

Office of

AUBURN SEWERAGE DISTRICT

Office Telephone # 784-6469

The regular monthly meeting of the Trustees of the Auburn Sewerage District will be held **in-person at the Auburn Sewerage District office at 268 Court Street on Tuesday, December 17, 2024 @ 4:00 P.M.**

AGENDA

1. Approve Minutes of Regular Meeting of November 19, 2024.
2. Financial Report Update - ***Mike Bailey***
3. Open Session
4. Activity Report/Project Update - ***Matt Waite***
5. New Business
 - 2025 Meeting Schedule.
 - Future Projects.
6. LACWA Apportionment & Financials
7. Old Business
 - Miller Street Inflow Investigations.
 - SCADA Agreements.
 - District Telecommuting Policy, Update.
 - Water Metering.
 - 2025 Draft Budget.
8. Adjourn Regular Meeting.

Upcoming: Joint Budget Workshop December 18, 2024 @ 5:00pm
Public Hearing, Budget Approval December 18, 2024 @ 5:15pm.
Sewer Trustee Meeting January 21, 2024.

November 19, 2024

The regular meeting of the Trustees of the Auburn Sewerage District was held in person at the Auburn Sewerage District office at 268 Court Street on Tuesday, November 19, 2024 at 4:00pm.

Members present: Robert Cavanagh (Treasurer), Denis Bergeron, Stephen Ness (President) , Dan Bilodeau and Stephen Milks(Mayor's Representative) and Patrick DeFilipp. Also Present: Michael Broadbent, Superintendent, Matt Waite, Assistant Superintendent and Michael Bailey , Finance Director.

APPROVE MINUTES OF REGULAR MEETING OF October 15, 2024

On motion of Stephen Milks, seconded by Robert Cavanagh, it was unanimously voted: **To approve the minutes of the Regular Meeting of October 15, 2024.**

FINANCIAL REPORT UPDATE - Michael Bailey was introduced to the board as our new Finance Director. He commended the staff for all their help with the finances. District revenue is strong and CD interest is favorable. Superintendent Broadbent commended Mike for straightening out the finances. The District's reserve should rebound nicely.

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

ACTIVITY REPORT/PROJECT UPDATE - We are at the end of the construction season. The crews have been performing their 2 week checks and cleaning of sewer mains. Manholes are being brought up to grade. There now is an access road to the Androscoggin Siphon. The next phase is to have Vortex clean and inspect the siphon. This will provide contractors with a clearer understanding of the siphon's condition resulting in more accurate bid proposals for future work.

OLD BUSINESS –

MILLER I/I STUDY - The smoke study by Wright- Pierce revealed cross-connections between the sewer collection system and storm water system. They are inter-connected through a sewer manhole at the intersection of Court Street and Mechanics Row. Wright -Pierce will conduct further investigation into the issue. It appears a section of 24" pipe was never capped off. If this can be blocked off it could save the District a lot of money on the debt service for the surge tank. It is to the District's advantage to reduce sewer flow.

LINING PROJECTS – All the manholes have been raised in preparation for upcoming lining work. Gendron has eliminated three dead ends: two on Fourth St. and one on Cook St.

POLAND RD – TAYLOR BROOK BRIDGE – The sewer main is in conflict with the MDOT Bridge Replacement Project scheduled for 2026. Following the inspection by Vortex, the District will work with the property owners at 172 Poland Rd., an engineering firm and MDOT on the best approach for re-locating the sewer main to accommodate the bridge project.

NEW BUSINESS

WASHINGTON ST. PUMP STATION – The design is at 90% completion. We are leaning toward a design build and want to be at 100% design completion. We could possibly do a lot of the work in-house.

On motion of Stephen Milks, seconded by Robert Cavanagh, it was unanimously voted: **To approve the preparation of a general resolution bond application for up to of \$1.5 million.**

GRAY FEASIBILITY STUDY -The Town of Gray is looking at wastewater alternatives. They do not have a public sewer system. They are looking at the feasibility of pumping their sewerage to Auburn. Superintendent Broadbent will provide them with the information necessary for their study and will ask them for a copy of the completed study. This would benefit our rate payers as it would create additional revenue to the District.

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 the 1% only .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. In April, 2025, the Districts could apply for exemption. If the family leave does go through, the employee could save by opting out of their Income Protection benefit. Superintendent Broadbent recommended that the District split the cost of the paid family leave and he will research other options when we have more information on the State's Plan.

AUDIT COMMITMENT – We are beyond our three contract with RHR Smith. Their fee has gone up from \$6,000 to \$7,200. Superintendent Broadbent would like to sign the commitment for the 2024 audits to be completed in 2025.

On motion of Stephen Milks, seconded by Patrick DeFilipp, it was unanimously voted: **To commit with RHR Smith to conduct the 2024 Audit.** Finance Director, Michael Bailey, was on board with that decision.

LACWA APPORTIONMENT AND FINANCIALS – The Authority has prepared its 2025 budget. The projected funding allocation for the District represents a decrease in our contributions and should balance out at year end due to increased revenue from septage receiving and staff efforts to reduce expenses. There will be a sharp increase in 2026 to cover the District's 30% responsibility for the surge tank. There is the possibility of a rate increase to cover that expense.

SCADA UPDATE - Superintendent Broadbent has drafted an agreement to continue our cooperative SCADA relationship. We would no longer share staffing but have a mutual aid agreement at cost relationship with Lewiston. Lewiston has been reluctant to agree to this in fear of losing a connection to the SCADA systems at the treatment facilities. Superintendent Broadbent will continue to meet with Lewiston until the issue is resolved. The goal is to have a revised agreement effective January 1, 2025.

DISTRICT TELECOMMUTING POLICY UPDATE - There have been no changes to the policy. Our legal counsel and Maine Municipal Association are supportive of the policy. Superintendent Broadbent would like to allow for at least 3 days of remote work/week to qualified staff members. There was some discussion about the wording of the policy regarding the number of remote days. It was decided to hold the vote until the December meeting.

2025 DRAFT BUDGET – Revenues assume 0% growth. The fixed costs reflect a 8.9% increase in health premiums, a 2.5% COLA and Family Medical Leave of .5%. Superintendent Broadbent looked at several options for health and recommended that we stay with Cross Insurance .

The budget also includes the addition of a SCADA Technician and a Watershed employee.

November 19, 2024

Page 3

The maintenance categories reflect a three year average. The vehicle summary indicates the replacement of a truck. The LACWA budget shows a 0% increase. The equipment budget shows the replacement of the JCB loader.

The budget also reflects new utility accounting and software.

Superintendent Broadbent recommended to change the COLA to 3% , Cross Insurance with the 8.9% increase, and Family Leave District .5% and employee .5%.

Trustee Patrick DeFilipp suggested keeping the COLA at 2.5% and for the District to pay the employee .5% for the Family Medical Leave .

This will be brought to the Water Trustees for consensus.

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

Respectfully submitted,

Diane Drinkwater

**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
ELEVEN MONTHS ENDED NOVEMBER 30, 2024**

	NOVEMBER	2024	Y-T-D THRU NOVEMBER 2024		
	YTD - 2023	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$3,655,033	\$3,751,189	3,859,055.49	\$3,136,003	\$723,053
Industrial Surcharge	39,100	52,462	37,970	43,997	(6,028)
Shared Debt with City	20,696	41,392	20,696	37,943	(17,246)
Jobbing & Mdse. - NET	1,260	8,833	18,799	8,097	10,702
Sewer Assessments	18,095	23,130	48,148	21,203	26,945
Finance Charges	5,337	6,408	5,427	5,874	(447)
Interest Income	41,624	7,920	147,523	7,260	140,263
Industrial Treatment Sampling	38,958	54,492	38,958	49,951	(10,993)
Capacity Fees (SDS)	48,000	31,164	73,875	28,567	45,308
TOTAL REVENUES	3,868,104	3,976,990	4,250,451	3,338,894	911,557
			106.88%	83.33%	< Standard
<u>EXPENSES:</u>					
Payroll	440,487	526,202	481,134	456,038	25,096
Employee Benefits	145,398	272,677	165,520	249,954	(84,434)
Maint. of Sewers	116,411	68,520	55,581	62,810	(7,229)
Lift Stations	85,012	74,825	108,130	68,590	39,540
Maint. of Buildings	38,826	51,823	51,466	47,504	3,961
Maint. of Trucks	57,286	28,890	30,659	26,483	4,177
Office Expense	27,702	31,849	53,043	29,195	23,848
Collection Expense	618	(776)	679	(711)	1,390
General Expense	10,027	5,948	10,981	5,452	5,529
Insurance	48,346	59,459	63,162	54,504	8,658
Legal & Accounting Fees	13,391	6,841	48,241	6,271	41,971
Billing Expense	61,914	81,317	63,162	74,541	(11,378)
L.A.W.P.C.A.	1,607,206	1,930,830	1,887,119	1,769,928	117,191
SUB-TOTAL	2,652,625	3,138,405	3,018,878	2,850,557	168,320
Interest	234,565	183,598	156,793	168,298	(11,505)
TOTAL EXPENSES	2,887,190	3,322,003	3,175,671	3,018,855	156,815
			95.60%	83.33%	< Standard
Bonds - Principal Payments	472,078	558,962	291,393	512,382	(220,989)
SURPLUS FROM OPERATIONS	508,836	96,025	783,388	(192,343)	975,731

**AUBURN SEWERAGE DISTRICT
BALANCE SHEET
PERIOD ENDING - November 30, 2024**

	<u>11/30/2024</u>	<u>12/31/2023</u>		<u>11/30/2024</u>	<u>12/31/2023</u>
Property, Plant and Equipment:					
Plant in Service	38,786,890.93	38,787,140.93	Equity Capital	21,526,235.42	20,634,523.71
Less: Accumulated Depreciation	<u>(18,638,099.18)</u>	<u>(18,184,899.18)</u>	Long Term Debt	4,507,254.81	4,981,281.48
	<u>20,148,791.75</u>	<u>20,602,241.75</u>	Equipment Leases	61,942.00	61,942.00
Construction Work In Progress	1,510,949.61	152,886.01	Current Liabilities:		
Current Assets:			Current Portion of LTD	516,494.25	558,961.83
Cash	180,327.76	1,273,833.46	Accounts Payable	345,204.71	112,698.21
Accounts Receivable	291,815.72	271,031.44	Accrued Interest & Other	71,523.01	87,156.27
Construction Assessments	0.00	7,324.94	Customer Deposits	18,005.00	16,460.00
City of Auburn Debt	186,266.96	227,659.64	Pre-Treatment Costs	<u>(9,458.41)</u>	<u>(6,500.04)</u>
Inventory	123,691.19	48,539.80	Accrued LAWPCA	200,332.90	264,766.33
PrePays	<u>3,760.32</u>	<u>0.00</u>	Total Current Liabilities	<u>1,142,101.46</u>	<u>1,033,542.60</u>
Total Current Assets	<u>785,861.95</u>	<u>1,828,389.28</u>			
Investments:					
Money Market	509,626.40	503,991.19			
CD's	<u>4,262,844.49</u>	<u>3,600,430.03</u>			
Total Investments	<u>4,772,470.89</u>	<u>4,104,421.22</u>			
Deferred Charges	19,459.49	23,351.53			
Total Assets	<u><u>27,237,533.69</u></u>	<u><u>26,711,289.79</u></u>	Total Equity & Liabilities	<u><u>27,237,533.69</u></u>	<u><u>26,711,289.79</u></u>

AUBURN SEWER - FINANCIAL INFORMATION

Sewer Metered Revenue - Versus Prior Year						
Month	2024	2023	MTD Change	%	YTD Change	%
January	\$337,824	\$350,999	(\$13,174)	-3.8%	(\$13,174)	-3.75%
February	\$356,311	\$311,955	\$44,356	14.2%	\$31,182	4.70%
March	\$336,063	\$320,990	\$15,074	4.7%	\$46,255	4.70%
April	\$376,670	\$345,724	\$30,946	9.0%	\$77,201	5.81%
May	\$338,467	\$335,699	\$2,769	0.8%	\$79,970	4.80%
June	\$374,199	\$318,014	\$56,185	17.7%	\$136,155	6.86%
July	\$340,707	\$320,862	\$19,845	6.2%	\$155,999	6.77%
August	\$337,357	\$318,187	\$19,170	6.0%	\$175,169	6.68%
September	\$384,476	\$350,382	\$34,093	9.7%	\$209,263	7.04%
October	\$360,198	\$324,262	\$35,936	\$0	\$245,199	7.44%
November	\$319,509	\$344,613	(\$25,104)	(\$0)	\$220,095	6.04%
December	\$0	\$310,396	(\$310,396)	(\$1)	(\$90,301)	-2.28%
Year-to-Date:	\$3,861,781	\$3,952,082				

Sewer Metered Revenue - Versus Budget						
Month	2024	BUDGET	MTD Change	%	YTD Change	%
January	\$337,824	\$333,157	\$4,668	1.4%	\$4,668	1.40%
February	\$356,311	\$296,097	\$60,213	20.3%	\$64,881	10.31%
March	\$336,063	\$304,673	\$31,390	10.3%	\$96,271	10.31%
April	\$376,670	\$328,150	\$48,520	14.8%	\$144,791	11.47%
May	\$338,467	\$318,634	\$19,833	6.22%	\$164,624	10.41%
June	\$374,199	\$301,849	\$72,350	23.97%	\$236,974	12.59%
July	\$340,707	\$304,552	\$36,155	11.87%	\$273,129	12.49%
August	\$337,357	\$302,013	\$35,344	11.70%	\$308,473	12.39%
September	\$384,476	\$332,572	\$51,904	15.61%	\$360,377	12.77%
October	\$360,198	\$307,779	\$52,419	17.03%	\$412,796	13.19%
November	\$319,509	\$327,096	(\$7,586)	-2.32%	\$405,210	11.72%
December	\$0	\$294,618	(\$294,618)	-100.00%	\$110,592	2.95%
Year-to-Date:	\$3,861,781	\$3,751,189				

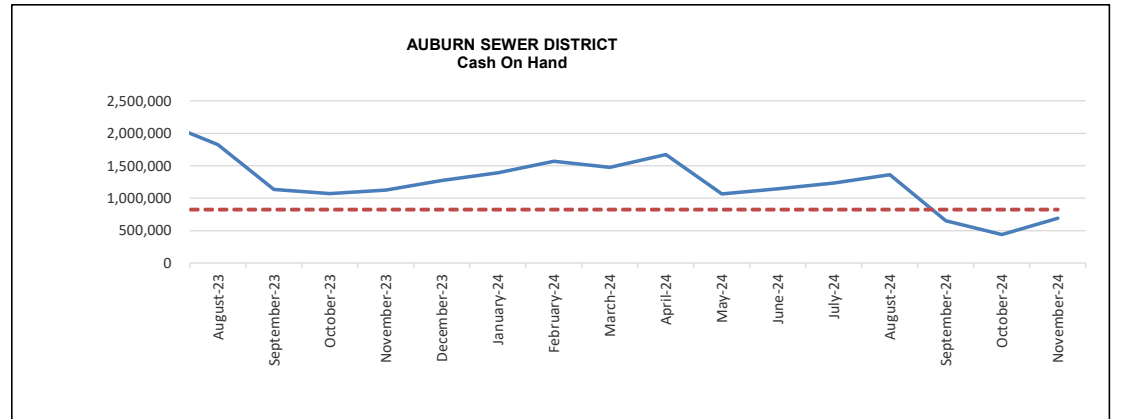
Sewer Metered Gallons Sold						
Month	2024	2023	MTD Change	%	YTD Change	%
January	48,300,327	41,913,971	6,386,357	15.24%	6,386,357	15.24%
February	43,330,144	38,203,950	5,126,194	13.42%	11,512,550	14.37%
March	46,113,452	41,764,071	4,349,381	10.41%	15,861,931	13.01%
April	42,113,148	40,666,494	1,446,654	3.56%	17,308,585	10.65%
May	43,762,840	42,607,150	1,155,690	2.71%	18,464,275	9.00%
June	45,688,902	40,323,775	5,365,127	13.31%	23,829,403	9.71%
July	42,742,343	\$43,150,542	(\$408,199)	-0.9%	\$23,421,204	8.11%
August	45,409,704	\$38,923,998	\$6,485,706	16.7%	\$29,906,910	9.13%
September	54,232,549	\$56,288,698	(\$2,056,149)	-3.7%	\$27,850,761	7.26%
October	48,220,643	\$35,589,541	\$12,631,102	35.5%	\$40,481,863	9.65%
November	41,101,500	45,598,656	(4,497,156)	-9.86%	35,984,708	7.74%
December	39,460,620	39,460,620	(39,460,620)	-100.00%	(3,475,913)	-0.69%
Year-to-Date:	501,015,552	504,491,465				

Sewer Gross Payroll						
Month	2024	Budget	MTD Change	%	YTD Change	%
January*	\$40,129	\$73,163	(\$33,034)	-45%	(\$33,034)	-45.15%
February	\$33,853	\$47,083	(\$13,231)	-28%	(\$46,265)	-38.47%
March	\$40,996	\$38,360	\$2,636	7%	(\$43,629)	-27.51%
April	\$49,528	\$40,793	\$8,735	21%	(\$34,894)	-17.50%
May	\$35,129	\$36,189	(\$1,060)	-2.93%	(\$35,955)	-15.26%
June	\$39,049	\$33,791	\$5,258	16%	(\$30,696)	-11.40%
July	\$48,662	\$32,154	\$16,508	51.34%	(\$14,188)	-4.71%
August	\$38,671	\$45,433	(\$6,762)	-14.88%	(\$20,951)	-6.04%
September	\$31,180	\$40,524	(\$9,345)	-23.06%	(\$30,295)	-7.82%
October	\$76,345	\$41,917	\$34,428	82.13%	\$4,133	0.96%
November	\$45,589	\$33,092	\$12,497	\$0	\$16,630	3.60%
December	\$0	\$39,638	(\$39,638)	(\$1)	(\$23,008)	-4.58%
Year-to-Date:	\$479,130	\$502,138				

* Five pay periods

SEWER Capital Spending Versus Budget		
Capital Expenses - 2024	*Budget	*YTD Actual
AWSD Conference Room upgrade	\$4,500	\$6,073
E-5 Generator	\$46,000	\$23,299
Misc Shop Tools	\$10,000	\$0
Jetter Nozzle	-	\$6,400
E05 Hatch		\$2,023
River Pump Station Door	0	\$4,350
2 Computers (Split AWD)	\$1,500	\$2,340
Software/Workflow Efficiency Study	\$7,500	\$5,935
Washington St. Design	\$0	\$2,978
Pump Station Generator Hookups	\$10,000	\$16,552
W-4	\$15,000	\$0
PLC Upgrades (Split AWD)	\$8,250	\$0
Ergonomic Office Furniture (Split AWD)	\$2,000	\$0
Equipment	\$35,250	\$69,951
Miller Street Inflow Investigation	\$100,000	\$78,094
Hotel Road - MDOT Paving	\$80,000	\$718
Siphon Cleaning	\$45,000	\$6,832
Dunn St Re-Line	\$44,000	\$564
Capital improvement plan	-	\$40,812
Sewer Lining		\$15,433
LAWPCA Storm Surge Tank	\$1,749,800.00	\$1,096,471
Fourth Street - Re-Line	\$83,000	\$3,000
Marion Street Road Reconstruction	\$50,000	\$3,000
Center Street MDOT Paving	\$77,000	\$0
Court Street MDOT Paving	\$48,000	\$0
Minot Ave MDOT Paving	\$48,000	\$0
Chestnut Street - needs assesment req	\$10,000	\$0
Projects (total includes benefit costs on labor)	\$2,334,800	\$1,244,923
Total Capital	\$2,370,050	\$1,314,874

AUBURN SEWER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE									
Aging	Current	30 day	60 day	90 day	120 day	Finance Chgs	Other	Totals	
November	\$ 179,333.05	\$ 39,370.64	\$ 6,191.56	\$ 4,997.02	\$ 18,557.76	\$ 2,727.97	\$ 15.00	\$ 251,193.00	
	71.4%	15.7%	2.5%	2.0%	7.4%	1.1%	0.0%		
October	160463.65	30122.49	7919	4843.24	18691	2566.72	15	224621.1	
Sep	\$ 151,834.49	\$ 31,107.81	\$ 8,090.61	\$ 4,592.23	\$ 20,276.70	\$ 3,646.58	\$ 15.00	\$ 219,563.42	
Aug	\$ 145,529.54	\$ 224,596.82	\$ 7,620.33	\$ 5,808.34	\$ 19,133.97	\$ 2,608.80	\$ 15.00	\$ 405,312.80	
July	\$ 341,110.57	\$ 32,543.75	\$ 8,488.30	\$ 11,852.68	\$ 17,055.77	\$ 2,659.53	\$ -	\$ 413,710.60	
June	\$ 138,842.46	\$ 32,322.27	\$ 11,625.27	\$ 7,010.50	\$ 16,787.55	\$ 2,606.61	\$ -	\$ 209,267.33	
May	\$ 111,353.28	\$ 34,408.29	\$ 7,292.82	\$ 7,065.30	\$ 17,833.74	\$ 2,597.17	\$ -	\$ 180,550.60	
April	\$ 143,853.74	\$ 36,870.88	\$ 8,728.12	\$ 7,562.91	\$ 17,708.26	\$ 2,607.67	\$ -	\$ 217,331.58	
March	\$ 134,553.31	\$ 42,389.20	\$ 9,377.32	\$ 7,698.02	\$ 18,030.69	\$ 2,576.48	\$ -	\$ 214,625.02	
February	\$ 148,658.69	\$ 30,685.70	\$ 9,108.38	\$ 7,414.94	\$ 17,973.57	\$ 2,565.41	\$ -	\$ 216,406.69	
January	\$ 126,403.12	\$ 34,681.95	\$ 8,509.72	\$ 8,427.26	\$ 17,366.53	\$ 2,491.29	\$ -	\$ 197,879.87	



Auburn Sewer District
Accounts Payable Check Register
November 1, 2024 thru November 30, 2024

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7883	11/1/2024	10	Constellation NewEnergy, Inc.	10/11/2024	Moose Brook Accrued Power	368.44
						<u>368.44</u>
7884	11/1/2024	10	Gagne & Sons	10/11/2024	concrete mix Supplies - Mains - Mnt	260.72
7884	11/1/2024	10	Gagne & Sons	10/11/2024	concrete mix Supplies - Mains - Mnt	85.50
7884	11/1/2024	10	Gagne & Sons	10/28/2024	Grade Ring Supplies - Mains - Mnt	60.71
						<u>406.93</u>
7885	11/1/2024	10	Gilman Electrical Supply	10/10/2024	Conduit E-5 Generator	270.92
						<u>270.92</u>
7886	11/1/2024	10	L.A.W.P.C.A.	10/7/2024	Sargent thru 093024 LAWPCA Storm Surg Tank	296,620.13
						<u>296,620.13</u>
7887	11/1/2024	11	Maine Municipal Bond Bank	1/21/2024	2007FR Accrued Interest	2,038.89
7887	11/1/2024	11	Maine Municipal Bond Bank	10/21/2024	Bonds - 2009ARRA - Principal	41,392.68
7887	11/1/2024	11	Maine Municipal Bond Bank	10/21/2024	2009 ARRA Accrued Interest	2,069.63
						<u>45,501.20</u>
7888	11/1/2024	10	Petro's Ace Hardware	10/21/2024	Supplies - Cook St Supplies - T&D - Ops	26.98
7888	11/1/2024	10	Petro's Ace Hardware	10/18/2024	Driveway Markers E-5 Generator	19.95
						<u>46.93</u>
7889	11/8/2024	10	Constellation NewEnergy, Inc.	10/21/2024	Washington Accrued Power	163.38
7889	11/8/2024	10	Constellation NewEnergy, Inc.	10/10/2024	Lew Jct #1 Accrued Power	363.50

Auburn Sewer District
Accounts Payable Check Register
November 1, 2024 thru November 30, 2024

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7889	11/8/2024	10	Constellation NewEnergy, Inc.	10/25/2024	Stetson Accrued Power	0.05
7889	11/8/2024	10	Constellation NewEnergy, Inc.	10/25/2024	Bradman Accrued Power	132.53
7889	11/8/2024	10	Constellation NewEnergy, Inc.	10/10/2024	Merrow Rd Accrued Power	26.67
7889	11/8/2024	10	Constellation NewEnergy, Inc.	10/10/2024	River Station Accrued Power	314.23
7889	11/8/2024	11	Constellation NewEnergy, Inc.	10/21/2024	Riverside Accrued Power	0.71
						<u>1,001.07</u>
7890	11/8/2024	10	MissionSquare	10/31/2024	304412 ICMA 457 Accrued Deferred Comp	2,088.41
						<u>2,088.41</u>
7891	11/8/2024	10	MissionSquare	10/31/2024	109636 ICMA 401 Employee Benefits	2,762.33
						<u>2,762.33</u>
7892	11/8/2024	10	MissionSquare	10/31/2024	ICMA ROTH IRA Accrued IRA/ICMA	364.70
						<u>364.70</u>
7893	11/8/2024	10	Keller America Inc.	10/16/2024	Transducer E-5 Generator	764.72
7893	11/8/2024	10	Keller America Inc.	10/24/2024	Level Reducer Expense-Bradman St PS	720.26
						<u>1,484.98</u>
7894	11/8/2024	10	K. L. Jack & Co., Inc.	10/18/2024	Supplies E-5 Generator	15.55
						<u>15.55</u>
7895	11/8/2024	10	Lew-Auburn Water Pollution	10/29/2024	CSO Sebago thru 092724 LAWPCA Storm Surg Tank	6,492.99
						<u>6,492.99</u>
7896	11/8/2024	10	Skelton, Taintor & Abbott	10/28/2024	E-6 Legal Expense - E6 - PS	66.00

Auburn Sewer District
Accounts Payable Check Register
November 1, 2024 thru November 30, 2024

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
						<u>66.00</u>
7897	11/15/2024	11	Constellation NewEnergy, Inc.	11/1/2024	Chicoine Accrued Power	40.07
7897	11/15/2024	11	Constellation NewEnergy, Inc.	11/1/2024	Sandy Beach Accrued Power	20.78
7897	11/15/2024	11	Constellation NewEnergy, Inc.	11/1/2024	E. Shore Accrued Power	6.65
7897	11/15/2024	11	Constellation NewEnergy, Inc.	11/1/2024	Simpsons Beach Accrued Power	9.72
7897	11/15/2024	11	Constellation NewEnergy, Inc.	11/4/2024	Pond View Accrued Power	15.32
7897	11/15/2024	11	Constellation NewEnergy, Inc.	11/4/2024	Garfield Accrued Power	2.54
7897	11/15/2024	11	Constellation NewEnergy, Inc.	11/4/2024	"E" St Accrued Power	2.55
7897	11/15/2024	11	Constellation NewEnergy, Inc.	11/6/2024	Worhtley Brook Accrued Power	340.47
7897	11/15/2024	11	Constellation NewEnergy, Inc.	11/4/2024	Evergren Accrued Power	20.19
7897	11/15/2024	11	Constellation NewEnergy, Inc.	11/4/2023	"H" St Accrued Power	3.34
7897	11/15/2024	11	Constellation NewEnergy, Inc.	11/1/2024	E. Shore Rd Accrued Power	6.53
						<u>468.16</u>
7898	11/15/2024	10	Industrial Automation Supply	10/25/2024	wire duct E-5 Generator	77.67
						<u>77.67</u>
7899	11/22/2024	11	Andros. Registry Of Deeds	11/22/2024	Sewer Liens Lien Release Fees	70.00
						<u>70.00</u>
7900	11/22/2024	11	Auburn Water District	11/21/2024	Dec23-Aug24 Recon A/P - Due to AWD	37,027.39

Auburn Sewer District
Accounts Payable Check Register
November 1, 2024 thru November 30, 2024

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7900	11/22/2024	11	Auburn Water District	11/21/2024	Oct Expenses A/P - Due to AWD	39,220.52
7900	11/22/2024	11	Auburn Water District	11/21/2024	Sept Expenses A/P - Due to AWD	35,564.48
						<u>111,812.39</u>
7901	11/22/2024	11	Constellation NewEnergy, Inc.	11/8/2024	Lew Jct #1 Accrued Power	308.37
7901	11/22/2024	11	Constellation NewEnergy, Inc.	11/13/2024	River Station Accrued Power	293.29
7901	11/22/2024	11	Constellation NewEnergy, Inc.	11/8/2024	"F" St Accrued Power	6.59
7901	11/22/2024	11	Constellation NewEnergy, Inc.	11/8/2024	Merrow Rd Accrued Power	26.35
7901	11/22/2024	11	Constellation NewEnergy, Inc.	11/13/2024	Moose Brook Accrued Power	381.16
						<u>1,015.76</u>
7902	11/22/2024	11	Davis-Ulmer Sprinkler Co Inc	11/14/2024	Calibrate Sensor Equipment Maintenance	175.00
7902	11/22/2024	11	Davis-Ulmer Sprinkler Co Inc	11/14/2024	Calibrate Sensor Equipment Maintenance	175.00
						<u>350.00</u>
7903	11/22/2024	11	David M. Dyer d/b/a	10/30/2024	Expense - E1 - PS	515.00
7903	11/22/2024	11	David M. Dyer d/b/a	10/30/2024	Expense-Bradman St PS	525.00
7903	11/22/2024	11	David M. Dyer d/b/a	10/30/2024	Generator PM Expense - E2 - PS	525.00
7903	11/22/2024	11	David M. Dyer d/b/a	10/30/2024	Expense - E3 - PS	220.00
7903	11/22/2024	11	David M. Dyer d/b/a	10/30/2024	Expense-Moosebrook PS	220.00

Auburn Sewer District
Accounts Payable Check Register
November 1, 2024 thru November 30, 2024

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7903	11/22/2024	11	David M. Dyer d/b/a	10/30/2024	Expense-Lew Jct Rd PS	525.00
7903	11/22/2024	11	David M. Dyer d/b/a	10/30/2024	Expense- W2 - PS	525.00
7903	11/22/2024	11	David M. Dyer d/b/a	10/30/2024	Expense-River Station PS	525.00
7903	11/22/2024	11	David M. Dyer d/b/a	10/30/2024	Equipment Maintenance	220.00
7903	11/22/2024	11	David M. Dyer d/b/a	10/30/2024	Expense-Worthley Brook PS	220.00
						<u>4,020.00</u>
7904	11/22/2024	11	DP Flores Inc dba	10/20/2024	HRA - Oct Employee Benefits	24.00
						<u>24.00</u>
7905	11/22/2024	10	Gagne & Sons	10/31/2024	Grade Ring & Conseal Supplies - Mains - Mnt	225.76
						<u>225.76</u>
7906	11/22/2024	11	Lew-Auburn Water Pollution	11/1/2024	Rev original Inv Accrued - LAWPCA	-103,760.02
7906	11/22/2024	11	Lew-Auburn Water Pollution	11/1/2024	Nov Ops Accrued - LAWPCA	109,368.67
7906	11/22/2024	11	Lew-Auburn Water Pollution	11/1/2024	Nov Ops Accrued - LAWPCA	103,760.02
						<u>109,368.67</u>
7907	11/22/2024	12	Maine Municipal Emp.Hlth.	12/1/2024	Accrued Dental	332.37
7907	11/22/2024	12	Maine Municipal Emp.Hlth.	12/1/2024	Accrued IPP Withheld	355.34
7907	11/22/2024	12	Maine Municipal Emp.Hlth.	12/1/2024	39021-Dec Ins Employee Benefits	30.00
						<u>717.71</u>

Auburn Sewer District
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November 1, 2024 thru November 30, 2024

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7908	11/22/2024	10	Wright-Pierce	10/30/2024	Services thru 102524 Miller Street Inflow Investiga	20,649.48
						<u>20,649.48</u>
<u>Grand Total</u>						<u>606,290.18</u>

AUBURN SEWERAGE DISTRICT
MONTHLY ACTIVITY REPORT
November 2024

MAINS

Location	Hrs.	Comments	OK	Plug	Manit.	Misc.	New
2 Week Checks	8	Inspect to make sure flow is not obstructed			1		
Plumber St	10	Jet & Clean			1		
Miller Street	15	Jet & Clean			1		
Miller Street I&I	16	Investigate Cross-Connection				1	
2024 Monthly Total Hrs.	31						
2024 Monthly Totals	4		0	0	3	1	0
2023 Monthly Totals	11		0	1	9	1	0
2024 YTD Totals	95		3	0	78	14	0
2023 YTD Totals	92		2	1	72	13	4

MANHOLES

Location	Ck'd	Comments	OK	Cover	Misc.	Frame & Cover	New
Cook St	13	MH Install & Raise MH					1
4th Street	4	Verify MH's are being raised & inspect			1		
Marian Drive	2	Verify MH's are being raised & inspect			1		
Hotel Road	2	Verify MH's are being raised & inspect			1		
2024 Monthly Totals	4		0	0	3	0	1
2023 Monthly Totals	1		0	0	1	0	0
2024 YTD Totals	57		7	1	33	14	2
2023 YTD Totals	66		1	13	42	3	7

SERVICES

Location	Ck'd	Comments	New	OK	Misc.	on owner
55 Evergreen St.	1	Sewer Service Backup				1
146 Turner St.	1	Sewer Service Backup				1
980 Turner St.	1	Investigate Sewer Connection			1	
402 Court St.	1	Sewer Service Backup				1
12 Parkway	1	Sewer Service Backup				1
126 Whitney St.	1	Sewer Service Backup				1
92 Mary Carrol St	1	Sewer Service Backup				1
2024 Monthly Totals	7		0	0	1	6
2023 Monthly Totals	1		0	0	0	1
2024 YTD Totals	45		3	2	7	33
2023 YTD Totals	39		7	1	7	24

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	70	44	0	9	0	0	0	4	10	0	2	1
December												
2024 YTD Totals	1229	655	20	253	0	0	0	137	115	2	42	5
2023 Totals	1557	958	95	131	0	3	5	63	204	13	71	14

DUTY FOREMAN CALLS

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Service Issue	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	3			0	3	0	0	0	0	0	0
Water District	11	0	0	0	7	0	0	0	3	0	1
2024 Monthly Totals	11	0	0	0	7	0	0	0	3	0	1
2023 Monthly Totals	7	0	1	0	1	4	0	0	1	0	0
2024 YTD Totals	124	0	5	0	43	17	35	0	11	0	13
2023 YTD Totals	152	4	5	0	45	28	33	25	9	0	3

OTHER ACTIVITIES

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

Memo

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

Sewer Trustees

Financial Report Highlights

Revenue amounts remain strong compared to budget. There are favorable variances related to metered sales and interest income. Interest income is up from budget due to the income earned this year in a money market account and CDs, largely due to the 2022 \$4 million Bond for the storm surge tank. Expenses remain relatively consistent with the budget. Cash on hand of \$180k plus an additional \$509k in liquid money market investments is strong enough to support debt service. Subsequent to month-end, a \$541k CD matured and was not reinvested to further strengthen operating cash. CIP is up significantly from PY due largely to the LAWPCA Storm surge tank (~\$1.3MM capitalized YTD).

Activity Report/Project Update

Androscoggin Siphon ASD has contracted Vortex to perform preliminary cleaning and inspection of the sewer siphon. Vortex was originally scheduled to be onsite for this work on Thursday, December 12th, and Friday, December 13th. However, due to inclement weather, the work had to be re-scheduled. ASD is currently awaiting new dates for the completion of this work.

Poland Road - Taylor Brook Bridge ASD has contracted with Vortex to inspect the sewer main on Poland Road, which crosses Taylor Pond Brook.

This sewer main is in conflict with the Maine DOT Bridge Replacement Project, scheduled for 2026. The inspection was completed on Friday, December 6th, and the final report is still pending.

New Business

2025 Meeting Schedule Sewer District Trustee meetings always fall on the third Tuesday of every month. I checked the 2025 dates for conflicts with holidays and other District business and did not see a need for changes. The Proposed Meeting Schedule is included in the packets.

Action Requested

Approve the Meeting Schedule for 2025

Future Projects The District has several major projects that will assist us with long range planning and operations. These projects include Metering, Facilities Planning, Asset Management and Operations re-structuring. Our management team here at the District has been working to understand these projects and predict the financial impact on our budgets. At this time, we do not have enough information to allocate funding in our 2025 budgets. We would like to continue to work on these items to bring back to the Board in March of 2025 to consider amending the budgets to include funding these projects.

LACWA Apportionment & Financials

LACWA has set the apportionment for December at 63/37. The treatment facility is operating well, effluent quality is very good and they had no bypass events in the last month. Septic receiving volumes continue to exceed projections. So far LACWA has received a surplus of \$153,797 in 2024.

CSO Project construction is well underway. Deep-excavation for the influent pumping station is on-going, along with buried electrical and water services.

The Authority has provided a draft purchase and sale agreement to TD Wood for the compost facility. If accepted the sale could occur around the first of the year.

Old Business

Miller Street Inflow Investigation Update We had a follow up meeting with Wright-Pierce on the findings of the I & I study. Wright Pierce feels there is enough capacity within the storm water system to handle additional flows if we block the discovered bypass line. It was decided that the District will install a properly sized ball plug into the bypass line to test the effects. If there are no negative impacts the District will permanently plug the bypass in the Spring of 2025. I have a PowerPoint presentation that Wright-Pierce has prepared and submitted to the New England Water Works Association; this material will be presented at the Spring Conference in Boston.

SCADA Agreements Update

I have continued to meet with Lewiston and we have yet to agree on a plan and strategy to ensure the SCADA burden at the lake is shared equally. I have proposed AWS D providing all SCADA coverage and billing 50% of the labor per other contracts. Lewiston feels they would lose control/oversight if we change the agreements and they would like their guy to start training under our technician so that he could provide support once again.

I have worked with Travis Peaslee, the General Manager of the Lewiston Auburn Clean Water Authority, and we have reached an agreement for the District to provide SCADA as a service on a more regular basis. Included in the packets is the final draft of the agreement. I would like to move forward with this to be effective on January 1, 2025.

Action Requested *Authorize Superintendent to sign the agreement with LACWA to provide SCADA services.*

District Telecommuting Policy Update

At last month’s Trustee meeting I made an error by not including the draft policy in the packets. Trustees had concerns on the number of days employees were allowed to work from home. The Water District approved this policy in November.

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

Water Metering

In the last month I have continued my research on the best approach for AWS D to replace our aging meters. I provided our meter data to EJP to obtain a quote for metering service. Matt and I went down to Medford Massachusetts and met with their metering department. Medford started replacing their meters this year and so far, they have installed 11,000 meters since March of 2024. If that wasn’t impressive the ease of use and the leak detection that came with the new meters and software was extremely impressive. Since March they have discovered and repaired 19 water leaks. He was able to read the meters and produce the bills in less than an hour during our visit. This currently takes the District about 4 days, from reading meters to producing the bills.

Our plan is to distribute an RFQ in January/February to help us select the best metering technology and then we can work on replacement strategies.

2025 Draft Budget

Final review of the draft budget, there have been no significant changes since the last meeting.

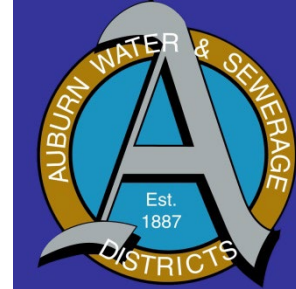
Upcoming:

- Sewer Trustee Meeting, December 17, 2024 4:00pm
- Joint Budget Public Hearing, December 18, 2024 5:00pm

Public Hearing, December 18, 2024 5:15pm

Auburn Sewer District Trustees

Steve Ness – Trustee President
Robert Cavanagh – Treasurer
Michael Broadbent - Superintendent
Eddie Williams- Clerk



2025 - Meeting Dates

January	21	
February	18	
March	18	(Annual Meeting, Election of Officers)
April	15	
May	20	
June	17	
July	15	
August	19	
September	16	
October	21	
November	18	
December	16	
December	17	(Joint Meeting, starting time will be set at a later date)

Notes

- 1. Meetings are scheduled to start at 4:00 P.M.*
- 2. Notifications will be sent out for special meetings*

Lewiston Auburn Clean Water Authority

Monthly Cost Apportionment Summary

Cost Apportionment Summary - First Half of 2024

TBP 12/5/24

Lewiston Sewer Division						Auburn Sewerage District						
Month	Initial %	Initial \$	Op Data %	Op Data \$	Difference \$		Initial %	Initial \$	Op Data %	Op Data \$	Difference \$	
January	62.00%	\$174,379.45	62.30%	\$175,223.22	(\$843.77)	###	38.00%	\$106,877.72	37.70%	\$106,033.95	\$843.77	0.0
February	62.00%	\$174,379.45	65.30%	\$183,660.93	(\$9,281.49)	###	38.00%	\$106,877.72	34.70%	\$97,596.24	\$9,281.49	0.0
March	62.00%	\$174,379.45	64.09%	\$180,257.72	(\$5,878.27)	###	38.00%	\$106,877.72	35.91%	\$100,999.45	\$5,878.27	0.0
April	64.00%	\$180,004.59	62.58%	\$176,010.74	\$3,993.85	###	36.00%	\$101,252.58	37.42%	\$105,246.43	(\$3,993.85)	0.0
May	64.00%	\$180,004.59	62.11%	\$174,688.83	\$5,315.76	###	36.00%	\$101,252.58	37.89%	\$106,568.34	(\$5,315.76)	0.0
June	64.00%	\$180,004.59	61.80%	\$173,816.93	\$6,187.66	###	36.00%	\$101,252.58	38.20%	\$107,440.24	(\$6,187.66)	0.0
Six Month Adjustment			63.03%		(\$506.26)				36.97%		\$506.26	0.0
Cost Apportionment Summary - Second Half of 2024												
Lewiston Sewer Division						Auburn Sewerage District						
Month	Initial %	Initial \$	Op Data %	Op Data \$	Difference \$		Initial %	Initial \$	Op Data %	Op Data \$	Difference \$	
July	63.00%	\$177,192.02	62.79%	\$176,601.38	\$590.64	###	37.00%	\$104,065.15	37.21%	\$104,655.79	(\$590.64)	0.0
August	63.00%	\$177,192.02	62.28%	\$175,166.97	\$2,025.05	###	37.00%	\$104,065.15	37.72%	\$106,090.20	(\$2,025.05)	0.0
September	63.00%	\$177,192.02	61.86%	\$173,985.69	\$3,206.33	###	37.00%	\$104,065.15	38.14%	\$107,271.48	(\$3,206.33)	0.0
October	63.00%	\$177,192.02	61.43%	\$172,776.28	\$4,415.74	###	37.00%	\$104,065.15	38.57%	\$108,480.89	(\$4,415.74)	0.0
November	61.00%	\$171,566.87	62.39%	\$175,476.35	(\$3,909.47)	###	39.00%	\$109,690.30	37.61%	\$105,780.82	\$3,909.47	0.0
December	61.00%	\$171,566.87	62.09%	\$174,632.58	(\$3,065.70)	###	39.00%	\$109,690.30	37.91%	\$106,624.59	\$3,065.70	0.0
Six Month Total Adj			62.15%		\$6,328.29				37.85%		(\$6,328.29)	0.0
Average / Adjustments year end			62.63%		\$5,822.02				37.37%		(\$5,822.02)	0.0

Data on this summary sheet applies to operations cost only, capital expenses are apportioned on a yearly basis and determined by the final year end apportionment for the previous year.

STATEMENT OF AGREEMENT
October, 2024

This agreement entered into on this ____ day _____, 2024, by and among the Trustees of the Auburn Water & Sewer District (“district”), and the Lewiston Auburn Clean Water Authority (“LACWA”) for the purposes of contracting electrical, automation, and SCADA related services. It is hereby agreed that LACWA will contract such services as outlined below:

1. The District will employ, properly train, and manage a Control Systems Manager and Control Systems Technician that provide electrical, automation, and SCADA related services.
2. The District will annually determine the cost to provide such services based on: salary, benefits, workers compensation, and overhead (vehicle(s), tools, training, software).
3. Unless agreed to otherwise in advance, the District will provide approximately 80 hours of services per month, and LAWCA will pay 25% of the total annual cost of those services.
4. Special tools or software specific to LAWCA will be provided by/purchased directly by LACWA.
5. LACWA understands that no holiday, overtime, or on-call services are included in the 80 hours of services per month. The District will provide LAWCA with an hourly rate for such services in writing during annual cost discussions. The District has no obligation to perform any overtime or on-call services.
6. If the agreed upon level of services are unable to be provided over any period within a given year, the District and LAWCA may negotiate and modify the reimbursement % for the remaining period of the annum.
7. The District will provide a cost for the following years services each year, in writing, no later than November 30th. The District will reasonably provide any cost increase related supporting information requested by LACWA.
8. LACWA and the District will each assign a facility point of contact who will be responsible for all communications related to requested services, priorities, and schedules.
9. Any concerns related to the quality and quantity of services provided will be directed to the District Superintendent by the LACWA General Manager.

10. The District understands that LACWA's normal operation hours are 6:00 a.m. to 2:00 p.m. Monday to Friday, and that the LACWA is closed on most State and Federal holidays.
11. LACWA understands that billing will happen once per month and payment is expected within 15 days of receipt of the invoice.
12. LACWA understands that a 1.5 % interest rate will be applied once an invoice is over 30 days due and any legal costs associated with collection will be passed on to LACWA.
13. Both parties agree to review this agreement at least once per annum and to meet to discuss the quality and quantity of services, however the term of this agreement is intended to be of indefinite duration, provided that either party may terminate this agreement (a) at any time if mutually agreed to in writing, or (b) at any time after six (6) month written notice to the other party.
14. This agreement does not preclude LACWA from contracting similar service from other providers.
15. This agreement is binding on the parties and their respective successors and assigns the parties that the agreement be reformed, if possible, in order to carry out its purposes and that any other provisions remain in full force and effect as severed from the void and unenforceable provisions hereof this agreement shall be interpreted and construed so as to achieve its purposes.
16. This agreement shall not be effective until January 1, 2025.

Michael Broadbent
Superintendent

Travis Peaslee
General Manager

Date Signed

Date Signed

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

AUBURN SEWERAGE DISTRICT 2025 BUDGET

DRAFT - December 11, 2024

Trustees:

**Stephen Ness, President
Robert Cananagh, Treasurer
Stephen Milks, Mayor's Rep
Denis Bergeroen
Dan Bilodeau
Patrick DeFilipp
Vacant**

Officers:

**Mike Broadbent, Superintendent
Matt Waite, Asst Superintendent
Mike Bailey, Finance Director**

**AUBURN SEWERAGE DISTRICT
2025 Budget**

	Actual 2021	Actual 2022	Actual 2023	Budget 2024	YTD 2024 as of 8-31-24	Projected 2024	BUDGET 2025	% Change	Notes
Metered Sales - Residential	\$2,251,513	\$2,251,513	\$2,325,338	\$2,325,338	\$957,095	\$1,435,643	\$1,450,000		Assumes 0% increase from Growth/Usage
Metered Sales - Commercial	778,844	778,844	803,983	803,983	\$1,527,231	\$2,290,846	\$2,300,000		Assumes 0% increase from Growth/Usage
Metered Sales - Industrial	382,751	382,751	442,145	442,145	\$182,695	\$274,042	\$280,000		Assumes 0% increase from Growth/Usage
Metered Sales - Public Authorities	170,063	170,063	179,724	179,724	\$78,898	\$118,347	\$120,000		Assumes 0% increase from Growth/Usage
Total Metered Sales	\$3,583,171	\$3,583,171	\$3,751,189	\$3,751,190	\$2,745,919	\$4,118,878	\$4,150,000	10.6%	
Industrial Surcharges	49,273	49,273	52,462	52,462	28,548	42,822	43,000		Assumes 0% increase from Growth/Usage
City of Auburn - Shared Debt	41,392	41,392	41,392	41,392	27,595	41,392	42,000		From Debt Schedule
Jobbing & Miscellaneous	9,092	9,092	8,316	8,833	12,665	18,998	20,000		Jobbing (shown net 2017 forward) - 3yr avg
Assessments	29,021	29,021	11,349	23,130	20,773	31,160	25,000		3 Year Avg
Finance Charges	5,919	5,919	6,408	6,408	4,012	6,018	6,500		Assume No Change
Interest Income	5,068	5,068	13,623	7,920	103,583	155,374	156,000		Annualized from CY YTD
Industrial Pre-Treatment Fees	50,400	50,400	50,400	54,492	28,333	42,500	45,000		Per LAWPCA
Sewer Capacity Fees	28,125	28,125	37,239	31,163	35,000	40,000	40,000		3 Year Avg
Total Revenues	\$3,801,461	\$3,801,460	\$3,972,379	\$3,976,990	\$3,006,427	\$4,497,141	\$4,527,500	13.8%	
Payroll	423,438	423,438	512,375	502,138	333,551	500,327	592,929		Implement Salary Survey, Retention Bonus
Employee Benefits	221,564	195,704	272,678	256,562	256,562	256,562	304,443		See Schedule - Includes flat healthcare premiums
Employee Recognition	0.0	0.0	0.0	0.0	0.0	0	5,000		\$10,000 split between water and sewer for employee recognition
Maintenance of Sewers	31,991	154,888	109,666	98,848	22,969	34,453	99,669		See Backup Schedule
Maintenance of Lift Stations	89,224	102,060	74,372	74,826	76,723	115,085	94,593		See Backup Schedule
Maintenance of Buildings	47,908	49,394	51,256	51,841	30,965	46,447	50,649		See Backup Schedule
Maintenance of Vehicles	19,754	21,311	36,373	36,771	22,453	33,756	38,600		See Backup Schedule
Office Expense	27,344	47,983	30,597	32,660	27,331	39,840	38,389		See Backup Schedule
Collection Expense	(151)	(151)	(1,400)	(776)	(213)	(320)	(325)		Cost of liens - Net
General Expense	11,343	10,999	4,000	8,781	3,270	4,905	7,812		See Backup Schedule
Insurances	49,060	55,753	57,728	59,460	37,123	55,685	54,556		See Backup Schedule
Legal & Accounting	12,452	11,810	7,351	9,304	11,135	16,702	10,879		See Schedule
Billing Expense	69,401	74,186	88,292	93,210	60,664	90,996	95,726		See Backup Schedule
LAWPCA - Treatment	1,768,850	1,784,269	2,018,701	2,058,675	1,372,450	1,831,150	2,059,354		See Schedule - Per LAWPCA (Includes Pre-Treatment)
Sub - Total	\$2,772,178	\$2,931,645	\$3,261,988	\$3,282,300	\$2,254,983	\$3,025,587	\$3,452,275	5.2%	
Interest (bonds)	61,886	114,542	185,668	163,024	117,370	174,876	267,669		See Backup Schedule
Total Expenses	\$2,834,064	\$3,046,187	\$3,447,656	\$3,445,324	\$2,372,353	\$3,200,463	\$3,719,944	8.0%	
Net from Operations	\$967,397	\$755,274	\$524,723	\$531,666	\$634,074	\$1,296,677	\$807,556		
Debt Reduction (bonds)	440,643	355,634	558,962	443,065		443,065	518,065		See Backup Schedule - Includes estimate of proceeds from 2021
Surplus from Operations	\$526,754	\$399,640	(\$34,239)	\$88,601		\$853,612	\$289,491		
General Equipment	41,932	41,932	113,080	131,750	63,662	131,750	123,000		See Backup Schedule
Capital Projects	640,865	640,865	424,000	585,000	1,137,047	585,000	5,427,672		See Backup Schedule
Change in Cash after Capital	(\$156,043)	(\$283,157)	(\$571,319)	(\$628,149)	(\$1,200,709)	\$136,862	(\$5,261,181)		
Total Expenses	3,316,639	3,443,753	4,119,698	4,020,139	2,436,015	3,775,278	9,788,681		Total Expenses, Bond Payments, General Equipment

12/11/2024

**AUBURN SEWERAGE DISTRICT
2025 Budget**

	Actual 2021	Actual 2022	Actual 2023	Budget 2024	Projected 2024	BUDGET 2025	Notes
EMPLOYEE BENEFITS							
Health Insurance	153,578	126,859	189,181	165,343.00	165,343.00	213,757	See Health Schedule, includes allocation from AWD
FICA	35,581	35,694	43,061	40,067.00	40,067.00	41,370	FICA = wages X 7.65%
ICMA 401 Plan	24,807	27,658	31,328	34,304.00	34,304.00	32,295	6% rate for participants - Payroll
Unemployment Insurance	766	872	872	872.00	872.00	872	Maine Municipal
Clothing, Misc	2,666	-911	2,629	10,200.00	10,200.00	10,200	Clothing, Other Misc, Training
MSRS Retirement Plan	1,456	2,287	2,287	2,356.00	2,356.00	2,427	ME-PERS (Billed Monthly from AWD)
Shared Employees w/ Lewiston	2,710	3,245	3,320	3,420.00	3,420.00	3,523	LWD SCADA Tech. (Billed Monthly from AWD)
TOTAL:	\$221,564	\$195,704	\$272,678	\$256,562	\$256,562	\$304,443	

12/11/2024

**AUBURN SEWERAGE DISTRICT
2025 BUDGET**

	Actual 2021	Actual 2022	Actual 2023	BUDGET 2024	YTD 2024 as of 8-31-24	PROJECTED 2024	BUDGET 2025	Notes
MAINTENANCE OF SEWERS								
Contracted Work, Materials	10,634	82,109	88,309	60,351	11,162	16,743	62,387	T Berry, Road Openings, Paving, Manholes, Maint - (3yr Avg)
Other	21,357	72,779	21,357	38,498	11,807	17,710	37,282	Dig Safe, Drug Tests, RR Crossings - (3 yr Avg)
TOTAL:	\$31,991	\$154,888	\$109,666	\$98,848	\$22,969	\$34,453	\$99,669	
MAINTENANCE OF LIFT STATIONS								
Electricity	50,935	49,702	41,688	41,688	50,183	75,274	54,400	Power @ Lift Stations
Repairs	31,944	48,989	26,339	26,602	25,418	38,127	35,757	Power Products, Supplies, - (3yr Avg)
All Other	6,345	3,369	6,345	6,535	1,123	1,685	4,436	Landscaping, Lawn Mowing
TOTAL:	\$89,224	\$102,060	\$74,372	\$74,826	\$76,723	\$115,085	\$94,593	
MAINTENANCE OF BUILDINGS								
Miscellaneous	4,446	3,229	3,269	3,302	1,626	2,438	3,346	Cell Phones, Misc
Electricity	3,467	3,393	3,612	3,648	1,657	2,486	3,239	Power for garage + barn
Heat	2,400	7,095	8,387	8,471	5,684	8,526	8,500	Natural Gas for Building (Unitil)
Supplies	17,642	16,566	17,103	17,104	12,865	19,297	17,652	Towels, Rags, Janitorial Supplies, Security, Fire Extinguishers
Repairs, Maintenance	19,953	19,111	18,885	19,316	9,133	13,699	17,912	Office Cleaning, Maintenance, Trash Removal, Thayer
TOTAL:	\$47,908	\$49,394	\$51,256	\$51,841	\$30,965	\$46,447	\$50,649	
OFFICE EXPENSE:								
Computer Support	7,194	27,833	11,343	11,683	11,683	17,525	17,517	NDS, SCADA, Website, IT Services
Mailing Costs	1,601	1,601	2,673	2,700	2,700	4,050	2,417	Postage, postage meter rental
Electricity	1,734	1,734	1,875	1,894	829	1,243	1,570	Power for 268 Court Street
Supplies	3,905	3,905	2,270	3,360	628	943	2,918	Paper, toner, forms, etc.
Telephone	3,448	3,448	2,524	3,140	836	1,254	2,717	Office Phone Lines
Membership/Service Fees	2,526	2,526	3,009	2,687	2,687	4,031	3,028	Maine Municipal Assoc., Trustee Fees
Miscellaneous	3,524	3,524	3,250	3,433	3,433	5,149	4,066	Bank fees, Ads, Newsletters, Training
Machine Maint. Contract	1,942	1,942	1,972	2,031	2,031	3,047	2,310	Copier lease/maintenance
Answering Service	1,470	1,470	1,682	1,732	1,732	2,599	1,846	Answering service off hours
TOTAL:	\$27,344	\$47,983	\$30,598	\$32,660	\$27,331	\$39,840	\$38,389	

12/11/2024

**AUBURN SEWERAGE DISTRICT
2025 BUDGET**

	Actual 2021	Actual 2022	Actual 2023	BUDGET 2024	YTD 2024 as of 8-31-24	PROJECTED 2024	BUDGET 2025	Notes
GENERAL EXPENSE:								
Equipment Maintenance	11,343	10,999	4,000	8,781	3,270	4,905	7,812	Power Products, Other
Other Misc	0	0	0	0	0	0	0	Misc.
TOTAL:	\$11,343	\$10,999	\$4,000	\$8,781	\$3,270	\$4,905	\$7,812	
INSURANCE EXPENSE								
Workman's Compensation	10,390	15,273	16,618	17,117	10,074	15,111	14,348	Includes LWD Billings
Commercial Package	31,677	31,827	32,500	33,475	20,165	30,248	31,563	Assumes 8.9% Increase
Auto	4,539	4,404	4,535	4,671	3,187	4,781	4,565	Assumes 8.9% Increase
Umbrella	2,454	4,248	4,075	4,197	3,697	5,545	4,081	Assumes 8.9% Increase
TOTAL:	\$49,060	\$55,753	\$57,728	\$59,460	\$37,123	\$55,685	\$54,556	
LEGAL & ACCOUNTING:								
Accounting	5,100	0	0	0	0	0	0	The Maine Water Co
Audit	5,100	4,000	5,400	5,200	6,147	9,220	5,930	Auditor (RHR Smith)
Legal	2,252	7,810	2,251	4,104	4,988	7,482	4,949	Skelton, Taintor & Abbott (4 yr Avg)
TOTAL:	\$12,452	\$11,810	\$7,651	\$9,304	\$11,135	\$16,702	\$10,879	
BILLING EXPENSE								
Other	26,401	50,000	50,000	50,000	33,333	50,000	50,000	Meter Reads Paid to AWD
Billing Items	31,693	24,186	38,292	39,441	27,331	40,996	42,226	NDS Billing, Customer Notices
Bad Debts	11,307	0	0	3,769	0	0	3,500	Write-Off Bad Debts (3 year avg)
TOTAL:	\$69,401	\$74,186	\$88,292	\$93,210	\$60,664	\$90,996	\$95,726	

12/11/2024

**AUBURN WATER DISTRICT
AUBURN SEWERAGE DISTRICT
2025 Budget**

Vehicle Summary

	Actual 2021	Actual 2022	Actual 2023	Budget 2024	Projected 2024	BUDGET 2025	Notes
VEHICLES: WATER							
Unit # 23, 2004 GMC 8 cy Dump Truck	3,774	2,841	3,247	2,525	3,000	3,000	Gas & Maintenance
Unit # 30, 2008 JD Backhoe-TRADED 2021	761	2,607	0	0	0	0	Gas & Maintenance
Unit # 32, 2011 Ford F-350 P/U TRADED 2023	5,026	9,980	889	0	0	0	Gas & Maintenance
Unit # 33, 2012 Ford Service Truck	1,009	1,627	1,934	3,705	3,500	4,000	Gas & Maintenance
Unit # 34, 2004 Dump-TRADED 2022	4,794	9,741	0	0	0	0	Gas & Maintenance
Unit # 36, 2013 Ford 150 P/U	1,741	1,288	1,285	4,318	2,500	3,000	Gas & Maintenance
Unit # 38, 2015 Ford 250 P/U	6,474	5,101	9,397	10,531	15,000	17,000	Gas & Maintenance
Unit # 39, 2015 Ford 250 P/U	4,278	4,788	12,737	7,833	8,000	8,500	Gas & Maintenance
Unit # 41, 2016 Chevy Silverado Service	4,179	6,243	10,036	8,706	8,000	8,500	Gas & Maintenance
Unit # 42, 2006 Volvo Dump Truck	4,978	13,176	17,978	26,469	15,000	18,000	Gas & Maintenance
Unit # 44, 2017 Volvo Excavator	3,463	3,800	5,822	14,508	9,000	10,000	Gas & Maintenance
Unit # 45, 2019 Chevy Silverado	2,866	3,800	3,168	4,616	6,500	7,500	Gas & Maintenance
Unit # 46, 2019 Ford F150	132	3,800	173	487	250	500	Gas & Maintenance
Unit # 47, 2019 Ford F250	2,945	3,800	2,946	3,941	7,000	7,500	Gas & Maintenance
Unit # 48, 2020 Chevy Colorado	225	3,800	4,763	5,557	2,500	2,500	Gas & Maintenance
Unit # 49, 2020 Cat Backhoe	761	2,607	5,622	5,029	5,000	6,000	Gas & Maintenance
Unit # 50, 2022 Volvo Dump Truck	0	0	6,986	8,720	4,500	6,000	Gas & Maintenance
Unit #51 2022 Ford F350	0	0	7,434	6,060	8,000	9,000	Gas & Maintenance
Unit # 52, 2024 Freightliner Vac-Con Titan	0	0	0	0	2,500	3,500	Gas & Maintenance
Unit # 53, 2024 Ford F-150 Pickup	0	0	0	0	200	500	Gas & Maintenance
Unit # 54, 2013 JCB 409B Mini-Loader	3,120	3,252	10,214	17,991	11,000	13,000	Gas & Maintenance
All Other Miscellaneous Transportation	-1,591	-2,060	0	-4,900	-2,500	-2,000	Trailers, Tools
Labor on Vehicles & Equipment	36,930	30,206	30,500	30,000	30,000	30,000	In-House Work on Equip
TOTAL:	\$85,866	\$110,396	\$135,130	\$156,096	138,950	156,000	

	Actual 2021	Actual 2022	Actual 2023	Budget 2024	Projected 2024	BUDGET 2025	Notes
VEHICLES: SEWER							
Unit #35, 2013 Vacuum Truck	14,233	10,611	26,500	26,765	22,334	26,000	Gas & Maintenance
Unit #37, 2015 GMC Sierra	2,748	5,400	0	0	2,201	2,500	Gas & Maintenance
Unit #40, Ford F350 P/U	2,678	5,250	6,000	6,060	9,146	10,000	Gas & Maintenance
All Other Vehicle Related	96	50	0	49	75	100	Durand Flusher/Other
TOTAL:	\$19,754	\$21,311	\$32,500	\$32,874	\$33,756	\$38,600	

11/13/2024

	Actual 2021	Actual 2022	Actual 2023	Budget 2024	Projected 2024	BUDGET 2025
<u>Operating Expenses</u>						
Chemicals & Amendment	\$163,622	\$163,922	\$250,872	\$260,000	\$230,683	\$250,000
Equipment Repair & Maint.	\$305,542	\$322,372	\$224,222	\$266,000	\$237,153	\$305,000
Building & Grounds	\$85,282	\$148,270	\$164,446	\$145,000	\$129,818	\$158,000
Vehicle Expenses	\$34,809	\$24,143	\$110,845	\$100,000	\$86,000	\$95,000
Residuals Disposals	\$494,279	\$703,966	\$781,343	\$700,000	\$710,000	\$720,000
Lab & Analytical	\$78,466	\$73,577	\$72,552	\$86,000	\$81,000	\$85,000
Pretreatment	\$7,264	\$8,275	\$19,630	\$17,500	\$17,000	\$22,000
Safety	\$15,568	\$24,561	\$22,402	\$26,000	\$25,000	\$25,000
Electrical	\$196,414	\$164,275	\$201,923	\$313,000	\$298,000	\$288,500
Fuels	\$37,680	\$59,500	\$48,355	\$64,000	\$50,000	\$55,000
Water	\$15,122	\$11,183	\$7,715	\$9,000	\$8,000	\$8,500
Landfill Monitoring	\$27,786	\$30,614	\$25,249	\$30,000	\$22,910	\$30,000
PFAS Contingency	\$8,923	\$0	\$0	\$0	\$0	\$0
Other Miscellaneous Expense	\$400	\$0	\$0	\$0	\$0	\$0
TOTAL Operating:	\$1,471,157	\$1,734,658	\$1,929,554	\$2,016,500	\$1,895,564	\$2,042,000
<u>Administrative Expenses</u>						
Office Expense	\$14,167	\$10,691	\$11,920	\$16,000	\$19,000	\$19,500
Telephone & Communications	\$8,740	\$16,679	\$20,055	\$16,000	\$19,725	\$20,000
Insurance	\$117,501	\$96,302	\$145,428	\$150,000	\$162,700	\$165,000
Legal & Audit	\$21,646	\$12,050	\$15,260	\$17,000	\$15,000	\$24,000
Advertising	\$829	\$1,614	\$15,861	\$15,000	\$14,000	\$3,000
Salaries & Wages	\$1,022,667	\$1,031,748	\$1,004,361	\$1,150,000	\$1,075,000	\$1,120,000
Employee Benefits	\$312,552	\$341,741	\$511,644	\$455,000	\$425,000	\$435,000
Professional Development	\$19,502	\$14,046	\$17,207	\$22,000	\$22,000	\$24,000
Licensing Fees	\$20,148	\$27,761	\$30,077	\$31,300	\$31,700	\$32,750
TOTAL Administrative	\$1,537,752	\$1,552,632	\$1,771,813	\$1,872,300	\$1,784,125	\$1,843,250
Sub-Total O&M Expenses	\$3,008,909	\$3,287,290	\$3,701,367	\$3,888,800	\$3,679,689	\$3,885,250
<u>Capital Expenses</u>						
CF Plant & Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Replacement Reserve	\$144,783	\$108,539	\$0	\$35,000	\$35,000	\$190,000
Plant & Equipment	\$216,088	\$150,597	\$87,330	\$85,000	\$85,000	\$51,000
TOTAL Capital Expenses	\$360,871	\$259,136	\$87,330	\$120,000	\$120,000	\$241,000
TOTAL OPERATING EXPENSES:	\$3,369,780	\$3,546,426	\$3,788,697	\$4,008,800	\$3,799,689	\$4,126,250
<u>Debt Service Expenses</u>						
Bad Debt Expense	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$136,455	\$108,539	\$90,160	\$101,729	\$101,729	\$87,928
Fees	\$71,293	\$68,597	\$76,794	\$70,737	\$70,737	\$70,382
Bond Principal	\$1,381,176	\$1,263,405	\$1,269,112	\$1,322,899	\$1,322,899	\$1,319,703
TOTAL DEBT SERVICE EXPENSES	\$1,588,924	\$1,440,541	\$1,436,066	\$1,495,365	\$1,495,365	\$1,478,013
TOTAL EXPENSES:	\$4,958,704	\$4,986,967	\$5,224,763	\$5,504,165	\$5,295,054	\$5,604,263
<u>Revenues:</u>						
Septic Revenue	\$310,799	\$473,700	\$463,376	\$475,000	\$585,000	\$540,000
Industrial Revenue	\$83,165	\$67,500	\$59,650	\$60,000	\$60,000	\$60,000
Septic Licenses	\$59,749	\$5,500	\$18,080	\$5,500	\$5,500	\$5,500
Outside Waste to Digestors		\$48,418			\$51,350	\$42,000
Interest Revenue	\$8,429	\$4,861	\$25,096	\$11,000	\$45,000	\$35,000
Compost Revenue	\$28,604		\$0	\$0	\$58,560	\$0
Miscellaneous Revenue	\$37,576	\$61,425	\$111,052	\$92,110	\$48,000	\$59,560
TOTAL REVENUE	\$528,322	\$661,404	\$677,254	\$643,610	\$853,410	\$742,060
NET BUDGET COST:	\$4,430,382	\$4,325,563	\$4,547,509	\$4,860,555	\$4,441,644	\$4,862,203
ASD Share (estimated @ 40%)	\$1,714,806	\$1,730,225	\$1,761,657	\$1,944,222	\$1,776,658	\$1,944,881
ASD Pre-Treatment Fee	\$54,492	\$54,492	\$54,492	\$49,000	\$54,492	\$54,492
Total to O&M	\$1,768,850	\$1,784,269	\$1,815,701	\$1,993,222	\$1,831,150	\$2,059,354

**AUBURN SEWERAGE DISTRICT
2025 BUDGET**

	Actual 2021	Actual 2022	Actual 2023	Budget 2024	Projected 2024	BUDGET 2025
BONDS & NOTES						
Principal	\$440,643	\$355,634	\$558,962	\$516,494	\$516,494	\$518,065
Interest	\$61,886	\$114,542	\$185,668	\$174,876	\$174,876	\$267,669
TOTAL:	\$502,530	\$470,176	\$744,630	\$691,370	\$691,370	\$785,734

CURRENT BONDED INDEBTEDNESS BALANCES:

<u>Issue</u>	<u>Issue Date</u>	<u>Balance</u>	<u>Principal</u>	<u>Interest</u>	<u>Term</u>	<u>Interest</u>	<u>Notes</u>
2007	2007	\$239,727	\$78,628	\$7,340	20 years	1.62%	CSO Work per 06 & 07 Master Plans
2009	2009	\$161,488	\$31,652	\$3,127	20 years	1.01%	CSO & Main Lining - Various Streets
2009-ARRA	2009	\$372,534	\$82,785	\$4,139	20 years	0.00%	Perryville CSO Work (City 50%)
2017	2017	\$650,000	\$50,000	\$22,037	20 years	3.54%	Main Replacements, CSO, Various Other
2022	2022	\$3,600,000	\$200,000	\$126,380	20 years	3.54%	Up Front Payment of Storm Surge Tanks
2025	2025	\$1,500,000	\$75,000	\$53,100	20 years	3.54%	Washington Street Pump Station -Estimate
TOTAL CURRENT BONDS: . CURRENT BONDS:		\$5,023,749	\$443,065	\$216,124			
				(\$2,070)	< Less: City of Auburn Reimbursement		
				\$515	< Add: Interest on Excavator Capital purchase		
				\$214,569	< Net Interest Expense		

AUBURN SEWERAGE DISTRICT - LONG TERM DEBT PAYMENT SCHEDULE																				
	2003 (c)		2004		2007		2009		2009-ARRA		2017		2022		2025 Estimate		TOTAL			
Year	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Yearly Totals	
2003																	0.00	0.00	0.00	
2004	34,846.64	14,805.40															34,846.64	14,805.40	49,652.04	
2005	35,250.36	14,136.38	51,404.93	18,573.62					41,392.68	19,657.13							86,655.29	32,710.00	119,365.29	
2006	35,672.86	13,713.89	52,437.14	20,443.48					27,497.00	8,766.22							88,110.00	34,157.37	122,267.37	
2007	36,115.02	13,271.72	53,490.08	19,666.24					62,787.00	23,316.43							89,605.10	32,937.96	122,543.06	
2008	36,577.75	12,808.97	54,564.16	18,873.40	59,832.00	34,491.60											150,973.91	66,173.97	217,147.88	
2009	37,062.02	12,324.73	55,659.81	18,064.65	60,801.00	24,421.09											194,915.51	74,467.60	269,383.11	
2010	37,568.82	11,817.93	56,777.46	17,239.64	61,786.00	24,325.87	27,223.00	9,544.46	82,785.36	39,314.26							266,140.64	102,242.16	368,382.80	
2011	38,099.20	11,287.55	57,917.41	16,398.07	62,787.00	23,316.43	27,497.00	8,766.22	82,785.36	21,726.76							269,085.97	81,495.03	350,581.00	
2012	40,851.16	10,085.33	59,080.67	15,539.60	63,805.00	22,290.68	27,776.00	7,024.23	82,785.36	4,139.26							274,298.19	59,079.10	333,377.29	
2013	39,235.15	9,083.68	60,266.87	14,663.92	64,837.00	21,248.17	28,056.00	6,742.18	82,785.36	4,139.26							275,180.38	55,877.21	331,057.59	
2014	39,843.06	8,215.51	61,477.03	13,770.63	65,889.00	20,188.95	28,339.00	6,457.30	82,785.36	4,139.26							278,333.45	52,771.65	331,105.10	
2015	40,479.26	7,580.90	62,711.49	12,859.40	66,955.00	19,112.41	28,625.00	6,169.54	82,785.36	4,139.26							281,556.11	49,861.51	331,417.62	
2016	41,145.07	6,896.03	63,970.73	11,929.87	68,041.00	18,018.56	28,915.00	5,878.94	82,785.36	4,139.26							284,857.16	46,862.66	331,719.82	
2017	41,841.85	6,199.22	65,255.27	10,981.69	69,142.00	16,906.87	29,206.00	5,585.30	82,785.36	4,139.26	0.00	12,233.87					288,230.48	56,046.21	344,276.69	
2018	42,571.06	5,340.83	66,565.59	10,014.47	70,263.00	15,777.28	29,502.00	5,288.79	82,785.36	4,139.26	50,000.00	28,232.00					341,687.01	68,792.63	410,479.64	
2019	43,334.19	4,551.06	67,902.23	9,027.82	71,401.00	14,629.34	29,800.00	4,989.24	82,785.36	4,139.26	50,000.00	27,602.00					345,222.78	64,938.72	410,161.50	
2020	44,132.83	3,620.26	69,265.71	8,021.36	72,557.00	13,462.77	30,100.00	4,686.63	82,785.36	4,139.26	50,000.00	26,892.00					348,840.90	60,822.28	409,663.18	
2021	44,748.58	3,044.10	70,656.58	6,994.68	73,733.00	12,277.38	30,405.00	4,381.02	82,785.36	4,139.26	50,000.00	26,097.00					352,328.48	56,933.44	409,261.92	
2022	45,134.29	2,606.76	72,075.35	5,947.39	74,928.00	11,072.75	30,711.00	4,072.26	82,785.36	4,139.26	50,000.00	25,207.00				61,497.00	355,634.00	114,542.42	470,176.42	
2023	45,490.85	2,149.06	73,522.62	4,879.09	76,141.00	9,848.56	31,022.00	3,760.47	82,785.36	4,139.26	50,000.00	24,232.00	200,000.00	136,660.00			558,961.83	185,668.44	744,630.27	
2024			74,998.89	3,789.32	77,375.00	8,604.60	31,335.00	3,445.47	82,785.36	4,139.26	50,000.00	23,177.00	200,000.00	131,720.00			518,494.25	174,875.65	691,369.90	
2025					78,628.00	7,340.44	31,652.00	3,127.34	82,785.36	4,139.26	50,000.00	22,037.00	200,000.00	126,380.00	75,000.00	53,100.00		518,065.36	216,124.04	734,189.40
2026					79,902.00	6,055.84	31,971.00	2,805.93	82,785.36	4,139.26	50,000.00	20,807.00	200,000.00	120,880.00	75,000.00	50,445.00		519,658.36	205,133.03	724,791.39
2027					81,197.00	4,750.43	32,295.00	2,481.37	82,785.36	4,139.26	50,000.00	19,522.00	200,000.00	115,320.00	75,000.00	47,790.00		521,277.36	194,003.06	715,280.42
2028							32,620.00	2,153.41	82,785.36	4,139.26	50,000.00	18,167.00	200,000.00	109,620.00	75,000.00	45,135.00		440,405.36	179,214.67	619,620.03
2029							32,950.00	1,822.22	41,392.48	4,139.26	50,000.00	16,674.50	200,000.00	103,700.00	75,000.00	42,480.00		399,342.48	168,815.98	568,158.46
2030											50,000.00	15,065.00	200,000.00	97,560.00	75,000.00	39,825.00		325,000.00	152,450.00	477,450.00
2031											50,000.00	13,288.00	200,000.00	91,280.00	75,000.00	37,170.00		325,000.00	141,738.00	466,738.00
2032											50,000.00	11,465.50	200,000.00	84,860.00	75,000.00	34,515.00		325,000.00	130,840.50	455,840.50
2033											50,000.00	9,599.00	200,000.00	78,340.00	75,000.00	31,860.00		325,000.00	119,799.00	444,799.00
2034											50,000.00	7,739.00	200,000.00	71,408.00	75,000.00	29,205.00		325,000.00	108,352.00	433,352.00
2035											50,000.00	5,849.00	200,000.00	64,196.00	75,000.00	26,550.00		325,000.00	96,595.00	421,595.00
2036											50,000.00	3,890.00	200,000.00	56,710.00	75,000.00	23,895.00		325,000.00	84,495.00	409,495.00
2037											50,000.00	1,955.00	200,000.00	49,002.00	75,000.00	21,240.00		325,000.00	72,197.00	397,197.00
2038													200,000.00	41,220.00	75,000.00	18,585.00		275,000.00	59,805.00	334,805.00
2039													200,000.00	33,188.00	75,000.00	15,930.00		275,000.00	49,118.00	324,118.00
2040													200,000.00	25,026.00	75,000.00	13,275.00		275,000.00	38,301.00	313,301.00
2041													200,000.00	16,806.00	75,000.00	10,620.00		275,000.00	27,426.00	302,426.00
2042													200,000.00	8,450.00	75,000.00	7,965.00		275,000.00	16,415.00	291,415.00
2043															75,000.00	5,310.00		75,000.00	5,310.00	
2044															75,000.00	2,478.00		75,000.00	2,478.00	
TOTAL	800,000.00	173,539.31	1,250,000.00	257,678.34	1,400,000.00	328,140.02	600,000.00	99,182.32	1,655,707.00	155,204.83	1,000,000.00	359,730.87	4,000,000.00	1,623,823.00	1,500,000.00	557,373.00	12,055,707.00	3,546,883.69	15,602,590.69	

PAYROLL SUMMARY

AUBURN WATER DISTRICT	2024	2024	2025
	<i>Budget</i>	<i>Projected</i>	PROPOSED
Base Salaries & Wages	1,126,081	1,120,509	1,315,856
Overtime (based on historical)	71,411	66,623	73,013
Stand-By Duty Pay	51,762	44,635	48,915
Temporary/Summer Help	5,267	16,529	16,529
Potential Discretionary Step Increases in Pay Plan	7,780	0	21,641
Reimbursement from LWD for Watershed Mgr	(39,759)	(37,752)	(43,759)
Reimbursement from LWD for SCADA Tech	(41,371)	(35,449)	(32,085)
Reimbursement from LWD for UV Plant Mgr	(49,785)	(41,653)	(54,803)
Reimbursement from LWD for additional SCADA tech	0	0	(23,535)
LWD Reimbursement from Education and Outreach	0	0	(27,716)
Payment to LWD for SCADA Tech	23,310	17,020	0
PFMLA (1%)	0	0	13,159
Incentive Bonus	34,000	34,000	34,000
Potential Retirement Pay-out	20,838	20,838	21,702
TOTAL:	\$1,209,534	\$1,205,299	\$1,362,916

AUBURN SEWERAGE DISTRICT	2024	2024	2025
	<i>Budget</i>	<i>Projected</i>	PROPOSED
Base Salaries & Wages	518,120	475,230	538,246
Overtime (based on historical)	12,182	9,850	10,795
Stand-By Duty Pay	8,472	7,198	7,888
Temporary/Summer Help	140	0	4,000
Potential Discretionary Step Increases in Pay Plan	3,141	0	9,296
Payment to LWD for SCADA Techs	23,310	17,020	0
Reimbursement from LWD for additional SCADA tech	0	0	(11,675)
Reimbursement from LWD for additional SCADA tech	0	0	(8,705)
PFMLA (0.5%)	0	0	5,382
Incentive Bonus	16,000	16,000	16,000
Potential Retirement Pay-out	20,838	20,838	21,702
TOTAL:	\$602,203	\$546,135	\$592,929

Combined Water & Sewer = \$1,811,737 \$1,751,434 \$1,955,845

Allocation of Gross Labor:

Water	\$1,362,916	
To Projects	(100,000)	69.68%
To Jobbing	(25,000)	
To Vehicles	(30,000)	
To Watershed	(15,000)	
Net to Payroll	\$1,192,916	

Allocation of Gross Labor:

Sewer	\$592,929	
To Projects	(75,000)	30.32%
To Jobbing	(1,000)	
Net to Payroll	\$516,929	

HEALTH INSURANCE SUMMARY

CURRENT (2024) Health Insurance Cost

PLAN = PPO-2000

Employee	District	Plan	Monthly	Monthly	Monthly
			Total Premium	Employee Cost	District Cost
1 AWD	Emp & Child		\$1,389.37	\$208.41	\$1,180.96
2 AWD	EE		\$751.01	\$112.65	\$638.36
3 AWD	Family		\$2,328.13	\$349.22	\$1,978.91
4 AWD	EE		\$751.01	\$112.65	\$638.36
5 AWD	Emp & Sp.		\$1,502.02	\$225.30	\$1,276.72
6 AWD	EE		\$751.01	\$112.65	\$638.36
7 AWD	Family		\$2,328.13	\$349.22	\$1,978.91
8 AWD	Emp & Child		\$1,389.37	\$208.41	\$1,180.96
9 AWD	Emp & Sp.		\$1,502.02	\$225.30	\$1,276.72
10 AWD	Emp & Child		\$1,389.37	\$208.41	\$1,180.96
11 AWD	EE		\$751.01	\$112.65	\$638.36
12 AWD	EE		\$751.01	\$112.65	\$638.36
13 AWD	Family		\$2,328.13	\$349.22	\$1,978.91
14 AWD	Emp & Child		\$1,389.37	\$208.41	\$1,180.96
15 AWD	EE		\$751.01	\$112.65	\$638.36
16 AWD	Family		\$2,328.13	\$349.22	\$1,978.91
17 AWD	EE		\$751.01	\$112.65	\$638.36
18 AWD	Family		\$2,328.13	\$349.22	\$1,978.91
19 AWD	Family		\$2,328.13	\$349.22	\$1,978.91
1 ASD	EE		\$751.01	\$112.65	\$638.36
2 ASD	Emp & Sp.		\$1,502.02	\$225.30	\$1,276.72
3 ASD	EE		\$751.01	\$112.65	\$638.36
4 ASD	EE		\$751.01	\$112.65	\$638.36
5 ASD	EE		\$751.01	\$112.65	\$638.36
6 ASD	Family		\$2,328.13	\$349.22	\$1,978.91
7 ASD	Family		\$2,328.13	\$349.22	\$1,978.91
8 ASD	Family		\$2,328.13	\$349.22	\$1,978.91
27	MONTHLY EXPENSE:		\$39,277.82	\$6,192.08	\$33,085.74
	ANNUAL EXPENSE:		\$471,333.84	\$74,304.92	\$397,028.92

PROJECTED (2025) Cost with Cross/Anthem Balance Funded

PLAN = PPO-2000

108.90%

Employee	District	Plan	Monthly	Monthly	Monthly	Monthly Life District Cost
			Total Premium	Employee Cost	District Cost	
1 AWD	Emp & Child		\$1,513.02	\$226.95	\$1,304.07	\$18.00
2 AWD	EE		\$817.85	\$122.68	\$712.17	\$17.00
3 AWD	Family		\$2,535.33	\$380.30	\$2,176.03	\$21.00
4 AWD	EE		\$817.85	\$122.68	\$711.17	\$16.00
5 AWD	Emp & Sp.		\$1,635.70	\$245.35	\$1,411.34	\$21.00
6 AWD	EE		\$817.85	\$122.68	\$709.17	\$14.00
7 AWD	Family		\$2,535.33	\$380.30	\$2,189.03	\$34.00
8 AWD	Emp & Child		\$1,513.02	\$226.95	\$1,318.07	\$32.00
9 AWD	Emp & Sp.		\$1,635.70	\$245.35	\$1,410.34	\$20.00
10 AWD	Emp & Child		\$1,513.02	\$226.95	\$1,311.07	\$25.00
11 AWD	EE		\$817.85	\$122.68	\$716.17	\$21.00
12 AWD	EE		\$817.85	\$122.68	\$729.17	\$34.00
13 AWD	Family		\$2,535.33	\$380.30	\$2,180.03	\$25.00
14 AWD	Emp & Child		\$1,513.02	\$226.95	\$1,303.07	\$17.00
15 AWD	EE		\$817.85	\$122.68	\$715.17	\$20.00
16 AWD	Family		\$2,535.33	\$380.30	\$2,170.03	\$15.00
17 AWD	EE		\$817.85	\$122.68	\$711.17	\$16.00
18 AWD	Family		\$2,535.33	\$380.30	\$2,180.03	\$25.00
19 AWD	Family		\$2,535.33	\$380.30	\$2,180.03	\$25.00
1 ASD	EE		\$817.85	\$122.68	\$711.17	\$16.00
2 ASD	Emp & Sp.		\$1,635.70	\$245.35	\$1,402.34	\$12.00
3 ASD	EE		\$817.85	\$122.68	\$716.17	\$21.00
4 ASD	EE		\$817.85	\$122.68	\$711.17	\$16.00
5 ASD	EE		\$817.85	\$122.68	\$711.17	\$16.00
6 ASD	Family		\$2,535.33	\$380.30	\$2,190.03	\$35.00
7 ASD	Family		\$2,535.33	\$380.30	\$2,175.03	\$20.00
8 ASD	Family		\$2,535.33	\$380.30	\$2,173.03	\$18.00
	MONTHLY EXPENSE:		\$42,773.55	\$6,416.03	\$36,927.51	
	ANNUAL EXPENSE:		\$513,282.55	\$76,992.38	\$443,130.17	

ASD Annual share:	40.6%	\$161,091.59
AWD Annual Share:	59.4%	\$235,937.32
TOTAL:		\$397,028.92

ASD share:	41.0%	\$181,802.43
AWD Share:	59.0%	\$261,327.74
TOTAL:		\$443,130.17

Set Up HRA Account		
7 Single (EE)	\$5,000.00	\$35,000.00
9 Emp/Sp/Child	\$10,000.00	\$90,000.00
8 Family	\$10,000.00	\$80,000.00
HRA Fees - AWD	\$1,364.00	\$1,364.00
HRA Fees - ASD	\$836.00	\$836.00
Total =		\$207,200.00

2020 PPO 2000 Plan - Actual			
ASD Annual share:	\$196,882.00	36.4%	\$148,946.94
AWD Annual Share:	\$329,598.00	63.6%	\$260,343.59
TOTAL:	\$526,480.00		\$409,290.53

2021 Balance Funded Plan - Actual			
ASD Annual share:	\$178,898.78	35.7%	\$150,868.03
AWD Annual Share:	\$312,213.10	64.3%	\$271,465.18
TOTAL:	\$491,111.88		\$422,333.21

2022 Balance Funded Plan - Forecast			
ASD Annual share:	\$171,061.87	34.8%	\$147,050.68
AWD Annual Share:	\$318,483.09	65.2%	\$275,278.28
TOTAL:	\$489,544.96		\$422,328.96

2023 Balance Funded - Budget			
ASD Annual share:	\$222,570.05	40.6%	\$193,046.47
AWD Annual Share:	\$335,874.05	59.4%	\$282,032.44
TOTAL:	\$558,444.10		\$475,078.92

Worst Case - 100% Utilization		
		\$207,200.00
		\$443,130.17
		\$650,330.17

ASD Cost:	41.0%	\$266,810.09
AWD Cost:	59.0%	\$383,520.08
TOTAL PLAN COST:		\$650,330.17

Estimates based on 37% HRA Utilization		
ASD Share:		\$31,118.88
AWD Share:		\$44,731.12
		\$75,850.00

ASD Cost:	41.0%	\$213,757.30
AWD Cost:	59.0%	\$307,422.86
TOTAL PLAN COST:		\$521,180.17

**AUBURN WATER DISTRICT
AUBURN SEWERAGE DISTRICT
2025 Equipment Budget**

Equipment Budget	COST	AWD SHARE	ASD SHARE	Notes
<u>Vehicles, Equipment</u>				
Loader	\$25,000	\$12,500.00	\$12,500.00	Split Water/Sewer Purchase
3/4 Ton Crew Truck	\$60,000	\$60,000		Water Crew
Chlorine Bulk Tank Replacement	\$21,000	\$21,000		Water Treatment Plant, 50/50 Lewiston
Suitcase Generators	\$1,200	\$600	\$600	Split Water/Sewer Purchase
E-6 Generator	\$50,000		\$50,000	Sewer only
Moose/Worthy P.S Generator hook-ups	\$10,000		\$10,000	Sewer only
CI2 delivering an monitoring equipment	\$14,201	\$14,201		Water Treatment Plant, 50/50 Lewiston
Raw Water Building roof and masonry repair:	\$7,475	\$7,475		Water Treatment Plant, 50/50 Lewiston
Repiping the propane tank array for emergen	\$12,875	\$12,875		Water Treatment Plant, 50/50 Lewiston
Equipment replacement, UV	\$15,498	\$15,498		Water Treatment Plant, 50/50 Lewiston, Valve actuator, VFD
Correlator	\$5,500	\$5,500		Water locator
Tapping Machie	\$5,000	\$5,000		New 3/4-2" Tapping Machine
DR300	\$1,400	\$1,400		Handheld Chlorine analyzer
Pipe Saw	\$3,000	\$1,500	\$1,500	Shared Tool
Locator	\$5,500	\$2,750	\$2,750	Replace old Locator
PRV Maintenance	\$8,000	\$8,000		Service Pressure Reduceing Valves
Misc Tools	\$10,000	\$5,000	\$5,000	Shared Tools
	\$212,649	\$147,799	\$64,850	
<u>Office & Administrative</u>				
Utility Billing Software	\$52,330	\$26,165	\$26,165	Munilink
Accounting Software	\$36,000	\$18,000	\$18,000	Sage Intact
Office improvements	\$12,000	\$8,000	\$8,000	Sheetrock, paint, flooring
Ergonomic Office Furniture	\$4,000	\$2,000	\$2,000	2 - Desktop Stand Station
4 Computers, I-pad	\$7,200	\$3,600	\$3,600	Upgrade 2 Computers
Water Quality Strategic Plan	\$20,000	\$20,000		
Office & Admin Sub-Total	\$131,530	\$77,765	\$57,765	
	\$344,179	\$225,564	\$122,615	

**AUBURN WATER DISTRICT
AUBURN SEWERAGE DISTRICT
2025 Project Capital Improvement Projects (not budgeted in regular O&M)**

Water District Projects		BUDGET COST	Notes
	<u>Main Replacement FT</u>		
Marion Street - Main Replacement	900	\$360,000	City Road Reconstruction. Carry Forward
Fourth Street - Main Replacement	1750	\$350,000	City Road Reconstruction, Carry Forward
Lead & Copper Rule Compliance		\$100,000	Un-Known Utility Side
Loring Ave	715	\$250,250	City Road Reconstruction, 2025
Spring Street	1,085	\$434,000	City Road Reconstruction, 2025
City Paveing Projects	155	\$91,000	Grnite, Davis, Turner, Union, Main, High, Merrow
DOT Paving Projects	187	\$97,600	Court, Minot, Center
Water Meters		\$75,000	RFP Meters and equipment
MILEAGE TOTAL:		0.91	WATER TOTALS: \$1,757,850

IH = In-house labor

Sewer District Projects		BUDGET COST	Notes
	<u>Main Replacement FT</u>		
2024 Lining Projects	2970	\$187,000	Bid with Lewiston. 2025 completion. Carry Forward
2024 Manhole Adjustments	96	\$186,000	DOT Bids. Carry Forward
Miller Street Investigation		\$100,000	City Split, Carry Forward
Siphon Cleaning		\$10,000	Estimate of remaining work
Taylor Brook Bridge		\$30,000	Design and Permitting
2025 Lining Projects, Granite, Loring	960	\$60,000	City Road Construction, 2025
Paving Projects, MH Adjustments	73	\$206,000	Manhole adjustments and replacements
Court/Mechanics Row Seperation Project		\$100,000	TBD
Androscoggin River siphon		\$50,000	Cobine with Carry Forward?
Washington Street Pumping Station		\$1,500,000	Bond Project
Storm Surge Tank		\$2,998,672	Bonded 4MM in PY
MILEAGE TOTAL:		0.78	SEWER TOTALS: \$5,427,672