

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, January 16, 2018 at 4:00 P.M.**

**AGENDA**

1. Approve Minutes of Regular Meeting of December 19, 2017.
2. Approve Minutes of Special Joint Meeting of December 20, 2017 with Auburn Water District Trustees.
3. Approve Minutes of Public Hearing of December 20, 2017 regarding proposed 2018 Budget
4. Financial Report Update - *Greg Leighton*.
5. Ratify Payment of Bills
6. Open Session
7. Activity Report - *Mike Broadbent*
8. New Business
  - 2018 Project Planning
  - Employee Benefits Committee
  - Salary Survey
  - LAWPCA Apportionment & Financials
9. Old Business
  - 17 South Goff St. Update
  - Financial Audit
10. Executive Session per 1 M.R.S.A. § 405 (6) (D) to discuss personnel issue
11. Adjourn Regular Meeting.

Upcoming - Trustee Meeting - February 20, 2018

# Memo

To: Water & Sewerage District Trustees

From: Sid Hazelton, P.E., Superintendent

CC: Files

Date: 1/11/2018

Re: Discussion of January Agenda Items

---

## Water Trustees

### Financial Report Highlights

Water Metered sales ended the year \$19k less than budget but overall revenue missed budget by only \$715. The offset was from higher private fire and favorable net jobbing income. Expense is \$8k over budget at year end due to high maintenance on vehicles, increased rentals for system maintenance, higher benefits than budget and timing of the 4Q watershed billing. We did see an adjustment to the Gull Management expense as the actual bills were less than budgeted. We closed on the Nash property purchase in December. These are all preliminary numbers for 2017 before final numbers are adjusted with the audit. The audit is now scheduled to begin the last week of February.

### Water Quality Update

As part of the regular February LAWPC meeting we are scheduling a report from Holly Ewing regarding her research on Gloeotrichia in lake Auburn, as well as an update from Steve Norton on the results of the long core sampling project. The meeting will take place on February 7 at 2:30, and will be held at the City of Auburn Council Chambers.

### Project Updates

We are in the planning phase for the 2018 water main replacement projects. We are meeting with officials from the MDOT, as well as the City of Auburn to coordinate resources and the timing of construction.

### 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.

## Sewer Trustees

### Financial Report Highlights

Sewer Metered sales ended the year \$101k less than budget as expected due to forecasting Cascades during the budget process. Overall revenue missed budget by \$151k due to lower industrial surcharges and less new additions adding to the metered variance. Expense is \$102k less than budget at year end due to lower expensed labor, less LAWPCA expense due to lower allocations and other overall lower expenses due to focus on construction and watching costs by the team. In December we continued work on the Airport project, finished up re-lining Gamage and Gillander and closed on the Nash property next door. These are all preliminary numbers for 2017 before final numbers are adjusted with the audit. The audit is now scheduled to begin the last week of February.

### Project Updates

We are making preparations to begin the Green Turtle Pump Station Bypass project at the L/A/Municipal Airport. Ted Berry Company has completed the installation of HDPE pipes through the existing sleeves under the main runway and taxiway. We have ordered materials to begin installing pipe on the Lewiston Junction Road.

We are coordinating with the MDEP to repair the damage to our property at the Moose Brook Pump Station.

## Both Boards

### Update on 17 S. Goff Street

Asbestos abatement is scheduled for January 9. Remaining building contents of value were removed and some of the items were auctioned on January 8. Another auction for the remainder of the items will take place later this month. Interior doors and drawers were removed by an architectural salvage company on 1/6. We will be removing and redeeming copper piping prior to demolition.

#### Employee Benefits Committee

At the December Trustee meetings there were conversations about forming a group to make an Employee Benefits Committee. This group would be charged with the task of reviewing employee health insurance and other benefits. If a decision is made to go forward, we will need a few volunteers from both boards.

#### Salary Survey

Included in the packets is a proposal from Human Resource Partners to perform a salary survey and update our schedule of wages.

#### Financial Audit

We are scheduling a meeting with our new Auditor, RHR Smith and Company. We anticipate the audit to start soon.

#### Executive Session

There will be an executive session for both boards to discuss a personnel issue.

December 19, 2017

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, December 19, 2017 at 4:00pm.

Members present: Robert Cavanagh, Joseph DeFilipp, Raymond Fortier, Heidi McCarthy (President) Stephen Ness, 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.

On motion of Raymond Fortier, seconded by Charles Sheehan, it was voted: **To approve the minutes of the Regular Meeting of November 21, 2017.**

**FINANCIAL REPORT-** There have been a couple of new sewer connections. The District will miss budget by about \$27,000. LAWPCA will be favorable by year end. The District has \$1.5 million cash on hand.

#### **RATIFY PAYMENT OF BILLS**

On motion of Robert Cavanagh, seconded by Charles Sheehan, it was unanimously voted: **To ratify the payment of bills in the amount of \$284,083.57 as shown on the printout dated November 1, 2017- November 30, 2017.**

**OPEN SESSION** – K. C Geiger, Auburn Water District Trustee was in attendance.

**ACTIVITY REPORT** – We are getting ready for the airport sewer project. The Gamage Ave. and Gillander Ave. lining projects have been completed. It appears that the District has not met the threshold for FEMA reimbursement of expenses related to the recent storm event. As soon as we correct the punch list items, the District will receive the Shape Award and be re-certified.

#### **NEW BUSINESS**

**PROJECT UPDATES** – The District has contracted with Ted Berry to install an HDPE pipe through the existing sleeve under the airport's main runway. There are no conflicting utilities. The materials for the project have been ordered.

We are coordinating with the MDEP to repair the damage to our property at the Moose Brook Pump Station.

We will have several manholes to adjust on Minot Ave., Lake St. and Cook St. next year.

Dye testing has revealed some serious I/I issues on Dexter Ave.

**LAWPCA APPORTIONMENT & FINANCIALS** – A new split of 62% (Lewiston) and 38% (Auburn) split was approved at the LAWPCA meeting. This apportionment will be kept for the remainder of the year.

Contract negotiations for the LAWPCA employees are going well and we hope to ratify a 3-year contract by year end.

**2018 BUDGET REVIEW –**

A change was made to the LAWPCA line item which lowers the budget by about \$27,000.

Some discussion followed about the 2% COLA proposed in the budget. The sewer Trustees were comfortable with the budget as presented.

K C Geiger told the sewer Trustees that he would be recommending a 0% COLA. He felt that keeping the current health plan, even with a 14.46% increase, was an increase in employee benefits. Mr. Titus did say that we somehow need to make some changes.

Trustee Heidi McCarthy asked for a history of COLA adjustments which Superintendent Hazelton did provide.

Superintendent Hazelton recommended that we remain with Cross Insurance this year and consider the possibility of going back to the Maine Municipal Association for health benefits in the future.

Trustee Stephen Ness said that the District needs to put in place what we have already agreed to and start the process earlier next year.

**OLD BUSINESS**

**911 COMMUNICATIONS TOWER UPDATE** – East Coast Communications of Gorham has been awarded the bid for the Radio Antenna Tower and Communication Building at Goff Hill.

**PURCHASE OF 17 SO. GOFF ST.** (Nash property) The Broken Gavel Auction Company will salvage reusable items from the building and the proceeds will be applied towards the cost of demolition. We received a quote of \$30,000 to demolish the building. We are considering performing the demolition with in-house crews.

**CSO MASTER PLAN** - The progress update to the MDEP on the 5 year extension to our 15 year Clean Water Act Master Plan has been postponed by the DEP to January, 2019.

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

Respectfully submitted,



Diane Drinkwater

December 20, 2017

A Special Joint Meeting on the FY 2018 Water District Budget and FY 2018 Sewerage District Budget was held by the Trustees of the Auburn Water District and the Auburn Sewerage District at the office of the Auburn Water & Sewerage Districts on Wednesday, December 20, 2017 at 5:15pm.

Present:

Auburn Water District

Auburn Sewerage District

Preston Chapman  
Mary Sylvester  
K.C. Geiger  
Robert Cavanagh  
Andrew Titus  
Dan Bilodeau  
Sid Hazelton  
Mike Broadbent

Heidi McCarthy  
Stephen Ness  
Robert Cavanagh  
Charles Sheehan  
Joseph DeFilipp  
Andrew Titus  
Raymond Fortier  
Sid Hazelton  
Mike Broadbent

Absent:

Tizz Crowley (Excused)  
Greg Leighton, Finance Mgr.

Absent:

Greg Leighton, Finance Mgr.

## **REVIEW AWD PROPOSED BUDGET CHANGES**

## **REVIEW ASD PROPOSED BUDGET CHANGES**

**REVIEW OF SHARED BUDGET CAPITAL ITEMS-**There are no changes to review. Trustee K C Geiger proposed a 0% COLA. Trustee Heidi McCarthy was comfortable with the 2% COLA Mr. Titus supported the no COLA suggesting that we compare with the private sector. Trustee Charles Sheehan suggested a committee to look at options that will retain our talented employees. Trustee Mary Sylvester would support the 2% COLA contingent on a shared commitment in performing a “bend the trend” analysis starting in January. Trustee Joseph DeFilipp does not want the Districts to jeopardize the high quality of service provided to customers.

Superintendent Hazelton mentioned the wage study which did not adopt a new step schedule. New people come in at mid-scale with no step increases until the pay scale catches up with their pay rate.

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

On motion of Joseph DeFilipp, seconded by Robert Cavanagh, it was unanimously voted: **To adjourn the Sewer District Special Joint meeting.**

December 20, 2017

A Public Hearing on the FY 2018 Water District Budget and FY 2018 Sewerage District Budget was held by the Trustees of the Auburn Water District and the Auburn Sewerage District at the office of the Auburn Water & Sewerage Districts on Wednesday, December 20, 2017 at 5:30PM.

Present:

Auburn Water District

Auburn Sewerage District

Preston Chapman  
K C Geiger  
Robert Cavanagh  
Dan Bilodeau  
Andrew Titus  
Mary Sylvester  
Sid Hazelton  
Mike Broadbent

Robert Cavanagh  
Heidi McCarthy  
Charles Sheehan  
Joseph DeFilipp  
Stephen Ness  
Andrew Titus  
Raymond Fortier  
Sid Hazelton  
Mike Broadbent

Absent:

Tizz Crowley (Excused)  
Greg Leighton, Finance Mgr.

Absent:  
Greg Leighton, Finance Mgr.

## **DISCUSSION OF PROPOSED WATER & SEWERAGE DISTRICT BUDGETS**

### **PUBLIC HEARING FOR DISCUSSION OF BUDGETS**

On motion of Preston Chapman, seconded by Dan Bilodeau it was unanimously voted: **To open the Public Hearing on the proposed 2018 Water District budget.**

On motion of Stephen Ness, seconded by Joseph DeFilipp, it was unanimously voted: **To open the Public Hearing on the proposed 2018 Sewer District budget.**

### **ADOPTION OF FY 2018 SEWER DISTRICT BUDGET**

On motion of Stephen Ness, seconded by Joseph DeFilipp, it was voted: **To adopt the Auburn Sewer District 2018 Budget in the amount of \$3, 687,686.** Andrew Titus opposed

### **ADOPTION OF FY 2018 WATER DISTRICT BUDGET**

On motion of Mary Sylvester, seconded by Dan Bilodeau, it was voted: **To adopt the Auburn Water District 2018 Budget contingent on the formation of a joint committee to address a variety of cost factors for both districts in multi-year financial planning for 2019 and 2020.** Vote: 3 Yes , 3 No Motion failed



Following some discussion a new motion was made separate from the adoption of the budget.

On motion of Mary Sylvester, seconded by Dan Bilodeau, it was voted: **To form a joint committee with the sewer trustees to conduct multi-year planning for 2019 and 2020 addressing a variety of cost factors for both districts.**

On motion of Stephen Ness, seconded by Robert Cavanagh, it was voted: **To form a joint committee with the water trustees to address a variety of financial costs for 2019 and 2020.**

On motion Dan Bilodeau, seconded by Preston Chapman, it was voted: **To adopt the Auburn Water District 2018 Budget in the amount of \$3,193,596.** Andrew Titus opposed.

On motion of Preston Chapman, seconded by Dan Bilodeau, it was unanimously voted: **To adjourn the Water District meeting.**

On motion of Stephen Ness, seconded by Charles Sheehan, it was unanimously voted: **To adjourn the Sewer District meeting.**

**AUBURN SEWERAGE DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
TWELVE MONTHS ENDED DECEMBER 31, 2017**

	December	2017	Y-T-D THRU DECEMBER 2017		
	YTD - 2016	BUDGET	ACTUAL	BUDGET	VARIANCE
<b><u>REVENUES:</u></b>					
Metered Income	\$3,900,334	\$3,805,780	\$3,705,071	\$3,805,780	(\$100,709)
Industrial Surcharge	230,543	73,507	45,602	73,507	(27,905)
Public Basins	53,892	53,892	53,892	53,892	0
Jobbing & Mdse. - NET	10,025	9,788	6,111	9,788	(3,677)
Sewer Assessments	21,023	22,935	13,615	22,935	(9,320)
Finance Charges	11,844	11,693	12,026	11,693	333
Interest Income	1,527	1,397	4,786	1,397	3,389
Industrial Treatment Sampling	51,150	51,150	50,400	51,150	(750)
Capacity Fees (SDS)	11,625	19,798	7,125	19,798	(12,673)
<b>TOTAL REVENUES</b>	<b>4,291,963</b>	<b>4,049,940</b>	<b>3,898,627</b>	<b>4,049,940</b>	<b>(151,313)</b>
			<b>96.26%</b>	<b>100.00%</b>	< Standard
<b><u>EXPENSES:</u></b>					
Payroll	404,085	431,697	390,957	431,697	(40,740)
Employee Benefits	181,520	196,089	189,940	196,089	(6,149)
Maint. of Sewers	54,340	55,347	51,642	55,347	(3,705)
Lift Stations	95,954	94,454	97,329	94,454	2,875
Maint. of Buildings	40,081	34,380	31,430	34,380	(2,950)
Maint. of Trucks	19,126	20,200	12,438	20,200	(7,762)
Office Expense	19,236	18,696	20,515	18,696	1,819
Collection Expense	1,360	1,313	269	1,313	(1,045)
General Expense	6,359	3,111	2,475	3,111	(636)
Insurance	56,766	58,113	49,621	58,113	(8,492)
Legal & Accounting Fees	32,711	33,464	32,176	33,464	(1,288)
Billing Expense	70,627	71,143	73,025	71,143	1,882
L.A.W.P.C.A.	2,182,988	1,931,438	1,895,875	1,931,438	(35,563)
<b>SUB-TOTAL</b>	<b>3,165,153</b>	<b>2,949,445</b>	<b>2,847,693</b>	<b>2,949,445</b>	<b>(101,752)</b>
Interest	74,705	79,004	80,780	79,004	1,776
<b>TOTAL EXPENSES</b>	<b>3,239,858</b>	<b>3,028,449</b>	<b>2,928,473</b>	<b>3,028,449</b>	<b>(99,976)</b>
			<b>96.70%</b>	<b>100.00%</b>	< Standard
Bonds - Principal Payments	487,871	493,110	493,110	493,110	0
<b>SURPLUS FROM OPERATIONS</b>	<b>564,234</b>	<b>528,381</b>	<b>477,045</b>	<b>528,381</b>	<b>(51,336)</b>

AUBURN SEWERAGE DISTRICT  
BALANCE SHEET  
PERIOD ENDING - DECEMBER 31, 2017

	12/31/2017	12/31/2016	12/31/2017	12/31/2016
<b>Property, Plant and Equipment:</b>				
Plant in Service	32,882,134.83	32,127,294.45	16,201,504.91	15,601,758.30
Less: Accumulated Depreciation	<u>(14,457,008.22)</u>	<u>(14,137,240.62)</u>		
	18,425,126.61	17,990,053.83	3,973,834.23	3,522,271.28
<b>Construction Work In Progress</b>	110,852.55	2,752.02	0.00	67,977.52
<b>Current Assets:</b>				
Cash	1,519,552.69	827,137.71	548,437.05	493,109.69
Accounts Receivable	310,266.48	362,080.24	199,614.07	99,904.08
Construction Assessments	18,467.86	19,310.28	42,107.82	39,805.28
City of Auburn Debt	476,015.72	517,408.40	9,270.00	7,165.00
Inventory	34,957.73	17,524.58	0.00	0.00
PrePays	0.00	0.00	0.00	0.00
<b>Total Current Assets</b>	<u>2,359,260.48</u>	<u>1,743,461.21</u>	<u>799,428.94</u>	<u>639,984.05</u>
<b>Deferred Charges</b>	79,528.44	95,724.09	0.00	0.00
<b>Total Assets</b>	<u><u>20,974,768.08</u></u>	<u><u>19,831,991.15</u></u>	<u><u>20,974,768.08</u></u>	<u><u>19,831,991.15</u></u>
<b>Equity Capital</b>				
<b>Long Term Debt</b>				
<b>Capital Lease (Vacuum Truck)</b>				
<b>Current Liabilities:</b>				
Current Portion of LTD				
Accounts Payable				
Accrued Interest & Other				
Customer Deposits				
Pre-Treatment Costs				
Other Miscellaneous				
<b>Total Current Liabilities</b>				
<b>Deferred Credits</b>				
<b>Total Equity &amp; Liabilities</b>				

Sewer Metered Revenue - Versus Prior Year						
Month	2017	2016	MTD Change	%	YTD Change	%
January	\$319,359.84	\$296,666.98	\$22,692.86	7.65%	\$22,692.86	7.65%
February	\$309,616.97	\$338,018.87	(\$28,401.90)	-8.40%	(\$5,709.04)	-0.90%
March	\$299,701.14	\$354,976.59	(\$55,275.45)	-15.57%	(\$60,984.49)	-6.16%
April	\$330,932.89	\$332,226.64	\$1,293.75)	-0.39%	(\$62,278.24)	-4.71%
May	\$301,156.06	\$316,366.05	(\$15,209.99)	-4.81%	(\$77,488.23)	-4.73%
June	\$313,305.66	\$341,252.10	(\$27,946.44)	-8.19%	(\$105,434.67)	-5.33%
July	\$318,481.86	\$350,286.45	(\$31,804.59)	-9.06%	(\$137,239.26)	-5.89%
August	\$300,498.11	\$317,262.12	(\$16,764.01)	-5.28%	(\$154,003.27)	-5.82%
September	\$314,736.75	\$331,801.13	(\$17,064.38)	-5.14%	(\$171,067.65)	-5.74%
October	\$313,524.22	\$323,905.61	(\$10,381.39)	-3.21%	(\$187,383.68)	-5.49%
November	\$299,523.10	\$305,457.74	(\$5,934.64)	-1.94%	(\$181,383.68)	-5.19%
December	\$284,234.16	\$292,114.16	(\$7,880.00)	-2.70%	(\$195,263.68)	-5.01%
	\$3,705,070.76	\$3,900,334.44				

Sewer Metered Gallons Sold						
Month	2017	2016	MTD Change	%	YTD Change	%
January	43,592,026	48,501,158	(4,909,131)	-10.12%	(4,909,131)	-10.12%
February	44,805,873	53,012,765	(8,206,891)	-15.48%	(13,116,023)	-12.92%
March	43,802,147	56,406,493	(12,604,346)	-22.35%	(25,720,369)	-16.29%
April	42,659,504	48,784,171	(3,157,667)	-6.47%	(28,878,036)	-13.97%
May	42,659,300	46,304,199	(3,644,899)	-7.87%	(32,522,935)	-12.85%
June	46,830,328	52,877,564	(6,047,236)	-11.44%	(38,570,171)	-12.61%
July	40,405,875	49,751,918	(9,346,043)	-18.79%	(47,916,214)	-13.47%
August	42,211,877	45,940,043	(3,728,167)	-8.12%	(51,644,381)	-12.86%
September	46,712,832	50,728,036	(4,015,204)	-7.92%	(55,659,585)	-12.31%
October	41,041,586	43,190,934	(2,149,348)	-4.98%	(57,808,933)	-11.67%
November	41,638,789	42,933,278	(1,294,489)	-3.02%	(59,103,422)	-10.98%
December	40,530,874	49,379,980	(8,849,117)	-17.92%	(67,952,538)	-11.56%
	519,858,010	587,810,549				

Sewer Metered Revenue - Versus Budget						
Month	2017	BUDGET	MTD Change	%	YTD Change	%
January	\$319,359.84	\$317,148.33	\$2,211.51	0.70%	\$2,211.51	0.70%
February	\$309,616.97	\$317,148.33	(\$7,531.36)	-2.37%	(\$5,319.85)	-0.84%
March	\$299,701.14	\$317,148.33	(\$17,447.19)	-5.50%	(\$22,767.04)	-2.39%
April	\$330,932.89	\$317,148.33	\$13,784.56	4.35%	(\$8,982.48)	-0.71%
May	\$301,156.06	\$317,148.33	(\$15,992.27)	-5.04%	(\$24,974.75)	-1.57%
June	\$313,305.66	\$317,148.33	(\$3,842.67)	-1.21%	(\$28,817.42)	-1.51%
July	\$318,481.86	\$317,148.33	\$1,333.53	0.42%	(\$27,483.89)	-1.24%
August	\$300,498.11	\$317,148.33	(\$16,650.22)	-5.25%	(\$44,134.11)	-1.74%
September	\$314,736.75	\$317,148.33	(\$2,411.58)	-0.76%	(\$46,545.69)	-1.63%
October	\$313,524.22	\$317,148.33	(\$3,624.11)	-1.14%	(\$50,169.80)	-1.58%
November	\$299,523.10	\$317,148.33	(\$17,625.23)	-5.56%	(\$67,795.03)	-1.94%
December	\$284,234.16	\$317,148.33	(\$32,914.21)	-10.38%	(\$100,709.24)	-2.65%
	\$3,705,070.76	\$3,805,780.00				

Sewer Gross Payroll						
Month	2017	Budget	MTD Change	%	YTD Change	%
January	\$34,367.74	\$34,551.00	(\$183.26)	-0.53%	(\$183.26)	-0.53%
February	\$27,525.15	\$34,551.00	(\$7,025.85)	-20.33%	(\$7,209.11)	-10.43%
March	\$28,522.77	\$34,551.00	(\$6,028.23)	-17.45%	(\$13,237.34)	-12.77%
April	\$35,541.32	\$34,551.00	\$990.32	2.87%	(\$12,247.02)	-8.86%
May	\$38,652.23	\$34,551.00	\$4,101.23	11.87%	(\$8,145.79)	-4.72%
June	\$34,378.27	\$34,551.00	(\$172.73)	-0.50%	(\$8,318.52)	-4.01%
July	\$40,733.36	\$34,551.00	\$6,182.36	17.89%	(\$2,136.16)	-0.88%
August	\$46,438.98	\$34,551.00	\$11,887.98	34.41%	\$9,751.82	3.53%
September	\$32,404.35	\$34,551.00	(\$2,146.65)	-6.21%	\$7,605.17	2.45%
October	\$39,996.11	\$34,551.00	\$5,445.11	15.76%	\$13,050.28	3.78%
November	\$33,517.48	\$34,551.00	(\$1,033.52)	-2.99%	\$12,016.76	3.16%
December	\$30,402.35	\$34,551.00	(\$4,148.65)	-12.01%	\$7,868.11	1.90%
	\$422,480.11	\$414,612.00				

SEWER Capital Spending Versus Budget			
Capital Projects - 2017	Budget	YTD Actual	Variance
Vacuum truck & flusher	\$65,000	\$67,978	\$2,978
Fall protection devices for S&L Pump Sta.	\$3,000	\$0	(\$3,000)
Broom Attachment for Loader	\$7,500	\$3,175	(\$4,325)
Replace Truck #23	\$35,000	\$40,934	\$5,934
Steel Plates/Bull Screen	\$3,000	\$0	(\$3,000)
SCADA Tech Laptop Computer	\$900	\$0	(\$900)
Sir/Stand Work Station	\$1,500	\$0	(\$1,500)
Asst. Supt. Computer	\$1,250	\$0	(\$1,250)
Instantaneous Water Heater	\$1,250	\$1,676	\$426
Haz Mat Team Trailer	\$2,000	\$0	(\$2,000)
GIS Work Order System	\$0	\$3,227	\$3,227
<b>Equipment</b>	<b>\$120,400</b>	<b>\$116,990</b>	<b>(\$3,410)</b>
I&I Remediation Projects & CSO Work	\$251,725	\$4,829	(\$246,896)
Pump Station Upgrades	\$100,000	\$12,114	(\$87,886)
City Street Work - Cook	\$93,750	\$184,928	\$91,178
City Street Work - 8th	\$93,750	\$60,520	(\$33,230)
City Street Work - Lake	\$187,500	\$187,736	\$236
Backup generator at Bradman Pump Station	\$35,000	\$34,855	(\$145)
Ash Landfill Leachate Work	\$0	\$583	\$583
Pipe Burst - Auburn Mall Apts	\$225,000	\$201,719	(\$23,281)
Nash Property	\$0	\$35,207	\$35,207
Insert Sleeves at Airport Line	\$0	\$79,063	\$79,063
Gillander St - Re-Lining Sewer Main	\$28,000	\$59,285	\$31,285
Garage Ave - Re-Lining Sewer Main	\$45,275	\$60,534	\$15,259
<b>Projects</b>	<b>\$1,060,000</b>	<b>\$921,373</b>	<b>(\$138,627)</b>
	<b>\$1,180,400</b>	<b>\$1,038,363</b>	<b>(\$142,037)</b>

AUBURN SEWER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE						
Aging	Current	30 day	60 day	90 day	120 day	Totals
December	198,205.22	43,741.00	14,001.80	4,719.69	46,976.77	310,301.06
	63.9%	14.1%	4.5%	1.5%	15.1%	100.0%
November	244,903.08	41,675.89	11,854.26	6,466.22	50,063.83	357,911.08
October	186,887.38	40,230.59	10,357.41	6,737.36	50,289.71	297,170.32
September	203,689.11	41,525.81	11,629.28	8,761.20	53,227.53	321,575.06

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

<b>Auburn Sewer District</b> <b>Accounts Payable Check Register</b> <b>December 1, 2017 thru December 31, 2017</b>
--

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
5153	12/1/2017	11	Andros. Registry Of Deeds	11/30/2017	place easement Lien Release Fees	28.00
						<b><u>28.00</u></b>
5154	12/1/2017	11	Gagne & Sons	11/15/2017	mortar mix Gillander Re-Line 2017	79.24
						<b><u>79.24</u></b>
5155	12/1/2017	11	Kennebec Equip. Rental	11/7/2017	nylon straps Bradman PS Generator 2017	69.90
						<b><u>69.90</u></b>
5156	12/1/2017	11	Treasurer, State of Maine	11/30/2017	airport sewer line permit Pre-Paid	4,000.00
5156	12/26/2017	12	Treasurer, State of Maine	11/30/2017	Void ck#5156 Pre-Paid	-4,000.00
						<b><u>0.00</u></b>
5157	12/1/2017	11	Power Products, Inc.	11/10/2017	generator Bradman PS Generator 2017	29,900.00
						<b><u>29,900.00</u></b>
5158	12/1/2017	11	Superior Concrete	11/14/2017	base,wedge,sealant Gillander Re-Line 2017	748.80
						<b><u>748.80</u></b>
5159	12/8/2017	12	Al's Auto & Truck Garage	12/1/2017	inspect sticker, bulb Truck #37 (2015 GMC Sierra)	49.48
						<b><u>49.48</u></b>
5160	12/8/2017	11	Eastern Fire Services, Inc.	11/22/2017	calibrate meter Misc Expense-Buildings	115.00
						<b><u>115.00</u></b>
5161	12/8/2017	12	Gilman Electrical Supply	12/6/2017	electric svcs equip Airport Sewer Line Project	242.29
						<b><u>242.29</u></b>
5162	12/8/2017	11	Vantagepoint Transfer Agent-30	11/30/2017	Policy#304412_ICMA 457 Accrued Deferred Comp	1,628.35
						<b><u>1,628.35</u></b>
5163	12/8/2017	11	Vantagepoint Transfer Agent-10	11/30/2017	Policy#109636 Employee Benefits	1,816.28
						<b><u>1,816.28</u></b>

<b>Auburn Sewer District</b> <b>Accounts Payable Check Register</b> <b>December 1, 2017 thru December 31, 2017</b>
--

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
5164	12/8/2017	11	Vantagepoint Transfer Agent-70	11/30/2017	Policy#705328-Roth Ira Accrued IRA/ICMA	372.45
						<b><u>372.45</u></b>
5165	12/15/2017	12	Andros. Registry Of Deeds	12/12/2017	release liens Lien Release Fees	66.00
						<b><u>66.00</u></b>
5166	12/15/2017	11	Power Products, Inc.	11/22/2017	generator maint Expense-Washington St PS	165.00
5166	12/15/2017	11	Power Products, Inc.	11/22/2017	generator maint Expense-Lew Jct Rd PS	165.00
5166	12/15/2017	11	Power Products, Inc.	11/22/2017	generator maint Expense-Green Turtle PS	165.00
5166	12/15/2017	11	Power Products, Inc.	11/22/2017	generator maint Expense-Moosebrook PS	165.00
5166	12/15/2017	11	Power Products, Inc.	11/22/2017	Portable C generator Equipment Maintenance	165.00
5166	12/15/2017	11	Power Products, Inc.	11/22/2017	generator maint Expense-Worthley Brook PS	165.00
5166	12/15/2017	11	Power Products, Inc.	11/22/2017	generator maint Expense-River Station PS	405.00
						<b><u>1,395.00</u></b>
5167	12/15/2017	11	UNITIL ME	11/29/2017	natural gas Expense-Green Turtle PS	64.00
						<b><u>64.00</u></b>
5168	12/22/2017	12	Omni Services	12/15/2017	customer refund A/R - Customer Accts Rec	49.54
						<b><u>49.54</u></b>
5169	12/22/2017	12	Andros. Registry Of Deeds	12/20/2017	place lien Lien Release Fees	22.00
						<b><u>22.00</u></b>
5170	12/22/2017	12	Coastal T-Shirts	12/12/2017	Craig Employee Benefits	27.50
						<b><u>27.50</u></b>

<b>Auburn Sewer District</b> <b>Accounts Payable Check Register</b> <b>December 1, 2017 thru December 31, 2017</b>
--

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
5171	12/22/2017	12	Gilman Electrical Supply	12/11/2017	wire Airport Sewer Line Project	15.69
5171	12/22/2017	12	Gilman Electrical Supply	12/11/2017	cover, seal Airport Sewer Line Project	18.97
						<b><u>34.66</u></b>
5172	12/22/2017	11	Rent-It Of Maine, Inc.	11/30/2017	excavator rent Supplies - Mains - Mnt	310.25
						<b><u>310.25</u></b>
5173	12/29/2017	12	Auburn Aggregates	12/19/2017	crushed stone Airport Sewer Line Project	292.32
						<b><u>292.32</u></b>
5174	12/29/2017	12	Auburn Water District	12/14/2017	Nov bills A/P - Due to AWD	36,764.75
						<b><u>36,764.75</u></b>
5175	12/29/2017	12	Constellation NewEnergy, Inc.	12/8/2017	Worthley Brook Accrued Power	421.17
5175	12/29/2017	12	Constellation NewEnergy, Inc.	12/8/2017	Washington St Accrued Power	230.54
5175	12/29/2017	12	Constellation NewEnergy, Inc.	12/8/2017	Bradman Accrued Power	154.45
						<b><u>806.16</u></b>
5176	12/29/2017	12	Easy Rent All Corp	12/19/2017	wood chipper Supplies - Mains - Mnt	200.00
						<b><u>200.00</u></b>
5177	12/29/2017	12	Hammond Lumber Co	12/11/2017	2 by 4's, screws Airport Sewer Line Project	42.69
						<b><u>42.69</u></b>
5178	12/29/2017	12	L.A.W.P.C.A.	12/4/2017	Dec bill LAWPCA	93,256.43
						<b><u>93,256.43</u></b>
5179	12/29/2017	1	Maine Municipal Emp.Hlth.	12/21/2017	Jan bill Employee Benefits	28.80
5179	12/29/2017	1	Maine Municipal Emp.Hlth.	12/21/2017	Accrued Life Insurance	86.40

<b>Auburn Sewer District</b> <b>Accounts Payable Check Register</b> <b>December 1, 2017 thru December 31, 2017</b>
--

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
5179	12/29/2017	1	Maine Municipal Emp.Hlth.	12/21/2017		233.60
					Accrued IPP Withheld	
5179	12/29/2017	1	Maine Municipal Emp.Hlth.	12/21/2017		418.70
					Accrued Dental	
						<b><u>767.50</u></b>
5180	12/29/2017	12	Petro's Ace Hardware	12/21/2017		33.54
					great stuff big gap Airport Sewer Line Project	
						<b><u>33.54</u></b>
5181	12/29/2017	12	E.J. Prescott, Inc.	12/7/2017		7,756.06
					sewer pipe Airport Sewer Line Project	
5181	12/29/2017	12	E.J. Prescott, Inc.	12/7/2017		18,209.88
					sewer pipe Airport Sewer Line Project	
						<b><u>25,965.94</u></b>
5182	12/29/2017	12	Ted Berry Co., Inc.	12/20/2017		37,724.00
					lining work Airport Sewer Line Project	
						<b><u>37,724.00</u></b>
					<b><u>Grand Total</u></b>	<b><u>232,872.07</u></b>



VENDOR	REF	AWD G/L #	ASD G/L #	Amount
American Messaging	paggers 12/1/17 to 2/28/18	1142-300	2675-600	\$ 123.75
Affiliated Healthcare	annual drug test fee	1142-300	2675-500	\$ 87.50
Anthem	Dec health ins	1142-300	2604-000	\$ 9,265.62
Anthem	Dec health ins	1142-300	2241-070	\$ 1,635.11
Auburn-Lewiston Rotary	dues for Sid January to June	1142-300	2675-500	\$ 187.50
Auburn Water District	shared employees benefit allocation	1604-000	2604-000	\$ 785.95
Auburn Water District	shared employees wage allocation	1685-000	2601-600	\$ 1,746.55
Auburn Water District	office supplies	1142-300	2675-800	\$ 86.36
Auburn Water District	Airport permit	1142-300	2105-915	\$ 42.00
Auburn Water District	Group Dynamic HRA debits	1142-300	2604-000	\$ 211.24
Auburn Water District	Purchase Nash Property next door	1142-300	2105-916	\$ 35,206.50
Beltone Answering Service	answering service	1142-300	2675-800	\$ 40.00
Beltone Answering Service	answering service - panic buttons	1142-300	2675-800	\$ 4.98
Beltone Answering Service	answering service	1142-300	2675-800	\$ 27.50
Beltone Answering Service	answering service - panic buttons	1142-300	2675-800	\$ 4.98
Bisson Enterprises, Inc.	office cleaning	1142-300	2675-500	\$ 282.50
Central Maine Power	power @ 268 Court Street	1142-300	2615-500	\$ 141.53
Central Maine Power	power @ 268 Court Street	1142-300	2615-800	\$ 70.76
Coastal T Shirts	rain gear	1142-300	2620-550	\$ 103.50
Constellation NewEnergy	energy charge @ 268 Court Street	1142-300	2615-500	\$ 212.36
Constellation NewEnergy	energy charge @ 268 Court Street	1142-300	2615-800	\$ 106.18
Dig Safe System, Inc.	monthly bill	1142-300	2675-600	\$ 353.39
DirigoNet	domain fee - email spam	1142-300	2675-800	\$ 25.00
Fire Tech & Safety	air pack testing	1142-300	2620-550	\$ 196.00
FirstLight(Oxford Networks)	telephone service	1142-300	2676-800	\$ 121.84
Gilman Electric	electric supplies	1142-300	2620-500	\$ 20.05
Great American Financial	Konica Digital Copier - lease	1142-300	2675-800	\$ 107.61
Hammond Tractor	snowblower parts	1142-300	2677-000	\$ 19.60
Hazelton, Sid	mileage - Dec	1142-300	2675-500	\$ 175.00
Home Depot	wire cutters, knife, thermostat, batteries	1142-300	2620-500	\$ 80.92
Home Depot	airport - plywood	1142-300	2105-915	\$ 183.60
KL Jack	gloves	1142-300	2620-500	\$ 8.40
KL Jack	lock pins	1142-300	2677-000	\$ 24.99
City of Lewiston	wages and benes - Dan Rodrigue - November	1142-300	2601-600	\$ 1,993.22
City of Lewiston	wages and benes - Dan Rodrigue - November	1142-300	2604-000	\$ 226.05
City of Lewiston	wages and benes - Dan Rodrigue - November	1142-300	2658-000	\$ 124.25
Maine Oxy	carbon dioxide	1142-300	2620-500	\$ 19.22
Maine Oxy	winter gloves	1142-300	2620-500	\$ 37.26
Maine State Retirement System	retirement contribution - health	1142-300	2604-000	\$ 220.79
Maine State Retirement System	retirement contribution - life	1142-300	2241-030	\$ 85.43
Maine Water Company	accounting services - Greg Leighton	1142-300	2632-800	\$ 1,552.50
WB Mason	Greg binders, calculator ribbons & tapes	1142-300	2620-800	\$ 85.47
WB Mason	return desk planner	1142-300	2620-800	\$ (9.15)
WB Mason	paper, correction tapes	1142-300	2620-800	\$ 123.20
Mid Maine Waste	dispose refrigerator	1142-300	2675-500	\$ 7.50
Napa	air filters, power detergent, deicer	1142-300	2620-500	\$ 81.83
Napa	air filters-River Station	1142-300	2620-204	\$ 54.58
Napa	belt-Worthley Brook	1142-300	2620-201	\$ 48.08
Napa	#35 wiper blades	1142-300	2650-123	\$ 41.47
Nat'l Multiple Sclerosis Society	donation for in memory Don Stevens' dad	1142-300	2675-800	\$ 25.00
Ness Oil	gas and diesel	1142-300	2620-500	\$ 183.73
Ness Oil	gas and diesel	1142-300	2650-124	\$ 78.90
Ness Oil	gas and diesel	1142-300	2650-125	\$ 433.84
Ness Oil	gas and diesel	1142-300	2650-123	\$ 40.11
Northern Data Systems	customer billing	1142-300	2675-700	\$ 759.62
Northern Data Systems	Qrtly H/W maint 1/31/18 to 4/30/18	1142-300	2677-840	\$ 70.00
Petro's	salt for walkways	1142-300	2620-500	\$ 45.98
Petro's	propane & cap	1142-300	2620-500	\$ 9.67
Pine Tree Waste	bulk waste	1142-300	2675-500	\$ 73.30
Reggies	saw blade, files, oil	1142-300	2677-000	\$ 78.40
Sign Store & Flag Center	US flag for Court St	1142-300	2675-500	\$ 37.63
Spencer Group	patch-sewer	1142-300	2620-600	\$ 803.70
Staples	binders, folders, storage boxes	1142-300	2620-800	\$ 92.04
SuperShoes	Craig clothing allowance	1142-300	2604-000	\$ 99.88
Tiger Direct	Hill laptop	1142-300	2620-800	\$ 858.97
U.S. Cellular	cell phones	1142-300	2676-500	\$ 277.99
US Postmaster	bpo box yearly rent	1142-300	2675-800	\$ 80.00
United Way	Dec employee contributions	1142-300	2241-000	\$ 24.00
Unitil	268 Court Street	1142-300	2620-500	\$ 911.58
Unum	Dec life insurance	1142-300	2604-000	\$ 69.36
				\$ -
				<b>\$61,434.17</b>

# AUBURN SEWERAGE DISTRICT

## MONTHLY ACTIVITY REPORT

December , 2017

### MAINS

Location	Ck'd	Comments	OK	Plug	Maint.	Misc.	New
Lake Auburn P.S.	1	Cleared force main			1		
Sheridan Ave	1	Able power roter snake stuck in m	1				
Gilman and Stanley	1	deploy Ads Echos	1				
Airport Sewer Main	282	install main, 440					1
Allied Rd	1	check main	1				
Beacon/Lake Street	33	Private main plugged	1				
Gilander and Gamage	25	Sewer main reline	1				
<b>Monthly Totals</b>	7		5	0	1	0	1
<b>2016 Monthly Totals</b>	4		0	0	4	0	0
<b>YTD Totals</b>	113		17	5	78	2	11
<b>2016 YTD Totals</b>	87		1	5	76	5	0

### MANHOLES

Location	Ck'd	Comments	OK	Cover	Misc.	Frame & Cover	New
Minot Ave	1	Meet with MDOT, discuss 2018 pro	1				
<b>Monthly Totals</b>	1		1	0	0	0	0
<b>2016 Monthly Totals</b>	6		0	2	2	2	0
<b>YTD Totals</b>	85		12	2	20	18	33
<b>2016 YTD Totals</b>	78		18	4	24	30	2

## SERVICES

Location	Ck'd	Comments	New	OK	Misc.	on owner
200 Davis	1	sewer service back-up				1
200 Gamage	1	Investigate sewer odor		1		
108 Orchard	1	Investigate sewer smell, owners cap leakin				1
61 Union Street	1	Rite Aid sewer back-up				1
<b>Monthly Totals</b>	4		0	1	0	3
<b>2016 Monthly Totals</b>	10		4	0	0	6
<b>YTD Totals</b>	42		2	6	2	32
<b>2016 YTD Totals</b>	31		7	22	2	0

## LIFT STATIONS

Location	No.	Comments
Ash Landfill	1	work with contractor to test force main
Shovel out all stations	2	Snow removal/station checks
W-4	1	haul in grave for access rd.
Moose Brk, Lew Jct, River Sta,	1	Generator maintenance, air filters, belts, etc
Green Turtle	1	installed slotted cover on pump station wet well
Bradman	1	finish generator install
<b>Monthly Totals</b>	7	
<b>2016 Monthly Totals</b>	11	
<b>YTD Totals</b>	74	
<b>2016 YTD Totals</b>	139	

## OVERFLOWS

Item		Comments
<b>Monthly Totals</b>	0	
<b>2016 Totals</b>	14	
<b>YTD Totals</b>	0	

## 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	7.7	2.05		3.16	11	35	17	26	8
February	49.8	3.63		3.04	8	37	16	27	6
March	20.2	2.27		4.14	10	35	17	26	-4
April	6.0	3.99		4.1	12	56	36	46	3
May	0.0	4.88		3.69	15	62	44	53	-2
June	0.0	1.56		3.96	12	75	52	64	-2
July	0.0	1.41		3.52	6	79	57	68	-2
August	0.0	1.56		3.01	6	77	53	65	-3
September	0.0	2.07		3.71	9	75	52	63	3
October	0.0	6.36		4.38	7	67	42	54	6
November	0.5	1.82		4.52	8	45	26	35	-2
December	28.4	3.11		3.84	11	30	10	20	-5
<b>YTD Totals</b>	112.6	34.71							
<b>2016 YTD Totals</b>	116.2	37.24							

## DIG SAFE

Month	Total	Contractors	MDOT	AHD	School Dept.	Lewiston Water	Fairpoint	AWD	CMP	ASD	GAS	MTA
January	46	20	0	0	0	0	0	4	21	0	1	1
February	34	6	0	0	0	0	1	1	21	5	0	0
March	47	22	0	0	0	0	1	13	6	1	0	4
April	121	67	2	26	0	0	1	2	4	4	11	4
May	141	95	0	1	0	0	0	6	30	0	8	1
June	122	65	1	28	0	0	1	5	12	2	7	1
July	149	51	1	66	0	0	0	8	13	1	8	1
August	182	59	6	38	0	0	0	4	19	3	51	2
September	138	62	1	40	0	0	0	11	10	0	13	1
October	104	52	10	9	0	0	0	13	11	0	9	0
November	86	39	0	3	0	0	0	9	25	4	6	0
December	39	27	0	1	0	1	0	6	0	0	3	1
<b>YTD Totals</b>	1209	565	21	212	0	1	4	82	172	20	117	16
<b>2016 Totals</b>	1249	596	19	235	2	0	5	80	190	11	89	14

## DUTY FOREMAN CALLS

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	4			2	1	0	1	0	0	0	0
Water District	7	0	0	1		2	0	1	1	2	0
<b>Monthly Totals</b>	11	0	0	3	1	2	1	1	1	2	0
<b>2016 Monthly Totals</b>	5	1	0	0	1	1	1	1	0	0	0
<b>YTD Totals</b>	46	0	1	21	5	9	9	5	2	4	1
<b>2016 YTD Totals</b>	107	3	3	15	9	16	50	7	1	0	3

## OTHER ACTIVITIES

1. New England Crane Station inspections
2. Certify Scott Air Packs
3. Department of Labor inspection
4. Set up job site for Airport project
- 5.

Lewiston - Auburn Water Pollution Control Authority											
Monthly Cost Apportionment Summary											
Cost Apportionment Summary - First Half of 2017											
Month	Lewiston Sewer Division Initial %	Lewiston Sewer Division Initial \$	Op Data %	Op Data \$	Difference \$	Initial %	Initial \$	Auburn Sewerage District Op Data %	Op Data \$	Difference \$	cmr 1/10/2018
January	60.00%	\$147,247.07	64.46%	\$158,192.43	(\$10,945.37)	0.0	\$98,164.71	35.54%	\$87,219.35	\$10,945.37	0.0
February	60.00%	\$147,247.07	64.88%	\$159,223.16	(\$11,976.09)	0.0	\$98,164.71	35.12%	\$86,188.62	\$11,976.09	0.0
March	60.00%	\$147,247.07	64.71%	\$158,805.96	(\$11,558.89)	0.0	\$98,164.71	35.29%	\$86,605.82	\$11,558.89	0.0
April	64.00%	\$157,063.54	60.67%	\$148,891.33	\$8,172.21	0.0	\$88,348.24	39.33%	\$96,520.45	(\$8,172.21)	0.0
May	64.00%	\$157,063.54	61.81%	\$151,689.02	\$5,374.52	0.0	\$88,348.24	38.19%	\$93,722.76	(\$5,374.52)	0.0
June	64.00%	\$157,063.54	60.87%	\$149,382.15	\$7,681.39	0.0	\$88,348.24	39.13%	\$96,029.63	(\$7,681.39)	0.0
Six Month Adjustment			62.90%		(\$13,252.24)			37.10%		\$13,252.24	0.0
Cost Apportionment Summary - Second Half of 2017											
Month	Lewiston Sewer Division Initial %	Lewiston Sewer Division Initial \$	Op Data %	Op Data \$	Difference \$	Initial %	Initial \$	Auburn Sewerage District Op Data %	Op Data \$	Difference \$	
July	64.00%	\$157,063.54	61.32%	\$150,486.50	\$6,577.04	0.0	\$88,348.24	38.68%	\$94,925.28	(\$6,577.04)	0.0
August	64.00%	\$157,063.54	61.89%	\$151,885.35	\$5,178.19	0.0	\$88,348.24	38.11%	\$93,526.43	(\$5,178.19)	0.0
September	64.00%	\$157,063.54	61.83%	\$151,738.10	\$5,325.44	0.0	\$88,348.24	38.17%	\$93,673.68	(\$5,325.44)	0.0
October	62.00%	\$152,155.30	64.84%	\$159,125.00	(\$6,969.69)	0.0	\$93,256.48	35.16%	\$86,286.78	\$6,969.69	0.0
November	62.00%	\$152,155.30	61.78%	\$151,615.40	\$539.91	0.0	\$93,256.48	38.22%	\$93,796.38	(\$539.91)	0.0
December	62.00%	\$152,155.30	61.83%	\$151,738.10	\$417.20	0.0	\$93,256.48	38.17%	\$93,673.68	(\$417.20)	0.0
Six Month Total Adj			62.25%		\$11,068.07			37.75%		(\$11,068.07)	0.0
Average to date			62.57%					37.43%			0.0
Adjustments to date					(\$2,184.16)					\$2,184.16	0.0
Average / Adjustments year end			62.57%		(\$2,184.16)			37.42%		\$2,184.16	0.0

Note: These figures are expected to be final for 2017.