/2024	8	Dead River Company	8/29/2024		84.00
					tank #5 propane Propane Exp - UV	
21396	9/20/2024	8	Dead River Company	8/29/2024		84.01
					A/R - Lewiston	
						<u>168.01</u>
21397	9/20/2024	9	Dube Gravel Company, Inc.	9/16/2024		1,819.00
					Sand, Loam, Gravel Supplies - T&D - Mnt	
						<u>1,819.00</u>
21398	9/20/2024	9	FirstLight	9/7/2024		160.44
					Telephone - Treatment	
21398	9/20/2024	9	FirstLight	9/7/2024		60.50
					Sept Phone/Internet Telephone-A&G Office	
21398	9/20/2024	9	FirstLight	9/7/2024		160.44
					A/R - Lewiston	
21398	9/20/2024	9	FirstLight	9/7/2024		83.98
					Telephone-A&G Office	
21398	9/20/2024	9	FirstLight	9/7/2024		83.98
					A/R - Auburn Sewer	

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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>
21398	9/20/2024	9	FirstLight	9/7/2024		62.50
					Chloramine Facility - O&M	
21398	9/20/2024	9	FirstLight	9/7/2024		62.50
					A/R - Lewiston	
21398	9/20/2024	9	FirstLight	9/7/2024		62.50
					A/R - Lewiston	
21398	9/20/2024	9	FirstLight	9/7/2024		62.50
					UV Treatment Plant - O&M	
21398	9/20/2024	9	FirstLight	9/7/2024		60.50
					A/R - Lewiston	
						<u>859.84</u>
21399	9/20/2024	9	Granite State Analytical Srvc	9/2/2024		160.00
					Testing	
					A/R - Lewiston	
21399	9/20/2024	9	Granite State Analytical Srvc	9/2/2024		160.00
					Outside Services - Lab Tests	
21399	9/20/2024	9	Granite State Analytical Srvc	9/2/2024		960.00
					Testing	
					Outside Services - Lab Tests	
						<u>1,280.00</u>
21400	9/20/2024	8	Hahnel Bros Co	8/29/2024		3,830.00
					A/R - Auburn Sewer	
21400	9/20/2024	8	Hahnel Bros Co	8/29/2024		3,830.00
					Roof Repairs	
					Outside Services - T&D - Ops	
						<u>7,660.00</u>
21401	9/20/2024	8	Harcros Chemicals, Inc.	8/26/2024		3,133.00
					Sod Hypo	
					Chemical Expense	
21401	9/20/2024	8	Harcros Chemicals, Inc.	8/30/2024		8,215.03
					Sod Hydro	
					Chemical Expense	
21401	9/20/2024	8	Harcros Chemicals, Inc.	8/26/2024		6,441.93
					Sod Hypo	
					Chemical Expense	
						<u>17,789.96</u>
21402	9/20/2024	8	Bisson Enterprises, Inc. DBA	8/31/2024		206.00
					Aug Cleaning	
					UV Treatment Plant - O&M	

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21402	9/20/2024	8	Bisson Enterprises, Inc. DBA	8/31/2024		206.00
					A/R - Lewiston	
21402	9/20/2024	8	Bisson Enterprises, Inc. DBA	8/31/2024		350.00
					A/R - Auburn Sewer	
21402	9/20/2024	8	Bisson Enterprises, Inc. DBA	8/31/2024		350.00
					Aug Cleaning Outside Services - T&D - Mnt	
						<u>1,112.00</u>
21403	9/20/2024	9	Televox Inc	8/31/2024		58.03
					Auto Calls Misc Expense-Collections	
21403	9/20/2024	9	Televox Inc	8/31/2024		58.03
					A/R - Auburn Sewer	
						<u>116.06</u>
21404	9/20/2024	10	Maine Municipal Emp.Hlth.	10/1/2024		43.79
					39020 Ins - Oct A/R - Auburn Sewer	
21404	9/20/2024	10	Maine Municipal Emp.Hlth.	10/1/2024		771.21
					39020 Ins - Oct Accrued - Dental	
21404	9/20/2024	10	Maine Municipal Emp.Hlth.	10/1/2024		847.61
					39020 Ins - Oct Accrued - IPP Withheld	
						<u>1,662.61</u>
21405	9/20/2024	9	McMaster-Carr Supply Co.	9/13/2024		29.97
					Clevis Pins Supplies - T&D - Ops	
21405	9/20/2024	9	McMaster-Carr Supply Co.	9/13/2024		29.98
					A/R - Auburn Sewer	
						<u>59.95</u>
21406	9/20/2024	9	Pine Tree Waste	9/1/2024		62.26
					A/R - Lewiston	
21406	9/20/2024	9	Pine Tree Waste	9/1/2024		113.49
					A/R - Auburn Sewer	
21406	9/20/2024	9	Pine Tree Waste	9/1/2024		62.25
					Bulk Waste UV Treatment Plant - O&M	
21406	9/20/2024	9	Pine Tree Waste	9/1/2024		113.49
					Bulk Waste Outside Services - T&D - Ops	
						<u>351.49</u>

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21407	9/20/2024	8	E.J. Prescott, Inc.	8/26/2024	Service Box Inventory	1,969.50
21407	9/20/2024	9	E.J. Prescott, Inc.	8/28/2024	LCRR Service Boxes Inventory	787.80
21407	9/20/2024	9	E.J. Prescott, Inc.	8/28/2024	LCRR Service Boxes Inventory	1,575.60
21407	9/20/2024	8	E.J. Prescott, Inc.	8/26/2024	Marion Dr Inventory	565.86
21407	9/20/2024	9	E.J. Prescott, Inc.	8/29/2024	Chestnut Inventory	432.25
21408	9/20/2024	9	Rent-It Of Maine, Inc.	8/29/2024	excavator rental Misc Expense-Mains	<u>5,331.01</u> 1,955.00
21408	9/20/2024	9	Rent-It Of Maine, Inc.	8/29/2024	Marion Street - Main Replaceme	1,955.00
21409	9/20/2024	8	Super Shoe Stores, Inc.	8/30/2024	Cloth Allow Employee Benefits	<u>3,910.00</u> 192.48
21410	9/20/2024	8	TomCo2 Systems	8/30/2024	Semi-Annual Service Visit A/R - Lewiston	<u>192.48</u> 2,350.00
21410	9/20/2024	8	TomCo2 Systems	8/30/2024	Semi-Annual Service Visit UV Treatment Plant - O&M	2,350.00
21411	9/20/2024	9	USA Blue Book	8/20/2024	Goff Hill Transmitters Supplies - Reservoirs	<u>4,700.00</u> 523.97
21412	9/20/2024	10	UNUM Life Insurance	10/1/2024	A/R - Auburn Sewer	<u>523.97</u> 139.51
21412	9/20/2024	10	UNUM Life Insurance	10/1/2024	Oct life ins Employee Benefits	315.78
						<u>455.29</u>

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21413	9/20/2024	9	Wescor Associates Inc	8/20/2024	Caustic Pump A/R - Lewiston	618.75
21413	9/20/2024	9	Wescor Associates Inc	8/20/2024	Caustic Pump UV Treatment Plant - O&M	618.75
						<u>1,237.50</u>
21414	9/20/2024	9	Whited Truck Center	9/17/2024	Hubcap TRUCK #42 (2006 Volvo)	54.25
21414	9/20/2024	9	Whited Truck Center	9/9/2024	Hub Cap TRUCK #50 (2022 VOLVO DUM)	54.25
						<u>108.50</u>
21415	9/27/2024	9	Jbmeholdings, LLC c/o	9/27/2024	Refund Dep Bal A/R - Customers Accts Rec	100.00
						<u>100.00</u>
21416	9/27/2024	9	Arthur Sabiti	9/27/2024	Refund Misc Dep Bal A/R - Other Miscellaneous	787.93
						<u>787.93</u>
21417	9/27/2024	9	Amazon.Com Sales Inc	9/23/2024	Highlighters A/R - Auburn Sewer	3.46
21417	9/27/2024	9	Amazon.Com Sales Inc	9/10/2024	USB Charges, Post Its, etc Misc Expense-T&D Ops	28.54
21417	9/27/2024	9	Amazon.Com Sales Inc	9/23/2024	Eye Wash SOLUTION Supplies - Safety Items	16.47
21417	9/27/2024	9	Amazon.Com Sales Inc	9/10/2024	USB Charges, Post Its, etc A/R - Auburn Sewer	28.54
21417	9/27/2024	9	Amazon.Com Sales Inc	9/23/2024	Highlighters Supplies - A&G - Office	3.46
21417	9/27/2024	9	Amazon.Com Sales Inc	9/23/2024	Eye Wash SOLUTION A/R - Auburn Sewer	16.47
						<u>96.94</u>
21418	9/27/2024	9	Lindsay Bates	9/30/2024	Sept Cell Telephone - Treatment	30.00
						<u>30.00</u>

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21419	9/27/2024	9	Cindy Cass	9/14/2024		107.49
					Mileage & Misc Misc Expense-T&D Ops	
21419	9/27/2024	9	Cindy Cass	9/14/2024		107.49
					A/R - Auburn Sewer	
						<u>214.98</u>
21420	9/27/2024	9	Constellation NewEnergy, Inc.	9/13/2024		0.84
					Mill St Accrued Power	
21420	9/27/2024	9	Constellation NewEnergy, Inc.	9/13/2024		56.51
					E. Hardscrabble Accrued Power	
						<u>57.35</u>
21421	9/27/2024	9	The Computer Place	9/17/2024		36.25
					IT Support Outside Services - A&G	
21421	9/27/2024	9	The Computer Place	9/17/2024		36.25
					A/R - Auburn Sewer	
						<u>72.50</u>
21422	9/27/2024	9	Elan Financial Services	9/13/2024		31.87
					Staplers, pens, paper Supplies - A&G - Office	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		31.00
					Background Checks A/R - Auburn Sewer	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		31.00
					Background Checks Misc Expense-T&D Ops	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		33.60
					Luncheon - Interns Misc Expense-T&D Ops	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		31.00
					Background Checks A/R - Auburn Sewer	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		31.00
					Background Checks Misc Expense-T&D Ops	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		309.00
					E5 Permit A/R - Auburn Sewer	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		111.67
					Backup Battery - Chg Out Expenses - Jobbing	

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Accounts Payable Check Register
September 1, 2024 thru September 30, 2024

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Reference</u>	<u>Amount</u>
21422	9/27/2024	9	Elan Financial Services	9/13/2024	Phone/Case - Meter Dept Misc Expense-T&D Ops	130.05
21422	9/27/2024	9	Elan Financial Services	9/13/2024	A/R - Auburn Sewer	20.00
21422	9/27/2024	9	Elan Financial Services	9/13/2024	Replenish EZ Pass Misc Expense-T&D Ops	20.00
21422	9/27/2024	9	Elan Financial Services	9/13/2024	Staplers, pens, paper A/R - Auburn Sewer	31.88
21422	9/27/2024	9	Elan Financial Services	9/13/2024	A/R - Auburn Sewer	37.99
21422	9/27/2024	9	Elan Financial Services	9/13/2024	Backup Battery - Worthley A/R - Auburn Sewer	111.66
21422	9/27/2024	9	Elan Financial Services	9/13/2024	Misc Supplies A/R - Auburn Sewer	25.45
21422	9/27/2024	9	Elan Financial Services	9/13/2024	Misc Supplies Misc Expense-T&D Ops	25.45
21422	9/27/2024	9	Elan Financial Services	9/13/2024	Supplies - Measuring of Lake A/R - Auburn Sewer	24.24
21422	9/27/2024	9	Elan Financial Services	9/13/2024	Supplies - Measuring of Lake Measuring of Lake	24.23
21422	9/27/2024	9	Elan Financial Services	9/13/2024	Sympathy Cards A/R - Auburn Sewer	2.64
21422	9/27/2024	9	Elan Financial Services	9/13/2024	Sympathy Cards Misc Expense-T&D Ops	2.64
21422	9/27/2024	9	Elan Financial Services	9/13/2024	Copy Paper Supplies - A&G - Office	37.99
21422	9/27/2024	9	Elan Financial Services	9/13/2024	Batteries for Delta programmer A/R - Lewiston	15.71
21422	9/27/2024	9	Elan Financial Services	9/13/2024	Batteries for Delta programmer UV Treatment Plant - O&M	15.71

Auburn Water District Accounts Payable Check Register September 1, 2024 thru September 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>
21422	9/27/2024	9	Elan Financial Services	9/13/2024		51.67
					Watershed-Wall Chgr, Cable Watershed Expenses	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		111.66
					Backup Battery - Lew Jct Rd A/R - Auburn Sewer	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		234.29
					Employment Ads Misc Expense-T&D Ops	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		234.29
					A/R - Auburn Sewer	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		20.88
					Supplies Measuring of Lake Measuring of Lake	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		20.89
					Supplies Measuring of Lake A/R - Auburn Sewer	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		5.05
					Ice - Measuring of Lake Measuring of Lake	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		5.05
					Ice - Measuring of Lake A/R - Auburn Sewer	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		14.49
					Business Cards Supplies - A&G - Office	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		14.49
					Business Cards A/R - Auburn Sewer	
21422	9/27/2024	9	Elan Financial Services	9/13/2024		28.99
					Business Cards-Watershed Watershed Expenses	
						<u>1,877.53</u>
21425	9/27/2024	9	Jacob Gilbert	9/30/2024		30.00
					Sept Cell Telephone - Treatment	
						<u>30.00</u>
21426	9/27/2024	9	David Hamann	9/30/2024		30.00
					Sept cell Telephone - Treatment	
						<u>30.00</u>
21427	9/27/2024	9	Harcros Chemicals, Inc.	9/9/2024		7,899.98
					Sod Hypo Chemical Expense	

Auburn Water District Accounts Payable Check Register September 1, 2024 thru September 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>
21427	9/27/2024	9	Harcros Chemicals, Inc.	9/9/2024	Sod Hypo Chemical Expense	1,687.00
						<u>9,586.98</u>
21428	9/27/2024	9	Cole Hayford	9/30/2024	Sept cell Telephone - Treatment	30.00
						<u>30.00</u>
21429	9/27/2024	9	Timothy D. Hoover	9/30/2024	Sept Cell Telephone - Treatment	30.00
						<u>30.00</u>
21430	9/27/2024	9	Robert Larue	9/30/2024	Sept Cell Telephone - Treatment	30.00
						<u>30.00</u>
21431	9/27/2024	9	Lewiston-Auburn Tent & Awning	9/3/2024	A/R - Auburn Sewer	275.00
						<u>30.00</u>
21431	9/27/2024	9	Lewiston-Auburn Tent & Awning	9/3/2024	Tent Rental Measuring of Lake	275.00
						<u>550.00</u>
21432	9/27/2024	9	Maine Municipal Assoc.	9/15/2024	Unemploy Employee Benefits	168.25
						<u>168.25</u>
21433	9/27/2024	9	W. B. Mason Co., Inc.	9/4/2024	Office Supplies-Watershed Supplies - A&G - Office	272.59
						<u>168.25</u>
21433	9/27/2024	9	W. B. Mason Co., Inc.	9/4/2024	Liners, Calendar UV Treatment Plant - O&M	45.98
						<u>168.25</u>
21433	9/27/2024	9	W. B. Mason Co., Inc.	9/4/2024	Liners, Calendar A/R - Lewiston	45.99
						<u>168.25</u>
21433	9/27/2024	9	W. B. Mason Co., Inc.	9/4/2024	Office Supplies-Watershed A/R - Lewiston	272.60
						<u>637.16</u>
21434	9/27/2024	9	Craig Millett	9/30/2024	Sept cell Telephone - Treatment	30.00
						<u>30.00</u>
21435	9/27/2024	9	E.J. Prescott, Inc.	9/5/2024	Stock Inventory	5,609.22

Auburn Water District Accounts Payable Check Register September 1, 2024 thru September 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>
21435	9/27/2024	9	E.J. Prescott, Inc.	9/5/2024	stock Inventory	4,173.43
21435	9/27/2024	9	E.J. Prescott, Inc.	9/5/2024	Stock Inventory	534.86
21436	9/27/2024	9	Skelton, Taintor & Abbott	9/17/2024	Services thru 090524 Legal Expenses	<u>10,317.51</u> 66.00
21437	9/27/2024	9	Thayer Limited Liability Compa	9/4/2024	Extras to PM Outside Services - T&D - Ops	<u>66.00</u> 2,017.05
21437	9/27/2024	9	Thayer Limited Liability Compa	9/4/2024	Extras to PM A/R - Auburn Sewer	2,017.06
21438	9/27/2024	9	Derek Thone	9/30/2024	Sept Cell Telephone - Treatment	<u>4,034.11</u> 30.00
21439	9/27/2024	9	Warren's Office Supplies	9/9/2024	Tissues, Cal Ribbon & Paper Supplies - A&G - Office	<u>30.00</u> 16.76
21439	9/27/2024	9	Warren's Office Supplies	9/9/2024	Tissues, Cal Ribbon & Paper A/R - Auburn Sewer	16.76
21439	9/27/2024	9	Warren's Office Supplies	9/9/2024	Multifold Towels, TP Supplies - T&D - Ops	65.85
21439	9/27/2024	9	Warren's Office Supplies	9/9/2024	Multifold Towels, TP A/R - Auburn Sewer	65.86
						<u>165.23</u>
<u>Grand Total</u>						<u>739,099.12</u>
Net payroll & taxes						\$81,462.42
						<u>\$820,561.54</u>

LEWISTON BILLS PAID

9/30/2024

DATE	VENDOR	INVOICE #	DESCRIPTION	Lewiston Amount	DEPT	Total Invoice
9/25/2024	Home Depot	STMT	Mouse Traps	3.24	OPS	
9/16/2024	US Celluar	679700058	Cell Phones - 1/2 Danielle	14.00	OPS	
9/5/2024	Elan-Amazon	STMT	Batteries for Delta Programmer	15.71	OPS	
9/7/2024	UPS	173A7V364	Shipping chgs - Denora	16.05	OPA	32.09
9/16/2024	US Celluar	679700058	Cell Phones - Chris	26.50	OPS	
9/6/2024	MWUA	2007086	Seminar - D. Olsen	40.00	OPS	80.00
9/13/2024	Grainger	9248225766	Supplies	44.88	LAB	89.76
9/4/2024	WB Mason	248893808	Liners, Calendar	45.99	OPS	91.97
9/2/2024	Danielle Olsen	090224EXP	Clothing Allowance	56.97	OPS	113.94
9/7/2024	Firstlight	17957679	SEPT-Internet-Turner Rd	60.50	OPS	
9/1/2024	Pine Tree Waste	3325494	Bulk Waste	62.26	OPS	124.51
9/7/2024	Firstlight	17957679	SEPT-Scada Fiber-Chloramines	62.50	OPS	
9/7/2024	Firstlight	17957679	SEPT-Scada Fiber-UV	62.50	OPS	
9/27/2024	Cintas	5226833471	1st Aid Supplies	65.78	OPS	131.55
9/26/2024	Computer Place	76409	IT Support - New Scada UV PC	72.50	OPS	145.00
9/25/2024	Danielle Olsen	092524EXP	Mileage & Tolls	114.00	OPS	
9/2/2024	A & L Laboratory	193216	Testing	160.00	LAB	
9/7/2024	Firstlight	17957679	SEPT-Phone/Internet(UV-Increased Internet)	160.44	OPS	
9/11/2024	Unifirst	1040486071	Rug Maint	168.92	OPS	337.84
9/30/2024	IDEXX	3161075337	Supplies	179.32	LAB	358.63
9/30/2024	Bisson Enterprises	27292	Cleaning	206.00	OPS	412.00
9/25/2024	Danielle Olsen	092524EXP	Clothing Allowance	263.11	OPS	
9/4/2024	WB Mason	248892205	Office Supplies - Watershed Manager	272.60	OPS	545.19
9/18/2024	HETL	184096	Perimeter Testing	382.50	LAB	765.00
9/4/2024	HETL	182887	In Lake Testing	510.00	LAB	1,020.00
9/25/2024	HETL	184628	In Lake Testing	510.00	LAB	1,020.00
9/18/2024	HETL	184095	In Lake Testing	510.00	LAB	1,020.00
9/18/2024	HETL	183798	In Lake Testing	510.00	LAB	1,020.00
9/27/2024	SmartSights	63451	XL Reporter - Scada	525.00	OPS	
8/20/2024	Wescor Associates Inc	6147	Repair Caustic Pump	618.75	OPS	1,237.50
9/20/2024	HACH	14194107	Supplies	949.86	LAB	1,899.71
9/30/2024	DeNora	920093937	UV Bulbs	1,214.74	OPS	2,429.47
9/27/2024	IDEXX	3160929621	Supplies	1,269.18	LAB	2,538.35
			1142-400	9,173.80		

Auburn Water & Sewer District

Policy: Telecommuting Policy and Procedure

Date: October 2024

Objective:

The purpose of this policy is to establish guidelines and expectations for telecommuting. The District provides this Telecommuting Program as a potential work arrangement for all eligible, interested staff, and encourages staff and management to fully participate in this Program.

Telecommuting is a valuable work arrangement and workplace tool. A telecommuting work arrangement can promote employee engagement and retention, be a useful tool in recruitment and employee attraction, increase employee productivity and certain work efficiencies, increase employee morale, and have positive impacts on employee well-being and health. Telecommuting also has a variety of benefits to the local community and environment, such as greenhouse gas emission reduction due to lower commuting, and other potential benefits to the District, such as lower energy costs.

Policy Overview:

Telecommuting is an arrangement between the District and the employee that allows an employee to perform work during regular paid work hours, at an approved, alternative, non-District worksite or location. The District considers telecommuting to be a viable, flexible work option when both the employee and the job duties are suited to such an arrangement. Telecommuting may be appropriate for some positions and certain employees but not for others.

Regardless of the location from which employees perform work, District business, work, and operations are the priority at all regularly scheduled work hours. Participating employees must maintain excellent communication, productivity, customer service, collaboration, work performance, and all other work and performance standards.

Employees and supervisors must ensure that the employee's work quality, efficiency, and productivity are not compromised by the arrangement. Telecommuting should never decrease internal and external customer service, employee productivity, employee collaboration and development, and inter-divisional and inter-departmental collaboration, and coverage of onsite work. It should not result in increased costs to the District.

Eligibility:

Not every District employee is eligible for telecommuting. Eligibility is based on various criteria, including an assessment of the job requirements, responsibilities, and employee performance. Meeting the eligibility requirements does not guarantee approval of telecommuting. The District has the discretion to grant telecommuting arrangements on a case-by-case basis.

Due to the nature of the services offered by the District, employees in some positions may not be approved for telecommuting. Employees who would not be eligible for telecommuting have jobs that are entirely, or primarily, location-dependent, or require access to resources that are not allowable, or practical, from a telework location.

The following provisions will be used to assess if an employee is eligible to participate in a telecommuting arrangement and if their work assignments are appropriate and allow for telecommuting. The employee's supervisor is responsible for the final determination if an employee's position is appropriate for telecommuting and if the employee meets the specific work standards.

An employee may be eligible to telecommute if:

1. The employee is a full-time, permanent District employee.

2. The employee must be employed in their current position with the District for a minimum of 90 days, full-time, continuous, and permanent employment.
3. The employee must be in good standing and have received excellent work evaluations and must:
 - a. be self-motivated and demonstrate high dependability and work ethic.
 - b. demonstrate a consistently high rate of productivity as well as work quality.
 - c. demonstrate a high level of skill and job knowledge.
 - d. demonstrate strong communication skills.
 - e. demonstrate strong organizational and time management skills; and
 - f. demonstrate ability to work with minimal in-person supervision.
4. The employee has access to the required supplies and equipment to telecommute and has an acceptable workspace and environment to effectively work remotely, as outlined in this Policy.

A position may be eligible for telecommuting if the nature of the job:

1. Is primarily “knowledge-based” and involves handling of information, including but not limited to reading, writing, analyzing, or processing data.
2. Job duties are independent in nature.
3. Job duties possess measurable deliverables.
4. Entails project-oriented activities or work with measurable milestones or deliverables.
5. Allows for work to be performed at a non-District location during a regularly scheduled workday, and the quantity of work that can be performed off-site is appropriate for a telecommute day.
6. Will not, as a result of telecommuting, compromise any of the functions of the employee’s department or any District operations.

A position may not be a good candidate for telecommuting if the job requires such things as:

1. Frequent face-to-face interaction in the office with supervisors, customers, co-workers, or the public.
2. Customer service to the public or other District employees which cannot be performed to the same level of service, response time, or productivity while telecommuting.
3. Access to highly secured or protected information or resources in which access is not permitted or possible from the telework location.
4. Access to special District and site-specific resources, such as tools, equipment, software systems, large machines, special files, etc.
5. Access to the District’s computer databases or applications while telecommuting if remote access to necessary applications or database is prohibited or creates unmitigable risk.
6. Immediate presence or attendance at the principal work location to address unscheduled events regularly.
7. Daily field work.
8. Onsite coverage for cyclical or rotating tasks.

Job Expectations and Work Standards:

While telecommuting, employees should perform the full range of their normal job duties. Employees are expected to be fully available during their regular work hours through email, by phone, video chat, or other means. Employees are expected to meet deadlines and work goals as they would in-office, and the operations of the District are to remain the same, or be improved, by telecommuting. It is essential that each department be staffed appropriately during regular business hours.

Employees participating in telecommuting are expected to adhere to the following work standards, in addition to position-specific work standards as established by their supervisor:

1. Teleworkers must be as accessible and responsive while telecommuting as they are during their regular on-site workdays, regardless of work location.
2. Timeliness, quality, and quantity of work must be maintained or improved while telecommuting.

3. Attendance and punctuality must be maintained during telecommuting.
4. Voicemail, emails, and other correspondence must be responded to timely and in the same manner as if the employee were in a District work location.
5. Employees are expected to respond promptly to District communication, such as email, text, instant messaging, video chat, etc. in the same way employees are expected to respond promptly while working at a District worksite.
6. Telecommuting should not result in additional work for other staff, delayed work correspondence, or any impact on another employee who may rely on the telecommuting employee for operations.

Telecommuting Work Schedules:

A telecommuting employee must work on-site a minimum of two full, regular workdays per week. All departments should consider the establishment of one core business day per week where all department members work in-person to ensure collaboration, communication, and connection. Each supervisor is responsible for reviewing the telecommuting schedules for their staff.

Limited exceptions to these schedule requirements may be considered on a case-by-case basis. In no event will an employee work on-site less than 40% of their regular work schedule without prior approval by the supervisor.

Individual Employee Schedules:

Each employee participating in telecommuting must schedule their planned off-site workdays and location. Schedules should be listed in a shared calendar for employees eligible to work off-site. If an employee must make changes to their work schedule, their supervisor should be notified as soon as possible, and the calendar should be updated promptly.

It is expected that all telecommuting employees may experience an unforeseen, immediate need to return to the principal work location. Telecommuting employees must be available and able to come to the principal location at any time, as needed and as identified by the supervisor. In the event such on-site attendance is required, supervisors will notify the employee with as much advance notice as reasonably possible.

Travel and Reimbursement:

Teleworkers do not receive travel pay for reporting to their regularly assigned workplace on their telecommute day. Any time spent driving from a remote work location, such as a personal residence, to a District facility, is not considered compensable work time and not subject to compensation or travel reimbursement.

General Telecommuting Requirements and Considerations:

1. While telecommuting, the employee continues to be subject to all applicable District, State and federal rules, policies, and procedures. All the rules applicable at the regular worksite are applicable while telecommuting.
2. Existing laws, rules, policies, and contract provisions of the District are applicable to all teleworkers. If the teleworker is conducting authorized District business and their actions are within the course and scope of their employment, the same workplace rules that apply to District facilities will be applicable to teleworkers' home workplaces. This would include policies on Internet usage, cybersecurity, safety and health, and standards of conduct.
3. In the case of an employee who has been formally reprimanded through a disciplinary action that results in the placement of a document in an employee's official personnel file relating to an issue arising from working off-site, telecommuting privileges and arrangements shall be revoked.
4. Telecommuting employees must not engage in any non-work-related activities while telecommuting that would not be permitted at the regular worksite. Telecommuting employees may take care of personal business during lunch periods, as they would at the regular worksite.

Remote Work Location and Workspace Requirements:

Telecommuting employees must designate a workspace at home or another approved remote location that is suitable for performing official business and is maintained in a safe condition, free from hazards. The employee must perform their work in the designated area when telecommuting.

Telecommuters must have a method for expediently receiving and responding to communications (phone calls, messages, emails, etc.) from other staff, supervisors, and when applicable, clients or the public. All precautions necessary must be taken to secure District information and equipment in their workspace and prevent unauthorized access to any District system or information. Data and information used by telecommuters must be treated with the same caution and respect that confidential material is given in the regular workspace. Telecommuters must comply with all District IT policies related to technology use, data security, and remote access.

The employee's telecommuting workspace is the employee's responsibility and is not the District's responsibility. The employee's telecommuting workspace must comply with recommended safety rules for the workplace as outlined in this Policy, and, at minimum, include a smoke detector, working fire extinguisher, clear unobstructed exits, adequate electrical circuitry, ergonomic furniture, and appropriate lighting. Additionally, it must be secured, so that District data is not compromised, shared, or lost and to minimize theft or damage to equipment. High-speed internet service must be available and functional.

Safety:

Telecommuting employees must work in an environment that allows them to perform their duties safely and efficiently. If utilizing a home office space, the telecommuting employee is expected to keep a home office as clean and free from obstructions as if in a regular District office. The employee must ensure that safety and ergonomic standards are met in the remote workspace. The workspace must have adequate lighting, ventilation, and furniture that is ergonomical and safe to use. Home-based teleworkers will be required to keep their office free of dangerous obstructions, loose wires, and other hazards, and electrical and telecommunications outlets should be available and in good working order.

If a teleworker has a work-related accident at their remote work location during designated work hours and while conducting authorized District business, they will be subject to the same District rules and regulations regarding work-related accidents and must report the incident immediately to a supervisor. The employee must follow District policy for reporting on-the-job work injuries. The claim investigation will include evaluation of the telecommute work location in relation to the workspace and safety requirements as set forth in this policy and the agreement signed by the employee.

The District assumes no liability for injuries to the employee that occur outside the employee's scheduled work hours or while not engaged in District business. The District assumes no liability for injuries to any third parties or the employee's family members on the employee's telecommuting workspace. The District is not liable for damage to the employee's real property or personal items.

Equipment and Technical Support:

The employee is responsible for ensuring they have the appropriate equipment to successfully telework. The District is not required to provide telecommuting employees with materials or supplies needed to establish an alternate worksite (desk, chair, computer, software, cell phone, fax, copier, etc.), and assumes no responsibility for set-up, safety compliance, or operating costs at an alternate worksite.

The District may provide equipment but is not obligated to do so. The use of any District supplies or equipment at non-District remote work locations must be pre-approved by the supervisor. The District retains ownership of all equipment, tools, supplies, licenses provided, as well as District electronic communication and work product. Should District equipment, such

as laptops, cell phones, etc. be used at a remote work location while telecommuting, the telecommuting employee is responsible to reasonably protect District equipment, software, and supplies from possible theft, loss, and damage.

The District will not provide funding or reimbursement beyond what is standard practice for District work locations. The District will not fund or incur costs to support an employee's telecommuting activities.

The following are the responsibility of the employee:

- The acquisition maintenance and repair of personal equipment, such as personal computer, printer, etc. and other equipment and supplies required to work from a remote location
- Remote location workspace furniture, ergonomic equipment, and related modifications
- Costs associated with the initial setup or maintenance of the telecommuting workspace
- Internet and network access and related continuing charges
- Purchase, repair, or replacement of employee-owned equipment and supplies. Note: The District will not provide technical support for non-District equipment. Employees are responsible for the maintenance and repair of their own equipment.
- Purchase, repair, or replacement of District-owned equipment and supplies if mishandled or lost during employee's use.
- Homeowner's and Renter's insurance covering the home office space, including any changes in rates or coverage required for telecommuting and maintaining a home office.
- Cost of utilities while working remotely, including cell phone/telephone charges (except as provided as part of the standard allowance), heating, electricity, home maintenance costs, etc.

Other Telecommuting Equipment and Infrastructure Guidelines:

1. Employees must have high-speed internet to connect to and utilize District email, applications, and files.
 - a. If the employee's connectivity does not support use of video calls, such as Teams or Zoom video meetings, the employee will be required to work on-site or in a location with high-speed internet for such events. If the employee regularly has connectivity issues, the employee may not be eligible to telecommute.
 - b. If the employee's high-speed internet fails or is unavailable on a telecommute date, the employee will be required to work on-site or at an alternative off-site location.
2. All non-District devices connecting to District network or accessing District applications must have up-to-date operating systems, browsers, and security software and must meet all applicable IT policies.
3. Work products must be stored on the District systems (such as SharePoint or OneDrive). Work products or other District documents must not be saved on the employee's personal desktop, flash drives, etc.
4. District IT is not responsible for troubleshooting or fixing non-District-related network equipment or for supporting any non-District-issued hardware used in a home office environment.

Telecommuting Policy Employee Agreement

Auburn Water & Sewer District

The Employee agrees to:

1. Be familiar with, understand, and comply with this Policy.
2. Comply with all District required safety and security policies and procedures
3. Be responsible for costs associated with and ensuring that own equipment is equal to and compatible with District equipment, software, and network needs in order to fully perform all functions of their positions while at a remote work location.
4. Be responsible for maintaining any equipment owned by the employee or the District.
5. Secure appropriate approval before beginning to telecommute.
6. Be transparent and accountable for all tasks and responsibilities of their position.

The Employee understands the home safety rules and workspace ergonomic requirements laid out in this Policy, summarized as follows, and agrees to maintain a safe telecommute environment:

1. Furniture is ergonomically comfortable and safe to use.
2. Workspace has adequate lighting.
3. Workspace is free of dangerous obstructions, loose wires, and other hazards.
4. Workspace has proper ventilation.
5. Smoke detectors are installed and working properly; a fire extinguisher is accessible.
6. Electrical outlets are available and in good working order.

Employee Signature

Date

Order for Services



Company Legal Name	awsd.org	Contact Name	Mike Broadbent	Contract Term (Years)	2
Company Address	268 Court Street Auburn Maine 04212	Phone	207-784-6469	Start Date	5/31/2024
Company Phone	207-607-9115	Email	mbroadbent@awsd.org	Sales Representative	Charlie Waters (678) 805-2010 ext 203 charlie.waters@proliant.com

Basic Plus							
Primary Frequency	FEIN Qnt.		Base Fee	Rate	Description	Employee Quantity	Total Per Payroll
Weekly	1		\$15.05	\$1.90	per check	25	\$62.55

Included Products/Services

- Automated Tax LookUp
- Check Signing/Stuffing
- Direct Deposit
- Electronic Onboarding
- Garnishment/Child Support Payments
- HRIS
- Self-Service
- Work Number Wage Verification
- Accrual Tracking
- Electronic Onboarding "Click to Sign"
- Mobile
- New Hire Reporting
- Payroll Processing
- Report Writer
- Tax Filing
- GL - Other

Additional Services				
Name	Rate	Quantity	Description	Total
401K Interface	\$9.23	1	per interface	\$9.23
Workers Comp Reporting	\$6.92	1	per company	\$6.92
Attendance on Demand Integration Only	\$0.06	25	per employee	\$1.50
				\$17.65
				Total Per Payroll*
				\$80.20

Order for Services



Year End Fees

	Quantity	Base per Company ID	Rate	# of Company IDs	Total
W-2/1099(turnover not included)	25	\$50.00	\$3.50	1	\$137.50
				Total:	\$137.50

One-Time Fees

	Quantity	Rate	Description	Cost	Discount	Total
Payroll Setup				\$475.00	\$475.00	\$0.00
Onboarding Setup				\$500.00	\$500.00	\$0.00
Onboarding Custom Fillable Documents		\$300.00	per document	\$0.00	\$0.00	\$0.00
GL Setup	1	\$750.00		\$750.00	\$0.00	\$750.00
					Total:	\$750.00

Total Cost Summary

One-Time Fees	\$750.00
Year-End Fees	\$137.50
Annual Fee (estimated)	\$4,170.40

- * Total assumes One Payroll Run per Pay Cycle
- * For processing of off-cycle payroll runs, the Company will be charged the lower of \$1.25 or the quoted per check rate plus the base fee stated on this quote
- * Base Fee Applies to All Payroll Runs, Including Adjustment Runs.
- * Estimated Totals Only which do not include applicable sales tax.. Proliant will notify client of bill total once the project is complete.
- * Total Delivery Fees for Paperless Delivery are not included and are TBD

2024+2023 SEPTEMBER NTU

