

Office of

AUBURN SEWERAGE DISTRICT

Office Telephone # 784-6469

Special 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, April 1, 2025 @ 4:00 P.M.**

AGENDA

1. Approve Minutes of Regular Meeting of March 18, 2025.
2. Approve Minutes of Regular Meeting of February 18, 2025.
3. Approve Minutes of Regular Meeting of January 21, 2025.
4. Financial Report Update - ***Mike Bailey***
5. Open Session / Public Comment.
6. Activity Report/Project Update - ***Matt Waite***
7. New Business
 - Election of officers.
 - District Goals 2025.
 - Clean Water Act Master Plan.
8. LACWA Apportionment & Financials
9. Old Business
 - Court Street @ Mechanics Row, plug for Inflow bypass line.
 - SCADA Agreements.
 - CISA, Cybersecurity and Infrastructure Security Agency.
 - Staffing Update.
- 8.Executive session in accordance with 1 M.R.S.A. § 405 (6) (A), to discuss a personnel matter.
10. Adjourn Regular Meeting.

Upcoming: Sewer Trustee Meeting April 15, 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 3rd.

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

February 18 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 February 18, 2025 at 4:00pm.

Members present: Robert Cavanagh (Treasurer) Denis Bergeron and Patrick DeFilipp. Also present: Michael Broadbent, Superintendent.

Due to the lack of a quorum, the meeting could not be held.

The next meeting will be held March 18, 2025

The meeting was adjourned.

Respectfully submitted,

Diane Drinkwater

March 18 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 March 18, 2025 at 4:00pm.

Members present: Robert Cavanagh (Treasurer) Also present: Michael Broadbent, Superintendent.

Due to the lack of a quorum, the meeting could not be held.

The next meeting will be a special meeting on April 1, 2025.

The meeting was adjourned.

Respectfully submitted,

Diane Drinkwater

**AUBURN SEWERAGE DISTRICT
BALANCE SHEET
PERIOD ENDING - February 28, 2025**

	<u>2/28/2025</u>	<u>12/31/2024</u>		<u>2/28/2025</u>	<u>12/31/2024</u>
Property, Plant and Equipment:					
Plant in Service	38,939,765.80	38,786,890.93	Equity Capital	21,506,535.54	20,951,953.77
Less: Accumulated Depreciation	(19,051,531.76)	(18,679,299.18)			
	<u>19,888,234.04</u>	<u>20,107,591.75</u>	Long Term Debt	4,580,683.70	4,580,683.70
Construction Work In Progress	2,165,569.72	1,770,312.05	Equipment Leases	71,659.31	61,942.00
Current Assets:			Current Liabilities:		
Cash/Money Market	4,593,398.59	509,239.72	Current Portion of LTD	443,065.36	443,065.36
Accounts Receivable	249,539.39	253,200.17	Accounts Payable	497,855.10	399,920.41
Construction Assessments	0.00	0.00	Accrued Interest & Other	113,584.70	85,451.93
City of Auburn Debt	234,868.01	234,868.01	Customer Deposits	17,805.00	17,705.00
Inventory	125,888.40	122,255.19	Pre-Treatment Costs	(20,083.42)	(13,000.08)
PrePays	14,092.49	(0.51)	Accrued LAWPCA	60,485.44	0.00
Total Current Assets	<u>5,217,786.88</u>	<u>1,119,562.58</u>	Total Current Liabilities	<u>1,112,712.18</u>	<u>933,142.62</u>
Investments:					
CD's	0.09	4,278,629.75			
Total Investments	<u>0.09</u>	<u>4,278,629.75</u>			
Deferred Charges	0.00	0.00			
Total Assets	<u><u>27,271,590.73</u></u>	<u><u>27,276,096.13</u></u>	Total Equity & Liabilities	<u><u>27,271,590.73</u></u>	<u><u>26,527,722.09</u></u>

**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
TWO MONTHS ENDED FEBRUARY 28, 2025**

		2025	Y-T-D THRU Feb 2025		
	YTD - 2024	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$694,135	\$4,150,000	699,553.74	\$691,858	\$7,696
Industrial Surcharge	7,186	43,000	4,810	6,565	(1,754)
Shared Debt with City	0	42,000	0	7,000	(7,000)
Jobbing & Mdse. - NET	4,253	20,000	6,464	3,333	3,131
Sewer Assessments	0	25,000	0	4,167	(4,167)
Finance Charges	1,044	6,500	1,015	1,083	(68)
Interest Income	18,872	156,000	27,219	26,000	1,219
Industrial Treatment Sampling	7,083	45,000	7,083	7,500	(417)
Capacity Fees (SDS)	4,500	40,000	3,750	6,667	(2,917)
TOTAL REVENUES	737,074	4,527,500	749,896	754,172	(4,277)
			16.56%	83.33%	< Standard
<u>EXPENSES:</u>					
Payroll	77,786	592,929	82,443	95,138	(12,695)
Employee Benefits	30,443	309,444	36,183	51,574	(15,391)
Maint. of Sewers	3,610	99,669	3,274	16,612	(13,337)
Lift Stations	30,437	94,593	13,109	15,766	(2,657)
Maint. of Buildings	10,856	50,649	12,107	8,442	3,665
Maint. of Trucks	4,673	38,600	5,259	6,433	(1,174)
Office Expense	8,692	38,389	10,338	6,398	3,940
Collection Expense	138	(325)	70	(54)	125
General Expense	1,268	7,812	1,237	1,302	(65)
Insurance	12,820	54,556	11,639	9,093	2,546
Legal & Accounting Fees	8,783	10,879	2,813	1,813	999
Billing Expense	12,508	95,726	16,036	15,954	82
L.A.W.P.C.A.	343,113	2,059,354	344,000	343,226	774
SUB-TOTAL	545,126	3,452,275	538,506	571,696	(33,189)
Interest	32,259	267,669	34,240	44,612	(10,372)
TOTAL EXPENSES	577,385	3,719,944	572,746	616,307	(43,561)
			15.40%	83.33%	< Standard
Bonds - Principal Payments	0	443,065	0	0	0
SURPLUS FROM OPERATIONS	159,689	364,491	177,149	137,865	39,284

AUBURN SEWER - FINANCIAL INFORMATION

Sewer Metered Revenue - Versus Prior Year

Month	2025	2024	MTD Change	%	YTD Change	%
January	\$368,576	\$337,824	\$30,752	9.1%	\$30,752	9.10%
February	\$327,577	\$356,311	(\$28,734)	(\$0)	\$2,018	0.29%
March		\$336,063	(\$336,063)	-100.0%	(\$334,045)	-32.43%
April		\$376,670	(\$376,670)	-100.0%	(\$710,715)	-50.52%
May		\$338,467	(\$338,467)	-100.0%	(\$1,049,182)	-60.11%
June		\$374,199	(\$374,199)	-100.0%	(\$1,423,381)	-67.16%
July		\$340,707	(\$340,707)	-100.0%	(\$1,764,088)	-71.70%
August		\$337,357	(\$337,357)	-100.0%	(\$2,101,445)	-75.12%
September		\$384,476	(\$384,476)	-100.0%	(\$2,485,920)	-78.12%
October		\$360,198	(\$360,198)	-100.0%	(\$2,846,118)	-80.35%
November		\$319,509	(\$319,509)	-100.0%	(\$3,165,627)	-81.97%
December		\$312,566	(\$312,566)	-100.0%	(\$3,478,193)	-83.32%
Year-to-Date:	\$696,154	\$4,174,347				

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	44,263,147	43,330,144	933,003	2.15%	(6,388,563)	-6.97%
March	0	46,113,452	(46,113,452)	-100.00%	(52,502,015)	-38.12%
April	0	42,113,148	(42,113,148)	-100.00%	(94,615,163)	-52.61%
May	0	43,762,840	(43,762,840)	-100.00%	(138,378,003)	-61.88%
June	0	45,688,902	(45,688,902)	-100.00%	(184,066,905)	-68.35%
July	0	\$42,742,343	(\$42,742,343)	-100.0%	(\$226,809,248)	-72.68%
August	0	\$45,409,704	(\$45,409,704)	-100.0%	(\$272,218,952)	-76.15%
September	0	\$54,232,549	(\$54,232,549)	-100.0%	(\$326,451,501)	-79.29%
October	0	\$48,220,643	(\$48,220,643)	-100.0%	(\$374,672,144)	-81.47%
November	0	41,101,500	(41,101,500)	-100.00%	(415,773,644)	-82.99%
December	0	40,978,761	(40,978,761)	-100.00%	(456,752,405)	-84.27%
Year-to-Date:	85,241,908	541,994,313				

SEWER Capital Spending Versus Budget

Capital Expenses - 2025	*Budget	*YTD Actual
JCB Loader	\$12,500	\$9,650
Suitcase Generators	\$600	
E-6 Generator	\$50,000	\$8,524
Moose/Worthy P.S Generator hook-ups	\$10,000	
Pipe Saw	\$1,500	\$367
Locator	\$2,750	\$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
Equipment	\$140,115	\$21,891
2024 Lining Projects	187,000.00	6,000.00
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	1,970,624.00
Projects (total includes benefit costs on labor)	5,427,671.93	2,117,268.60
Total Capital	\$5,567,787	\$2,139,159

Sewer Metered Revenue - Versus Budget

Month	2025	BUDGET	MTD Change	%	YTD Change	%
January	\$344,280	\$368,576	(\$24,297)	-6.6%	(\$24,297)	-6.59%
February	\$355,274	\$327,577	\$27,697	8.5%	\$3,400	0.49%
March	\$0	\$337,065	(\$337,065)	-100.0%	(\$333,664)	-32.29%
April	\$0	\$363,038	(\$363,038)	-100.0%	(\$696,702)	-49.90%
May	\$0	\$352,510	(\$352,510)	-100.00%	(\$1,049,212)	-60.00%
June	\$0	\$333,940	(\$333,940)	-100.00%	(\$1,383,152)	-66.41%
July	\$0	\$336,931	(\$336,931)	-100.00%	(\$1,720,083)	-71.09%
August	\$0	\$334,121	(\$334,121)	-100.00%	(\$2,054,205)	-74.60%
September	\$0	\$367,929	(\$367,929)	-100.00%	(\$2,422,134)	-77.59%
October	\$0	\$340,501	(\$340,501)	-100.00%	(\$2,762,635)	-79.79%
November	\$0	\$361,871	(\$361,871)	-100.00%	(\$3,124,506)	-81.71%
December	\$0	\$325,941	(\$325,941)	-100.00%	(\$3,450,446)	-83.14%
Year-to-Date:	\$699,554	\$4,150,000				

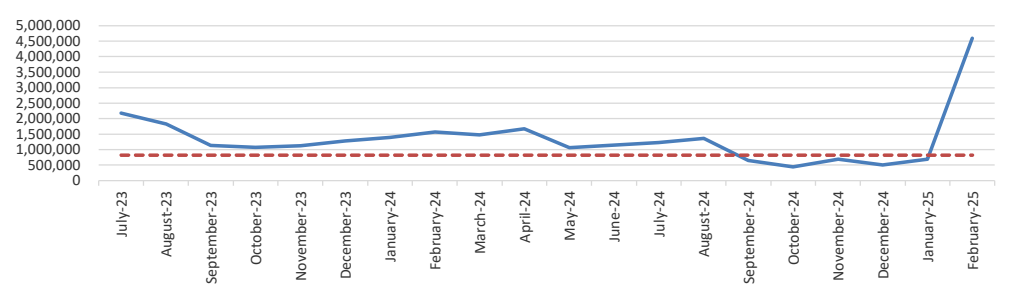
Sewer Gross Payroll

Month	2025	Budget	MTD Change	%	YTD Change	%
January	\$43,076	\$51,217	(\$8,141)	-16%	(\$8,141)	-15.89%
February	\$39,367	\$43,921	(\$4,554)	-10%	(\$12,695)	-13.34%
March	\$0	\$53,136	(\$53,136)	-100%	(\$65,831)	-44.40%
April	\$0	\$51,348	(\$51,348)	-100%	(\$117,179)	-58.70%
May	\$0	\$53,451	(\$53,451)	-100.00%	(\$170,631)	-67.42%
June	\$0	\$42,807	(\$42,807)	-100%	(\$213,438)	-72.14%
July	\$0	\$52,501	(\$52,501)	-100.00%	(\$265,939)	-76.34%
August	\$0	\$52,772	(\$52,772)	-100.00%	(\$318,710)	-79.45%
September	\$0	\$44,591	(\$44,591)	-100.00%	(\$363,301)	-81.50%
October	\$0	\$51,072	(\$51,072)	-100.00%	(\$414,373)	-83.41%
November	\$0	\$54,944	(\$54,944)	-100.00%	(\$469,317)	-85.06%
December	\$0	\$41,169	(\$41,169)	-100.00%	(\$510,486)	-86.10%
Year-to-Date:	\$82,443	\$592,929				

AUBURN SEWER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE

Aging	Current	30 day	60 day	90 day	120 day	Finance Chgs	Other	Totals
February	\$ 170,208.09	\$ 33,564.55	\$ 9,620.90	\$ 10,758.78	\$ 18,730.51	\$ 2,808.81	\$ -	\$ 245,691.64
	69.3%	13.7%	3.9%	4.4%	7.6%	1.1%	0.0%	
January	\$ 147,086.47	\$ 34,445.00	\$ 8,427.78	\$ 13,959.32	\$ 14,822.25	\$ 2,738.79	\$ -	\$ 221,479.61

AUBURN SEWER DISTRICT Cash On Hand



Auburn Sewer District
Accounts Payable Check Register
February 1, 2025 thru February 28, 2025

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7963	2/7/2025	1	Cameron Tire & Service	1/30/2025	Brakes, Rotors Truck #40 (2016 Ford F350)	1,033.87
						<u>1,033.87</u>
7964	2/7/2025	1	MissionSquare	1/31/2025	109636 Mission Square 401 Employee Benefits	2,577.30
						<u>2,577.30</u>
7965	2/7/2025	2	Maine Municipal Emp.Hlth.	2/1/2025	39021 Feb25 Accrued IPP Withheld	485.46
7965	2/7/2025	2	Maine Municipal Emp.Hlth.	2/1/2025	39021 Feb25 Accrued Dental	424.15
7965	2/7/2025	2	Maine Municipal Emp.Hlth.	2/1/2025	39021 Feb25 Employee Benefits	44.70
						<u>954.31</u>
7966	2/7/2025	1	Treasurer, State of Maine	1/8/2025	Wastewater Dischg Fee 2025 Misc Expense-A&G Office	1,545.11
						<u>1,545.11</u>
7967	2/7/2025	2	Northeast Water & Wastewater	2/3/2025	Jacob G - NEWWTA Employee Training	350.00
						<u>350.00</u>
7968	2/7/2025	1	C.N. Wood Enviro	11/20/2024	Control Module Truck #35 (2013 Vacuum Truck)	1,117.99
						<u>1,117.99</u>
7969	2/14/2025	2	Auburn Water District	2/13/2025	Jan Expenses A/P - Due to AWD	76,838.67
						<u>76,838.67</u>
7970	2/14/2025	1	Lew-Auburn Water Pollution	1/22/2025	2018 LTD Accrued - LAWPCA	383.11
7970	2/14/2025	1	Lew-Auburn Water Pollution	1/28/2025	CSO-Bernstein Shur thru 012224 LAWPCA Storm Surg Tank	926.16
7970	2/14/2025	1	Lew-Auburn Water Pollution	1/28/2025	CSO-Sebago thru 122724 LAWPCA Storm Surg Tank	10,086.39
						<u>11,395.66</u>

Auburn Sewer District
Accounts Payable Check Register
February 1, 2025 thru February 28, 2025

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7971	2/21/2025	2	Lew-Auburn Water Pollution	2/3/2025	Feb Ops Accrued - LAWPCA	104,295.04
7971	2/21/2025	2	Lew-Auburn Water Pollution	1/28/2025	Void Pd Inv 1109 LAWPCA Storm Surg Tank	-926.16
						<u>103,368.88</u>
7972	2/21/2025	3	Maine Municipal Emp.Hlth.	3/1/2025	39021-Mar25 Ins Employee Benefits	30.00
7972	2/21/2025	3	Maine Municipal Emp.Hlth.	3/1/2025	39021-Mar25 Ins Accrued Dental	379.92
7972	2/21/2025	3	Maine Municipal Emp.Hlth.	3/1/2025	39021-Mar25 Ins Accrued IPP Withheld	425.33
						<u>835.25</u>
7973	2/21/2025	2	Motion Industries Inc	2/13/2025	Moose Brook Repairs Expense-Moosebrook PS	4,340.85
						<u>4,340.85</u>
7974	2/21/2025	2	Power R Point Enterprises Inc	2/10/2025	25% Down pymt E-6 Generator 2025	8,065.00
						<u>8,065.00</u>
7975	2/21/2025	2	C.N. Wood Enviro	2/6/2025	Wear Parts Truck #35 (2013 Vacuum Truck)	1,259.69
						<u>1,259.69</u>
7976	2/28/2025	2	Gilman Electrical Supply	2/26/2025	Supplies E-5 Generator	313.80
7976	2/28/2025	2	Gilman Electrical Supply	2/26/2025	Supplies E-5 Generator	191.81
						<u>505.61</u>
7977	2/28/2025	2	Maine Municipal Assoc.	2/15/2025	Unemploy Employee Benefits	42.00
						<u>42.00</u>
7978	2/28/2025	2	Tessco Technologies	2/13/2025	Antenna Magnet Mount Expense - W5 - PS	41.58
7978	2/28/2025	2	Tessco Technologies	2/7/2025	Antenna, Etc Expense - W5 - PS	1,428.37

3/5/2025

**Auburn Sewer District
Accounts Payable Check Register
February 1, 2025 thru February 28, 2025**

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
						<u>1,469.95</u>
7979	2/28/2025	2	USA Bluebook	2/7/2025	Swr Pump Float Switches Supplies - T&D - Ops	291.84
						<u>291.84</u>
7980	2/28/2025	2	Wright-Pierce	2/10/2025	I & I Study thru 013125 Miller Street Inflow Investiga	2,069.69
						<u>2,069.69</u>
<u>Grand Total</u>						<u>218,061.67</u>

Memo

To: Sewer District Trustees
From: Michael Broadbent, Superintendent
CC: Files
Date: 3/13/2025
Re: Discussion of March Agenda Items

Sewer Trustees

Financial Report Highlights

Revenues and expenses are close to budget. No bond payments were made in February 2025 and the next debt service payments are made in March 2025. In February 2025, the four CDs expired and we decided not to reinvest the funds due to the liquidity needs of the storm surge tank. Lewiston is expecting to draw the remaining \$2M in bond proceeds from us by the end of June 2025. Cash on hand of \$4.6 million is sufficient to service existing debt and fund operations.

Activity Report/Project Update

DOT Paving Projects ASD did not receive any bids for the Request for Proposal (RFP) to adjust 80 manholes as part of the DOT paving projects. AWD is exploring alternative solutions to complete this work while ensuring the continuation of normal operations alongside other CIP projects.

City Paving Projects ASD is awaiting the City's receipt of bids for the 2025 paving projects. In the interim, the ASD water crew will begin the process of locating and collecting GPS data, as well as conducting a general condition assessment of the manholes within the project limits.

Merrow Road The Merrow Road project is scheduled to be put out to bid on March 11, 2025. ASD has provided the City of Auburn Engineering and Gorrill Palmer with elevation data for the majority of identified conflicts within the project limits. Gorrill Palmer is currently reviewing this information and will re-design the project to minimize conflicts wherever possible.

New Business

Election of Officers The District elects four positions and an auditor annually, Trustee President, Trustee Treasurer, Clerk (Typically AWSD Staff) and Superintendent. The Auburn Water District by-laws specify these elections are conducted by ballot. The Sewer District does not have adopted by-laws so we generally follow the same process.

Superintendent Broadbent will distribute a ballot to each Trustee during the meeting, which will list all eligible candidates for each position. Trustees can circle the candidate they feel best fits the position or they can use the write-in option. After the ballots are filled out the Superintendent will tally the results.

District Goals There are several initiatives for the Trustees to consider in 2025. Included in the packets is a breakdown of the initiatives and cost estimates for each. These include a Water Quality Assessment/Strategic Plan, District Asset Management Plan and IT Support, Water Meter Change Out and Facility Planning. The Trustees should consider setting goals to start and complete these initiatives in the coming year.

Clean Water Act Master Plan The Auburn Sewer District, City of Lewiston and the Lewiston Auburn Clean Water Authority have partnered on submitting a Clean Water Act Master Plan update every five years for the past 20 years. The largest reason for this is the shared treatment facility and the fact that both systems contribute to the overflow of Structure B at the LACWA treatment facility.

Lewiston's consultant, Tighe & Bond, has prepared this proposal and divided the work load out amongst the three entities. The District is primarily responsible for task 2.2, which equates to 11% of the total project cost, \$28,070. I feel there is value for the District to continue and partner with the other entities for 2025 ,however, with the construction of the storm surge tank, future updates can be done independently.

LACWA Apportionment & Financials

LACWA's March meeting was pushed back one week, so I do not have anything to report on at this time.

Old Business

SCADA Agreements Over the last month, the AWSD and Lewiston SCADA Technicians have worked together at least one day per week and as

needed on shared water quality projects. The Lewiston Technician is not serving on-call at this time but I believe they are working to make him available for this soon.

The largest issue still at hand is to update our SCADA Agreements, Interlocal Agreement #4 and the first Amendment. I have proposed several variations to Lewiston staff ,however, we have yet to sign an agreement.

There is no reason for the Sewer District to be bound by this agreement moving forward.

CISA The Auburn Water and Sewer District was one of 20 systems selected by the Maine Drinking Water Program to complete a Cyber Security Assessment of our equipment, networks and processes. The assessment was completed by a division of the U.S. Department of Homeland Security, the Cybersecurity and Infrastructure Security Agency (CISA). The assessment was completed at the beginning of March and we received a follow-up consultation where they made several recommendations to improve our security.

The majority of these recommendations include appointing an internal point of contact for cyber security, development of policy and practices and insuring proper training. I was told by the assessment team that the District is in very good shape and that we have done a very good job up to this point.

Staffing Update At this time the District is fully staffed, however, I would like to report that after 42 years and 5 Months, our most senior employee, Randy Holmes has announced his retirement. Randy's last day with the District is March 21. He will be missed by all.

Additionally, we would like to recognize the efforts of two individuals:

Eddie Williams, the District's Director of Customer and Technical Services, recently earned his Grade I Water Distribution Certification.

Jacob Gilbert, Sewer Operator, recently earned his Grade 1 Sewer Collection System Certification.

The actions of these individuals demonstrates their commitment to professional development and the success of the organization.

Upcoming: Sewer Trustee Meeting, April 15, 2025 4:00pm

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

MAINS

Location	Hrs.	Comments	OK	Plug	Manit.	Misc.	New
Merrow Road	27	Test Pits for Road Reconstruction				1	
2 Week Checks	8				1		
Grandview	7	Jet & Clean Frozen Main		1			
2025 Monthly Total Hrs.	42						
2025 Monthly Totals	3		0	1	1	1	0
2024 Monthly Totals	2		0	0	0	2	0
2025 YTD Totals	11		0	1	7	3	0
2024 YTD Totals	2		0	0	0	2	0

MANHOLES

Location	Ck'd	Comments	OK	Cover	Misc.	Frame & Cover	New
Washington Street		Patch Manholes	0	0	1	0	0
2025 Monthly Totals	1		0	0	1	0	0
2024 Monthly Totals	8		0	0	7	1	0
2025 YTD Totals	1		0	0	1	0	0
2024 YTD Totals	11		0	0	10	1	0

SERVICES

Location	Ck'd	Comments	New	OK	Misc.	on owner
170 Kitty Hawk		Investigate for Oil in Sewer		1		
42 Millbrook Ln		Sewer backup				1
64 Grandview Ave		Sewer backup (Main Frozen)			1	
2025 Monthly Totals	3		0	1	1	1
2024 Monthly Totals	7		1	0	0	6
2025 YTD Totals	7		0	1	2	4
2024 YTD Totals	9		1	1	0	7

LIFT STATIONS

Location	No.	Comments
Morrow	5	Weekly Check
River	5	Weekly Check
Lewiston Junction	4	Weekly Check
Worthley	6	Weekly Check
Washington St	3	Weekly Check
Moose Brook	2	Weekly Check
Ash Landfill	3	Weekly Check
Crestwood	4	Weekly Check
Rte 122	5	Weekly Check
Rte 26	5	Weekly Check
Dockside	4	Weekly Check
E1	3	Weekly Check
E2	2	Weekly Check
E3	3	Weekly Check
E5	2	Weekly Check
E6	3	Weekly Check
W2	3	Weekly Check
W3	2	Weekly Check
W4	2	Weekly Check
W5	2	Weekly Check
W6	2	Weekly Check
W7	2	Weekly Check
Bradman	4	Weekly Check
Evergreen	3	Weekly Check
LAPS	2	Weekly Check
2025 Monthly Hours	179	
2025 Monthly Totals	81	
2024 Monthly Total	53	
2025 YTD Totals	132	
2024 YTD Totals	137	

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	10.30	1.41	3.11	7.00	48.00	-4.00	19.40	
February	28.10	2.81	3.00	12.00	49.00	-4.00	19.20	
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
2025 YTD Totals	38.40	4.22	0.00	19.00				
2024 Totals	27.1	5.40	0.0	20.0				

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	22	8	0	0	0	0	0	5	7	0	2	0
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
2025 YTD Totals	71	30	0	2	0	1	0	22	13	0	3	0
2024 Totals	74	40	5	1	0	0	0	12	11	0	4	1

DUTY FOREMAN CALLS (Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Service Issue	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	2			0	1	0	1	0	0	0	0
Water District	15	0	0	0	10	2	0	0	0	0	3
2025 Monthly Totals	17	0	0	0	11	2	1	0	0	0	3
2024 Monthly Totals	11	0	1	0	2	2	2	0	1	0	3
2025 YTD Totals	15	0	0	0	10	3	0	0	0	1	1
2024 YTD Totals	28	0	3	0	5	6	8	0	1	0	5

OTHER ACTIVITIES

1. Vehicle/Equipment Maint. - 40 Hrs
2. Training - 47 Hrs (Payroll, Meters, Management Candidate School)
3. Building & Lift Station Maint. - 225 Hrs
4. LACWA - Rod Hill 24 hrs
5. Facility Snow Removal - 15 Hrs
6. E5 Generator Project - 53 Hrs
7. E6 Generator
- 8.
- 9.
- 10.

2025 Auburn Water and Sewer District Initiatives

Water Quality Assessment and Strategic Plan

AWD/LWD

- The District has funding available for this and we could qualify for a \$30,000 assistance grant through the DWP.
- Lewiston is interested in partnering on this project and is currently funded to study extending the intake pipe.
- We had a joint meeting with CDM Smith to develop a scope for the project. We're currently awaiting the scope for discussion and consideration.
- Projected costs: \$100,000-200,000

Asset Management / IT

Water/Sewer

- This initiative requires funding for software and additional staffing.
- The District has selected asset management software through the analysis by Raybern Consulting and has drafted a job description for a new staff member. This position would be titled: IT and Asset Management Technician. They would be responsible for design, development of the District's SharePoint sites and applications. Create, maintain, and update asset data in systems like GIS and EAMS. IT Support: Provide technical support for hardware, software, and network issues. Webpage and Social Media Management: Develop and maintain the District's webpage and manage social media content.
- Projected annual costs: \$150,000

Water Meter Replacement

Water/Sewer?

- The District has an RFQ out to select the best metering platform for the District.
- The District is funded to buy software and 200-300 meters in 2025.
- Once a new platform is selected the District can develop a budget and plan to replace all water meters in the system.
- The district could realize an immediate ROI due to the age of our meters, particularly in the commercial and industrial accounts.
- Should the Sewer District assist with the funding for this project?
- Projected costs: \$2,000,000-4,000,000, depending on approach

Facilities Planning

Water/Sewer

- The District Operations Center and Offices are 52 years old. We have needs: Inadequate space/storage for vehicles, equipment and staff. HVAC systems, doors, windows, roof membrane and ADA compliance.

- Our current location presents some challenges: Equipment/truck access to this location is limited, this presents difficulties dispatching crews and accepting deliveries. The District stock piles gravel, pipe and some equipment at the Goff Hill Reservoir. This site also has constraints some equipment and materials are stored off site. and the City would much rather see commercial properties at this location.
- I've requested a proposal from Wright-Pierce for a Facilities assessment, this will help us determine what we need now and in the future.

		Lewiston Auburn Clean Water Authority											
		Monthly Cost Apportionment Summary											
		Cost Apportionment Summary - First Half of 2025										TBP 3/6/25	
	Lewiston Sewer Division							Auburn Sewerage District					
Month	Initial %	Initial \$	Op Data %	Op Data \$	Difference \$		Initial %	Initial \$	Op Data %	Op Data \$	Difference \$		
January	63.00%	\$177,583.46	62.49%	\$176,145.87	\$1,437.58	#####	37.00%	\$104,295.05	37.51%	\$105,732.63	(\$1,437.58)		0.0
February	63.00%	\$177,583.46	61.19%	\$172,481.45	\$5,102.00	#####	37.00%	\$104,295.05	38.81%	\$109,397.05	(\$5,102.00)		0.0
March	63.00%	\$177,583.46	64.09%	\$180,655.93	(\$3,072.48)	#####	37.00%	\$104,295.05	35.91%	\$101,222.57	\$3,072.48		0.0
April	63.00%	\$177,583.46	62.58%	\$176,399.57	\$1,183.89	#####	37.00%	\$104,295.05	37.42%	\$105,478.93	(\$1,183.89)		0.0
May	63.00%	\$177,583.46	62.11%	\$175,074.74	\$2,508.72	#####	37.00%	\$104,295.05	37.89%	\$106,803.76	(\$2,508.72)		0.0
June	63.00%	\$177,583.46	61.80%	\$174,200.91	\$3,382.54	#####	37.00%	\$104,295.05	38.20%	\$107,677.59	(\$3,382.54)		0.0
Six Month Adjustment			61.84%		\$6,539.58				38.16%		(\$6,539.58)		0.0
		Cost Apportionment Summary - Second Half of 2025											
	Lewiston Sewer Division							Auburn Sewerage District					
Month	Initial %	Initial \$	Op Data %	Op Data \$	Difference \$		Initial %	Initial \$	Op Data %	Op Data \$	Difference \$		
July	63.00%	\$177,583.46	62.79%	\$176,991.51	\$591.94	#####	37.00%	\$104,295.05	37.21%	\$104,886.99	(\$591.94)		0.0
August	63.00%	\$177,583.46	62.28%	\$175,553.93	\$2,029.53	#####	37.00%	\$104,295.05	37.72%	\$106,324.57	(\$2,029.53)		0.0
September	63.00%	\$177,583.46	61.86%	\$174,370.04	\$3,213.41	#####	37.00%	\$104,295.05	38.14%	\$107,508.46	(\$3,213.41)		0.0
October	63.00%	\$177,583.46	61.43%	\$173,157.96	\$4,425.49	#####	37.00%	\$104,295.05	38.57%	\$108,720.54	(\$4,425.49)		0.0
November	63.00%	\$177,583.46	62.39%	\$175,864.00	\$1,719.46	#####	37.00%	\$104,295.05	37.61%	\$106,014.50	(\$1,719.46)		0.0
December	63.00%	\$177,583.46	62.09%	\$175,018.36	\$2,565.09	#####	37.00%	\$104,295.05	37.91%	\$106,860.14	(\$2,565.09)		0.0
Six Month Total Adj			62.15%		\$11,979.84				37.85%		(\$11,979.84)		0.0
Average / Adjustments year end			62.17%		\$6,539.58				38.16%		(\$6,539.58)		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.													

**Task Order No. 3
Clean Water Act Master Plan Update**

**In accordance with
Agreement
For
On Call Engineering Services
Dated July 18, 2024
By and Between
Tighe & Bond, Inc.
and
City of Lewiston, Maine**

SECTION 1 – SCOPE OF WORK

BACKGROUND

In May 2000, the City of Lewiston (Lewiston), Lewiston-Auburn Clean Water Authority (LACWA) and Auburn Sewerage District (ASD) finalized negotiations with the Maine Department of Environmental Protection (Maine DEP) to proceed with the recommendations made in the Clean Water Act Master Plan (CWAMP) to reduce combined sewer overflows (CSO). The plan included a fifteen-year capital improvement plan and a requirement to provide updates on the progress made at five-year intervals during the implementation period. Updates to the report were submitted in 2005, 2010, 2015, and 2019.

The first CWAMP Five-Year Update for Lewiston, LACWA, and ASD was submitted and commented on by the Maine DEP in 2005. Maine DEP provided final approval of the plan and amendment including the provision for Lewiston to modify the separation approach for the CSO 004, 012, 015 and 021 basins to storage.

In 2008, the consent agreement with LACWA was amended. In the correspondence, it was stated that "the goal of the amendment was to close out the consent agreement and move the focus of controlling storm flows at LACWA to the CSO Master Plan." The Consent Agreement committed LACWA to include an assessment of primary treatment needs at the treatment plant in the second 5-year update to the Master Plan.

The 2010 CSO Master Plan Update for Lewiston, LACWA, and ASD was submitted in June of 2010, and was commented on by the Maine DEP in 2013. Maine DEP provided final approval of the plan in their 2013 correspondence and requested a Scope of Work for the Master Plan 2015 Five-Year update by January 1, 2015.

The 2015 CSO Master Plan Update, submitted in July 2015, documented the effectiveness of the CSO abatement improvements to date, identified and documented the specifics of the existing combined and separated collection systems, and established an approach to addressing the remaining CSOs and their impacts to the Androscoggin River, Goff Brook, and Jepson Brook. In January 2016, Maine DEP provided an official approval of the 2015 Update and implementation schedule.

The 2019 CSO Master Plan Update, submitted in June 2019 and approved with addendum in November 2020, documented the significant progress that has been made in the last two decades of the implementation period to reduce CSOs nearly 10 percent of what it was in 2000. The 2019 CWAMP concluded that separation efforts within the public streets/right-of-way largely contributed to the significant reduction in CSO volume discharged and CSOs

caused by wet weather events up to and including the 1-year design storm can be controlled throughout the systems by utilizing a combination of separation within the public streets, I/I removal, and storage.

In November 2020, Maine DEP issued the Maine Pollution Discharge Elimination System (MEPDES) Permit #ME0100994 and Maine Waste Discharge License (WDL) renewal for the City of Lewiston. As stated in the permit:

"The permittee must continue to work with the Auburn Sewerage District and the Lewiston-Auburn Water Pollution Control Authority (LAWPCA) to implement CSO control projects in accordance with the most currently approved CSO Master Plan Update (CWAMP) for the City of Lewiston, the Auburn Sewerage District, and the Lewiston-Auburn Water Pollution Control Facility (LAWPCA), June 2019 with final amendments in September, 2020. The amended CWAMP was approved by DEP on November 25, 2020.

By November 25, 2025, (*EFIS Code CS010*) the permittee must submit to the Department for review and approval an Updated CSO Master Plan and implementation schedule."

The scope of work detailed herein is intended to be a comprehensive study integrating several objectives that will ultimately provide the City of Lewiston, Auburn Sewerage District and LACWA with an Updated CSO Master Plan and Implementation Schedule. The plan will recommend appropriate, cost-effective solutions that maximize benefits to the receiving waters by reducing CSO volume.

Task 1: Lewiston Flow Metering, SWMM Modeling and Analyses

An important part of the CSO Master Plan Update will be evaluating the performance of storage facilities constructed and sewer separation work completed since the last model update in 2018-2019. Through this evaluation, we plan to estimate the quantity of stormwater flow that has successfully been removed from the system.

Task 1 will include the following major sub-tasks:

- 1.1 Flow metering and data collection
- 1.2 Hydraulic model calibration update
- 1.3 CSO Master Plan alternatives analysis

Task 1.1: Flow Metering Program

Tighe & Bond will first develop a flow metering plan for review with Lewiston and LACWA. Locations for the flow meters will be selected based on work completed in the collection system since 2018 to revise the model to match and our understanding of the hydraulic model to improve accuracy of previously calibrated areas.

Tighe & Bond will coordinate with flow metering subcontractor Flow Assessment who will manage the installation, data collection, and maintenance of fourteen (14) area velocity flow meters for one 10-week period (approximately April through June 2025) in the Lewiston's collection system. This data will be complemented by data from Lewiston's ongoing monitoring programs, as well as data from the LACWA Wastewater Treatment Plant (WWTP), Structure B, and the existing storage facilities. This scope of work assumes that we will also collect data during this time period from two rain gauges located in Lewiston that will also be provided by our flow metering subcontractor.

Task 1.2: Hydraulic Model Calibration Update

After completion of the flow metering program and review and validation of the metering data, we will calibrate the hydraulic model. First, we will create rainfall entry files for each

selected design storm from the flow metering period and then we will calibrate the model to the rainfall and flow data collected during the flow metering period. We will then run the calibrated model to produce predicted CSO discharges for 2024 that will be compared to actual CSO discharges in 2024 using the Lewiston's reporting data to validate the model calibration.

Tighe & Bond anticipates running the newly calibrated model for three design storms to consider the range and magnitude of CSOs.

The existing modeled diversion structures will be utilized unless these regulators have been significantly changed since the last modeling effort. Additionally, the existing groundwater simulations in the model developed as part of a prior Jepson Brook Capacity Assessment will be maintained within the model. The model created to facilitate LACWA upgrades will be reviewed and the current LTCP model updated for consistency where appropriate.

The CSO Master Plan Update report will document model development, calibration and verification.

Task 1.3: CSO Master Plan Alternatives Analysis

This task will utilize the model to evaluate various alternatives for abatement of the Lewiston's remaining CSOs. Tighe & Bond will use the calibrated computer model to assess baseline conditions and inform schedule and scope development for the updated CSO Master Plan. The model will be used to evaluate storage, treatment, and sewer separation, green infrastructure and real-time control alternatives that achieve specified levels of CSO control. The focus will be on the 1-year design storm used to date for alternatives development and analysis, but we will also consider the CSO discharges for alternatives that control CSOs that occur during the 2-year and 5-year design storms. We will also develop conceptual-level opinions of probable construction cost for each alternative.

Findings from the analyses will be used to develop the draft CSO Master Plan Update and Implementation Schedule to be submitted to Maine DEP.

Task 2: Review and Assessment of CSO Related Information

Review the following materials:

- Metcalf & Eddy CWA CSO Master Plan including project summaries for ASD, Lewiston and LACWA
- 2005, 2010, 2015, and 2019 CSO Master Plan Updates
- Annual CSO progress reports for 2019 through 2024 for Lewiston, ASD, and LACWA
- LACWA wastewater treatment plant evaluation reports
- Correspondence with the Maine DEP

Task 2.1: Review of Progress in the Lewiston Collection System

Review the following information through discussions with Lewiston:

- Sewer separation capital projects completed, on-going and planned
- SSES and Infiltration and Inflow studies for Lewiston
- Private inflow removal projects
- CSO flow monitoring and overflow volumes
- Evaluate current level of control at remaining CSO discharge points

- Annual expenditures and anticipated available future funding for CSO program
- Nine minimum controls
- CMOM work in the system

Task 2.2: Review of Progress in the Auburn Sewer District Collection System

Review the following information through discussions with Auburn Sewer District:

- Sewer separation capital projects completed, on-going and planned
- SSES and Infiltration and Inflow studies for Auburn
- Private inflow removal projects
- CSO flow monitoring and overflow volumes
- Evaluate current level of control at remaining CSO discharge points
- Annual expenditures and anticipated available future funding for CSO program
- Nine minimum controls
- CMOM work in the system

Task 2.3: Review of Progress at LACWA

Review the following information through discussions with LACWA staff:

- CSO flow monitoring data at Structure B
- Wet weather WWTP hydraulic and treatment capacities
- Capital improvements achieved and planned
- Evaluate current level of control at Structure B based on actual flow data and as part of the Lewiston SWMM modeling effort
- Evaluate LACWA wet weather treatment and storage capacity based on upgrades to Structure B and new storage structures

Task 3: CSO Master Plan Update and Implementation Schedule Report

Review and consolidate information into a report including:

- Develop a presentation of the Lewiston, ASD and LACWA CSO abatement achievements from 2019 through 2024.
- Identify and evaluate alternatives and propose a schedule for implementing the preferred alternatives to address the remaining CSOs. Develop a presentation of the proposed implementation plan for years 2025 through 2030.
- Meet with Maine DEP to present finding and conclusions to include in report.
- Submit draft report to Lewiston, ASD and LACWA for review. The draft report will include a comprehensive executive summary that details progress to date including updates to the Lewiston collection system, updates to the wastewater treatment facility and regulatory changes that have taken place since this project began.
- Revise draft and submit to Maine DEP for review.
- Review comments and finalize the CSO Master Plan Update and Implementation Schedule.

Task 4: Project Management

- Track progress and prepare monthly status reports with invoicing.
- Attend up to 4 meetings with the Lewiston, ASD and LACWA to discuss progress.

SECTION 2 - SCHEDULE

The work shall be completed and the CSO Master Plan Update report shall be submitted to the Maine DEP prior to November 25, 2025.

- Flow Metering Program April-June 2025
- Model Calibration and Alternative Analysis August 2025
- Coordination with Maine DEP September 2025
- Draft report distributed October 2025
- Final Report Delivered November 25, 2025

SECTION 3 – COMPENSATION

Services shall be provided on an hourly plus expenses basis with a budget allocation of \$256,970. In the event that the scope of work is increased for any reason, the limiting fee to complete the work shall be mutually revised by written amendment. Work will be performed in accordance with the terms of the AGREEMENT and the 2025 Rate Schedule, provided under separate cover.

For information purposes, the summary below provides the anticipated breakdown of the tasks. The summary is presented to provide a better understanding of how the project budget was developed. A single invoice will be issued but broken down by each entity to facilitate payment by Lewiston, ASD and LACWA.

SUMMARY OF COSTS

Clean Water Act Master Plan Update

Task	Labor Cost	Reimbursable Cost	Total
Task 1.1 Flow Metering	\$ 8,120	\$ 97,130	\$ 105,250
Task 1.2 Model Calibration	\$ 34,100		\$ 34,100
Task 1.3 CSO Alternative Analysis	\$ 33,410		\$ 33,410
Task 2 Review and Assess CSO Information	\$ 17,870		\$ 17,870
Task 3 CSO Master Plan Update	\$ 55,620		\$ 55,620
Task 4 Project Management	\$ 10,720		\$ 10,720
Tasks Total	\$ 159,840	\$ 97,130	\$ 256,970

The estimated split per entity is as follows:

Entity	Labor Cost	Reimbursable Cost	Total
Lewiston	\$ 103,700	\$ 97,130	\$ 200,830
Auburn Sewer District	\$ 28,070	-	\$ 28,070
LACWA	\$ 28,070	-	\$ 28,070
Tasks Total	\$ 159,840	\$ 97,130	\$ 256,970

ASSUMPTIONS / EXCLUSIONS

The following assumptions and exclusions apply to this Task Order:

- Tighe & Bond has assumed that we will be provided with the model prepared by Woodard and Curran for the Structure B improvements at LACWA and any capacity assessment reports.
- Data from each entity will be provided within two weeks of the notice to proceed.

Accepted by:

CITY OF LEWISTON

Brian O'Malley
Acting City Administrator

Date

Purchase Order

TIGHE & BOND, INC.

Tiffany Labrie
Senior Vice President

2/25/2025

Date

Daniel Bisson
Vice President

2/25/2025

Date