

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, November 20, 2024 at 4:00 P.M.**

Regular Meeting AGENDA

1. Approve Minutes of Regular Meeting of October 16, 2024.
2. Financial Report Update -**Michael Bailey**.
3. Public Comment.
4. Activity Report & Project Update-**Matt Waite**.
5. New Business
 - Septic Inspection Overview, budget approval-**Danielle Olsen**
 - Paid Family Medical Leave.
 - 2025 Audit Commitment.
6. Old Business
 - Water Quality.
 - District Telecommuting Policy.
 - SCADA Agreements.
7. (5:00pm) 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.
8. Trustee Open Session.
9. Adjourn Regular Meeting.

Upcoming: Water Trustee Meeting, December 18, 2024 4:00PM.
Joint Budget Workshop December 18, 2024 @ 5:00pm
Public Hearing, Budget Approval December 18, 2024
@5:15pm

Memo

To: Water District Trustees
From: Michael Broadbent, Superintendent
CC: Files
Date: 11/15/2024
Re: Discussion of November Agenda Items

Water Trustees

Financial Report Highlights

Activity Report/Project Update

4th Street & Marian Drive Work on these projects is nearly complete. The remaining tasks involve raising valve boxes and service boxes in preparation for surface paving, which will be completed in the Spring of 2025.

Hotel Road These projects are essentially complete, with AWSD currently verifying that all assets have been brought to grade and assessing their condition.

Chestnut Street AWD is finalizing the bill for parts and materials associated with the water main offset, domestic service line, fire service line, and the installation of a new hydrant. The main and service lines have been successfully pressure tested, sampled, and passed.

Lead and Copper Rule Revisions (LCRR) The Lead Service Line inventory was submitted ahead of the October 16, 2024 deadline, ensuring AWD's compliance with regulatory requirements.

New Business

Septic Inspection Overview, Budget Approval First, I would like to introduce Danielle Olsen to the Board. Danielle was hired this summer as our shared Watershed

Manager. Danielle has worked with staff and the Commissioners to develop policies and procedures for the Commission to support the City of Auburn's septic inspection requirements. This plan will provide education, technical assistance and re-imburement for inspections when completed in accordance with our policy. This work will increase the funding request of the Commission significantly. The proposed budget is included with the packet.

- **Action Requested** **Approve Commission Budget for 2025.**

Paid Family Medical Leave The State of Maine has instituted a mandatory Paid Family and Medical Leave Law. Starting January 1, 2025, the District will be required to pay 1% of all gross wages to the State of Maine for Paid Family Medical Leave. Of the 1% contribution only 0.5% can come from the employee, the Districts could elect to pay the full 1%. Employees will not be eligible for this benefit until May 1, 2026.

I met with Cross Insurance and discussed some options. The District could research a private solution to PFML and file an exemption in April of 2025. Currently the District gives the employees the option for a MMEHT program called Income Protection. It is likely that this program could be eliminated with the implementation of the State's program. The District has 17 employees who voluntarily contribute to this program for between .8% - 1.2% -1.5%, depending on the level of coverage they elect. I plan to further research the options when we have more information on the State's Plan.

2025 Audit Commitment For the past 6 years the District has used RHR Smith for our annual Audit. We're no longer under contract however, I would like to sign the commitment for the 2024 Audits to be completed in 2025. There has been a slight increase in their fees: 2025, \$7,200 from \$6,000 in 2024.

Old Business

Water Quality Lake clarity remains very good. and water temperatures are average. The only anomaly at this time is Lake Elevation, following a wet Spring we have had a very dry summer and fall. As the lake level goes down it exposes softer material that is more susceptible to erosion. Our Water Quality Management staff has detected the presence of an algae called synura. Synura if present in a high concentration can be unappealing by giving the water a melon taste. At this time the algae is in low concentration and only seen in the deeper sections of the lake. We will continue to monitor and notify customers if the concentrations increase or of it spreads throughout the lake.

District Telecommuting Policy Update The District's Draft Telecommuting Policy has been reviewed by both our legal counsel and our insurer. They made some recommendations and both supported adoption of the policy. The updated policy is included in the Trustee Packet. After careful consideration I would also like to allow for at least 3 days of remote work/week to qualified staff members.

- **Action Requested** **Approve Draft Policy as presented.**

SCADA Agreements Update

I presented Lewiston with a draft agreement to continue our cooperative SCADA relationship. The new agreement would no longer share staffing and would allow us to have a mutual aid agreement at cost relationship with Lewiston. Lewiston has been reluctant to agree to this fearing they would lose a connection to the SCADA systems at the treatment facilities. Unfortunately, Lewiston is not prepared to fulfill the current agreement. I'll continue to meet with Lewiston on this matter until we resolve this issue.

2025 Draft Budget

Review Draft Budget and determine if a budget workshop is necessary, December 2-13. Shared items can be difficult. It is important that both Boards are aligned as we approach the final approval of the budgets. If necessary, we can schedule workshops to further discuss agenda items.

2025 Cost of Living Increase

The District has a history of looking at the cost of living increases assessed by Social Security Administration as an index for a District Cola increase. SSI has set the Cola increase for 2025 at 2.5%, while recognizing that inflation is up 3.2%. I included with the packets our history of cost of living increases along with relevant data. I recommend that the Boards implement the 2.5% increase to keep our wages competitive and growing with inflation.

Health Insurance

The District has utilized Cross Insurance for the past 8 years, we have settled into an Anthem PPO 2000 Plan that has served us and our employees well. We fully fund an HRA plan with Group Dynamic/Flores that covers the employees' deductibles and co-insurances. Our utilizations have been very low and we enjoy competitive pricing because of this. There is an 8.9% increase to stay in this plan for 2025. I looked into a couple of different options for comparison and recommend that we stay with Cross and the PPO-2000 plan. The options that I looked into were switching to an HMO Plan through Cross. This would result in savings however it could potentially require all employees to find a new Primary Care Physician before the end of the year and it would limit their access to specialists. Maine Municipal Employee Health Trust has a higher deductible plan that could yield a slight savings on premium costs however, the higher deductible would increase our cost and exposure with our HRA. This would negate any savings.

Paid Family Medical Leave

I recommend that the District split the cost of the Paid Family Medical coverage. This meets the requirements of the PFML and splits the burden between the District and the employees.

***Action Item I would like to gauge the Boards support for these.**

Upcoming: Water Trustee Meeting, December 18, 2024 4:00pm
Joint Budget Public Hearing, December 18 5:00pm
Public Hearing, December 18, 2024 5:15pm

October 16, 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 October 16, 2024 at 4:00pm.

Members present: Eric Gould, Dan Bilodeau, Mayor Jeffrey Harmon, Denis Bergeron, Robert Cavanagh (Treasurer) and Jason Pawlina (President). Also present: Superintendent Mike Broadbent.

Absent: Trustee Kevin Arel and Assist. Superintendent Matt Waite.

APPROVE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 18, 2024

On motion of Denis Bergeron, seconded by Eric Gould, it was unanimously voted : **To approve the minutes of the regular meeting of September 18, 2024 as amended.**

FINANCIAL REPORT UPDATE – A financial report was not available for this meeting. It will be added to the November meeting.

ACTIVITY REPORT/PROJECT UPDATE- Michael Broadbent

The work on Marian Dr. and Fourth Street is complete. Hotel Road is near completion. The crews have replaced services that were determined to be either lead or galvanized requiring replacement. All the services replaced turned out to be lead-lined galvanized.

There were two leaks on Saturday, September 28 (Mill St. and High St.). The crew replaced 12' of cast iron pipe. A boil order was in place until Monday.

The new Vactor truck has been sent back to the manufacturer. Superintendent Broadbent requested some compensation for time lost in getting our work completed. They have not offered anything but indicated they were working hard to determine the issue and get it repaired.

NEW BUSINESS

2025 BUDGET – Drafting a budget without a finance director has been difficult and there are still some unknowns. Superintendent Broadbent will be looking at UV plant power and chemical cost increases. He and Matt Waite will work on the Capital Projects.

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PAID FAMILY LEAVE - Beginning January ,2025 employers will be required to send 1% of gross earnings to the State Paid Family Leave fund which will not be available for use until May, 2026. Mayor Jeffrey Harmon mentioned several options to consider. Trustee Robert Cavanagh was in favor of the District paying in the 1% for the employee. Superintendent Broadbent will look at the various options before a decision is made. He told the trustees to let him know if they have concerns or changes they would like to make to the budget.

WATER METERS – Superintendent Broadbent had a presentation on meter replacement options.

Option 1 – Bond \$3.5 to \$4 million. The new ultrasonic meters are guaranteed for 20 years.

Option 2 – Budget \$200,00/year and replace 350 meters a year.

Option 3 – The vendor would replace all the meters and be responsible for repairs or replacement of meters as they would own the meters. The meter reading software would allow for radio communication through the click of a button. Through AMI (Advanced Meter Infrastructure) a customer could log in and see how much water they are using. These smart meters would report any usage which is out of the ordinary and frozen or stopped meters. The cost is \$300,000/year.

Superintendent Broadbent will investigate the strategies further. Trustee Denis Bergeron said that we would have to inform the customers about this change and how it will affect them. Mayor Jeffrey Harmon said that someone would need to manage the contract.

Superintendent Broadbent included \$200,000 in the budget for meter replacement especially the larger meters. Trustee Denis Bergeron asked if there were other companies that offered this service.

DISTRICT TELECOMMUTING POLICY - The number one complaint is that the District does not have a policy for working at home. We have lost qualified applicants because of this. An amendment was made on Page 3 to change to 2 days per week. Superintendent Broadbent reached out to Maine Municipal Association. They were supportive as long as there was an established Policy

which would exempt the District from liability should the employee get hurt at home. There would be checks and balances. Superintendent Broadbent will contact Phil Crowell to discuss their policy. He told the trustees to let him know
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if they have comments or concerns about the policy. This will be brought back for a vote.

WATER QUALITY UPDATE

The water quality in the lake is exceptional for this time of year. The turbidity levels 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 and submitted it to the Maine Drinking Water Program as required. We continue to gather data from our customers. We still have many unknown material types in our system. We will continue to work on these as we follow the Lead & Copper Rule Improvement Guidelines. Superintendent Broadbent took the time to recognize the staff members who have worked on this: Greg Jalbert, Matt Waite and Eddie Williams.

STAFF UPDATE – The District has hired Michael Bailey as the Finance Director. He has 10 years experience as an Audit Manager. He will be presenting the Financial Reports in November.

SCADA AGREEMENTS – Inter-local Agreement # 4 with Lewiston shares the SCADA technicians 50/50. Lewiston has not provided SCADA coverage for the last four years. They are not in financial default and are paying ½ the wages for our SCADA technician. Lewiston has a Union , we do not. Superintendent Broadbent would like to hire another SCADA employee. We could contract with other utilities for SCADA services which would bring in revenue for the District. We have given Lewiston the necessary one(1) year notice of the termination of the Inter-local Agreement # 4. Superintendent Broadbent will meet with Lewiston to discuss this further.

COMMISSION UPDATE - The Commission has formed a sub-committee to develop a septic inspection policy and pull together preliminary budget numbers.

Our Watershed Manager, Danielle Olsen, will be at the November meeting to discuss how the inspections are to be completed.

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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 present options for utility billing and accounting software in the 2025 budget.

We would like to get the automated payroll established ahead of January 1, 2025 because the implementation is 4-6 weeks and do not want two different payroll systems together in one year. We have an impending retirement that will directly affect payroll and HR. Staff has selected ProLiant. They automate payroll, manage PTO, tax filing, 401 interface, worker's comp reporting and weekly time reports. These steps are currently done manually. Employee hours are manually entered into our current payroll system. All other functions require manual input.

The cost to automate payroll is \$80.20/week with ProLiant.

On motion of Denis Bergeron, seconded by Dan Bilodeau, it was unanimously voted: **To move forward with the automated Payroll with ProLiant based on the fact that it will result in savings to the District.**

TRUSTEE OPEN SESSION – President Jason Pawlina asked if anyone had any thoughts on the By-Laws. He had not received any comments. Trustee Denis Bergeron mentioned that they should be reviewed annually along with training.

There will be training coming up for Robert's Rules. The City conducts an orientation after every election. Superintendent Broadbent will check with Phil Crowell.

There will be an executive session at the next meeting to discuss cost sharing.

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

Respectfully submitted,

Diane Drinkwater

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

	10/31/2024	12/31/2023		10/31/2024	12/31/2023
Property, Plant and Equipment:			Capitalization:		
Plant in Service	42,370,336.33	40,867,561.50	Retained Earnings	19,087,641.80	17,014,159.18
Less: Accumulated Depreciation	(16,600,987.41)	(15,513,519.45)	Current Year Earnings	767,920	1,181,631.65
	25,769,348.92	25,354,042.05		19,855,561.39	18,195,790.83
Construction Work in Progress	693,334.02	881,375.83			
Net Utility Plant	26,462,682.94	26,235,417.88	Bonds	4,823,297.21	6,082,336.35
			Total Capitalization	24,678,858.60	24,278,127.18
Current Assets:			Current Liabilities:		
Cash & Working Funds	4,048,466.45	3,405,330.75	Accounts Payable	165,650.09	97,253.60
Accounts Receivable - Net	493,867.69	401,492.54	Customer Deposits	16,120.00	14,595.00
Prepayments	64,336.75	68,613.74	Accrued Interest	10,218.24	27,835.18
Inventory	232,972.16	84,587.14	Miscellaneous Liabilities	122,480.40	110,024.96
Total Current Assets	4,839,643.05	3,960,024.17	Total Current Liabilities	314,468.73	249,708.74
Investment CD	0.00	1,013,544.01	Equipment Leases	84,698.05	135,170.98
Deferred Debits:			Contributions in Aid	6,226,674.20	6,099,051.38
2014 Intake Cleaning	2,373.59	13,755.59	Total Equity Capital and Liabilities	31,304,699.58	30,762,058.28
Total Assets	31,304,699.58	31,222,741.65			

**AUBURN WATER DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
TEN MONTHS ENDED OCTOBER 31, 2024**

	October	2024	Y-T-D October 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Water Sales	\$2,359,759	\$2,917,328	\$2,496,682	\$2,362,521	\$134,162
Rent income	63,589	78,876	59,601	65,730	-6,129
Interest Income	40,053	12,027	51,179	10,023	41,156
Mdse. & Jobbing - NET	34,399	56,789	24,652	47,324	-22,672
Public Fire Protection	681,484	817,781	817,781	681,484	136,297
Private Fire Prot.	387,746	446,020	392,501	371,683	20,818
Misc. Op. Revenue	66,113	102,041	67,482	85,034	-17,553
TOTAL REVENUES	3,633,144	4,430,862	\$3,909,878	\$3,623,799	\$286,079
				75% < Standard	
<u>EXPENSES:</u>					
Payroll	874,074	1,039,534	\$847,396	\$875,488	-\$28,092
Treatment:					
UV Treatment Plant	359,133	431,059	\$481,667	\$359,216	\$122,451
Chloramine Facility	11,066	17,704	\$4,734	\$14,753	-\$10,019
Laboratory	20,087	42,756	\$38,153	\$35,630	\$2,523
Trans & Dist Maint:					
Maint of Mains	106,460	100,000	\$181,001	\$83,333	\$97,667
Dist System	104,616	118,045	110,054	\$98,371	\$11,683
Other	30,314	22,983	\$18,339	\$19,153	-\$813
Administration:					
Employee Benefits	272,816	433,071	\$333,100	\$360,893	-\$27,793
Legal & Accounting	61,315	70,000	\$78,299	\$58,333	\$19,966
Customer Billing	19,568	27,016	\$18,170	\$22,513	-\$4,344
Insurances	42,826	63,127	\$58,662	\$52,606	\$6,056
Other	33,360	64,534	\$58,186	\$53,778	\$4,408
Vehicles	100,826	117,826	\$54,446	\$98,188	-\$43,742
Gull Management	57,667	63,320	\$51,657	\$52,767	-\$1,110
Lake Auburn Watershed	5,167	85,000	\$72,300	\$70,833	\$1,467
SUB-TOTAL	2,099,294	2,695,975	\$2,406,162	\$2,255,856	\$150,307
				75% < Standard	
Interest	63,500	151,680	\$120,406	\$126,400	-\$5,994
TOTAL EXPENSES	2,162,795	2,847,655	\$1,383,310	\$2,382,256	\$144,313
Bonds - Principal Payments	774,000	753,709	\$335,000	\$628,091	-\$293,091
SURPLUS FROM OPERATIONS	696,350	829,498	\$1,048,310	\$613,453	\$434,857

Non-Cash Items:

Depreciation - 1403-000	\$615,390
Loss on Disposal of Assets	\$0
Fire Revenue Timing	\$0
Sub - Total Non-Cash	\$615,390
Income Statement - Bottom Line	\$767,920

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	\$263,095.46	\$264,634.00	(\$1,538.54)	-0.58%	\$80,266.61	3.77%
October	\$151,705.00	\$249,532.59	(\$97,827.59)	-39.20%	(\$17,560.98)	-0.74%
November	\$0.00	\$247,270.72	(\$247,270.72)	-100.00%	(\$264,831.70)	-10.09%
December	\$0.00	\$228,431.07	(\$228,431.07)	-100.00%	(\$493,262.77)	-17.29%
Total	\$2,359,759.00	\$2,853,021.77				

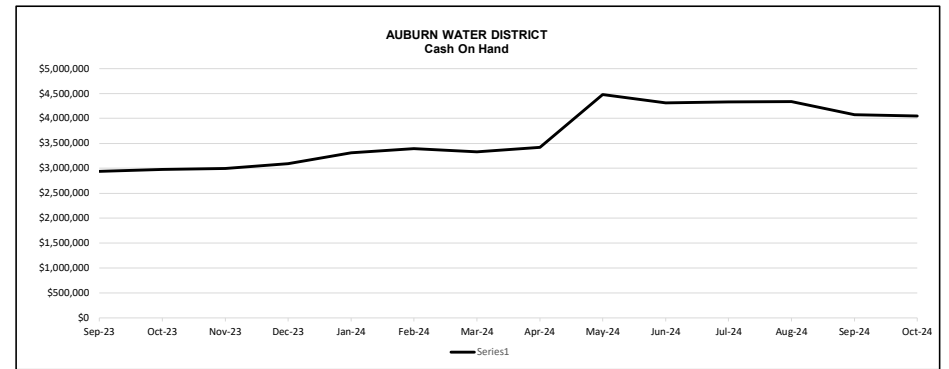
Water Revenue - Metered Sales - Versus Budget						
Month	2024	BUDGET	MTD Change	%	YTD Change	%
January	\$238,438.80	\$248,379.50	(\$9,940.70)	-4.00%	(\$9,940.70)	-4.00%
February	\$234,730.06	\$205,544.28	\$29,185.78	14.20%	\$19,245.08	4.24%
March	\$225,743.03	\$218,613.53	\$7,129.50	3.26%	\$26,374.58	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	\$263,095.46	\$262,986.59	\$108.87	0.04%	\$93,512.62	4.42%
October	\$151,705.00	\$247,979.19	(\$96,274.19)	-38.82%	(\$2,761.57)	-0.12%
November	\$0.00	\$245,731.40	(\$245,731.40)	-100.00%	(\$248,492.97)	-9.53%
December	\$0.00	\$227,009.03	(\$227,009.03)	-100.00%	(\$475,502.00)	-16.77%
Total	\$2,359,759.00	\$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	55,462,704	47,689,488	7,773,216	16.30%	16,009,444	11.43%
April	46,478,476	48,747,160	(2,268,684)	-4.65%	13,740,760	7.28%
May	85,594,358	44,331,716	41,262,642	93.08%	55,003,402	23.59%
June	60,307,500	44,523,952	15,783,548	35.45%	70,786,950	25.49%
July	54,475,344	57,011,812	(2,536,468)	-4.45%	68,250,482	20.39%
August	60,457,848	49,925,769	10,532,079	21.10%	78,782,561	20.48%
September	61,074,200	55,989,393	5,084,807	9.08%	83,867,368	19.03%
October	\$46,239,817.40	\$49,241,558.08	(\$3,001,741)	-6.10%	\$80,865,627.52	16.51%
November	\$0.00	55,316,044	(\$5,316,044)	-100.00%	25,549,584	4.69%
December	\$0.00	50,061,620	(\$5,061,620)	-100.00%	(24,512,037)	-4.12%
Total	570,722,427	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	\$91,551.82	\$89,391.86	\$2,159.96	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	\$68,327.38	\$73,610.91	(\$5,283.53)	-7.18%	(\$35,933.34)	-4.58%
October	\$126,159.00	\$91,639.71	\$34,519.29	37.67%	(\$1,414.05)	-0.16%
November*	\$0.00	\$91,377.93	(\$91,377.93)	-100.00%	(\$92,791.98)	-9.60%
December	\$0.00	\$72,668.02	(\$72,668.02)	-100.00%	(\$165,460.00)	-15.92%
Total	\$874,074.00	\$1,039,534.00				

Water Total Capital Expenditures versus Budget				
Capital Projects - 2024	*Budget	*YTD Actual	Variance	% Spent
Unit #36 2013 Ford 150 PU	\$40,000	\$42,161.40	\$2,161	
Cla-Valve Maintenance	\$8,000	\$9,238.43	\$1,238	
Chlorine Analyzer - Chloramines	\$3,475	\$0.00	(\$3,475)	
2023 - GPS Unit	\$0	\$3,997.50	\$3,998	
Shop Tools	\$10,000	\$0.00	(\$10,000)	
PLC Upgrades	\$8,250	\$3,293.96	(\$4,956)	
Ergonomic Office Furniture and computer	\$3,500	\$3,630.37	\$130	
UV Plant Building Improvements	\$4,250	\$4,076.50	(\$174)	
Conference Room upgrade	\$4,500	\$6,072.99	\$1,573	
Ecostructure Conversion	\$0	\$22,850.00	\$22,850	
Equipment Total	\$41,975	\$95,321.15	\$11,185	
Hotel Rd. MDOT paving	\$30,000	\$6,994.01	(\$23,006)	
Second St. - Broad - Dunn 1105-816	\$93,600	\$0.00	(\$93,600)	
Marion Street - Main Replacement	\$360,000	\$51,381.69	(\$308,618)	
Fourth Street - Main Replacement	\$350,000	\$165,651.91	(\$184,348)	
Lead & Copper Rule Compliance	\$300,000	\$176,072.72	(\$123,927)	
Chestnut Street - Main Replacement	\$80,000	\$40,732.34	(\$39,268)	
Minot Ave MDOT paving	\$23,000	\$0.00	(\$23,000)	
Hardscrabble Check Valves	\$25,000	\$46,687.91	\$21,688	
Poland Booster Chlorine Analyzer	\$15,000	\$10,528.05	(\$4,472)	
Hardscrabble Booster Chlorine Analyzer	\$15,000	\$13,171.80	(\$1,828)	
Taylor Pond Main Replacement	\$75,000	\$32,565.31	(\$42,435)	
Dunn Street Project 1106-017	\$25,000	\$9,424.15	(\$15,576)	
Tank Cleaning	\$60,000	\$23,890.00	(\$36,110)	
Projects Total (includes benefit costs on labor)	\$1,451,600	\$577,100	(\$874,500)	
Grand Total	\$1,493,575	\$672,421	(\$863,315)	

AUBURN WATER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE								
Aging	Current	30 day	60 day	90 day	120 day	Finance Chgs	Other	Totals
October	\$ 134,139	\$ 23,121	\$ 4,019	\$ 2,789	\$ 14,528	\$ 2,240	\$ 2,602	\$ 183,439
September	\$ 117,880.11	\$ 22,995.85	\$ 5,019.00	\$ 6,784.95	\$ 16,281.12	\$ 1,641.12	\$ 2,602.29	\$ 173,204.44
August	\$ 111,432.43	\$ 218,559.77	\$ 4,549.54	\$ 7,633.84	\$ 15,785.37	\$ 1,631.36	\$ 2,684.79	\$ 362,277.10
July	\$ 314,251.26	\$ 22,502.53	\$ 5,045.37	\$ 10,659.13	\$ 13,344.70	\$ 1,658.33	\$ 2,285.15	\$ 369,746.47
June	\$ 106,305.32	\$ 20,113.14	\$ 7,168.02	\$ 6,601.03	\$ 12,974.70	\$ 1,618.98	\$ 1,701.65	\$ 156,482.84
May	\$ 83,953.72	\$ 24,781.49	\$ 4,532.51	\$ 5,901.61	\$ 14,442.35	\$ 1,596.09	\$ 1,772.89	\$ 136,980.66
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	\$ 106,962.01	\$ 26,382.37	\$ 4,972.80	\$ 7,962.56	\$ 14,201.59	\$ 1,572.31	\$ 1,672.79	\$ 163,726.43



Auburn Water District Accounts Payable Check Register October 1, 2024 thru October 31, 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>
1	10/11/2024	10	Harcros Chemicals, Inc.	9/20/2024		-949.86
					Correct-Wrong Vendor A/R - Lewiston	
1	10/11/2024	10	Harcros Chemicals, Inc.	9/20/2024		-949.85
					Correct-Wrong Vendor UV Treatment Plant - O&M	
1	10/18/2024	9	Harcros Chemicals, Inc.	9/20/2024		949.86
					Supplies A/R - Lewiston	
1	10/18/2024	9	Harcros Chemicals, Inc.	9/20/2024		949.85
					Supplies UV Treatment Plant - O&M	
						<u>0.00</u>
18913	10/25/2024	10	MissionSquare	10/31/2022		-5,181.21
					Void/Credit Chk 18913 Employee Benefits	
						<u>-5,181.21</u>
20605	10/30/2024	10	Denise Smith	2/23/2024		-22.52
					Void chk 20605 A/R - Other Miscellaneous	
						<u>-22.52</u>
21440	10/4/2024	9	Amazon.Com Sales Inc	9/25/2024		259.95
					Cloth Allow Employee Benefits	
21440	10/4/2024	9	Amazon.Com Sales Inc	9/24/2024		50.49
					Sign Stand A/R - Auburn Sewer	
21440	10/4/2024	9	Amazon.Com Sales Inc	9/24/2024		50.48
					Sign Stand Supplies - A&G - Office	
						<u>360.92</u>
21441	10/4/2024	10	Androscoggin Registry Of	10/4/2024		22.00
					release lien Misc Expense-Collections	
						<u>22.00</u>
21442	10/4/2024	10	Michael Broadbent	10/1/2024		175.00
					A/R - Auburn Sewer	
21442	10/4/2024	10	Michael Broadbent	10/1/2024		175.00
					Mileage Misc Expense-T&D Ops	
						<u>350.00</u>
21443	10/4/2024	10	Budget Business Machines Inc	9/27/2024		192.35
					Copier Lease Misc Expense-A&G Office	

Auburn Water District
Accounts Payable Check Register
October 1, 2024 thru October 31, 2024

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Reference</u>	<u>Amount</u>
21443	10/4/2024	10	Budget Business Machines Inc	9/27/2024		192.36
					A/R - Auburn Sewer	
						<u>384.71</u>
21444	10/4/2024	9	Coastal Auto Parts	9/30/2024		84.75
					Shop Supplies	
					Supplies - T&D - Ops	
21444	10/4/2024	9	Coastal Auto Parts	9/30/2024		38.93
					Trk 37 Oil Cap, License Lamp	
					A/R - Auburn Sewer	
21444	10/4/2024	9	Coastal Auto Parts	9/30/2024		84.75
					A/R - Auburn Sewer	
						<u>208.43</u>
21445	10/4/2024	9	Constellation NewEnergy, Inc.	9/16/2023		3.54
					S. Goff St	
					Accrued Power	
21445	10/4/2024	9	Constellation NewEnergy, Inc.	9/17/2024		1.86
					Ipswich	
					Accrued Power	
						<u>5.40</u>
21446	10/4/2024	9	The Computer Place	9/26/2024		72.50
					IT Support	
					UV Scada	
21446	10/4/2024	9	The Computer Place	9/24/2024		600.00
					Dell Computer	
					Computers 2024	
21446	10/4/2024	10	The Computer Place	10/1/2024		455.25
					A/R - Auburn Sewer	
21446	10/4/2024	9	The Computer Place	9/24/2024		600.00
					A/R - Auburn Sewer	
21446	10/4/2024	10	The Computer Place	10/1/2024		455.25
					IT Support	
					Outside Services - A&G	
21446	10/4/2024	9	The Computer Place	9/26/2024		72.50
					A/R - Lewiston	
						<u>2,255.50</u>
21447	10/4/2024	9	DP Flores Inc dba	9/20/2024		68.00
					HRA-Sept	
					Employee Benefits	
						<u>68.00</u>
21448	10/4/2024	9	Fortier's Locksmith	9/11/2024		27.35
					Keys - Goff Hill	
					Supplies - Reservoirs	

Auburn Water District Accounts Payable Check Register October 1, 2024 thru October 31, 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>27.35</u>
21449	10/4/2024	9	Gilman Electrical Dist.	9/18/2024		19.22
					Goff Hill Supplies - Reservoirs	
21449	10/4/2024	9	Gilman Electrical Dist.	9/3/2024		80.46
					Supplies Supplies - T&D - Ops	
21449	10/4/2024	9	Gilman Electrical Dist.	9/3/2024		80.46
					A/R - Auburn Sewer	
						<u>180.14</u>
21450	10/4/2024	9	Grainger	9/13/2024		44.88
					Supplies A/R - Lewiston	
21450	10/4/2024	9	Grainger	9/13/2024		44.88
					Supplies UV Treatment Plant - O&M	
						<u>89.76</u>
21451	10/4/2024	9	Harcros Chemicals, Inc.	9/17/2024		8,241.94
					Sod Hydro Chemical Expense	
						<u>8,241.94</u>
21452	10/4/2024	9	MissionSquare	9/30/2024		2,458.30
					304412 ICMA 457 Accrued - Deferred Comp	
						<u>2,458.30</u>
21453	10/4/2024	9	MissionSquare	9/30/2024		4,079.34
					109636 ICMA 401 Employee Benefits	
						<u>4,079.34</u>
21454	10/4/2024	9	MissionSquare	9/30/2024		1,095.83
					705328 Roth IRA Accrued - IRA/ICMA	
						<u>1,095.83</u>
21455	10/4/2024	9	Kennebec Equip. Rental	9/17/2024		149.95
					A/R - Auburn Sewer	
21455	10/4/2024	9	Kennebec Equip. Rental	9/17/2024		149.95
					Pipe saw blades Supplies - T&D - Ops	
						<u>299.90</u>
21456	10/4/2024	10	Lake Auburn Watershed Comm.	10/1/2024		7,083.33
					October Pymt Watershed Expenses	
						<u>7,083.33</u>

Auburn Water District Accounts Payable Check Register October 1, 2024 thru October 31, 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>
21457	10/4/2024	9	City of Lewiston	9/9/2024	Scada Tech - Aug2024 UV Treatment Plant - O&M	64.89
21457	10/4/2024	9	City of Lewiston	9/9/2024	Scada Tech - Aug2024 Labor - Stores	1,856.62
21457	10/4/2024	9	City of Lewiston	9/9/2024	Scada Tech - Aug2024 Insurance - Workers Comp	106.91
21457	10/4/2024	9	City of Lewiston	9/9/2024	Scada Tech - Aug2024 A/R - Auburn Sewer	2,346.40
21457	10/4/2024	9	City of Lewiston	9/9/2024	Scada Tech - Aug2024 Employee Benefits	382.87
21458	10/4/2024	9	Treasurer, State of ME-HETL	9/18/2024	A/R - Lewiston	<u>4,757.69</u> 510.00
21458	10/4/2024	9	Treasurer, State of ME-HETL	9/18/2024	In Lake testing Outside Services - Lab Tests	510.00
21458	10/4/2024	9	Treasurer, State of ME-HETL	9/18/2024	In Lake testing Outside Services - Lab Tests	510.00
21458	10/4/2024	9	Treasurer, State of ME-HETL	9/18/2024	A/R - Lewiston	510.00
21458	10/4/2024	9	Treasurer, State of ME-HETL	9/18/2024	A/R - Lewiston	382.50
21458	10/4/2024	9	Treasurer, State of ME-HETL	9/25/2024	A/R - Lewiston	510.00
21458	10/4/2024	9	Treasurer, State of ME-HETL	9/18/2024	perimeter testing Outside Services - Lab Tests	382.50
21458	10/4/2024	9	Treasurer, State of ME-HETL	9/25/2024	In Lake testing Outside Services - Lab Tests	510.00
21459	10/4/2024	10	Maine Rural Water Assoc.	10/1/2024	A/R - Auburn Sewer	<u>3,825.00</u> 62.50

Auburn Water District Accounts Payable Check Register October 1, 2024 thru October 31, 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>
21459	10/4/2024	9	Maine Rural Water Assoc.	9/26/2024		160.00
					Training Misc Expense-T&D Ops	
21459	10/4/2024	10	Maine Rural Water Assoc.	10/1/2024		62.50
					Training Misc Expense-T&D Ops	
						<u>285.00</u>
21460	10/4/2024	9	Maine Waste to Energy	9/30/2024		426.15
					Const/Demo Goff Reservoir Misc Expense-Reservoirs	
						<u>426.15</u>
21461	10/4/2024	9	Ness Oil Co.	9/30/2024		1,078.74
					TRUCK #38 (2015 FORD F250)	
21461	10/4/2024	9	Ness Oil Co.	9/30/2024		165.27
					A/R - Auburn Sewer	
21461	10/4/2024	9	Ness Oil Co.	9/30/2024		200.35
					TRUCK #39 (2015 FORD F250)	
21461	10/4/2024	9	Ness Oil Co.	9/30/2024		414.52
					TRUCK #42 (2006 Volvo)	
21461	10/4/2024	9	Ness Oil Co.	9/30/2024		516.01
					A/R - Auburn Sewer	
21461	10/4/2024	9	Ness Oil Co.	9/30/2024		262.86
					TRUCK #45 (2019 CHVY SILVE	
21461	10/4/2024	9	Ness Oil Co.	9/30/2024		96.25
					Truck #53 (2024 Ford F150)	
21461	10/4/2024	9	Ness Oil Co.	9/30/2024		276.69
					Truck #52 (2025 FRGH VacCon	
21461	10/4/2024	9	Ness Oil Co.	9/30/2024		78.62
					TRUCK # 33 (2012 FORD TRUC	
21461	10/4/2024	9	Ness Oil Co.	9/30/2024		813.19
					TRUCK #51 (2022 FORD 1-TON	
21461	10/4/2024	9	Ness Oil Co.	9/30/2024		127.76
					TRUCK #48 (2020 CHEVY COL	

Auburn Water District Accounts Payable Check Register October 1, 2024 thru October 31, 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>
21461	10/4/2024	9	Ness Oil Co.	9/30/2024		313.89
					Rental Vehicles	
21461	10/4/2024	9	Ness Oil Co.	9/30/2024		256.27
					Sept Fuel	
					TRUCK #49 (2020 CAT BACKH	
21461	10/4/2024	9	Ness Oil Co.	9/30/2024		223.93
					TRUCK #47 (2019 FORD 3/4 TC	
						<u>4,824.35</u>
21463	10/4/2024	9	Northern Data Systems, Inc.	9/24/2024		984.99
					Billing	
					Outside Services - Customers	
21463	10/4/2024	9	Northern Data Systems, Inc.	9/24/2024		985.00
					A/R - Auburn Sewer	
21463	10/4/2024	9	Northern Data Systems, Inc.	9/24/2024		227.13
					AP Check Forms	
					Supplies - A&G - Office	
						<u>2,197.12</u>
21464	10/4/2024	9	Danielle Olsen	9/25/2024		263.10
					Clothing Allow	
					Employee Benefits	
21464	10/4/2024	9	Danielle Olsen	9/25/2024		263.11
					A/R - Lewiston	
21464	10/4/2024	9	Danielle Olsen	9/25/2024		114.00
					Mileage & tolls	
					A/R - Lewiston	
21464	10/4/2024	9	Danielle Olsen	9/25/2024		114.00
					Mileage & tolls	
					Misc Expense-T&D Ops	
						<u>754.21</u>
21465	10/4/2024	9	Petro's	9/16/2024		57.48
					Shears/Loppers	
					Supplies - T&D - Ops	
21465	10/4/2024	9	Petro's	9/16/2024		57.49
					Shears/Loppers	
					A/R - Auburn Sewer	
						<u>114.97</u>
21466	10/4/2024	9	E.J. Prescott, Inc.	9/10/2024		8,808.00
					Services boxes	
					Inventory	
21466	10/4/2024	9	E.J. Prescott, Inc.	9/12/2024		1,368.00
					Top Ext & Lid	
					Inventory	

Auburn Water District Accounts Payable Check Register October 1, 2024 thru October 31, 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>
21466	10/4/2024	9	E.J. Prescott, Inc.	9/10/2024	Services Boxes w/Plugs Inventory	8,808.00
						<u>18,984.00</u>
21467	10/4/2024	9	Raybern Utility Solutions, LLC	10/2/2024	Consulting Services Software/Workflow Efficiency S	1,484.50
21467	10/4/2024	9	Raybern Utility Solutions, LLC	10/2/2024	Consulting Services A/R - Auburn Sewer	1,484.50
21468	10/4/2024	9	SmartSights Technologies, LLC	9/27/2024	XL Reporter-Scada A/R - Auburn Sewer	262.50
21468	10/4/2024	9	SmartSights Technologies, LLC	9/27/2024	XL Reporter-Scada A/R - Lewiston	525.00
21468	10/4/2024	9	SmartSights Technologies, LLC	9/27/2024	XL Reporter-Scada Misc Expense-T&D Ops	262.50
						<u>1,050.00</u>
21469	10/4/2024	9	Unifirst Corp	9/11/2024	Rug Maint UV Treatment Plant - O&M	168.92
21469	10/4/2024	9	Unifirst Corp	9/11/2024	A/R - Lewiston	168.92
						<u>337.84</u>
21470	10/4/2024	9	U.S. Cellular	9/16/2024	A/R - Lewiston	14.00
21470	10/4/2024	9	U.S. Cellular	9/16/2024	Sept Cell Phone Misc Expense-T&D Ops	317.26
21470	10/4/2024	9	U.S. Cellular	9/16/2024	A/R - Auburn Sewer	317.27
21470	10/4/2024	9	U.S. Cellular	9/16/2024	Sept Cell Phone A/R - Lewiston	26.50
21470	10/4/2024	9	U.S. Cellular	9/16/2024	Sept Cell Phone Telephone - Treatment	30.00
						<u>705.03</u>
21471	10/4/2024	10	US Bank Corporate Trust Boston	9/19/2024	2010D Accrued Interest	1,570.02

Auburn Water District Accounts Payable Check Register October 1, 2024 thru October 31, 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>
21471	10/4/2024	10	US Bank Corporate Trust Boston	9/19/2024		64,107.63
					Bonds - 2010ReFi - Principal	
						<u>65,677.65</u>
21472	10/4/2024	9	Voyager Networks New England	9/30/2024		62.40
					Answering Service	
					Misc Expense-A&G Office	
21472	10/4/2024	9	Voyager Networks New England	9/30/2024		62.40
					A/R - Auburn Sewer	
						<u>124.80</u>
21473	10/11/2024	10	Rylee Knox	10/11/2024		126.31
					Refund-Final overpaid	
					A/R - Customers Accts Rec	
						<u>126.31</u>
21474	10/11/2024	9	Black Bear Ladder	9/20/2024		154.00
					Ladder	
					Supplies - T&D - Ops	
						<u>154.00</u>
21475	10/11/2024	9	Carus LLC	9/18/2024		46,628.77
					Carus 4500	
					Chemical Expense	
						<u>46,628.77</u>
21476	10/11/2024	10	Constellation NewEnergy, Inc.	9/30/2024		2.91
					Tower Rd	
					Accrued Power	
21476	10/11/2024	10	Constellation NewEnergy, Inc.	9/26/2024		15,655.63
					UV#2	
					Accrued Power	
						<u>15,658.54</u>
21477	10/11/2024	10	The Computer Place	10/2/2024		36.25
					A/R - Lewiston	
21477	10/11/2024	10	The Computer Place	10/2/2024		36.25
					IT Support	
					Outside Services - A&G	
21477	10/11/2024	10	The Computer Place	10/4/2024		36.25
					IT Support	
					Outside Services - A&G	
21477	10/11/2024	10	The Computer Place	10/4/2024		36.25
					A/R - Auburn Sewer	
						<u>145.00</u>
21478	10/11/2024	10	Davis-Ulmer Sprinkler Co Inc	10/9/2024		43.75
					Repair Sensor	
					UV Treatment Plant - O&M	

Auburn Water District Accounts Payable Check Register October 1, 2024 thru October 31, 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>
21478	10/11/2024	10	Davis-Ulmer Sprinkler Co Inc	10/9/2024	Repair Sensor A/R - Lewiston	43.75
						<u>87.50</u>
21479	10/11/2024	10	Dig Safe System, Inc.	10/1/2024	Oct Ops Misc Expense-Mains	308.67
21479	10/11/2024	10	Dig Safe System, Inc.	10/1/2024	A/R - Auburn Sewer	308.68
						<u>617.35</u>
21480	10/11/2024	9	Goodscapes Lawn Care	9/1/2024	Lawn care Services Misc Expense-Landscaping	1,123.00
21480	10/11/2024	9	Goodscapes Lawn Care	9/1/2024	A/R - Auburn Sewer	1,123.00
						<u>2,246.00</u>
21481	10/11/2024	10	Hach Company	9/20/2024	Supplies UV Treatment Plant - O&M	949.85
21481	10/11/2024	10	Hach Company	9/20/2024	A/R - Lewiston	949.86
						<u>1,899.71</u>
21482	10/11/2024	9	Home Depot Credit Services	9/25/2024	Misc Tools Supplies - T&D - Ops	276.85
21482	10/11/2024	9	Home Depot Credit Services	9/25/2024	Fridge A/R - Auburn Sewer	178.39
21482	10/11/2024	9	Home Depot Credit Services	9/25/2024	Mouse Traps UV Treatment Plant - O&M	3.23
21482	10/11/2024	9	Home Depot Credit Services	9/25/2024	A/R - Lewiston	3.24
21482	10/11/2024	9	Home Depot Credit Services	9/25/2024	Fridge - Correct Entry Misc Expense-T&D Ops	179.85
21482	10/11/2024	9	Home Depot Credit Services	9/25/2024	Fridge - Correct Entry A/R - Auburn Sewer	-179.85
21482	10/11/2024	9	Home Depot Credit Services	9/25/2024	A/R - Auburn Sewer	276.85

Auburn Water District Accounts Payable Check Register October 1, 2024 thru October 31, 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>
21482	10/11/2024	9	Home Depot Credit Services	9/25/2024		29.43
					Supplies-Swr Maint A/R - Auburn Sewer	
21482	10/11/2024	9	Home Depot Credit Services	9/25/2024		178.39
					Fridge A/R - Auburn Sewer	
						<u>946.38</u>
21483	10/11/2024	10	Treasurer, State of ME-HETL	10/2/2024		510.00
					A/R - Lewiston	
21483	10/11/2024	10	Treasurer, State of ME-HETL	10/2/2024		510.00
					In Lake testing Outside Services - Lab Tests	
						<u>1,020.00</u>
21484	10/11/2024	10	Randy P. Holmes	10/5/2024		29.50
					Cloth Allow Employee Benefits	
						<u>29.50</u>
21485	10/11/2024	10	Maine Municipal Assoc.	10/1/2024		4,778.55
					Worker's Comp Insurance - Workers Comp	
						<u>4,778.55</u>
21486	10/11/2024	10	McMaster-Carr Supply Co.	10/3/2024		536.76
					Hyd Meter Parts Supplies - Hydrants	
						<u>536.76</u>
21487	10/11/2024	9	Super Shoe Stores, Inc.	9/27/2024		427.44
					A/R - Auburn Sewer	
21487	10/11/2024	9	Super Shoe Stores, Inc.	9/27/2024		880.41
					Cloth Allow Employee Benefits	
						<u>1,307.85</u>
21488	10/11/2024	10	UNITIL ME	9/30/2024		78.83
					Pump House Supplies - T&D - Ops	
21488	10/11/2024	10	UNITIL ME	9/30/2024		115.58
					Court St-Nat'l Gas Supplies - T&D - Ops	
21488	10/11/2024	10	UNITIL ME	9/30/2024		115.58
					A/R - Auburn Sewer	
						<u>309.99</u>
21489	10/11/2024	10	US Bank Corporate Trust Boston	9/19/2024		149,149.00
					2010E Bonds - 2010UV - Principal	

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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>
21489	10/11/2024	10	US Bank Corporate Trust Boston	9/19/2024		19,084.39
					Accrued Interest	
						<u>168,233.39</u>
21490	10/18/2024	10	Androscoggin Registry Of	10/18/2024		22.00
					release lien	
					Misc Expense-Collections	
						<u>22.00</u>
21491	10/18/2024	10	49 Davis Inc DBA	10/13/2024		225.00
					Connect New Water Line Expenses - Jobbing	
21491	10/18/2024	10	49 Davis Inc DBA	10/13/2024		495.00
					Connect New Water Line Expenses - Jobbing	
21491	10/18/2024	10	49 Davis Inc DBA	10/13/2024		375.00
					Connect New Water Line Expenses - Jobbing	
21491	10/18/2024	10	49 Davis Inc DBA	10/13/2024		510.00
					Connect New Water Line Expenses - Jobbing	
						<u>1,605.00</u>
21492	10/18/2024	10	Charter Communications	10/6/2024		79.99
					A/R - Auburn Sewer	
21492	10/18/2024	10	Charter Communications	10/6/2024		79.99
					Court St - Internet Telephone-A&G Office	
						<u>159.98</u>
21493	10/18/2024	10	Constellation NewEnergy, Inc.	10/4/2024		582.32
					Court St Accrued Power	
21493	10/18/2024	10	Constellation NewEnergy, Inc.	10/7/2024		3.83
					S. Goff St Accrued Power	
21493	10/18/2024	10	Constellation NewEnergy, Inc.	10/7/2024		0.74
					Troy St Accrued Power	
						<u>586.89</u>
21494	10/18/2024	10	The Computer Place	10/9/2024		36.25
					A/R - Auburn Sewer	
21494	10/18/2024	10	The Computer Place	10/9/2024		36.25
					IT Support Outside Services - A&G	
21494	10/18/2024	10	The Computer Place	10/10/2024		24.87
					IT Support Outside Services - A&G	

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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>
21494	10/18/2024	10	The Computer Place	10/10/2024		24.88
					A/R - Auburn Sewer	
21494	10/18/2024	10	The Computer Place	10/10/2024		1,067.23
					Computers	
					A/R - Auburn Sewer	
21494	10/18/2024	10	The Computer Place	10/10/2024		1,067.22
					Computers	
					Computers 2024	
						<u>2,256.70</u>
21495	10/18/2024	10	Eaton Peabody, PA	10/7/2024		2,378.50
					Services thru 093024	
					Legal Expenses	
21495	10/18/2024	10	Eaton Peabody, PA	10/7/2024		3,798.50
					Services thru 093024	
					Legal Expenses	
						<u>6,177.00</u>
21496	10/18/2024	10	FirstLight	10/7/2024		160.43
					Telephone - Treatment	
21496	10/18/2024	10	FirstLight	10/7/2024		60.50
					A/R - Lewiston	
21496	10/18/2024	10	FirstLight	10/7/2024		62.50
					A/R - Lewiston	
21496	10/18/2024	10	FirstLight	10/7/2024		160.44
					A/R - Lewiston	
21496	10/18/2024	10	FirstLight	10/7/2024		83.20
					A/R - Auburn Sewer	
21496	10/18/2024	10	FirstLight	10/7/2024		62.50
					Chloramine Facility - O&M	
21496	10/18/2024	10	FirstLight	10/7/2024		60.50
					Oct Phone/Internet	
					Telephone-A&G Office	
21496	10/18/2024	10	FirstLight	10/7/2024		62.50
					A/R - Lewiston	
21496	10/18/2024	10	FirstLight	10/7/2024		62.50
					UV Treatment Plant - O&M	

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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>
21496	10/18/2024	10	FirstLight	10/7/2024		83.20
					Telephone-A&G Office	
						<u>858.27</u>
21497	10/18/2024	9	Granite State Analytical Srvc	10/1/2024		1,115.00
					Sept testing	
					Outside Services - Lab Tests	
						<u>1,115.00</u>
21498	10/18/2024	9	Harcros Chemicals, Inc.	9/30/2024		2,410.00
					Sod Hypo	
					Chemical Expense	
21498	10/18/2024	9	Harcros Chemicals, Inc.	9/30/2024		7,230.00
					Sod Hypo	
					Chemical Expense	
						<u>9,640.00</u>
21499	10/18/2024	9	Jordan Equipment Co	9/26/2024		933.19
					Plunger, Seals, etc	
					Equipment Maintenance	
21499	10/18/2024	9	Jordan Equipment Co	9/26/2024		933.20
					Plunger, Seals, etc	
					A/R - Auburn Sewer	
						<u>1,866.39</u>
21500	10/18/2024	9	K. L. Jack & Co., Inc.	9/23/2024		139.42
					Supplies	
					Supplies - Mains	
21500	10/18/2024	9	K. L. Jack & Co., Inc.	9/25/2024		152.37
					blades	
					Supplies - T&D - Ops	
21500	10/18/2024	9	K. L. Jack & Co., Inc.	9/25/2024		152.38
					A/R - Auburn Sewer	
						<u>444.17</u>
21501	10/18/2024	10	Televox Inc	9/30/2024		57.44
					Auto Calls	
					Misc Expense-Collections	
21501	10/18/2024	10	Televox Inc	9/30/2024		57.45
					A/R - Auburn Sewer	
						<u>114.89</u>
21502	10/18/2024	9	Idexx Distribution, Inc.	9/27/2024		1,269.18
					A/R - Lewiston	
21502	10/18/2024	9	Idexx Distribution, Inc.	9/30/2024		179.32
					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>
21502	10/18/2024	9	Idexx Distribution, Inc.	9/30/2024		179.32
					Supplies-Correct Entry A/R - Lewiston	
21502	10/18/2024	9	Idexx Distribution, Inc.	9/30/2024		-179.32
					Supplies-Correct Entry A/R - Auburn Sewer	
21502	10/18/2024	9	Idexx Distribution, Inc.	9/27/2024		1,269.17
					Supplies UV Treatment Plant - O&M	
21502	10/18/2024	9	Idexx Distribution, Inc.	9/30/2024		179.31
					Supplies UV Treatment Plant - O&M	
						<u>2,896.98</u>
21503	10/18/2024	10	Randy P. Holmes	10/12/2024		73.74
					Cloth Allowance Employee Benefits	
						<u>73.74</u>
21504	10/18/2024	10	New England Crane	9/24/2024		1,165.05
					Repair Leaking Hoist Equipment Maintenance	
21504	10/18/2024	10	New England Crane	9/24/2024		1,165.05
					Repair Leaking Hoist A/R - Auburn Sewer	
						<u>2,330.10</u>
21505	10/18/2024	10	Overhead Door Co	9/30/2024		1,651.50
					Barn Overhead Door Outside Services - T&D - Mnt	
21505	10/18/2024	10	Overhead Door Co	9/30/2024		1,651.50
					Barn Overhead Door A/R - Auburn Sewer	
						<u>3,303.00</u>
21506	10/18/2024	10	E.J. Prescott, Inc.	9/19/2024		666.00
					Blue CTS Tube Inventory	
21506	10/18/2024	9	E.J. Prescott, Inc.	9/26/2024		4,155.42
					Chestnut 5W Hyd Inventory	
						<u>4,821.42</u>
21507	10/18/2024	10	EIC., Inc. (prompto)	10/9/2024		61.45
					LOF TRUCK #48 (2020 CHEVY COL	
21507	10/18/2024	10	EIC., Inc. (prompto)	10/9/2024		61.45
					LOF TRUCK #45 (2019 CHVY SILVE	
						<u>122.90</u>

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21508	10/18/2024	9	Rent-It Of Maine, Inc.	9/26/2024	excavator Supplies - Mains	139.65
21508	10/18/2024	9	Rent-It Of Maine, Inc.	9/26/2024	Supplies - Services	1,885.17
21508	10/18/2024	9	Rent-It Of Maine, Inc.	9/26/2024	Lead Rule	1,885.18
21509	10/18/2024	10	RHR Smith & Co	10/12/2024	Progress Billing 2024 Accounting & Audit	<u>3,910.00</u> 1,600.00
21510	10/18/2024	9	Spencer Group	9/24/2024	Patching Lead Rule	<u>1,600.00</u> 560.00
21510	10/18/2024	9	Spencer Group	9/24/2024	Patching Outside Services - Services	388.50
21510	10/18/2024	9	Spencer Group	9/28/2024	Patching A - Center Outside Services - Mains	1,213.10
21510	10/18/2024	9	Spencer Group	9/28/2024	Patching Lead Rule	560.00
21510	10/18/2024	9	Spencer Group	9/25/2024	Patching A & B Outside Services - Mains	10,973.10
21510	10/18/2024	9	Spencer Group	9/24/2024	Patching B - Center St Outside Services - Mains	12,539.70
21511	10/18/2024	10	Thayer Limited Liability Compa	10/3/2024	A/R - Auburn Sewer	<u>26,234.40</u> 469.63
21511	10/18/2024	10	Thayer Limited Liability Compa	10/3/2024	Qtrly Maint Outside Services - T&D - Mnt	469.62
21512	10/18/2024	10	UPS	10/5/2024	Shipping Chgs - Goff Hill Misc Expense-Reservoirs	<u>939.25</u> 18.31
21513	10/18/2024	10	V W R International LLC	8/27/2024	A/R - Lewiston	<u>18.31</u> 34.39

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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>
21513	10/18/2024	10	V W R International LLC	8/29/2024		246.61
					A/R - Lewiston	
21513	10/18/2024	10	V W R International LLC	9/13/2024		39.76
					lab supplies	
					UV Treatment Plant - O&M	
21513	10/18/2024	10	V W R International LLC	8/27/2024		34.39
					lab supplies	
					UV Treatment Plant - O&M	
21513	10/18/2024	10	V W R International LLC	8/27/2024		34.39
					A/R - Lewiston	
21513	10/18/2024	10	V W R International LLC	8/27/2024		270.93
					lab supplies	
					UV Treatment Plant - O&M	
21513	10/18/2024	10	V W R International LLC	8/27/2024		270.93
					A/R - Lewiston	
21513	10/18/2024	10	V W R International LLC	8/27/2024		89.75
					lab supplies	
					UV Treatment Plant - O&M	
21513	10/18/2024	10	V W R International LLC	8/27/2024		89.75
					A/R - Lewiston	
21513	10/18/2024	10	V W R International LLC	8/27/2024		89.75
					lab supplies	
					UV Treatment Plant - O&M	
21513	10/18/2024	10	V W R International LLC	8/27/2024		270.93
					lab supplies	
					UV Treatment Plant - O&M	
21513	10/18/2024	10	V W R International LLC	8/27/2024		270.93
					A/R - Lewiston	
21513	10/18/2024	10	V W R International LLC	8/27/2024		89.75
					A/R - Lewiston	
21513	10/18/2024	10	V W R International LLC	8/27/2024		34.39
					lab supplies	
					UV Treatment Plant - O&M	
21513	10/18/2024	10	V W R International LLC	8/27/2024		47.51
					A/R - Lewiston	
21513	10/18/2024	10	V W R International LLC	8/27/2024		47.51
					lab supplies	
					UV Treatment Plant - O&M	

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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>
21513	10/18/2024	10	V W R International LLC	9/13/2024		39.76
					A/R - Lewiston	
21513	10/18/2024	10	V W R International LLC	8/26/2024		39.76
					lab supplies UV Treatment Plant - O&M	
21513	10/18/2024	10	V W R International LLC	8/26/2024		39.76
					A/R - Lewiston	
21513	10/18/2024	10	V W R International LLC	9/3/2024		246.61
					lab supplies UV Treatment Plant - O&M	
21513	10/18/2024	10	V W R International LLC	9/3/2024		246.61
					A/R - Lewiston	
21513	10/18/2024	10	V W R International LLC	8/29/2024		246.61
					lab supplies UV Treatment Plant - O&M	
21513	10/18/2024	10	V W R International LLC	8/27/2024		47.51
					lab supplies UV Treatment Plant - O&M	
21513	10/18/2024	10	V W R International LLC	8/27/2024		47.51
					A/R - Auburn Sewer	
						<u>2,915.80</u>
21515	10/18/2024	10	Watershed Maine LLC	9/30/2024		2,006.25
					Finance-Spet24 Accounting & Audit	
21515	10/18/2024	10	Watershed Maine LLC	9/30/2024		2,006.25
					Finance-Spet24 A/R - Auburn Sewer	
						<u>4,012.50</u>
21517	10/25/2024	10	Laura Decato	10/25/2024		48.27
					Refund Final Overpd A/R - Customers Accts Rec	
						<u>48.27</u>
21518	10/25/2024	10	Amazon.Com Sales Inc	10/7/2024		27.50
					1HCG-HWHM-NFFD A/R - Auburn Sewer	
21518	10/25/2024	10	Amazon.Com Sales Inc	10/15/2024		18.13
					1NMJ-FN6D-MDXK A/R - Auburn Sewer	
21518	10/25/2024	10	Amazon.Com Sales Inc	10/8/2024		89.98
					Cloth Allow Employee Benefits	

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21518	10/25/2024	10	Amazon.Com Sales Inc	10/7/2024	Laptop Battery Supplies - T&D - Ops	27.49
21518	10/25/2024	10	Amazon.Com Sales Inc	10/15/2024	Supplies Supplies - T&D - Ops	18.13
						<u>181.23</u>
21519	10/25/2024	10	Bates College	10/16/2024	A/R - Lewiston	5,255.28
21519	10/25/2024	10	Bates College	10/16/2024	Lake Monitoring Outside Service - Lake Monitor	5,255.28
						<u>10,510.56</u>
21520	10/25/2024	10	Clark Metal Fabrication, Inc	10/4/2024	Repairs to Trk Ram TRUCK #51 (2022 FORD 1-TON	1,050.00
						<u>1,050.00</u>
21521	10/25/2024	10	Coastal T-Shirts	10/16/2024	Cloth Allow Employee Benefits	328.50
21521	10/25/2024	10	Coastal T-Shirts	10/16/2024	Cloth Allow Employee Benefits	161.25
						<u>489.75</u>
21522	10/25/2024	10	The Computer Place	10/15/2024	A/R - Auburn Sewer	54.38
21522	10/25/2024	10	The Computer Place	10/15/2024	IT Support Computers 2024	72.50
21522	10/25/2024	10	The Computer Place	10/17/2024	IT Support Outside Services - A&G	36.25
21522	10/25/2024	10	The Computer Place	10/17/2024	A/R - Auburn Sewer	36.25
21522	10/25/2024	10	The Computer Place	10/15/2024	IT Support Outside Services - A&G	54.37
21522	10/25/2024	10	The Computer Place	10/15/2024	A/R - Auburn Sewer	72.50
						<u>326.25</u>
21523	10/25/2024	10	Dead River Company	10/9/2024	Tank 3 & 5 Propane Exp - UV	622.71

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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>
21523	10/25/2024	10	Dead River Company	10/9/2024		622.72
					A/R - Lewiston	
						<u>1,245.43</u>
21524	10/25/2024	9	De Nora Water Technologies LLC	9/30/2024		1,214.74
					UV Bulbs	
					A/R - Lewiston	
21524	10/25/2024	9	De Nora Water Technologies LLC	9/30/2024		1,214.73
					UV Bulbs	
					UV Treatment Plant - O&M	
						<u>2,429.47</u>
21525	10/25/2024	10	Elan Financial Services	10/15/2024		28.99
					Meeting sign	
					Supplies - T&D - Ops	
21525	10/25/2024	10	Elan Financial Services	10/15/2024		28.99
					Meeting sign	
					A/R - Auburn Sewer	
21525	10/25/2024	10	Elan Financial Services	10/15/2024		23.19
					Binders	
					Watershed Expenses	
21525	10/25/2024	10	Elan Financial Services	10/15/2024		156.25
					Machino Sons Lumber	
					Watershed Expenses	
21525	10/25/2024	10	Elan Financial Services	10/15/2024		190.00
					Training-MRWA	
					Misc Expense-T&D Ops	
21525	10/25/2024	10	Elan Financial Services	10/15/2024		373.24
					Whiteboard, Misc Office	
					A/R - Auburn Sewer	
21525	10/25/2024	10	Elan Financial Services	10/15/2024		308.00
					Employment Ads, Background c	
					A/R - Auburn Sewer	
21525	10/25/2024	10	Elan Financial Services	10/15/2024		373.23
					Whiteboard, Misc Office	
					Supplies - A&G - Office	
21525	10/25/2024	10	Elan Financial Services	10/15/2024		553.87
					Vacuum	
					A/R - Lewiston	
21525	10/25/2024	10	Elan Financial Services	10/15/2024		553.87
					Vacuum	
					Vacuum	
21525	10/25/2024	10	Elan Financial Services	10/15/2024		1,273.69
					Emp Luncheon Supplies, etc	
					Insurance - Workers Comp	

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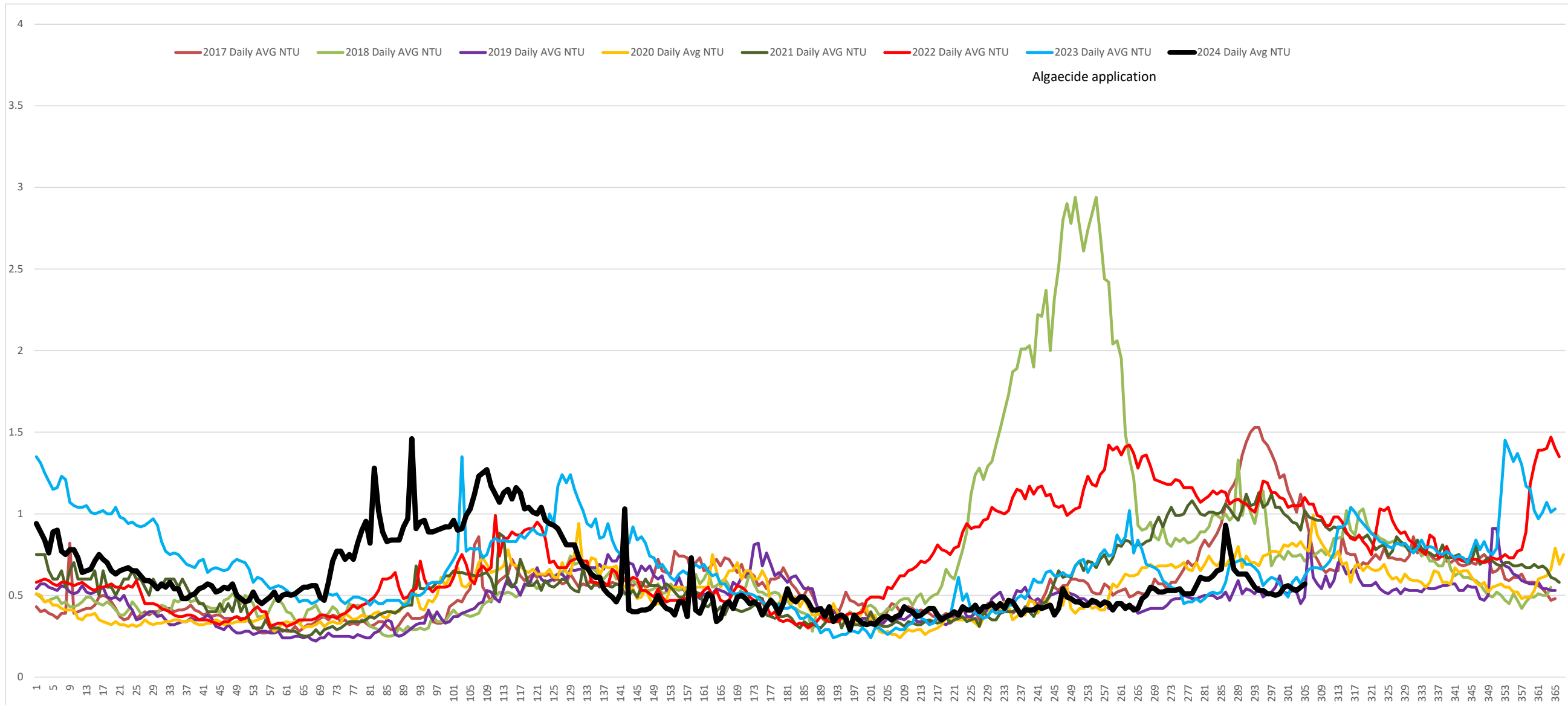
<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Reference</u>	<u>Amount</u>
21525	10/25/2024	10	Elan Financial Services	10/15/2024		1,273.69
					Emp Luncheon Supplies, etc A/R - Auburn Sewer	
21525	10/25/2024	10	Elan Financial Services	10/15/2024		308.00
					Employment ad, Background chl Misc Expense-T&D Ops	
						<u>5,445.01</u>
21527	10/25/2024	10	Gagne & Sons	10/4/2024		273.24
					Mortar Mix, etc Lead Rule	
						<u>273.24</u>
21528	10/25/2024	9	Bisson Enterprises, Inc. DBA	9/30/2024		206.00
					A/R - Lewiston	
21528	10/25/2024	9	Bisson Enterprises, Inc. DBA	9/30/2024		206.00
					Cleaning UV Treatment Plant - O&M	
21528	10/25/2024	9	Bisson Enterprises, Inc. DBA	9/30/2024		350.00
					A/R - Auburn Sewer	
21528	10/25/2024	9	Bisson Enterprises, Inc. DBA	9/30/2024		350.00
					Cleaning Outside Services - T&D - Mnt	
						<u>1,112.00</u>
21529	10/25/2024	10	Treasurer, State of ME-HETL	10/16/2024		510.00
					In Lake testing Outside Services - Lab Tests	
21529	10/25/2024	10	Treasurer, State of ME-HETL	10/16/2024		510.00
					A/R - Lewiston	
21529	10/25/2024	10	Treasurer, State of ME-HETL	10/16/2024		510.00
					In Lake testing Outside Services - Lab Tests	
21529	10/25/2024	10	Treasurer, State of ME-HETL	10/16/2024		510.00
					A/R - Lewiston	
21529	10/25/2024	10	Treasurer, State of ME-HETL	10/16/2024		510.00
					In Lake testing Outside Services - Lab Tests	
21529	10/25/2024	10	Treasurer, State of ME-HETL	10/16/2024		510.00
					A/R - Lewiston	
						<u>3,060.00</u>
21530	10/25/2024	11	Maine Municipal Emp.Hlth.	11/1/2024		43.79
					39020 - Nov Ins A/R - Auburn Sewer	

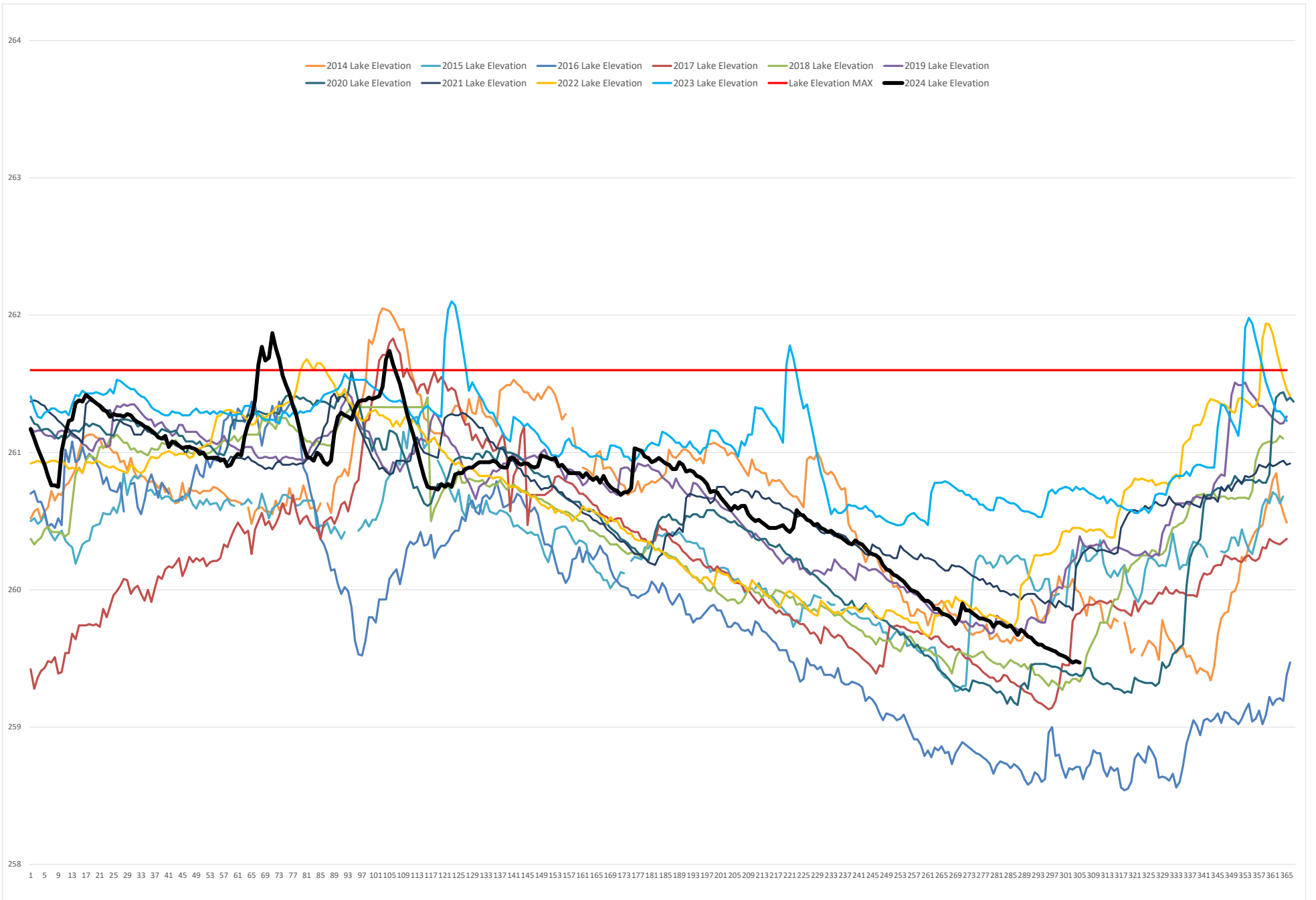
Auburn Water District Accounts Payable Check Register October 1, 2024 thru October 31, 2024
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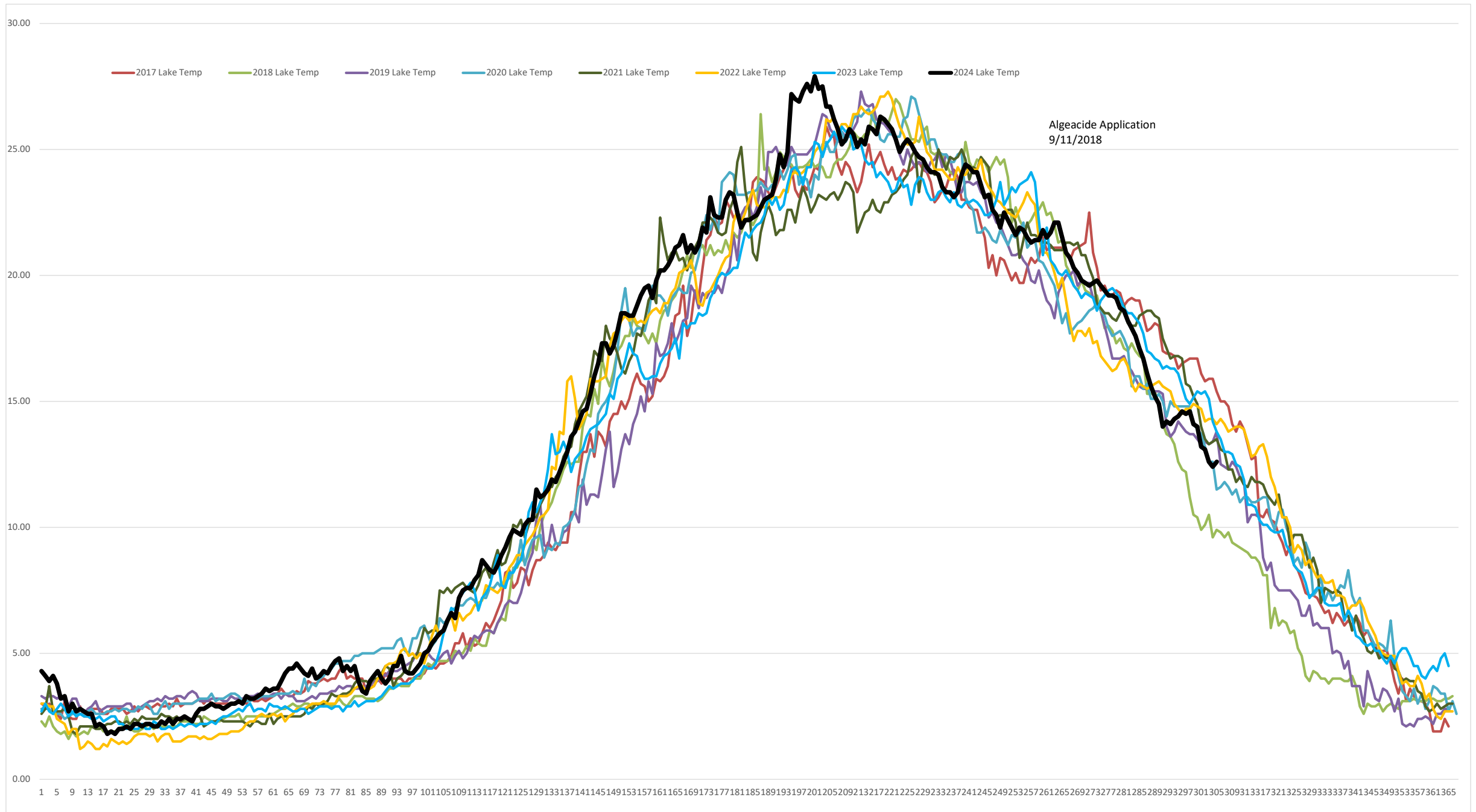
<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Reference</u>	<u>Amount</u>
21530	10/25/2024	11	Maine Municipal Emp.Hlth.	11/1/2024		771.21
					39020 - Nov Ins Accrued - Dental	
21530	10/25/2024	11	Maine Municipal Emp.Hlth.	11/1/2024		847.61
					39020 - Nov Ins Accrued - IPP Withheld	
						<u>1,662.61</u>
21531	10/25/2024	10	Maine Oxy-Acetylene Co.	10/4/2024		5,230.90
					CO2 Chemical Expense	
						<u>5,230.90</u>
21532	10/25/2024	10	Treasurer, State of Maine	10/22/2024		75.00
					License Renewal Misc Expense-T&D Ops	
						<u>75.00</u>
21533	10/25/2024	11	Northern Data Systems, Inc.	10/1/2024		559.50
					A/R - Auburn Sewer	
21533	10/25/2024	11	Northern Data Systems, Inc.	10/1/2024		559.50
					BUSA Query Tool Outside Services - A&G	
						<u>1,119.00</u>
21534	10/25/2024	10	Northeast Safety Inc	9/28/2024		2,167.92
					Flaggers-Center St Outside Services - Mains	
						<u>2,167.92</u>
21535	10/25/2024	10	Petro's	10/4/2024		267.90
					Hay, Grass Seed Lead Rule	
						<u>267.90</u>
21536	10/25/2024	10	Pine Tree Waste	10/1/2024		62.13
					Bulk Waste UV Treatment Plant - O&M	
21536	10/25/2024	10	Pine Tree Waste	10/1/2024		113.26
					Bulk Waste Outside Services - T&D - Ops	
21536	10/25/2024	10	Pine Tree Waste	10/1/2024		113.26
					A/R - Auburn Sewer	
21536	10/25/2024	10	Pine Tree Waste	10/1/2024		62.14
					A/R - Lewiston	
						<u>350.79</u>
21537	10/25/2024	10	Pro-Cut Lawn & Landscaping Inc	10/15/2024		3,100.00
					Repair Sidewalk Lead Rule	
						<u>3,100.00</u>

Auburn Water District
Accounts Payable Check Register
October 1, 2024 thru October 31, 2024

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Reference</u>	<u>Amount</u>
21538	10/25/2024	10	EIC., Inc. (prompto)	10/22/2024	LOF TRUCK #47 (2019 FORD 3/4 TC	36.95
						<u>36.95</u>
21539	10/25/2024	10	Shredding on Site	10/1/2024	A/R - Auburn Sewer	28.75
21539	10/25/2024	10	Shredding on Site	10/1/2024	shredding Misc Expense-A&G Office	28.75
						<u>57.50</u>
21540	10/25/2024	11	UNUM Life Insurance	11/1/2024	A/R - Auburn Sewer	139.51
21540	10/25/2024	11	UNUM Life Insurance	11/1/2024	Nov - Life ins Employee Benefits	315.78
						<u>455.29</u>
<u>Grand Total</u>						<u>492,485.29</u>







Algeacide Application
9/11/2018

1 5 9 13 17 21 25 29 33 37 41 45 49 53 57 61 65 69 73 77 81 85 89 93 97 101 105 109 113 117 121 125 129 133 137 141 145 149 153 157 161 165 169 173 177 181 185 189 193 197 201 205 209 213 217 221 225 229 233 237 241 245 249 253 257 261 265 269 273 277 281 285 289 293 297 301 305 309 313 317 321 325 329 333 337 341 345 349 353 357 361 365

	District Implemented Cola	CPIU Increases	Health insurance increase	Wage Scale adjustments	Bonuses
2010	2%	0%		30year step added to scale	
2011	0%	0%			
2012	2%	3.60%	12% Decrease,switched plans		
2013	2%	1.70%	7.50%		
2014	1.60%	1.50%	4%		
2015	1.70%	1.70%	9%		
2016	0.50%	0%	8.25%		
2017	0.50%	0.30%	12% decrease, Cross Ins		
2018	2%	2.00%	14.46%		Trustees Voted to eliminate license stipends
2019	2.80%	2.80%	2.95%	New wage scale adopted	
2020	1.60%	1.60%	-3.80%		
2021	1.30%	1.30%	5.90%		
2022	5.90%	5.90%	0%		3200/year
2023	0%	8.70%	0%	New wage scale adopted, 9.5%	2000/year
2024	3.20%	3.20%	5%		0-\$2,000 Based on Qualifications
2025		2.50%	8.90%		0-\$2,000 2024 49% Utilization

AUBURN WATER DISTRICT
MONTHLY ACTIVITY REPORT
October 2024

MAINS

Location	Hrs.	Comments	Leak Check			OK	Misc.	New
			PT/Ci ₂	Leak	On Owner			
586 Lewiston Jct Road	42	Water main break		1				
799 Washington Street	31	Water main break		1				
24 Chestnut Street	12	Main acceptance testing						1
Fourth Street	15	Main Replacement Project						1
29 Simpson's Beach Road	4	Reset Coupler					1	
Total Hours	104							
2024 Monthly Totals	5		0	2	0	0	1	2
2023 Monthly Totals	2		0	1	0	0	0	1
2024 YTD Totals	51		0	23	0	7	11	10
2023 YTD Totals	51		0	14	1	2	10	24

GATES

Location	Ck'd	Comments	Adjust	Leak	New	Misc.
302 Mill Street	2	Raised Gate Boxes	1			
	2					
2024 Monthly Totals	1		1	0	0	0
2023 Monthly Totals	9		8	0	0	1
2024 YTD Totals	15		1	0	3	11
2023 YTD Totals	28		23	0	0	5

HYDRANTS

Location	Hrs.	Comments	Broken	Cap	Misc.	New	Frozen
Fall Flushing	88	Fall Flushing Program			1		
Hydrant Maintenance	62	Vactor Hydrant Control Valve Box			1		
21 Center Street	15	Repair Hydrant 501	1				
Total Hours	165						
2024 Monthly Totals	3		1	0	2	0	0
2023 Monthly Totals	4		0	0	4	0	0
2024 YTD Totals	38		10	0	25	3	0
2023 YTD Totals	55		7	0	40	8	0

STATION CHECKS

Location	Ck'd	Comments
Brentwood Pump Station	1	Weekly Station Check,
Poland Spring Inn Booster	1	Weekly Station Check
Poland Tank	1	Weekly Station Check
Hardscrabble Reservoir	1	Weekly Station Check
Hardscrabble Tank	1	Weekly Station Check
Poland Booster (Cimino Way)	1	Weekly Station Check
Goff Hill Reservoir	1	Weekly Station Check
Stable Ridge	1	Weekly Station Check
2024 Monthly Totals	8	
2023 Monthly Totals	44	
2024 YTD Totals	184	
2023 YTD Totals	252	

WATER QUALITY CALLS

Location	Comments	Dirty	Color	Odor	Taste	Misc.
2024 Monthly Totals	0	0	0	0	0	0
2023 Monthly Totals	1	0	0	0	0	1
2024 YTD Totals	9	5	0	2	0	2
2023 YTD Totals	17	5	4	2	0	6

LABORATORY

Month	Dist. Sys.	Temp (°C)	Avg.	Avg.	Avg.	Avg.	SWTR
	Tests		Water	NaOH	Cl	FL	
			gal/MG	mg/l	mg/l	(ntu)	Tests
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	51	22.20	23.99	2.73	0.70	0.38	31
August	47	25.20	23.95	2.71	0.69	0.42	31
September	46	23.10	23.95	2.76	0.70	0.47	30
October	51	19.60	24.01	2.77	0.71	0.59	31
November							
December							
2024 YTD Avg	48	13.28	24.05	2.78	0.71	0.60	
2023 Avg	48	12.31	25.00	2.81	0.67	0.65	
YTD Totals	481						305
2023 YTD	479						303

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	257.20	2001	261.41	
February	6	2.26	3.57	5.83	261.22	261.70	1996	257.10	2002	261.43	
March	8	2.25	3.48	5.73	260.99	261.41	2010	257.40	2002	261.27	
April	6	2.45	3.48	5.93	261.77	262.40	1953	258.20	2002	261.50	
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	261.80	2003	259.49	2007	260.98	
July	12	2.85	4.23	7.08	260.96	261.70	2013	258.75	1960	261.06	
August	12	2.89	4.57	7.46	260.47	261.32	2023	258.00	1999	261.32	
September	8	2.81	4.75	7.56	260.26	260.92	2013	257.40	1999	260.58	
October	8	2.46	4.08	6.54	259.81	261.10	1981	257.55	1952	260.66	
November							260.95	2011	257.15	1952	260.73
December							261.30	1981	256.95	1952	260.83
Avg. Monthly	9	2.56	3.92	6.48				AWD		LWD	
2024 YTD Totals	88	25.61	39.23	64.84			October	38%		62%	
2023 YTD Totals	65	16.21	25.61	41.82	2024 YTD Avg.		2023 YTD Avg.	39%		61%	

verage 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	0.0	3.01	3.62	7	94	50	75	
August	0.0	5.71	3.91	18	88	48	66	
September	0.0	1.83	3.63	5	86	40	62	
October	0.0	1.62	5.94	9	75	24	49	
November								
December								
2024 YTD Totals	63.40	39.15	39.88	113.00				
2023 Totals	67.00	41.70	0.00	111.00				

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	161	76	1	25	0	0	0	3	49	0	7	0
August	176	82	1	34	0	0	0	47	3	0	8	1
September	111	66	1	32	0	0	0	6	1	0	4	1
October	134	69	7	24	0	0	0	13	11	0	10	0
November												
December												
YTD Totals	1159	611	20	244	0	0	0	133	105	2	40	4
2023 Totals	1486	907	93	127	0	3	5	59	196	13	70	13

DUTY FOREMAN CALLS

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Service Issue	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	0			0	0	0	0	0	0	0	0
Water District	5	0	0	0	3	0	1	0	0	0	1
2024 Monthly Totals	5	0	0	0	3	0	1	0	0	0	1
2023 Monthly Totals	14	1	0	0	6	5	1	0	1	0	0
2024 YTD Totals	110	0	5	0	33	17	35	0	8	0	12
2023 YTD Totals	145	4	4	0	44	24	33	25	8	0	3

OTHER ACTIVITIES

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

Paid Family and Medical Leave



Bureau of Labor Standards

Maine's Paid Family and Medical Leave (PFML) law will provide up to 12 weeks of paid leave for family leave, medical leave, safe leave or leave related to a family member's impending military deployment.

A copy of the actual laws and formal interpretations may be found online at www.maine.gov/paidleave or by calling 207- 623-7900 | TTY users call Maine Relay 711.



Maine Law (Title 26, M.R.S.A. § 42-B and § 850-1) requires every employer to place this poster in the workplace where workers can easily see it.

This poster is available online at no charge and may be copied: www.maine.gov/labor/posters/

Benefits

- Benefits are available for the duration of your needed leave or 12 weeks, whichever is less.
- Benefit amounts will be determined based on your previous earnings and are capped at Maine's annual statewide average weekly wage.

Reasons for Leave

Family leave: To care for family with serious health condition.

Medical leave: To care for one's own serious medical needs.

Safe leave: To stay safe or to help a family member stay safe after abuse or violence.

Military leave: For emergencies related to a family member's impending military deployment.

Types of Leave

Continuous leave: Leave where you are out of work for days or weeks at a time.

Intermittent leave: Leave where you are still working and you need to take time off but it is not the same every day or every week.

Reduced leave: Leave where you are still working but you are consistently working fewer hours.

For more information contact:

Maine Department of Labor
Paid Family and Medical Leave
50 State House Station
Augusta, Maine, 04333-0050
Website: www.maine.gov/paidleave/

Eligibility

- To establish a claim, you must have earned a total of six times the statewide annual average weekly wage in Maine in your base period. The base period is defined as the first four of the last five completed calendar quarters. In most cases, the Department of Labor has your wage information on file. If it is not on file, the Department will take steps to obtain it.

Payroll Deductions

- Premiums will be deducted from your pay beginning with the first pay date after January 1, 2025.
- For calendar years 2025 through 2027, the premium rate for you cannot be more than 0.5 percent of wages. For example, an individual who earns \$600 per week will contribute no more than \$3 per week.

Other Information You Should Know

- Except in a medical emergency, an employer can claim an undue hardship in certain circumstances and request that the leave be scheduled at a mutually-agreeable time.
- Employers must restore you back to your original position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment if you have been with your employer for at least 120 consecutive days when you started your leave.

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.



Medical Plan Benefit and Cost Comparison Summary

Medical plan | Auburn Water & Sewerage Districts | 01/01/2025

		Current plan		Renewal plan	
		Anthem Health Plans of Maine, Inc.		Anthem Insurance Companies, Inc.	
		ABF Balanced Blue Choice PPO 2000 25%/\$6000 AKXD		ABF Balanced Blue Choice PPO 2000 25%/\$6000 88KP	
		ABF		ABF	
Funding type					
Benefit items		In-network	Out-of-network	In-network	Out-of-network
Individual Deductible		\$2,000	\$6,000	\$2,000	\$6,000
Family Deductible		\$4,000	\$12,000	\$4,000	\$12,000
Individual Out-of-Pocket Max		\$6,000	\$18,000	\$6,000	\$18,000
Family Out-of-Pocket Max		\$12,000	\$36,000	\$12,000	\$36,000
Hospital Inpatient Facility Fee		25% After Ded	35% After Ded	25% After Ded	35% After Ded
Hospital Outpatient Surgery Facility Fee		25% After Ded	35% After Ded	25% After Ded	35% After Ded
Coinsurance (Policy Holder Portion)		25%	35%	25%	35%
Emergency Room		\$350 Copay After Ded		\$350 Copay After Ded	
Urgent Care		\$25 Copay	35% After Ded	\$25 Copay	35% After Ded
Rx Retail Tier(s)		\$5/\$15/\$50/\$100/\$550	50% After Ded	\$5/\$15/\$50/\$100/\$550	50% After Ded
Primary Care/Office		\$25 Copay	35% After Ded	\$25 Copay	35% After Ded
Preventative Care		No Charge	35% After Ded	No Charge	35% After Ded
Specialist Care		\$50 Copay	35% After Ded	\$50 Copay	35% After Ded
Chiropractic Therapy		\$30 Copay	35% After Ded	\$30 Copay	35% After Ded
PT/OT/ST 20 visit limit combined		\$25 Copay	35% After Ded	\$25 Copay	35% After Ded
X-Ray		\$75 copay per visit for freestanding Radiology Center or 25% Coins after ded at Outpatient Hospital	35% After Ded	\$75 copay per visit for freestanding Radiology Center or 25% Coins after ded at Outpatient Hospital	35% After Ded
Imaging		\$250 Copay per visit for Freestanding Radiology Center or 25% coins after ded at outpatient Hospital	35% After Ded	\$250 Copay per visit for Freestanding Radiology Center or 25% coins after ded at outpatient Hospital	35% After Ded
Employee	10		\$751.01		\$817.86
Employee + Spouse	3		\$1,502.02		\$1,635.72
Employee + Child(ren)	4		\$1,389.37		\$1,513.04
Employee + Family	6		\$2,328.13		\$2,535.36
Annual cost			\$378,509.04		\$412,200.96
Total monthly premium		\$31,542.42	N/A	\$34,350.08	8.90%

Lake Auburn Watershed Commission
Draft Budget 11-13-2024
For the Fiscal Year 2025

	2023	2023	2024	2024	2025	Percentage
	Budget	Actual	Budget	Estimated		Change
Expenditures:						
Auburn Water District	6,000.00	18,619.01	12,000.00	10,000.00	12,000.00	0.00%
Lewiston Water Division	6,000.00	29,838.93	12,000.00	24,000.00	12,000.00	0.00%
Executive Administration	550.00	-	3,000.00	1,000.00	3,000.00	0.00%
Forestry	3,500.00	1,025.00	3,500.00	2,500.00	3,500.00	0.00%
Outside Services	3,325.00	8,185.00	6,000.00	4,000.00	6,000.00	0.00%
Sanitary Facilities	3,760.00	2,750.00	3,760.00	3,760.00	4,160.00	10.64%
Source Protection Management	63,150.00	13,067.89	63,000.00	30,000.00	84,500.00	34.13%
Repairs to Property & Equipment	3,800.00	1,329.09	3,800.00	3,800.00	4,500.00	18.42%
Partnerships	1,775.00	543.54	1,775.00	1,500.00	1,500.00	-15.49%
Public Education	39,365.00	32,587.52	39,515.00	3,630.00	95,250.00	141.05%
Septic Inspection Program	-	-	-	-	37,950.00	
Liability & D&O Insurance	12,000.00	11,182.83	10,990.00	12,000.00	12,000.00	9.19%
Legal	10,500.00	2,094.50	8,000.00	3,500.00	8,000.00	0.00%
Audit/Financial Services	7,395.00	5,622.81	6,791.00	6,791.00	7,500.00	10.44%
Property Taxes	4,165.00	4,928.91	4,290.00	4,290.00	4,290.00	0.00%
Operational Supplies	1,000.00	766.04	1,000.00	1,000.00	1,500.00	50.00%
Miscellaneous	850.00	24,170.50	900.00	900.00	1,000.00	11.11%
Total Operating Expenditures	167,135.00	156,711.57	180,321.00	112,671.00	298,650.00	65.62%
Revenues:						
Contributions -AWD	60,000.00	85,000.00	60,000.00	60,000.00	93,000.00	55.00%
Contributions - LWD	60,000.00	85,000.00	60,000.00	60,000.00	93,000.00	55.00%
Fund Balance Carryforward	88,100.00	47,671.89	57,000.00		67,650.00	18.68%
Grants					40,000.00	
Reimbursement		87.46				
Gain on Sale of Assets	-	2,119.50	-	-	-	
Sale of Timber/Assets	2,000.00	3,500.00	-	-	-	
Intergovernmental	2,000.00	43,375.00	-	-	-	
Interest	35.00	8,498.28	3,321.00		5,000.00	50.56%
Total Revenues	212,135.00	275,252.13	180,321.00	120,000.00	298,650.00	65.62%
Surplus	-	-	-	-	-	
Total contributions from each entity:						
Operations	60,000.00	60,000.00	60,000.00	60,000.00	90,000.00	
Source Water Protection Sinking Fund	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	
	85,000.00	85,000.00	85,000.00	85,000.00	115,000.00	
			0.0%			

Water Withdrawal Revenue
Accumulate Accumulative Balance

Lake Auburn Watershed Commission Draft Budget - Detail For the Fiscal Year 2025			
Budget Line Item	Amount Requested		2024 Request Detail
	2024 Adopted	2025	
Auburn Water District	\$ 12,000.00	\$ 12,000.00	Routine maintenance, groundwork, trash pickup, erosion & drainage work, and maintenance and maintenance
Lewiston Water Division	\$ 12,000.00	\$ 12,000.00	Routine maintenance, groundwork, trash pickup, erosion & drainage work, and maintenance and maintenance
Executive Administration	\$ 3,000.00	\$ 3,000.00	Clerk's time for meetings, minutes, project contracts, policies, background research, and legal communications with the attorney
Forestry	\$ 3,500.00	\$ 3,500.00	Forestry management contractual services including property line marking and blazing, invasive species inventory and management, timber harvesting, etc. Forester review of timber harvest plans received by
Outside Services	\$ 6,000.00	\$ 6,000.00	Androscoggin Land Trust conservation easement monitoring, and reviews of septic systems (21.5k septic inspections)
Sanitary Facilities	\$ 3,760.00	\$ 4,160.00	GA Downing facilities \$520/mo x 8mo
Source Protection Management	\$ 63,000.00	\$ 84,500.00	Boat inspections \$3.5k (matching grant) identified projects \$50.5k plus carry-over \$28k Blanchard Pond; 2k septic
Repairs to Property & Equipment	\$ 3,800.00	\$ 4,500.00	Repairs to property & equipment \$1,800; signs \$500; and boat maintenance \$2200
Partnerships	\$ 1,775.00	\$ 1,500.00	Contributions to partnership organizations; LSM \$1,500
Public Ed. - Labor	\$ 30,515.00	\$ 80,000.00	Education and Outreach Coordinator's salary (\$25 x 40 hours) and benefits.
Public Ed. - Events	\$ 2,000.00	\$ 6,750.00	Public education events for the community. Public education newsletter, mailings, Constant Contact account, pamphlets, posters, etc.
Public Ed. - Outside Services	\$ 4,900.00	\$ 5,000.00	Contractual labor for technology and website (\$200/month for Great Pond Design website management), website overhaul (2,500)
Public Ed. - Miscellaneous	\$ 2,100.00	\$ 3,500.00	Supplies and materials to support the Community Outreach Program. Misc. program costs, mileage, dues, training, etc.
Septic Inspections	\$ -	\$ 37,950.00	\$21.25k inspections, \$3.5k GIS, \$13.2k management
Liability & D & O Insurance	\$ 10,990.00	\$ 12,000.00	Hanover \$10,445 x estimated 3% = 10,759 and Mount Vernon \$529 x estimated 3% = 545
Legal	\$ 8,000.00	\$ 8,000.00	Routine legal consultations about ordinances, contracts, etc.
Audit/Financial Services	\$ 6,791.00	\$ 7,500.00	Annual Audit \$6,000 and annual bookkeeping fee \$1,500
Property Taxes	\$ 4,290.00	\$ 4,290.00	Town of Minot \$2,200; City of Auburn \$690; and Town of Turner \$1,400
Operational Supplies	\$ 1,000.00	\$ 1,500.00	Buoys \$1500
Miscellaneous	\$ 900.00	\$ 1,000.00	Central Maine Power for the boat launch \$260; routine offices supplies, reports, and postage \$500
TOTAL REQUEST	\$ 180,321.00	\$ 298,650.00	

Revenue detail

Revenues:	2023	2023	2024	2024	2025	Percentage	Detail
Contributions -AWD	60,000.00	85,000.00	60,000.00	60,000.00	93,000.00	55.00%	30k for septic program
Contributions - LWD	60,000.00	85,000.00	60,000.00	60,000.00	93,000.00	55.00%	30k for septic program
Fund Balance Carryforward	88,100.00	47,671.89	57,000.00		69,805.00	22.46%	
Grants					40,000.00		SW grant for Septic program: \$15,000 education & outreach, \$12,500 inspections, \$12500 data management
Reimbursement		87.46					
Gain on Sale of Assets	-	2,119.50	-	-	-		
Sale of Timber/Assets	2,000.00	3,500.00	-	-	-		
Intergovernmental	2,000.00	43,375.00	-	-	-		
Interest	35.00	8,498.28	3,321.00		5,000.00	50.56%	
Total Revenues	212,135.00	275,252.13	180,321.00	120,000.00	300,805.00	66.82%	

**Lake Auburn Watershed Commission Contribution History by Entity
10-year Trend & 5-year Projection**

Year	Operating Contribution	Sinking Fund Contribution	Total Contribution
2014	87,500	125,000	212,500
2015	87,385	70,000	157,385
2016	78,125	60,000	138,125
2017	77,000	30,000	107,000
2018	75,000	25,000	100,000
2019	48,550	20,000	68,550
2020	40,000	25,000	65,000
2021	52,500	22,500	75,000
2022	58,250	20,000	78,250
2023	60,000	25,000	85,000
2024	60,000	25,000	85,000
2025	93,000	25,000	118,000
2026	116,150	25,000	141,150
2027	119,635	25,000	144,635
2028	119,458	25,000	144,458
2029	125,118	25,000	150,118

Operating Contribution includes Septic Inspection Program

5-Year Septic Inspection Program

	2025	2026	2027	2028	2029	5-year program	
Total Expense	\$ 76,794.38	\$ 69,676.11	\$ 113,956.34	\$ 118,543.24	\$ 123,721.28	Cost	\$ 502,691.35
Program Contributions	\$ 60,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	Revenue	\$ 460,000.00
<i>AWD</i>	\$ 30,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00		\$ 230,000.00
<i>LWD</i>	\$ 30,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00		\$ 230,000.00
<i>SW Grant</i>	\$ 40,000.00						\$ 40,000.00
Revenue Total	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00		\$ 500,000.00

Lake Auburn Watershed Commission Contribution History by Entity					
Year	Septic Program Contribution	Operating Contribution	Total Operating Contribution	Sinking Fund Contribution	Total Watershed Contribution
2024	-	60,000	60,000	25,000	85,000
2025	30,000	63,000	93,000	25,000	118,000
2026*	50,000	66,150	116,150	25,000	141,150
2027*	50,000	69,458	119,458	25,000	144,458
2028*	50,000	72,930	122,930	25,000	147,930
2029*	50,000	75,118	125,118	25,000	150,118

* Estimated operations assume a 5% annual increase

Auburn Water & Sewer District

Policy: Telecommuting Policy and Procedure

Date: November 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.
 - g. If an employee has yet to receive a 6 month or annual evaluation at the time of consideration, then a formal evaluation will be completed.
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.

After 90 days of employment, employees of the District in good standing may request to telecommute. Such requests should be in writing and submitted to the District Superintendent. Upon receipt of your request, the District may contact you for additional information. Requests to telecommute are granted at the District’s discretion. The District may approve a request to telecommute for a trial period. At the conclusion of the trial period, the arrangement will be reviewed by the District and may be withdrawn or approved for a longer period of time. The District may withdraw permission to telecommute at any time.

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 two core business days 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.

Nonexempt employees who are permitted to telecommute must comply with the District's timekeeping and payroll practices in the same manner as they would if they worked in person. Employees must accurately record all working time.

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.

Disability Accommodation Requests

This Policy does not apply to requests for reasonable accommodation for a disability under the Americans with Disabilities Act (ADA) or applicable state or local law. Employees requesting to telecommute as a reasonable accommodation for a disability should follow the procedures outlined in the District's Accommodation Policy.

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.

This policy is not promissory and does not set terms or conditions of employment or create an employment contract.

Employee Signature

Date