

Office of

AUBURN SEWERAGE DISTRICT

Office Telephone # 784-6469

The regular monthly meeting of the Trustees of the Auburn Sewerage District will be held at the Auburn Sewerage District, 268 Court Street, on **Tuesday, February 20, 2018 at 4:00 P.M.**

AGENDA

1. Approve Minutes of Regular Meeting of January 16, 2018.
2. Financial Report Update - *Greg Leighton*.
3. Ratify Payment of Bills
4. Open Session
5. Activity Report - *Mike Broadbent*
6. New Business
 - Project Update
 - Mowing Bid
 - Impact Hammer Purchase
 - LAWPCA Apportionment & Financials
 - LAWPCA Pre Treatment Award
7. Old Business
 - Employee Benefits Committee
8. Adjourn Regular Meeting.

Upcoming - Trustee Meeting - March 20, 2018 (Election of Officers)
Employee Benefits committee - March 1, 5:30PM

Memo

To: Water & Sewerage District Trustees
From: Sid Hazelton, P.E., Superintendent
CC: Files
Date: 2/15/2018
Re: Discussion of February Agenda Items

Water Trustees

Financial Report Highlights

Water sales for the month are over budget by \$10k due timing of meter reads and budget spreads. Expenses are over budget by \$29k; with \$23k of this due to the timing of 5 pay periods hitting the month of January. Principal bond payments will start in March. We had no capital spending on the water side as cold weather and focus on the major sewer project took over. Cash ended the month at \$982k.

Water Quality Update

We are entering Phase II of the Townsend Brook Phosphorus Study Project. With the aide of a \$10,000 Source Water Protection Grant from the Drinking Water Program, we will be analyzing sediment samples, and scheduling another drone fly-over of the watershed.

The LAWPC meeting scheduled for February 7 was postponed due to inclement weather. As of this date a reschedule date has not been determined.

Ag Zone Study

The City has hired a consultant and formed an Ad Hoc Committee to oversee the study of the potential for additional farming opportunities in the Ag/Resource Protection Zones. Much of the Resource Protection Zone comprises the watershed

of Lake Auburn. An obvious concern is the potential to relax the development standards around the lake that would jeopardize our waiver of filtration.

The study has been completed, and two public meetings conducted on the results of the study. The Ad Hoc Committee will meet over the next few months to make recommendations to the full City Council.

At this time I believe our interests are being served; however, we will remain engaged in this process and respond as necessary.

Project Updates

We will be undertaking the Fluoride Room Upgrades soon as a result of the grant we received from the National Association of County and City Health Officials (NACCHO).

We are in the planning phase of the Minot Avenue Water Main Replacement Project, and will review our progress at the meeting.

Taylor Pond Engineering Study

Per the request of the Trustees, I met with City Manager Peter Crichton on January 31 to discuss the potential joint funding an Engineering Study to bring year-round water to the Easterly side of Taylor Pond. I subsequently had a phone conversation with him on 2/15 after he had met with Joan Macri earlier in the day. The City has funded a study on the adequacy of fire protection, and is willing to contribute \$3000 towards the cost of an Engineering Study.

Pesticide Discharge Management Permit

Our current permit to apply algaecide to the Lake expires in 2018. We are in the process of renewing the permit for another 5 years.

Executive Session

There will be executive sessions to discuss personnel, and litigation issues.

Sewer Trustees

Financial Report Highlights

We spent over \$20k on the airport project in January, worked a lot of hours and continue into February despite the bitter cold weather. Revenues are tracking on budget and the expenses are favorable due to timing. Bond payments will begin in March. Cash continues to be good at \$1.5 million.

It appears that LAWPCA ended the year 2017 with a budget surplus of approximately \$140K. The final amount will be verified through the forthcoming audit.

Cost Apportionment

In addition to the regular monthly cost apportionment, included in the packet is an explanation of how the cost apportionment is derived. I will take a few minutes to review this at the meeting.

On a side note, LAWPCA experienced only 10 CSO bypass events in 2017 for a combined total of 26.7 MG.

They experienced no exceedances of BOD, TSS, or chlorine in 2017.

EPA Industrial Pretreatment Award for LAWPCA

The New England Region Environmental Protection Agency (EPA) recently recognized LAWPCA for an exceptional Industrial Pretreatment Program. The news release is included in the packet.

CSO Master Plan

The progress report on the five- year extension to our 15- year CSO Masterplan is due to the DEP at the end of 2019. The report has always been a combined effort of the Auburn Sewerage District, the City of Lewiston, and LAWPCA. We are preparing an RFP to forward to Engineering Consultants to produce a report for the DEP to review.

Both Boards

Employee Benefits Committee

Our first meeting was held on 2/12 with members Mary Sylvester, Heidi McCarthy, Tizz Crowley, Charlie Sheehan, and Sid Hazelton (Chris Curtis absent). We set the stage for future work, and plan to update the Trustees every month on the progress we make.

Mowing Bid/Impact Hammer

Included in the packets is a bid tabulation for the mowing bid, as well as information on the purchase of an impact hammer.

January 16, 2018

The regular monthly meeting of the Trustees of the Auburn Sewerage District was held at the office of the Auburn Sewer District, 268 Court Street, on Tuesday, January 16, 2018 at 4:00pm.

Members present: Robert Cavanagh, Raymond Fortier, Joseph DeFilipp, Heidi McCarthy (President), Charles Sheehan (Treasurer) and Andrew Titus (Mayor's Representative). Also present: Sid Hazelton, Superintendent, Mike Broadbent, Assistant Superintendent and Greg Leighton (Maine Water Company), Finance Manager.

Absent: Stephen Ness

On motion of Charles Sheehan, seconded by Raymond Fortier, it was voted: **To accept the minutes of the Regular Meeting of December 19, 2017.**

On motion of Charles Sheehan, seconded by Raymond Fortier, it was voted: **To accept the minutes of the Special Joint Meeting of December 20, 2017.**

On motion of Charles Sheehan, seconded by Raymond Fortier, it was voted: **To accept the minutes of the Public Hearing of December 20, 2017.**

FINANCIAL REPORT - The Sewer District ended 2017 at \$150,000 below budget on the income and \$101,000 favorable on expenses. There was a \$12,000 expense added in December for the design of the Green Turtle Pump Station.

RATIFY PAYMENT OF BILLS

On motion of Charles Sheehan, seconded by Robert Cavanagh, it was unanimously voted: **To ratify the payment of bills in the amount of \$257,405.02 as shown on the printout dated December 1, 2017- December 31, 2017.**

OPEN SESSION – No members of the public were present

ACTIVITY REPORT – The District has been working with Ted Berry to install a sewer main across the airport runway and taxi ways. This is part of a new cross-country main that will replace the Green Turtle Pumping Station. Mike Broadbent also informed the Trustees about a private sewer main that plugged on Beacon Avenue. The private main runs cross-country parallel to Beacon and ties into Lake Street. There are three properties served by this main. The owners of the main did work together to get it unplugged.

NEW BUSINESS The sewer main installation across the airport property is on-going. The Sewer Board agreed to form a joint Water and Sewer Board Sub Committee to discuss employee benefits. Charles Sheehan and Heidi McCarthy volunteered to serve and agreed that it made sense to have an employee representative on this committee. The Sewer Board was in favor of starting the salary survey.

LAWPCA APPORTIONMENT & FINANCIALS – The Trustees were presented with a full 12 month spreadsheet of Auburn’s apportioned costs associated with LAWPCA. The split has been steady at 62% / 38% split between Lewiston and Auburn.

OLD BUSINESS

17 SOUTH GOFF ST – The property has been purchased. An auction company has taken any items that had any value, an architectural salvage company has salvaged some of the trim, doors and tin ceiling. Our crews have stripped and salvaged the building of about \$700 in copper. AEC of Lewiston has completed a demolition impact survey and we are awaiting the results.

FINANCIAL AUDIT – RHR Smith is the District’s new auditor who will start the audit at the end of February.

On motion of Robert Cavanagh, seconded by Joseph DeFilipp, it was unanimously voted: **To go into executive Session per 1 M.R.S.A § 405 (6) (D) to discuss a personnel issue.**

The meeting came out of Executive Session.

On motion of Charles Sheehan, seconded by Raymond Fortier, it was unanimously voted: **To adjourn the meeting.**

Respectfully submitted,

Michael Broadbent

**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
ONE MONTH ENDED JANUARY 31, 2018**

	January	2018	Y-T-D THRU JANUARY 2018		
	YTD - 2017	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$319,360	\$3,703,639	\$317,259	\$308,637	\$8,622
Industrial Surcharge	1,597	45,602	2,370	3,800	(1,431)
Public Basins	0	41,392	0	3,449	(3,449)
Jobbing & Mdse. - NET	0	6,500	22	542	(520)
Sewer Assessments	204	21,762	196	1,814	(1,617)
Finance Charges	809	12,050	874	1,004	(130)
Interest Income	212	2,473	524	206	317
Industrial Treatment Sampling	4,400	50,400	4,200	4,200	0
Capacity Fees (SDS)	0	17,423	0	1,452	(1,452)
TOTAL REVENUES	326,582	3,901,241	325,445	325,103	341
			8.34%	8.33%	< Standard
<u>EXPENSES:</u>					
Payroll	35,497	434,356	32,676	36,196	(3,520)
Employee Benefits	14,356	225,245	14,662	18,770	(4,108)
Maint. of Sewers	710	55,836	2,426	4,653	(2,227)
Lift Stations	5,441	88,430	4,873	7,369	(2,496)
Maint. of Buildings	2,307	33,677	3,020	2,806	213
Maint. of Trucks	574	16,216	4,410	1,351	3,059
Office Expense	2,327	26,335	2,926	2,195	731
Collection Expense	88	228	40	19	21
General Expense	380	2,323	548	194	355
Insurance	7,752	52,401	7,728	4,367	3,361
Legal & Accounting Fees	2,281	29,350	2,838	2,446	392
Billing Expense	2,388	71,120	5,400	5,927	(527)
L.A.W.P.C.A.	98,165	1,907,285	91,767	158,940	(67,174)
SUB-TOTAL	172,266	2,942,802	173,313	245,234	(71,920)
Interest	5,870	79,427	7,515	6,619	896
TOTAL EXPENSES	178,136	3,022,229	180,828	251,852	(71,024)
			5.98%	8.33%	< Standard
Bonds - Principal Payments	0	548,477	0	45,706	(45,706)
SURPLUS FROM OPERATIONS	148,446	330,535	144,616	27,545	117,072

Sewer Metered Revenue - Versus Prior Year					
Month	2018	2017	MTD Change	%	YTD Change
January	\$317,258.85	\$319,359.84	(\$2,100.99)	-0.66%	(\$2,100.99)
February	\$0.00	\$0.00	(\$2,100.99)	-0.66%	(\$2,100.99)
March	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,100.99)
April	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,100.99)
May	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,100.99)
June	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,100.99)
July	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,100.99)
August	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,100.99)
September	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,100.99)
October	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,100.99)
November	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,100.99)
December	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,100.99)
Year-to-Date:	\$317,258.85	\$319,359.84			

Sewer Metered Gallons Sold					
Month	2018	2017	MTD Change	%	YTD Change
January	41,204,941	43,592,026	(2,387,085)	-5.48%	(2,387,085)
February	0	0	0	#DIV/0!	(2,387,085)
March	0	0	0	#DIV/0!	(2,387,085)
April	0	0	0	#DIV/0!	(2,387,085)
May	0	0	0	#DIV/0!	(2,387,085)
June	0	0	0	#DIV/0!	(2,387,085)
July	0	0	0	#DIV/0!	(2,387,085)
August	0	0	0	#DIV/0!	(2,387,085)
September	0	0	0	#DIV/0!	(2,387,085)
October	0	0	0	#DIV/0!	(2,387,085)
November	0	0	0	#DIV/0!	(2,387,085)
December	0	0	0	#DIV/0!	(2,387,085)
Year-to-Date:	41,204,941	43,592,026			

Sewer Metered Revenue - Versus Budget						
Month	2018	BUDGET	MTD Change	%	YTD Change	%
January	\$317,258.85	\$308,636.58	\$8,622.27	2.79%	\$8,622.27	2.79%
February	\$0.00	\$0.00	\$0.00	#DIV/0!	\$8,622.27	2.79%
March	\$0.00	\$0.00	\$0.00	#DIV/0!	\$8,622.27	2.79%
April	\$0.00	\$0.00	\$0.00	#DIV/0!	\$8,622.27	2.79%
May	\$0.00	\$0.00	\$0.00	#DIV/0!	\$8,622.27	2.79%
June	\$0.00	\$0.00	\$0.00	#DIV/0!	\$8,622.27	2.79%
July	\$0.00	\$0.00	\$0.00	#DIV/0!	\$8,622.27	2.79%
August	\$0.00	\$0.00	\$0.00	#DIV/0!	\$8,622.27	2.79%
September	\$0.00	\$0.00	\$0.00	#DIV/0!	\$8,622.27	2.79%
October	\$0.00	\$0.00	\$0.00	#DIV/0!	\$8,622.27	2.79%
November	\$0.00	\$0.00	\$0.00	#DIV/0!	\$8,622.27	2.79%
December	\$0.00	\$0.00	\$0.00	#DIV/0!	\$8,622.27	2.79%
Year-to-Date:	\$317,258.85	\$308,636.58				

Sewer Gross Payroll					
Month	2018	Budget	MTD Change	%	YTD Change
January *	\$36,749.44	\$39,196.33	(\$2,446.89)	-6.24%	(\$2,446.89)
February	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,446.89)
March	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,446.89)
April	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,446.89)
May*	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,446.89)
June	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,446.89)
July	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,446.89)
August*	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,446.89)
September	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,446.89)
October*	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,446.89)
November	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,446.89)
December	\$0.00	\$0.00	\$0.00	#DIV/0!	(\$2,446.89)
Year-to-Date:	\$36,749.44	\$39,196.33			

SEWER Capital Spending Versus Budget					
Capital Projects - 2018	Budget	YTD Actual	Variance		
Valve Operator & Vacuum Unit	\$22,500	\$0	(\$22,500)		
Pavement Impactor	\$12,500	\$0	(\$12,500)		
Compactor - ASD	\$9,000	\$0	(\$9,000)		
Purchase 2017 Volvo Excavator - \$145k	\$15,980	\$0	(\$15,980)		
Standby Generator - E1 Pump Station	\$24,000	\$0	(\$24,000)		
Standby Generator - W2 Pump Station	\$32,000	\$0	(\$32,000)		
New Workstation - Tanya Johnson	\$1,000	\$0	(\$1,000)		
	\$0	\$0	\$0		
	\$0	\$0	\$0		
	\$0	\$0	\$0		
	\$0	\$0	\$0		
	\$0	\$0	\$0		
	\$0	\$0	\$0		
Equipment	\$116,980	\$0	(\$116,980)		
Cross-Country Line - Replace 3100' of 15" pipe	\$186,000	\$21,394	(\$164,606)		
Lewiston Junction Road - Replace 1240' of 15" pipe	\$74,400	\$0	(\$74,400)		
Seventh Ave - Replace 1600' of 8" pipe	\$160,000	\$0	(\$160,000)		
I&I Remediation Projects & CSO Work	\$107,600	\$0	(\$107,600)		
Pump Station Upgrades - 2018 Spend	\$25,850	\$0	(\$25,850)		
Reserve for Unexpected Work	\$55,385	\$273	(\$55,112)		
	\$0	\$0	\$0		
	\$0	\$0	\$0		
	\$0	\$0	\$0		
	\$0	\$0	\$0		
	\$0	\$0	\$0		
Projects	\$609,235	\$21,668	(\$587,567)		
	\$726,215	\$21,668	(\$704,547)		

AUBURN SEWER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE							
Aging	Current	30 day	60 day	90 day	120 day	inance Chg	Other
January	223,630.43	42,677.57	13,346.45	7,571.76	45,543.67	2,823.11	0.00
	66.6%	12.7%	4.0%	2.3%	13.6%	0.8%	0.0%
December	198,205.22	43,741.00	14,001.80	4,719.69	46,976.77	2,656.58	0.00
November	244,903.08	41,675.89	11,854.26	6,466.22	50,063.83	2,827.80	0.00
October	186,887.38	40,230.59	10,357.41	6,737.36	50,289.71	2,667.87	0.00
Totals	335,592.99	100.0%					

History Annual Capital Spending		
Year	2017	2016
2017	1,038,363	371,423
2016	371,423	468,468
2015	468,468	352,479
2014	352,479	344,448
2013	344,448	110,662
2012	110,662	592,765
2011	592,765	343,700
2010	343,700	

Auburn Sewer District Accounts Payable Check Register January 1, 2018 thru January 31, 2018
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<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
5183	1/5/2018	1	Andros. Registry Of Deeds	1/5/2018	release liens Lien Release Fees	44.00
						<u>44.00</u>
5184	1/5/2018	12	Auburn Aggregates	12/18/2017	crushed stone Airport Sewer Line Project	329.75
5184	1/5/2018	12	Auburn Aggregates	12/21/2017	crushed stone Airport Sewer Line Project	310.30
						<u>640.05</u>
5185	1/5/2018	12	Constellation NewEnergy, Inc.	12/17/2017	Worthley Brook Accrued Power	358.04
5185	1/5/2018	12	Constellation NewEnergy, Inc.	12/17/2017	Moose Brook Accrued Power	328.13
5185	1/5/2018	12	Constellation NewEnergy, Inc.	12/17/2017	River Station Accrued Power	378.41
5185	1/5/2018	12	Constellation NewEnergy, Inc.	12/17/2017	Merrow Rd Accrued Power	22.45
5185	1/5/2018	12	Constellation NewEnergy, Inc.	12/17/2017	Lewiston Jct Accrued Power	85.40
						<u>1,172.43</u>
5186	1/5/2018	12	Maine Water Environment	12/12/2017	2018 membership Misc Expense-Buildings	185.00
						<u>185.00</u>
5187	1/12/2018	12	Alere eScreen	12/31/2017	drug test Misc Expense-Mains-Mnt	62.00
						<u>62.00</u>
5188	1/12/2018	1	Andros. Registry Of Deeds	1/10/2018	release liens Lien Release Fees	44.00
						<u>44.00</u>
5189	1/12/2018	12	Vantagepoint Transfer Agent-30	12/31/2017	Policy#304412-Icma 457 Accrued Deferred Comp	1,549.36
						<u>1,549.36</u>
5190	1/12/2018	12	Vantagepoint Transfer Agent-10	12/31/2017	Policy#109636-Icma 401 Employee Benefits	1,641.55
						<u>1,641.55</u>

Auburn Sewer District Accounts Payable Check Register January 1, 2018 thru January 31, 2018
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<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
5191	1/12/2018	12	Vantagepoint Transfer Agent-70	12/31/2017	Policy#705328-Roth Ira Accrued IRA/ICMA	367.12
						<u>367.12</u>
5192	1/12/2018	1	Occupational Health Centers	1/4/2018	drug test Misc Expense-Mains-Mnt	53.00
						<u>53.00</u>
5193	1/12/2018	1	Maine Municipal Association	12/18/2018	2018 membership dues Misc Expense-A&G Office	600.00
						<u>600.00</u>
5194	1/12/2018	12	E.J. Prescott, Inc.	12/20/2017	elbo&cplgs Airport Sewer Line Project	141.92
						<u>141.92</u>
5195	1/12/2018	12	Sun Journal	12/31/2017	airport project ad Airport Sewer Line Project	30.15
						<u>30.15</u>
5196	1/12/2018	12	Superior Concrete	12/19/2017	manhole pieces Airport Sewer Line Project	1,606.00
						<u>1,606.00</u>
5197	1/12/2018	12	UNITIL ME	12/29/2017	natural gas-Dec Expense-Green Turtle PS	64.38
						<u>64.38</u>
5198	1/12/2018	12	Williams Scotsman, Inc.	12/29/2017	mobile office rent&set up Airport Sewer Line Project	1,645.33
						<u>1,645.33</u>
5199	1/19/2018	1	Andros. Registry Of Deeds	1/18/2018	place/release liens Lien Release Fees	44.00
						<u>44.00</u>
5200	1/19/2018	1	Coastal T-Shirts	1/9/2018	Andy clothing Employee Benefits	27.50
						<u>27.50</u>
5201	1/19/2018	1	Gagne & Sons	1/3/2018	24" grate Airport Sewer Line Project	201.38
						<u>201.38</u>
5202	1/19/2018	1	Maine Municipal Assoc.	12/18/2017	w/comp-policy#39021 Insurance - Workers Comp	4,279.20

Auburn Sewer District Accounts Payable Check Register January 1, 2018 thru January 31, 2018
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						<u>4,279.20</u>
5203	1/19/2018	1	Maine Municipal Association	1/1/2018	2nd pmt-policy#39021P Pre-Paid	20,693.00
						<u>20,693.00</u>
5204	1/19/2018	1	Treasurer, State of Maine	1/3/2018	annual wastewater fee Misc Expense-A&G Office	840.97
						<u>840.97</u>
5205	1/19/2018	1	Power Products, Inc.	12/28/2017	service call Expense-Green Turtle PS	318.75
						<u>318.75</u>
5206	1/19/2018	1	Spiller's	1/11/2018	laser, level rod Airport Sewer Line Project	3,575.00
						<u>3,575.00</u>
5207	1/19/2018	1	Ted Berry Co., Inc.	1/15/2018	slip lining Airport Sewer Line Project	11,818.90
						<u>11,818.90</u>
5208	1/26/2018	1	Auburn Aggregates	1/10/2018	crushed stone Airport Sewer Line Project	256.81
5208	1/26/2018	1	Auburn Aggregates	1/15/2018	stone dust, crushed stone Airport Sewer Line Project	371.96
						<u>628.77</u>
5209	1/26/2018	1	Auburn Water District	1/22/2018	Dec bills A/P - Due to AWD	61,434.17
						<u>61,434.17</u>
5210	1/26/2018	1	L.A.W.P.C.A.	1/2/2018	Jan bill LAWPCA	91,766.52
						<u>91,766.52</u>
5211	1/26/2018	1	Layne Inliner, LLC	1/24/2018	Jul to Dec -install pipe Misc Accrued Other	110,813.00
						<u>110,813.00</u>
5212	1/26/2018	2	Maine Municipal Emp.Hlth.	1/10/2018	Policy#39021 Employee Benefits	28.80
5212	1/26/2018	2	Maine Municipal Emp.Hlth.	1/10/2018	Accrued Life Insurance	86.40

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<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
5212	1/26/2018	2	Maine Municipal Emp.Hlth.	1/10/2018		233.60
					Accrued IPP Withheld	
5212	1/26/2018	2	Maine Municipal Emp.Hlth.	1/10/2018		515.30
					Accrued Dental	
						<u>864.10</u>
5213	1/26/2018	1	Superior Concrete	1/11/2018		675.00
					boot,barrel,cone,base Airport Sewer Line Project	
5213	1/26/2018	1	Superior Concrete	1/22/2018		611.00
					boot,barrel,base Airport Sewer Line Project	
						<u>1,286.00</u>
<u>Grand Total</u>						<u>318,437.55</u>

VENDOR	REF	AWD G/L #	ASD G/L #	Amount
Anthem	Jan health ins	1142-300	2604-000	\$ 9,248.09
Anthem	Jan health ins	1142-300	2241-070	\$ 1,632.02
Ann's Flower Shop	Diane D's mom-funeral flowers	1142-300	2675-800	\$ 30.57
Auburn Water District	Group Dynamic HRA debits	1142-300	2604-000	\$ 286.16
Auburn Water District	miles, tolls	1142-300	2675-500	\$ 10.00
Auburn Water District	office supplies	1142-300	2675-800	\$ 37.87
Beltone Answering Service	answering service	1142-300	2675-800	\$ 27.50
Beltone Answering Service	answering service - panic buttons	1142-300	2675-800	\$ 4.98
Big Tex Trailer World	carry on trailer (Haz-Mat)	1142-300	2650-126	\$ 1,667.15
Big Tex Trailer World	drawbar starter kit	1142-300	2650-126	\$ 18.27
Bisson Enterprises, Inc.	office cleaning - Jan	1142-300	2675-500	\$ 282.50
Budget Enterprises	copier lease -quarterly	1142-300	2675-800	\$ 203.46
Central Maine Power	power @ 268 Court Street	1142-300	2615-500	\$ 126.49
Central Maine Power	power @ 268 Court Street	1142-300	2615-800	\$ 63.24
Constellation NewEnergy	energy charge @ 268 Court Street	1142-300	2615-500	\$ 240.16
Constellation NewEnergy	energy charge @ 268 Court Street	1142-300	2615-800	\$ 120.08
City of Auburn	police department - alarm registration	1142-300	2620-500	\$ 5.00
Curry Printing	disconnect hangers,inventory cards, deliver slips	1142-300	2620-800	\$ 122.67
Dig Safe System, Inc.	estimated cost	1142-300	2675-600	\$ 345.34
DirigoNet	domain fee - email spam	1142-300	2675-800	\$ 25.00
East Coast Sign & Design	hazmat trailer decals	1142-300	2650-126	\$ 82.50
FirstLight	telephone service	1142-300	2676-800	\$ 121.49
Fortier's Securty	padlocks	1142-300	2620-500	\$ 102.18
Great American Financial	Konica Digital Copier - lease	1142-300	2675-800	\$ 107.61
Hazelton, Sid	Jan mileage	1142-300	2675-500	\$ 175.00
Home Depot	boards,bits,tape-Hazmat trailer	1142-300	2650-126	\$ 106.99
KL Jack	work gloves	1142-300	2620-500	\$ 13.35
Libby's Welding	patch up equipment	1142-300	2677-000	\$ 400.00
Maine IT	server work	1142-300	2675-800	\$ 110.00
Maine State Retirement System	retirement contribution - life	1142-300	2604-000	\$ 309.23
Maine Water Company	accounting services - Greg Leighton	1142-300	2632-800	\$ 1,980.00
WB Mason	trash bags, paper towels, multifold towels	1142-300	2620-500	\$ 53.98
WB Mason	pens, calculator	1142-300	2620-800	\$ 12.97
WB Mason	folders, banker boxes	1142-300	2620-800	\$ 42.69
WB Mason	paper & notebooks	1142-300	2620-800	\$ 53.75
WB Mason	hanging folders, manilla envelopes	1142-300	2620-800	\$ 13.49
WB Mason	multifold towels	1142-300	2620-500	\$ 19.00
My Motif	website hosting	1142-300	2675-800	\$ 318.13
Napa	grease cartridges	1142-300	2677-000	\$ 25.28
Napa	hydraulic oil	1142-300	2677-000	\$ 42.13
Napa	2 ton jack-Hazmat trailer	1142-300	2650-126	\$ 11.51
Napa	Dexcool -pump stations	1142-300	2620-600	\$ 33.23
Ness Oil	gas and diesel -#35	1142-300	2650-123	\$ 55.18
Ness Oil	gas and diesel -misc cans	1142-300	2620-500	\$ 49.12
Ness Oil	gas and diesel #40	1142-300	2650-125	\$ 492.23
Ness Oil	gas and diesel-#37	1142-300	2650-124	\$ 183.76
Northern Data Systems	customer billing	1142-300	2675-700	\$ 1,072.59
Northern Data Systems	W2's & 1099's	1142-300	2675-700	\$ 53.28
Petro's	rock salt -Court St	1142-300	2620-500	\$ 22.48
Pine Tree Waste	bulk waste	1142-300	2675-500	\$ 75.52
Rochester Midland Corp	yearly fee-restroom hands free	1142-300	2620-500	\$ 302.82
Schneider Electric	UPS Backup - Green Turtle PS	1142-300	2620-205	\$ 287.46
Skelton, Taintor,&Abbott	Dec professional services	1142-300	2633-800	\$ 775.00
Skelton, Taintor,&Abbott	Dec professional services	1142-300	2633-800	\$ 83.30
Staples	binders, desk calendar	1142-300	2620-800	\$ 69.34
CH Stevenson	cold patch - stock	1142-300	2620-600	\$ 1,320.35
Super Shoes	clothing-Andy	1142-300	2604-000	\$ 125.97
Thayer Corp	pressure gauge -Court St	1142-300	2675-500	\$ 4.25
Tri-State Steel	plate for equipment	1142-300	2677-000	\$ 62.15
Tri-State Steel	plate for equipment	1142-300	2677-000	\$ 18.54
U.S. Cellular	cell phones - Jan	1142-300	2676-500	\$ 240.76
United Way	Jan employee contributions	1142-300	2241-000	\$ 30.00
Unitil	268 Court Street	1142-300	2620-500	\$ 1,297.03
Unum	Jan life insurance	1142-300	2604-000	\$ 69.36

\$25,321.55

AUBURN SEWERAGE DISTRICT

MONTHLY ACTIVITY REPORT

January 2018

MAINS

Location	Hrs	Comments	OK	Plug	Maint.	Misc.	New
Gilander / Gamage	1	review re-lining video	1				
Airport Sewer Main	181	Install new gravity main 500'/4400'					1
Orchard	1	investigate cave-in	1				
Completed bi-monthly inspections	1		1				
2824 Hotel Rd	1	Sewer Force Main Leak	1				
Bradman	1	Flush sewer force main	1				
Seventh/Minot Ave	1	prepare manhole list and inspection	1				
Monthly Totals	7		6	0	0	0	1
2017 Monthly Totals	6		1	0	5	0	0
YTD Totals	6		1	0	5	0	0
2017 YTD Totals	23		1	0	5	0	0

MANHOLES

Location	Ck'd	Comments	OK	Cover	Misc.	Frame & Cover	New
Allied Rd	1	investigate high sewer rim	1				
2nd Street	1	plate sewer manhole				1	
Dennison	1	manhole cover blown off (fire, drugs)					
Monthly Totals	2		1	0	0	1	0
2017 Monthly Totals	0		0	0	0	0	0
YTD Totals	0		0	0	0	0	0
2017 YTD Totals	12		0	0	0	0	0

SERVICES

Location	Ck'd	Comments	New	OK	Misc.	on owner
187 Washington	1	Contractor hit private sewer service				1
25 Cushman	1	service back-up				1
226 Gammage	1	sewer smell, vent plugged				1
47 Andrea	1	gurgling toilet, frozen sewer vent				1
101 Bradman	1	frozen sewer service				1
158 Minot Ave	1	Frozen sewer service				1
Monthly Totals	6		0	0	0	6
2017 Monthly Totals	2		0	2	0	0
YTD Totals	2		0	2	0	0
2017 YTD Totals	2		0	2	0	0

LIFT STATIONS

Location	No.	Comments
Power loss of E-3, E-4 and E-5	1	Transport Generator
Green Turtle	1	Generator repair, radiator leaking
Bradman generator	1	Block heater issues
E-3	1	replace UPS battery back-up
Green Turtle	1	replace UPS battery back-up
E-2	1	Pump fault
W-2	1	Pump 1 fault, VFD issue
W-7	1	Replace pump relay
Monthly Totals	8	
2017 Monthly Totals	7	
YTD Totals		
2017 YTD Totals	7	

OVERFLOWS

Item	Count	Comments
Hotel Rd	1	broken force main
Monthly Totals	1	
YTD Totals	1	

WEATHER*

Month	Precipitation					Temperature			
	Snowfall (in.)	Total (in)	Heating Degree Days	Normal Precip	Days of Precip.	Max. (°F)	Min. (°F)	Avg. (°F)	Dep. from Norm
January	20.1	3.54		3.16	10	30	9	20	2
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
YTD Totals	20.1	3.54							
2017 YTD Totals	7.7	2.05							

DIG SAFE

Month	Total	Contractors	MDOT	AHD	School Dept.	Lewiston Water	Fairpoint	AWD	CMP	ASD	GAS	MTA
January	43	18	1	1	0	0	0	9	10	0	4	0
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
YTD Totals	43	18	1	1	0	0	0	9	10	0	4	0
2017 Totals	50	12	0	1	0	0	1	7	25	0	4	0

DUTY FOREMAN CALLS

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	8			3	2	0	0	3	0	0	0
Water District	13	0	0	1		5	0	3	0	4	0
Monthly Totals	21	0	0	4	2	5	0	6	0	4	0
2017 Monthly Totals	8	0	0	1	2	1	1	2	0	0	1
YTD Totals	21	0	0	4	2	5	0	6	0	4	0
2017 YTD Totals	8	0	0	1	2	1	1	2	0	0	1

OTHER ACTIVITIES

1. Purchased and set up safety trailer
2. Department of Labor, follow up visit
3. T-40 warranty repairs
4. Enmat units calibrated

Auburn Water and Sewerage Districts

Mowing Services 2018-2021

Bid Date: 2/9/2018

Bid Tabulation

Mike Broadbent
Tanya Johnson

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Total</u>
1 G & G Landscaping 35 Cedar Lane Wales Maine, 04280 <i>Present at bid</i>	13,100	13,100	13,385	13,385	52,970
2 Goodscapes Lawn Care and Landscaping 901 Main St. Lewiston, Me. 04240	12,390	12,390	12,690	12,690	50,160
3 Luning David Lawn Care P O Box 612 Lewiston, Me 04243 <i>Present @ Bid</i>	13,000	13,000	14,000	14,000	54,000
4 Davis Landscape Co 78 Lisbon St Lisbon, Me 04250 <i>E-mailed proposal</i>	17178	17178	17178	17178	68,712
5					

Chadwick-Baross Inc.

Adam Lampron
160 Warren Ave
Westbrook, ME 04092
(207) 894-4114
lampron@chadwick-baross.com



To:
Auburn Water And Sewage
268 Court Street
Auburn, ME 04210
(207) 784-6469

Estimate
Estimate #: AUBURNWATER-BREAKER1
February 7, 2018

Description	Unit Price	Qty	Total
'17 Allied Rammer BR1655 (Rental) 2,500 ft/lb <i>Comes with: rental unit (AN12224)...prices includes install at Westbrook shop...machine flowed and pressure adjusted.</i>	\$29,900.00	1	\$29,900.00
'18 Allied Rammer BR1655 (New) 2,500 ft/lb <i>Comes with: Price includes install at Westbrook shop...machine flowed and pressure adjusted.</i>	\$38,500.00	1	\$38,500.00
'18 Allied Rammer BR2166 (New) 3,500 ft/lb <i>Comes with: Price includes install at Westbrook shop...machine flowed and pressure adjusted.</i>	\$46,500.00	1	\$46,500.00
Subtotal			\$114,900.00
Tax (5.5%)			\$6,319.50
Total			\$121,219.50

Lewiston - Auburn Water Pollution Control Authority											
Monthly Cost Apportionment Summary											
Cost Apportionment Summary - First Half of 2018											
Month	Lewiston Sewer Division Initial %	Initial \$	Op Data %	Op Data \$	Difference \$	Initial %	Auburn Sewerage District Op Data %	Op Data \$	Difference \$	Op Data %	Op Data \$
January	62.00%	\$149,724.29	61.68%	\$148,951.52	\$772.77	0.0	38.00%	\$91,766.50	\$772.77	38.32%	\$92,539.27
February	62.00%	\$149,724.29	64.88%	\$156,679.22	(\$6,954.93)	0.0	38.00%	\$91,766.50	(\$6,954.93)	35.12%	\$84,811.57
March	62.00%	\$149,724.29	64.71%	\$156,268.69	(\$6,544.40)	0.0	38.00%	\$91,766.50	(\$6,544.40)	35.29%	\$85,222.10
April	64.00%	\$154,554.11	60.67%	\$146,512.46	\$8,041.64	0.0	36.00%	\$86,936.68	\$8,041.64	39.33%	\$94,978.33
May	64.00%	\$154,554.11	61.81%	\$149,265.46	\$5,288.65	0.0	36.00%	\$86,936.68	\$5,288.65	38.19%	\$92,225.33
June	64.00%	\$154,554.11	60.87%	\$146,995.44	\$7,558.66	0.0	36.00%	\$86,936.68	\$7,558.66	39.13%	\$94,495.35
Six Month Adjustment			62.44%		\$8,162.39				\$8,162.39	37.56%	
Cost Apportionment Summary - Second Half of 2018											
Month	Lewiston Sewer Division Initial %	Initial \$	Op Data %	Op Data \$	Difference \$	Initial %	Auburn Sewerage District Op Data %	Op Data \$	Difference \$	Op Data %	Op Data \$
July	64.00%	\$154,554.11	61.32%	\$148,082.15	\$6,471.95	0.0	36.00%	\$86,936.68	\$6,471.95	38.68%	\$93,408.64
August	64.00%	\$154,554.11	61.89%	\$149,458.65	\$5,095.46	0.0	36.00%	\$86,936.68	\$5,095.46	38.11%	\$92,032.14
September	64.00%	\$154,554.11	61.83%	\$149,313.76	\$5,240.35	0.0	36.00%	\$86,936.68	\$5,240.35	38.17%	\$92,177.03
October	62.00%	\$149,724.29	64.84%	\$156,582.63	(\$6,858.34)	0.0	38.00%	\$91,766.50	(\$6,858.34)	35.16%	\$84,908.16
November	62.00%	\$149,724.29	61.78%	\$149,193.01	\$531.28	0.0	38.00%	\$91,766.50	\$531.28	38.22%	\$92,297.78
December	62.00%	\$149,724.29	61.89%	\$149,313.76	\$410.53	0.0	38.00%	\$91,766.50	\$410.53	38.17%	\$92,177.03
Six Month Total Adj			62.25%		\$10,891.23				\$10,891.23	37.75%	
Average to date			62.343%							37.658%	
Adjustments to date					\$19,053.62				\$19,053.62		
Average / Adjustments year end			62.34%		\$19,053.62				\$19,053.62	37.66%	

Note: data in smaller and italicized font are or include 2017 numbers, and are included for comparison purposes.

2018 Cost Apportionment Basis Information

The cost apportionment used today to determine the relative shares of the Authority's costs is based upon work done by Dufresne-Henry in October 1991 in connection with the influent flow measurement project. (This project also resulted in the installation of effluent flow measurement devices that serve as a check to the influent measurements taken on the Lewiston and Auburn flumes) Prior to 1991, the apportionment was based upon the original work done by CDM in 1974.

Since 1992, the method for allocating capital costs has been that the bond principal, interest and debt expenses are apportioned each based upon the previous year's final apportionment (prior to 1992 all capital costs were allocated according to a "frozen" cost share based upon the apportionment in place during the year the bond was actually issued). Thus all current bonds (1998 (2003A), 2001, 2005, 2008, 2010, 2011 and 2015) **bond apportionment percentages in 2018 will be 62.57% to Lewiston Public Works and 37.43% to the Auburn Sewerage District.**

Due to the complications arising from the Auburn Fiber discharge, changes in storm water flows, etc. the Board voted to apportion costs on a monthly basis (instead of yearly) based upon actual operating data (instead of using the previous year's data). **For billing purposes, an "initial apportionment figure" is voted by the Board quarterly which is later modified by the actual operating data. The initial first quarter apportionment for 2018 has been set at 62% Lewiston and 38% Auburn. (the Board may want to decide if this is still needed w/o AF)**

The apportionment factors utilized in the Dufresne-Henry report and currently used by the Authority are based upon the percentages of Flow, BOD and TSS received from each City. Flow, BOD and TSS data for days in which the structure B bypass is active, or flow is otherwise unrepresentative (such as when the chlorine contact chamber is drained into the Auburn influent line) are excluded from the calculation of ratios. The ratios of Flow (A), BOD (B) and TSS (C) are used to determine the apportionment of costs in the areas of Labor, Power, Heating, Maintenance, Chemical, and Residuals as follows:

$$\text{Labor Factor} = 0.8 \times (A) + 0.1 \times (B) + 0.1 \times (C)$$

$$\text{Power Factor} = 0.1 \times (A) + 0.65 \times (B) + 0.25 \times (C)$$

$$\text{Chemicals Factor} = 0.3 \times (A) + 0.45 \times (B) + 0.25 \times (C)$$

$$\text{Heating Factor} = 1.0 \times (A)$$

$$\text{Residuals Factor} = 0.2 \times (A) + 0.4 \times (B) + 0.4 \times (C)$$

$$\text{Maintenance Factor} = 0.55 \times (A) + 0.15 \times (B) + 0.3 \times (C)$$

The Budget figures and the apportionment categories into which they have been placed are as follows:



U.S. ENVIRONMENTAL PROTECTION AGENCY
NEWS RELEASE
WWW.EPA.GOV/NEWSROOM

News Release

U.S. Environmental Protection Agency

New England Regional Office

February 8, 2018

Contact: David Deegan, (617)-918-1017

Lewiston, Maine Industrial Pretreatment Program Recognized for Excellence

BOSTON – The wastewater treatment facility in Lewiston, Maine, was recently recognized by the US Environmental Protection Agency for its commitment to improving water quality.

The Lewiston Auburn Water Pollution Control Authority Industrial Pretreatment Program in Lewiston was honored with a “2017 Regional Industrial Pretreatment Program Excellence Award” by EPA’s New England office.

The pretreatment program staff in Lewiston, led by Edwin Woods, pretreatment coordinator, was recognized for exceptional work inspecting, permitting and sampling industrial users that discharge industrial waste into the Town’s collection system.

“The professionals operating wastewater treatment plants play a very important role in keeping our communities and environment healthy by protecting water quality,” said Alexandra Dunn, regional administrator of EPA’s New England Office. “We are proud to acknowledge this staff’s outstanding contributions to help protect public health and water quality and to give them the credit they deserve.”

This award was established to recognize and honor employees of publicly owned wastewater treatment plants for their commitment to improving water quality through outstanding oversight of its industrial users discharging to the municipal sewer system.

The Lewiston Pretreatment Program was presented the Excellence Award at the 19th Annual EPA New England Industrial Pretreatment Program Conference and was also acknowledged at the Annual New England Water Environment Association Conference in Boston.

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