

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, February 18, 2025 @ 4:00 P.M.**

**AGENDA**

1. Approve Minutes of Regular Meeting of January 21, 2025.
2. Financial Report Update - ***Mike Bailey***
3. Open Session / Public Comment.
4. Activity Report/Project Update - ***Matt Waite***
5. New Business
  - New Loader
  - E-6 Generator Purchase
6. LACWA Apportionment & Financials
7. Old Business
  - Court Street @ Mechanics Row, plug for Inflow bypass line.
  - Washington Pumping Station.
  - Staffing Update.
8. Executive session in accordance with 1 M.R.S.A. § 405 (6) (A), to discuss a personnel matter.
8. Adjourn Regular Meeting.

**Upcoming:** Sewer Trustee Meeting March 18, 2025.

January 21, 2025

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 January 21, 2025 at 4:00pm.

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

**Absent:** Dan Bilodeau and Patrick DeFilipp

**APPROVE MINUTES OF REGULAR MEETING OF December 17, 2024**

On motion of Stephen Milks, seconded by Denis Bergeron, it was unanimously voted: **To approve the minutes of the Regular Meeting of December 17, 2024.**

**APPROVE MINUTES OF THE JOINT BUDGET WORKSHOP OF December 18, 2024**

On motion of Stephen Milks, seconded by Denis Bergeron, it was unanimously voted: **To approve the minutes of the Joint Budget Workshop of December 18, 2024.**

**APPROVE THE MINUTES OF THE JOINT PUBLIC HEARING OF December 18, 2024**

On motion of Stephen Milks, seconded by Denis Bergeron, it was unanimously voted: **To approve the minutes of the Joint Public Hearing of December 18, 2024.**

**FINANCIAL REPORT UPDATE (Michael Bailey)** - Revenues are strong. Variances are favorable in metered sales and interest income. Expenses are up slightly due largely to the LACWA storm surge tank work. Finance Director Bailey discovered there was an overstatement on the CDs balance of \$500,000 and an understatement of the cash balance of \$500,000 which brings the cash on hand balance to \$1 million.

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

**ACTIVITY REPORT/PROJECT UPDATE** - This time of year the crews work on equipment maintenance and facilities maintenance by conducting sewer lift station checks regularly. This is also the time of year to conduct training sessions.

**Androscoggin Siphon** – The crews cleaned the interceptor line but were unable to inspect it due to high flow. A video inspection by Vortex was scheduled for January 21st.

**Tripple Barrel Siphon Cleaning** - High flow levels allowed for temporary isolation and cleaning of each siphon. The crew jetted out around 400 LF on each siphon but could not go further due to the siphon climbing uphill. We need to determine the best time frame for further cleaning. We will solicit a quote from Vortex to clean, inspect and pig the siphon.

**MDOT PROJECTS** –The District has tabulated structures within the project limits of the MDOT projects planned for 2025 and provided quantities to the MDOT to be included as a bid alternate.

**CITY PROJECTS** – The District has tabulated structures within the project limits of the City projects planned for 2025 and provided quantities to the City to be included as a bid alternate.

## **NEW BUSINESS**

**SEWER EXPANSION STUDY** – The City is pursuing funding for the extension of water and sewer south of Broad Street back to Washington St. North. The District worked with the City to complete expansion studies for both water and sewer in these areas giving options for project phasing and sizing of utilities. The City of Auburn is expecting to receive \$8 million for this expansion. We need a better understanding of the project phases and the areas to be served by the expansion. The City has allocated additional funding to complete this work with the District's selected firm of Wright-Pierce.

Supt. Broadbent brought this to the Board as an FYI. He has signed the Memorandum of Understanding with the City of Auburn.

**PENDING PROJECTS** – There are a number of large development projects being considered by the City of Auburn. Two projects in particular have the potential to add an additional 225 +/- customers along with about a ½ mile of new sewer mains and two new pump stations. Supt. Broadbent feels we are in a good position to serve the projects as presented.

Both projects are proposing the sewer mains and stations to be privately owned and maintained, Supt. Broadbent said that that could be risky as they may not install the stations to District specifications. He feels we should advocate for the mains and stations to be public. These projects are under review by the Planning Board. There are no more gravity areas and all new developments will require a pump station.

**APPROVE GRANT FUNDING FOR FISCAL SUSTAINABILITY PLAN** – In 2022, the District applied for and received a Clean Water SRF Grant to complete the Fiscal Sustainability Plan. It was discussed at the May, 2022 meeting and the District proceeded with the work. The Plan was completed in 2024. When we submitted for reimbursement it was discovered that a vote of the Sewer trustees is required to accept the funding.

On motion Denis Bergeron, seconded by Robert Cavanagh, it was unanimously voted: **To accept \$20,000 funding from the Maine DEP Clean Water SRF for the completion of a Fiscal Sustainability Plan for the Auburn Sewer District.**

**BOARD APPOINTMENTS-** FYI Denis Bergeron's term ends in February 2025. He has applied for re-appointment. The District still has a vacant position that needs to be filled. The deadline to apply is February 3<sup>rd</sup>.

**LACWA APPORTIONMENT & FINANCIALS** – The apportionment has stabilized at 63/37. The effluent quality is good. Septic receiving volumes exceeded projections. The CSO storage tank project is moving along.

## **OLD BUSINESS –**

**MILLER I/I INVESTIGATION /FINAL REPORT** - Wright-Pierce confirmed the storm water connection found during investigations was directly responsible for the peaking factors that increase flows during wet weather events. It was also concluded that the existing storm water system has sufficient grade and capacity to handle the additional flow if this cross connection is eliminated. It was decided to install a temporary plug this winter and monitor flows through the Spring before installing a more permanent plug.

**WASHINGTON STREET PUMP STATION** -The District is in the process of applying for a Bond in the amount of \$1.5 million. Bids will go out for Engineering Services with the project to be completed in 2027. Skelton, Taintor and Abbott will serve as Bond counsel.

**RAYBURN CONSULTING/FINAL REPORT** – A review and evaluation of the District’s billing and accounting software in 2024 identified several deficiencies. Recommendations for better software and business process were outlined in the report. The review and a portion of the implementation of new software was covered by a Capacity Development Grant from the Maine Drinking Water Program. The District is budgeted to move forward with conversions in 2025.

We have successfully converted our payroll over to Proliant effective the first payroll of 2025. Supt. Broadbent gave special recognition to Diane Drinkwater and Eddie Williams for their hard work in making this transition happen.

**STAFFING UPDATE** – Supt. Broadbent was happy to report that the District has hired a Scada Technician who comes from LACWA and in the process of obtaining his electrical license. The Education and Outreach position is yet to be filled.

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

Respectfully submitted,

Diane Drinkwater

**AUBURN SEWERAGE DISTRICT  
BALANCE SHEET  
PERIOD ENDING - January 31, 2025**

	<u>1/31/2025</u>	<u>12/31/2024</u>
<b>Property, Plant and Equipment:</b>		
Plant in Service	38,904,979.87	38,786,890.93
Less: Accumulated Depreciation	<u>(18,899,326.39)</u>	<u>(18,679,299.18)</u>
	<u>20,005,653.48</u>	<u>20,107,591.75</u>
<b>Construction Work In Progress</b>	1,864,066.88	1,770,312.05
<b>Current Assets:</b>		
Cash/Money Market	697,306.87	509,239.72
Accounts Receivable	231,056.89	253,200.17
Construction Assessments	0.00	0.00
City of Auburn Debt	234,868.01	234,868.01
Inventory	125,888.40	122,255.19
PrePays	<u>17,615.74</u>	<u>(0.51)</u>
<b>Total Current Assets</b>	<u>1,306,735.91</u>	<u>1,119,562.58</u>
<b>Investments:</b>		
CD's	<u>3,764,508.65</u>	<u>4,278,629.75</u>
<b>Total Investments</b>	<u>3,764,508.65</u>	<u>4,278,629.75</u>
<b>Deferred Charges</b>	0.00	0.00
<b>Total Assets</b>	<u><u>26,940,964.92</u></u>	<u><u>27,276,096.13</u></u>

	<u>1/31/2025</u>	<u>12/31/2024</u>
<b>Equity Capital</b>	21,564,248.81	20,951,953.77
<b>Long Term Debt</b>	4,580,683.70	4,580,683.70
<b>Equipment Leases</b>	42,349.03	61,942.00
<b>Current Liabilities:</b>		
Current Portion of LTD	443,065.36	443,065.36
Accounts Payable	138,874.08	399,920.41
Accrued Interest & Other	101,896.01	85,451.93
Customer Deposits	17,605.00	17,705.00
Pre-Treatment Costs	<u>(16,541.75)</u>	<u>(13,000.08)</u>
Accrued LAWPCA	<u>68,784.68</u>	<u>0.00</u>
<b>Total Current Liabilities</b>	<u>753,683.38</u>	<u>933,142.62</u>
<b>Total Equity &amp; Liabilities</b>	<u><u>26,940,964.92</u></u>	<u><u>26,527,722.09</u></u>

**AUBURN SEWERAGE DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
ONE MONTH ENDED JANUARY 31, 2025**

		2025	Y-T-D THRU JANUARY 2025		
	YTD - 2024	BUDGET	ACTUAL	BUDGET	VARIANCE
<b><u>REVENUES:</u></b>					
Metered Income	\$337,824	\$4,150,000	344,279.62	\$352,308	(\$8,028)
Industrial Surcharge	3,087	43,000	2,216	3,524	(1,308)
Shared Debt with City	0	42,000	0	3,500	(3,500)
Jobbing & Mdse. - NET	4,306	20,000	735	1,667	(932)
Sewer Assessments	0	25,000	0	2,083	(2,083)
Finance Charges	520	6,500	543	542	1
Interest Income	9,305	156,000	16,355	13,000	3,355
Industrial Treatment Sampling	3,542	45,000	3,542	3,750	(208)
Capacity Fees (SDS)	4,500	40,000	3,750	3,333	417
<b>TOTAL REVENUES</b>	<b>363,083</b>	<b>4,527,500</b>	<b>371,421</b>	<b>383,707</b>	<b>(12,286)</b>
			<b>8.20%</b>	<b>83.33%</b>	<b>&lt; Standard</b>
<b><u>EXPENSES:</u></b>					
Payroll	41,781	592,929	43,076	51,217	(8,141)
Employee Benefits	15,033	309,444	18,050	25,787	(7,737)
Maint. of Sewers	2,910	99,669	3,046	8,306	(5,260)
Lift Stations	24,062	94,593	7,165	7,883	(717)
Maint. of Buildings	5,879	50,649	4,852	4,221	632
Maint. of Trucks	3,691	38,600	3,792	3,217	575
Office Expense	7,174	38,389	5,763	3,199	2,564
Collection Expense	80	(325)	13	(27)	40
General Expense	1,222	7,812	0	651	(651)
Insurance	3,740	54,556	8,115	4,546	3,569
Legal & Accounting Fees	6,436	10,879	2,856	907	1,949
Billing Expense	1,544	95,726	5,617	7,977	(2,360)
L.A.W.P.C.A.	171,556	2,059,354	171,613	171,613	(0)
<b>SUB-TOTAL</b>	<b>285,106</b>	<b>3,452,275</b>	<b>273,959</b>	<b>289,496</b>	<b>(15,537)</b>
Interest	15,184	267,669	14,482	22,306	(7,824)
<b>TOTAL EXPENSES</b>	<b>300,290</b>	<b>3,719,944</b>	<b>288,440</b>	<b>311,802</b>	<b>(23,361)</b>
			<b>7.75%</b>	<b>83.33%</b>	<b>&lt; Standard</b>
Bonds - Principal Payments	0	443,065	0	0	0
<b>SURPLUS FROM OPERATIONS</b>	<b>62,793</b>	<b>364,491</b>	<b>82,981</b>	<b>71,905</b>	<b>11,075</b>

**AUBURN SEWER - FINANCIAL INFORMATION**

Sewer Metered Revenue - Versus Prior Year						
Month	2025	2024	MTD Change	%	YTD Change	%
January	\$368,576	\$337,824	\$30,752	\$0	\$30,752	9.10%
February		\$356,311	(\$356,311)	-100.0%	(\$325,559)	-46.90%
March		\$336,063	(\$336,063)	-100.0%	(\$661,622)	-64.22%
April		\$376,670	(\$376,670)	-100.0%	(\$1,038,292)	-73.80%
May		\$338,467	(\$338,467)	-100.0%	(\$1,376,759)	-78.88%
June		\$374,199	(\$374,199)	-100.0%	(\$1,750,958)	-82.61%
July		\$340,707	(\$340,707)	-100.0%	(\$2,091,665)	-85.02%
August		\$337,357	(\$337,357)	-100.0%	(\$2,429,022)	-86.83%
September		\$384,476	(\$384,476)	-100.0%	(\$2,813,498)	-88.42%
October		\$360,198	(\$360,198)	(\$1)	(\$3,173,695)	-89.59%
November		\$319,509	(\$319,509)	(\$1)	(\$3,493,204)	-90.46%
December		\$312,566	(\$312,566)	(\$1)	(\$3,805,771)	-91.17%
Year-to-Date:	\$368,576	\$4,174,347				

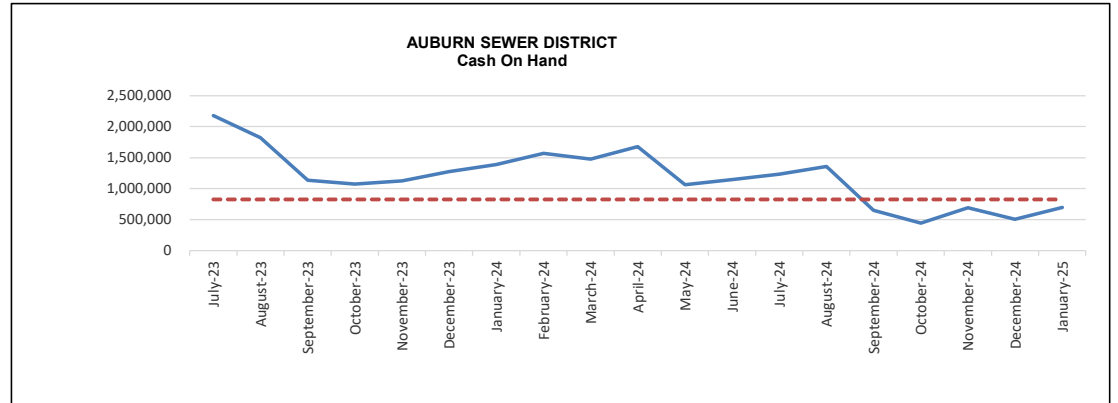
Sewer Metered Revenue - Versus Budget						
Month	2025	BUDGET	MTD Change	%	YTD Change	%
January	\$368,576	\$368,576	\$0	0.0%	\$0	0.00%
February	\$0	\$327,577	(\$327,577)	-100.0%	(\$327,577)	-47.06%
March	\$0	\$337,065	(\$337,065)	-100.0%	(\$664,642)	-64.33%
April	\$0	\$363,038	(\$363,038)	-100.0%	(\$1,027,679)	-73.60%
May	\$0	\$352,510	(\$352,510)	-100.0%	(\$1,380,190)	-78.92%
June	\$0	\$333,940	(\$333,940)	-100.0%	(\$1,714,130)	-82.30%
July	\$0	\$336,931	(\$336,931)	-100.0%	(\$2,051,061)	-84.77%
August	\$0	\$334,121	(\$334,121)	-100.0%	(\$2,385,182)	-86.62%
September	\$0	\$367,929	(\$367,929)	-100.0%	(\$2,753,111)	-88.19%
October	\$0	\$340,501	(\$340,501)	-100.0%	(\$3,093,612)	-89.35%
November	\$0	\$361,871	(\$361,871)	-100.0%	(\$3,455,483)	-90.36%
December	\$0	\$325,941	(\$325,941)	-100.0%	(\$3,781,424)	-91.12%
Year-to-Date:	\$368,576	\$4,150,000				

Sewer Metered Gallons Sold						
Month	2025	2024	MTD Change	%	YTD Change	%
January	40,978,761	48,300,327	(7,321,566)	-15.16%	(7,321,566)	-15.16%
February	0	43,330,144	(43,330,144)	-100.00%	(50,651,710)	-55.28%
March	0	46,113,452	(46,113,452)	-100.00%	(96,765,162)	-70.25%
April	0	42,113,148	(42,113,148)	-100.00%	(138,878,310)	-77.22%
May	0	43,762,840	(43,762,840)	-100.00%	(182,641,150)	-81.67%
June	0	45,688,902	(45,688,902)	-100.00%	(228,330,052)	-84.78%
July	0	\$42,742,343	(\$42,742,343)	-100.0%	(\$271,072,395)	-86.87%
August	0	\$45,409,704	(\$45,409,704)	-100.0%	(\$316,482,099)	-88.54%
September	0	\$54,232,549	(\$54,232,549)	-100.0%	(\$370,714,648)	-90.05%
October	0	\$48,220,643	(\$48,220,643)	-100.0%	(\$418,935,290)	-91.09%
November	0	\$41,101,500	(\$41,101,500)	-100.00%	(460,036,791)	-91.82%
December	0	\$40,978,761	(40,978,761)	-100.00%	(501,015,552)	-92.44%
Year-to-Date:	40,978,761	541,994,313				

Sewer Gross Payroll						
Month	2025	Budget	MTD Change	%	YTD Change	%
January	\$43,076	\$51,217	(\$8,141)	-16%	(\$8,141)	-15.89%
February	\$0	\$43,921	(\$43,921)	-100%	(\$52,062)	-54.72%
March	\$0	\$53,136	(\$53,136)	-100%	(\$105,198)	-70.95%
April	\$0	\$51,348	(\$51,348)	-100%	(\$156,546)	-78.42%
May	\$0	\$53,451	(\$53,451)	-100.00%	(\$209,997)	-82.98%
June	\$0	\$42,807	(\$42,807)	-100%	(\$252,805)	-85.44%
July	\$0	\$52,501	(\$52,501)	-100.00%	(\$305,305)	-87.64%
August	\$0	\$52,772	(\$52,772)	-100.00%	(\$358,077)	-89.26%
September	\$0	\$44,591	(\$44,591)	-100.00%	(\$402,668)	-90.34%
October	\$0	\$51,072	(\$51,072)	-100.00%	(\$453,740)	-91.33%
November	\$0	\$54,944	(\$54,944)	-100.00%	(\$508,684)	-92.19%
December	\$0	\$41,169	(\$41,169)	-100.00%	(\$549,853)	-92.74%
	\$43,076	\$592,929				

SEWER Capital Spending Versus Budget		
Capital Expenses - 2024	*Budget	*YTD Actual
JCB Loader	\$12,500	
Suitcase Generators	\$600	
E-6 Generator	\$50,000	
Moose/Worthy P.S Generator hook-ups	\$10,000	
Pipe Saw	\$1,500	
Locator	\$2,750	
Misc Tools	\$5,000	
Utility Billing Software	\$26,165	
Accounting Software	\$18,000	
Office improvements	\$8,000	
Ergonomic Office Furniture	\$2,000	
4 Computers, I-pad	\$3,600	600
<b>Equipment</b>	<b>\$140,115</b>	<b>\$600</b>
2024 Lining Projects	187,000.00	6,564.00
2024 Manhole Adjustments	186,000.00	
Miller Street Investigation	100,000.00	67,416.99
Siphon Cleaning	10,000.00	8,281.50
Taylor Brook Bridge	30,000.00	
2025 Lining Projects, Granite, Loring	60,000.00	
Paving Projects, MH Adjustments	206,000.00	61,968.00
Court/Mechanics Row Seperation Project	100,000.00	
Androscoggin River siphon	50,000.00	
Washington Street Pumping Station	1,500,000.00	2,978.11
Storm Surge Tank	2,998,671.93	1,687,072.32
<b>Projects (total includes benefit costs on labor)</b>	<b>5,427,671.93</b>	<b>1,834,280.92</b>
<b>Total Capital</b>	<b>\$5,567,787</b>	<b>\$1,834,881</b>

AUBURN SEWER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE								
Aging	Current	30 day	60 day	90 day	120 day	Finance Chgs	Other	Totals
January	\$ 147,086.47	\$ 34,445.00	\$ 8,427.78	\$ 13,959.32	\$ 14,822.25	\$ 2,738.79	\$ -	\$ 221,479.61
	66.4%	15.6%	3.8%	6.3%	6.7%	1.2%	0.0%	



**Auburn Sewer District**  
**Accounts Payable Check Register**  
**January 1, 2025 thru January 31, 2025**

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7933	1/3/2025	12	Peter Sharpley	12/30/2024	Refund Tenant Dep Bal A/R - Customer Accts Rec	65.49
						<b><u>65.49</u></b>
7934	1/3/2025	12	Automation Direct.Com, Inc	12/13/2024	Control Panel Repair Expense - W7 - PS	230.00
						<b><u>230.00</u></b>
7935	1/3/2025	12	David M. Dyer d/b/a	12/12/2024	Service Call Expense-Moosebrook PS	290.00
						<b><u>290.00</u></b>
7936	1/3/2025	12	Gagne & Sons	12/16/2024	rubber gloves Supplies - Safety Items	74.50
						<b><u>74.50</u></b>
7937	1/3/2025	12	Lew-Auburn Water Pollution	12/10/2024	CSO Sargent thru 113024 LAWPCA Storm Surg Tank	207,693.75
						<b><u>207,693.75</u></b>
7938	1/3/2025	1	Maine Municipal Emp.Hlth.	1/1/2025	39021-Jan25 Accrued IPP Withheld	358.51
7938	1/3/2025	1	Maine Municipal Emp.Hlth.	1/1/2025	39021-Jan25 Employee Benefits	15.00
7938	1/3/2025	1	Maine Municipal Emp.Hlth.	1/1/2025	39021-Jan25 Accrued Dental	335.69
						<b><u>709.20</u></b>
7939	1/10/2025	1	Emile Thomas	1/10/2025	Refund Tenant Dep Balance A/R - Customer Accts Rec	65.49
						<b><u>65.49</u></b>
7940	1/10/2025	12	Auburn Water District	1/10/2025	Meter Reads Misc Accrued Other	25,000.00
						<b><u>25,000.00</u></b>
7941	1/10/2025	12	Gilman Electrical Supply	12/27/2024	Part Expense-Moosebrook PS	61.60
						<b><u>61.60</u></b>
7942	1/10/2025	12	MissionSquare	12/31/2024	304412 Mission Square 457 Accrued Deferred Comp	2,018.31
						<b><u>2,018.31</u></b>

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**January 1, 2025 thru January 31, 2025**

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7943	1/10/2025	12	MissionSquare	12/31/2024	109636 Mission Square 401 Employee Benefits	3,781.65
						<b><u>3,781.65</u></b>
7944	1/10/2025	12	MissionSquare	12/31/2024	705328 Mission Square RothIR/	364.70
					Accrued IRA/ICMA	
						<b><u>364.70</u></b>
7945	1/10/2025	12	Lew-Auburn Water Pollution	12/16/2024	CSO Sebagor thur 112924 LAWPCA Storm Surg Tank	8,593.87
						<b><u>8,593.87</u></b>
7946	1/10/2025	1	Maine Municipal Association	1/1/2025	Property & Casualty Pre-Paid	21,139.50
						<b><u>21,139.50</u></b>
7947	1/10/2025	12	Northeast Safety Inc	12/27/2024	Flaggers Siphon Cleaning	564.00
						<b><u>564.00</u></b>
7948	1/10/2025	1	RHR Smith & Co	1/8/2025	Progress Billing 2024 Accounting & Audit	2,500.00
						<b><u>2,500.00</u></b>
7949	1/10/2025	12	C.N. Wood Enviro	12/18/2024	Replace Module Truck #35 (2013 Vacuum Truck)	921.35
						<b><u>921.35</u></b>
7950	1/17/2025	12	Easy Rent All Corp	12/30/2024	Pipe Saw Shop Tools 2024	1,391.86
7950	1/17/2025	1	Easy Rent All Corp	1/2/2025	Safety Jackets (2) Supplies - Safety Items	220.00
						<b><u>1,611.86</u></b>
7951	1/17/2025	1	Maine Municipal Assoc.	12/17/2024	Worker's Comp Insurance - Workers Comp	4,592.00
7951	1/17/2025	1	Maine Municipal Assoc.	1/7/2025	2025 Membership Misc Expense-A&G Office	710.00
						<b><u>5,302.00</u></b>
7952	1/17/2025	1	Power R Point Enterprises Inc	1/9/2025	Kohler Generator E-5 Generator	23,250.00
						<b><u>23,250.00</u></b>

**Auburn Sewer District**  
**Accounts Payable Check Register**  
**January 1, 2025 thru January 31, 2025**

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7953	1/24/2025	1	Andros. Registry Of Deeds	1/24/2025	Release/Place Sewer Lien Lien Release Fees	48.00
						<b><u>48.00</u></b>
7954	1/24/2025	1	Lew-Auburn Water Pollution	1/2/2025	Jan Ops Accrued - LAWPCA	104,295.04
						<b><u>104,295.04</u></b>
7955	1/24/2025	12	Petro's Ace Hardware	12/26/2024	Moosebrook Repair Expense-Moosebrook PS	33.99
7955	1/24/2025	1	Petro's Ace Hardware	1/7/2025	Moth Balls Expense-Worthley Brook PS	18.99
						<b><u>52.98</u></b>
7956	1/24/2025	1	Vortex Services LLC	12/31/2024	CCTV Chestnut/Poland Misc Expense-Mains-Mnt	2,280.00
7956	1/24/2025	1	Vortex Services LLC	12/31/2024	Cleaning Inceptors/Jet Siphons Miller Street Inflow Investiga	9,900.00
						<b><u>12,180.00</u></b>
7957	1/24/2025	12	Wright-Pierce	1/6/2025	Services thru 122724 Miller Street Inflow Investiga	6,462.47
						<b><u>6,462.47</u></b>
7958	1/31/2025	1	Kimberly Clark	1/31/2025	Refund-Swr billed in ERR A/R - Customer Accts Rec	511.79
						<b><u>511.79</u></b>
7959	1/31/2025	1	Auburn Water District	1/30/2025	Nov Expenses Misc Accrued Other	30,499.53
7959	1/31/2025	1	Auburn Water District	1/30/2025	Dec Expenses Misc Accrued Other	106,016.73
						<b><u>136,516.26</u></b>
7960	1/31/2025	1	Gilman Electrical Supply	1/10/2025	Supplies E-5 Generator	894.14
						<b><u>894.14</u></b>
7961	1/31/2025	1	Lew-Auburn Water Pollution	1/10/2025	Sargent Thru 123124 LAWPCA Storm Surg Tank	166,083.75
						<b><u>166,083.75</u></b>

2/3/2025

**Auburn Sewer District  
Accounts Payable Check Register  
January 1, 2025 thru January 31, 2025**

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7962	1/31/2025	1	Selco Plumbing	1/23/2025	Coupling/coupler Truck #35 (2013 Vacuum Truck)	10.68
						<u>10.68</u>
<u>Grand Total</u>						<u>731,292.38</u>

# Memo

**To:** Sewer District Trustees  
**From:** Michael Broadbent, Superintendent  
**CC:** Files  
**Date:** 2/13/2025  
**Re:** Discussion of February Agenda Items

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## Sewer Trustees

### Financial Report Highlights

Revenues are slightly under budget offset by expenses that are also slightly under budget. No bond payments were made in January 2025 and the next debt service payment will be made in March 2025. Cash on hand of \$697 thousand is sufficient to service existing debt and fund operations. In February 2025, the four CDs expired. We elected to reinvest three CDs totaling \$2.5 million and let one CD totaling \$548 thousand expire and return to operating cash. This was done to give us a little bit more of a cash cushion. CDs through the CDARS program can be withdrawn with the early withdrawal penalty being the interest earned to date on the withdrawn funds.

### Activity Report/Project Update

#### **DOT Paving Projects**

The following projects have been awarded to Eurovia Atlantic Coast LLC:

- WIN 026274.00: Route 4 from Turner Street north to Veterans Bridge
- WIN 026276.00: Route 4 from Veterans Bridge north to Oak Hill Road
- WIN 026270.00: Minot Ave, Court Street Route 11

ASD has created an RFP to adjust 80 manholes and is awaiting bid packets from contractors. The bid opening is scheduled for February 20, 2025, at 2 PM.

**City Paving Projects** ASD has submitted quantities for manhole adjustments to the City Engineering Department to be included as a bid alternate.

**Merrow Road** ASD is working in conjunction with the City of Auburn Engineering and Gorrill Palmer to minimize conflicts with ASD assets. The water crew will be completing test holes to collect location and elevation data of assets within the scope of the paving reconstruction project.

### **New Business**

**Loader** The Districts budgeted to replace our front-end loader. Our current loader is a JCB and was purchased through a lease in 2013. The District solicited 4 vendors and secured three options for procurement. Included in the packet is a breakdown of the options and a recommendation to proceed with a 5-year lease to own option for another JCB loader.

#### ***\*\*Action Item\*\****

***Board Authorizes Superintendent to trade in our 2013 JCB Loader and sign a 5-year lease for \$19,600/yr.***

### **E-6 Generator**

The District has budgeted to install a generator to serve the E-6 Pumping Station. The District has secured an easement with the property owner and we are in the process of obtaining the necessary permits. Included in the packet is the quote for the generator. The District has \$50,000 budgeted for this project.

#### ***\*\*Action Item\*\****

***Board Authorizes the Superintendent to purchase a generator for the E-6 pumping station for \$32,260.00.***

### **LACWA Apportionment & Financials**

The LACWA facility continues to run well. They did have two bypass events in December, 2024. In 2024 they had a mercury discovery in their influent flow from Lewiston, they continue to investigate this.

The CSO project is moving along well and the weather has been fairly cooperative thus far. The MMBB approved LACWA's loan application and the Authority plans on closing on a 9.98M interim financing loan within the first quarter.

## **Old Business**

### **Court Street @ Mechanics Row, plug for inflow bypass line.**

The District attempted to install a plug in the stormwater drainage main that connects to the sanitary sewer on Court Street. Unfortunately, due to the shape of the pipe the inflatable plug could not be installed. We have acquired a quote from Vortex to brick off the connection and we were working with the City to ensure they approve of this work prior to installation. If this were to be bricked off, we would want to follow up to ensure the line is filled with material to prevent future issues in the abandoned line.

### **Washington Street Pumping Station.**

The District has met with our design engineer and solicited a proposal for assisting with the final design of the new station, permitting services and inspection assistance during construction. We also met with the Maine Bond Bank to understand the time frame for a funding application. We also have a meeting scheduled with our Bond Council at Skelton Taintor and Abbott. We are still on track for bidding this work in 2025 with a final completion in the Fall of 2026.

### **Staffing Update**

The District is fully staffed!! We hired a SCADA Technician to fill our new position and we have hired an Education and Outreach Coordinator to fill the newly created Commission Position.

AWSD has established a new Safety Committee, comprising the Safety Coordinator, Treatment Plant Manager, Control System Manager, Water Operator, Sewer Operator, Facilities Technician, and Assistant Superintendent.

“Our mission is to ensure the safety and well-being of all employees and the public by promoting a culture of safety, implementing best practices, and continuously improving our safety standards. We are committed to preventing accidents, reducing risks, and maintaining a safe and healthy environment in all our water and sewer operations”

### **Employee Spotlight:**

- Robert Larue: Robert has been with the District as a Water Operator for a little over six months. He recently earned his Class I Water Distribution License and is in the process of obtaining his CDL B driver's license.
- Derek Hoover: Derek has been with the District for just over a year. He earned his Class I Water Distribution License in November 2024 and recently obtained his Class II Water Distribution License in January 2025. Additionally, he obtained his Sewer Collection System License within the first six months of hire.

### **Upcoming:**

Sewer Trustee Meeting, March 18, 2025 4:00pm

**AUBURN SEWERAGE DISTRICT  
MONTHLY ACTIVITY REPORT  
January 2025**

**MAINS**

Location	Hrs.	Comments	OK	Plug	Manit.	Misc.	New
Vivian Street	4	Inspect Xcountry Main			1		
53 Fairview	16	Improve erosion around Main			1		
Second St	5	Jet & Vac			1		
Chestnut Street	3	Jet & Vac			1		
2 Week checks	14	Check trouble areas in the Sys.			1		
Court St at Mechanics Row	33	Attempt isolate Cross Connection				1	
Morrow Rd	2	Field Locate Assets				1	
Ash landfill	7	Jet & Vac			1		
<b>2025 Monthly Total Hrs.</b>	59						
<b>2025 Monthly Totals</b>	8		0	0	6	2	0
<b>2024 Monthly Totals</b>	0		0	0	0	0	0
<b>2025 YTD Totals</b>	8		0	0	6	2	0
<b>2024 YTD Totals</b>	0		0	0	0	0	0

**MANHOLES**

Location	Ck'd	Comments	OK	Cover	Misc.	Frame & Cover	New
<b>2025 Monthly Totals</b>	0						
<b>2024 Monthly Totals</b>	0						
<b>2025 YTD Totals</b>	0						
<b>2024 YTD Totals</b>	0						

**SERVICES**

Location	Ck'd	Comments	New	OK	Misc.	on owner
667 Court St	1	Service Backup				1
364 Maine St, Pol	1	Investigate if address is connected to sewer			1	
82 Gamage Ave	1	Service Backup				1
456 Turner St	1	Service Backup				1
<b>2025 Monthly Totals</b>	4		0	0	1	3
<b>2024 Monthly Totals</b>	2		0	1	0	1
<b>2025 YTD Totals</b>	4		0	0	1	3
<b>2024 YTD Totals</b>	2		0	1	0	1

## LIFT STATIONS

Location	No.	Comments
Merrrow	2	Weekly Check
River	3	Weekly Check
Lewiston Junction	1	Weekly Check
Worthyly	2	Weekly Check
Washington St	1	Weekly Check
Moose Brook	2	Weekly Check
Ash Landfill	2	Weekly Check
Crestwood	2	Weekly Check
Rte 122	2	Weekly Check
Rte 26	2	Weekly Check
Dockside	2	Weekly Check
E1	2	Weekly Check
E2	1	Weekly Check
E3	2	Weekly Check
E5	6	Weekly Check, Standby Generator Install
E6	2	Weekly Check
W2	2	Weekly Check
W3	2	Weekly Check
W4	2	Weekly Check
W5	2	Weekly Check
W6	2	Weekly Check
W7	2	Weekly Check
Bradman	3	Weekly Check
Evergreen	2	Weekly Check
LAPS		Weekly Check
2025 Monthly Hours	179	
2025 Monthly Totals	51	
2024 Monthly Total	84	
2025 YTD Totals	51	
2024 YTD Totals	84	

## OVERFLOWS

Item		Comments
2025 Monthly Totals	0	
2025 YTD Totals	0	
2024 YTD Totals	0	

**WEATHER\***

Month	Precipitation				Temperature			
	Snowfall(in.)	Total (in.)	Normal Precip.	Days of Precip.	Max (°F)	Min (°F)	Avg- (°F)	Dep. From norm
January	10.3	1.4	3.1	7.0	48.0	-4.0	19.4	
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
2025 YTD Totals	10.30	1.41	3.11	7.00				
2024 Totals	25.4	5.63	3.1	11.0	52	7	30	

#### DIG SAFE

Month	Total	Contractors	MDOT	APW	School Dept.	Lewiston Water	Consolidated comm.	AWD	CMP	ASD	GAS	MTA
January	49	22	0	2	0	1	0	17	6	0	1	0
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
<b>2025 YTD Totals</b>	49	22	0	2	0	1	0	17	6	0	1	0
<b>2024 Totals</b>	35	18	3	0	0	0	0	7	4	0	2	1

#### DUTY FOREMAN CALLS (Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Service Issue	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	1			0	1	0	0	0	0	0	0
Water District	14	0	0	0	9	3	0	0	0	1	1
<b>2025 Monthly Totals</b>	15	0	0	0	10	3	0	0	0	1	1
<b>2024 Monthly Totals</b>	17	0	2	0	3	4	6	0	0	0	2
<b>2025 YTD Totals</b>	15	0	0	0	10	3	0	0	0	1	1
<b>2024 YTD Totals</b>	17	0	2	0	3	4	6	0	0	0	2

#### OTHER ACTIVITIES

1. Vehicle/Equipment Maint. - 40.5 Hrs
2. Training - 17.25 Hrs (Payroll, Meters, Management Candidate School)
3. Building & Lift Station Maint. - 220 Hrs
4. LACWA - Rod Hill 45.25 hrs
5. Facility Snow Removal - 15 Hrs
6. Facility Maintenance - 15 Hrs
- 7.
- 8.
- 9.
- 10.



ALTA CONSTRUCTION EQUIPMENT  
6 JONSPIN ROAD  
WILMINGTON  
01887  
United States  
+1 978-658-5900

Quotation

<b>Customer:</b> AUBURN WATER AND SEWER DISTRICT  AUBURN 04210	<b>Quote Number:</b>  4561	<b>Status:</b>  Open	<b>Revision:</b>  0	<b>Currency:</b>  USD	<b>Quote Creation Date:</b>  11-September-2024	<b>Quote Validity Date:</b>  21-March-2025
<b>Ship to:</b> AUBURN WATER AND SEWER DISTRICT  AUBURN 04210	<b>Quote Prepared By:</b> Richard Loabe  richard.loabe@altg.com				<b>Customer Reference:</b>	<b>Requested Delivery Date:</b>  26-February-2025

**Payment Terms:**\$1 out: 5 annual payments of \$19,520.58 with 1st in advance to ALTA followed by four to JCB Finance  
\$1 out: 6 annual payments of \$16,745.92 with 1st in advance to ALTA followed by five to JCB Finance  
FMV: 5 annual payments of \$12,195.43 with 1st in advance to ALTA followed by four to JCB Finance. 500 hours per year, subject to validation of list price

**Delivery Terms:**Machine in stock and ready for immediate delivery at no additional cost.

**Quote Description:**2024 JCB 409 ZM WHEEL LOADER

MODEL	QTY	DESCRIPTION			
409 T4	1	409 CONSTRUCTION BUILD GOODYEAR POWERLOAD 405/70R20 HIGH SPEC CAB HEATER AND AIR CONDITIONING 40KPH/24MPH LSD AXLES 3 SPOOL SERVO HYDRAULICS 409 LANGUAGE PACK: NORTH AMERICAN 409 QUICKHITCH - MEDIUM ZETTELMEYER - 409 GP SHOVEL 1M^3 (1.3YD^3) 1950 MM WIDE AMBER BEACON CAB RADIO INSTALLATION KIT (EXCLUDES RADIO) DOUBLE REVERSE LIGHT FRONT AND REAR LED WORKLIGHTS TILT & SLIDE STEERING COLUMN GRID HEATER (ELECTRONIC ENGINE) BLOCK HEATER 110V SMOOTHRIDE SYSTEM - 409 L/H ARM REST FOR KAB SEAT CREEP SPEED INC HAND THROTTLE A/C ARV KIT - 3 SPOOL SERVO HYDRAULICS SHOVEL LEVEL INDICATOR - 409 UNI-DIRECTIONAL CONSTANT FLOW HYDRAULICS			
		<table><tr><td>Customer Sale Price (less tax)</td><td>USD</td><td>86,138.13</td></tr></table>	Customer Sale Price (less tax)	USD	86,138.13
Customer Sale Price (less tax)	USD	86,138.13			

**Additional Comments:**

2013 JCB 409 SN JCB409POT02153397NTRADE VALUE OF \$17,500.00 APPLIED TO CURRENT SELL PRICE

TERMS AND CONDITIONS:



ALTA CONSTRUCTION EQUIPMENT  
6 JONSPIN ROAD  
WILMINGTON  
01887  
United States  
+1 978-658-5900

# Quotation

Quote Number:	4561	Customer Reference:	
Customer Acceptance:	<div></div>	Date:	<div></div>
Dealer:	<div></div>	Date:	<div></div>



Phone: (207) 864-2787  
ar@powrpoint.com  
www.powrpoint.com

Pow'r Point Generators  
24 Mill Brook Rd  
Suite 105  
Saco, ME 04072

Bill to  
**Auburn Water District**  
555 Court St  
Auburn, ME 04210

Ship to  
**Auburn Water District**  
555 Court St  
Auburn, ME 04210

Quote #: **q11858**                      Quote Date: 2/10/2025                      Quote Expiration Date: 3/12/2025

Item	Description	Quantity	Price	Amount
30REOZK_PROJECT	<p>Qty 1 Kohler Diesel generator model 30REOZK rated 30kw/38kva, 120/240 Volts, 1ϕ, 60Hz with the following equipment and accessories:</p> <p>UL 2200 Listed and Labeled Permanent Magnet Alternator Cooling System, Unit Mounted Radiator Engine Jacket Water Heater, 600-Watt, 120V Electronic Isochronous Governor Battery Charger, 10-Amp Auto Float/Equalize KOHLE 200amp automatic transfer switch, model KSS-AFNC-0200S 12 Volt Engine Starting Batteries w/ Battery Rack, Cables Steel Sound Enclosure w/Internally Mounted Silencer (65db(A) @ 23' - in a Free Field Environment) 24-Hour (80 Gallon) Subbase Fuel Tank System w/ Flexible Fuel Lines, High/Low/ Rupture Fuel Sensor APM402 Digital Controller, NFPA 110 Level 1 w/ Run Relay, 2 In/5 Out I/O Module, Common Fault Relay Qty (1) Unit Mounted Main Circuit Breaker: 150 Amp, 2P, 80% rated w/ Thermal Magnetic Trip Qty (1) Remote Alarm Annunciator (Shipped Loose) Qty (1) Remote Emergency Stop Button (Shipped Loose) Initial Charges of Antifreeze and Lubrication Oil. One (1) Year Manufacturer's Warranty</p> <p>SCOPE OF WORK: Included: • Delivery of generator to site • Factory warranty startup and testing Excluded: • Electrical installation by Master Electrician • Fuel work for the generator installation • Concrete pad</p>	1	\$32,260.00	\$32,260.00