

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, July 17, 2018 at 4:00 P.M.**

AGENDA

1. Approve Minutes of Regular Meeting of June 19, 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
 - LAWPCA Apportionment & Financials
 - Solicitation Policy
7. Old Business
8. Executive Session per 1 M.R.S.A. § 405 (6) (D) to discuss personnel issue
9. Adjourn Regular Meeting.

Upcoming - Trustee Meeting - August 21, 2018

Memo

To: Water & Sewerage District Trustees
From: Sid Hazelton, P.E., Superintendent
CC: Files
Date: 7/12/2018
Re: Discussion of July Agenda Items

Water Trustees

Financial Report Highlights

As discussed at the last meeting, we are seeing reduced industrial usage and lower revenues. In June both industrial and residential usage was down. Expenses continue to be favorable at the UV plant helping to offset the revenue shortfall. We have replaced approximately 1 mile of pipe to date and it appears the capital plan will come in under budget (and still get 1.5 miles replaced). Cash is good at end of June and we are working with the Town of Poland on the escrow account.

Bills with the new format will be arriving to customers this month.

Water Quality Update

Included in the packet are four charts: Dissolved Oxygen, Secchi Disk, Temperature, and Turbidity. All parameters are trending normally for this time of the year, and much better than 2012 results.

Project Updates

The Minot Avenue and Seventh Street Water Main Replacement Projects are nearing completion.

We are planning to pipe burst a few thousand feet of 8" cast iron water main on Pionite Road. This section has experienced several breaks over the last few years. We will be seeking approval to award this project to Ted Berry Company.

Ag/NRP Zone Study

The Auburn City Council will receive an update and final report from the **Ad-hoc Committee on Auburn's Agriculture and Natural Resource Based Economy** on **Monday, July 16 at the 5:30PM** City Council Workshop.

Information regarding the committee's work is available on the City Website at:

<http://www.auburnmaine.gov/pages/government/agriculture-and-natural-resource-economy>.

Mary Sylvester will give a brief overview of the committee recommendation at our meeting.

Sewer Trustees

Financial Report Highlights

Industrial consumption (gallons sold) is down 21% from prior year through June. This is the major driver for the lower metered income to date. Expenses continue to be favorable and offset the revenue shortfall. Capital work has slowed as we focus on water main jobs but expect to get back to the airport later this year. Cash balance is \$1.8 million.

Bills with the new format will be arriving to customers this month.

Project Update

Last month we reported that Morin Excavation was preparing to complete the Lewiston Junction portion of the Airport Sewer Project. Due to their construction schedule, they will be unable to do this work. We will complete this project this

Summer and Fall with our own crews. This includes the Lewiston Junction Portion, as well as the cross-country section to Hotel Road.

Green Mountain was the apparent low bidder for sewer liner work at various locations. A bid tab is included in the packet. We will be looking for approval from the Board to move ahead with this project.

We will be adjusting manholes for street construction projects, including Lake Street, Main Street, and Minot Avenue

Cost Apportionment

The dry weather has caused the apportionment to continue slightly in Lewistons' favor. We will continue to track this number monthly.

Both Boards

Solicitation Policy

Included in the packet is a draft Solicitation policy under consideration for adoption.

Executive Session

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

June 19 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, June 19, 2018 at 4:00pm.

Members present: Robert Cavanagh, Joseph DeFilipp, Raymond Fortier, Heidi McCarthy (President), Stephen Ness, Charles Sheehan. 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 Charles Sheehan, seconded by Raymond Fortier, it was voted: **To approve the minutes of the Regular Meeting of May 15, 2018.**

FINANCIAL REPORT – The industrial metered income is down about \$17,000 and grows next month to \$37,000. Nestle has made changes to their system with low volume fixtures and are washing their trucks off site. Greg Leighton thinks that we can still hit the projected budget. The cash on hand is \$1.7 million.

RATIFY PAYMENT OF BILLS

On motion of Robert Cavanagh, seconded by Stephen Ness, it was unanimously voted: **To ratify the payment of bills in the amount of \$269,952.30 as shown on the printout dated May 1, 2018- May 31, 2018.**

OPEN SESSION – K, C, Geiger and Mary Sylvester, Auburn Water District Trustees, were in attendance.

ACTIVITY REPORT – The crew has been busy raising manholes to get ahead of the street paving and doing a lot of preventative maintenance work.

NEW BUSINESS

PROJECT UPDATE The Lewiston Junction portion of the Airport Sewer Project was awarded to Morin Excavation for a total bid price of \$50,000. The project will be completed this construction season.

The Ash Landfill Pump Station Project is nearing completion.

Bid proposals went out today for the sewer lining project (Seventh, Gill, Fulton) with the bid opening date of 7/6/2018.

2017 COMBINED SEWER OVERFLOW REPORT – Superintendent Hazelton discussed some of the key charts and graphs that were included in the Maine DEP Annual CSO Report. The full report is available for anyone who may be interested.

2017 AUDIT – A copy of the Audit was made available to the Trustees.

LAWPCA APPORTIONMENT & FINANCIALS – LAWPCA is tracking well. The apportionment is very close to the percentage we set of 62%/ Lewiston / 38%. Auburn.

June 19, 2018

Page 2

MEASURING OF THE LAKE - The Water District Trustees voted to cap the spending at \$50.00/person with a focus on education. Trustee Mary Sylvester said that there are a lot of good options. Superintendent Hazelton said that he would do whatever the trustees agreed to do.

Andrew Titus, Mayor's Representative, made a motion to keep the cost down to \$50.00/person. There was no second to the motion.

SOLICITATION POLICY – Water District Tizz Crowley took the time to see what other districts do with regards to solicitations. She could not attend this meeting so it was decided to add this as a future agenda item.

OLD BUSINESS

EMPLOYEE BENEFITS AND COMPENSATION COMMITTEE - Rachel from Cross Insurance attended the May meeting and provided information on industry trends for health insurance plans. Don Tyler's report will be ready by late summer.

Andrew Titus, Mayor's Representative, is hoping that the committee will come up with solutions to the continuing increases in benefit costs.

EXECUTIVE SESSION PER 1 M.R.S.A. § 405 (6) (D) TO DISCUSS A PERSONNEL ISSUE.

On motion of Charles Sheehan, seconded by Stephen Ness, it was unanimously voted: **To move into Executive Session per 1 M.R.S.A. § 405 (6) (D) to discuss a personnel issue.**

On motion of Joseph DeFilipp, seconded by Raymond Fortier, it was unanimously voted: **To move out of Executive Session.**

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

Respectfully submitted,



Diane Drinkwater

**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
SIX MONTHS ENDED JUNE 30, 2018**

	June	2018	Y-T-D THRU JUNE 2018		
	YTD - 2017	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$1,874,073	\$3,703,639	\$1,815,080	\$1,851,820	(\$36,739)
Industrial Surcharge	25,384	45,602	27,472	22,801	4,671
Shared Debt with City	20,696	41,392	20,696	20,696	0
Jobbing & Mdse. - NET	3,014	6,500	315	3,250	(2,935)
Sewer Assessments	3,930	21,762	3,519	10,881	(7,362)
Finance Charges	6,492	12,050	5,368	6,025	(657)
Interest Income	1,691	2,473	3,661	1,237	2,425
Industrial Treatment Sampling	26,400	50,400	25,200	25,200	0
Capacity Fees (SDS)	4,125	17,423	7,875	8,712	(837)
TOTAL REVENUES	1,965,805	3,901,241	1,909,186	1,950,621	(41,435)
			48.94%	50.00%	< Standard
<u>EXPENSES:</u>					
Payroll	189,386	434,356	193,391	217,178	(23,787)
Employee Benefits	87,812	225,245	98,814	112,623	(13,809)
Maint. of Sewers	20,841	55,836	28,594	27,918	676
Lift Stations	46,827	88,430	40,295	44,215	(3,920)
Maint. of Buildings	17,028	33,677	16,834	16,839	(4)
Maint. of Trucks	5,652	16,216	9,924	8,108	1,816
Office Expense	11,029	26,335	13,146	13,168	(22)
Collection Expense	(257)	228	(181)	114	(295)
General Expense	1,511	2,323	4,682	1,162	3,521
Insurance	28,248	52,401	30,813	26,201	4,613
Legal & Accounting Fees	12,601	29,350	15,859	14,675	1,184
Billing Expense	36,510	71,120	34,499	35,560	(1,061)
L.A.W.P.C.A.	667,017	1,907,285	922,631	953,643	(31,011)
SUB-TOTAL	1,124,205	2,942,802	1,409,302	1,471,401	(62,099)
Interest	41,527	79,427	44,112	39,714	4,398
TOTAL EXPENSES	1,165,732	3,022,229	1,453,414	1,511,115	(57,701)
			48.09%	50.00%	< Standard
Bonds - Principal Payments	209,741	548,477	211,158	274,239	(63,081)
SURPLUS FROM OPERATIONS	590,332	330,535	244,614	165,268	79,346

Auburn Sewer District Accounts Payable Check Register June 1, 2018 thru June 30, 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>
5348	6/1/2018	5	Central Maine Power Co.	5/24/2018	fin; bill-porta room Airport Sewer Line Project	10.28
						<u>10.28</u>
5349	6/1/2018	5	Constellation NewEnergy, Inc.	5/15/2018	Washington St Accrued Power	240.92
						<u>240.92</u>
5350	6/1/2018	5	Emerson Chevrolet	5/25/2018	2 batteries Truck #37 (2015 GMC Sierra)	530.22
						<u>530.22</u>
5351	6/1/2018	5	Gagne & Sons	5/18/2018	ring for manhole Supplies - Mains - Mnt	33.00
						<u>33.00</u>
5352	6/1/2018	5	Gilman Electrical Supply	5/23/2018	padlock Ash Landfill Pump Station	16.99
						<u>16.99</u>
5353	6/1/2018	5	Lowe's Business Accounts	5/17/2018	100 amp transfer Ash Landfill Pump Station	142.31
						<u>142.31</u>
5354	6/8/2018	6	Andros. Registry Of Deeds	6/4/2018	release lien Lien Release Fees	22.00
						<u>22.00</u>
5355	6/8/2018	5	Auburn Water District	6/7/2018	April A/P - Due to AWD	34,314.57
						<u>34,314.57</u>
5356	6/8/2018	5	Constellation NewEnergy, Inc.	5/22/2018	Bradman St Accrued Power	149.93
						<u>149.93</u>
5357	6/8/2018	5	Horizon Solutions, LLc	5/21/2018	electrical parts Ash Landfill Pump Station	292.45
						<u>292.45</u>
5358	6/8/2018	5	Vantagepoint Transfer Agent-30	5/31/2018	Policy#304412 Accrued Deferred Comp	1,979.10
						<u>1,979.10</u>
5359	6/8/2018	5	Vantagepoint Transfer Agent-10	5/31/2018	Policy#109636 Employee Benefits	1,891.84

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						<u>1,891.84</u>
5360	6/8/2018	5	Vantagepoint Transfer Agent-70	5/31/2018	Policy#705328 Accrued IRA/ICMA	377.30
						<u>377.30</u>
5361	6/8/2018	5	Omni Services, Inc.	5/25/2018	hydraulic assmby Equipment Maintenance	43.94
						<u>43.94</u>
5362	6/15/2018	6	Andros. Registry Of Deeds	6/13/2018	release lien Lien Release Fees	22.00
						<u>22.00</u>
5363	6/15/2018	5	Fastenal Company	5/30/2018	batteries, straps, ties PLC Upgrades 2018 - Sewer	122.23
						<u>122.23</u>
5364	6/15/2018	6	Gagne & Sons	5/30/2018	mortar mix Supplies - Mains - Mnt	27.00
5364	6/15/2018	6	Gagne & Sons	6/7/2018	rings, mortar mix Supplies - Mains - Mnt	123.76
5364	6/15/2018	6	Gagne & Sons	6/8/2016	ring Supplies - Mains - Mnt	33.00
						<u>183.76</u>
5365	6/15/2018	5	Power Products, Inc.	5/23/2018	Portable A generator maint Equipment Maintenance	380.00
5365	6/15/2018	5	Power Products, Inc.	5/23/2018	generator maint Expense-Washington St PS	410.00
5365	6/15/2018	5	Power Products, Inc.	5/23/2018	generator maint Expense-Lew Jct Rd PS	380.00
5365	6/15/2018	5	Power Products, Inc.	5/23/2018	generator maint Expense-Green Turtle PS	380.00
5365	6/15/2018	5	Power Products, Inc.	5/23/2018	generator maint Expense-Moosebrook PS	380.00
5365	6/15/2018	5	Power Products, Inc.	5/23/2018	Portable C generator Equipment Maintenance	380.00

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5365	6/15/2018	5	Power Products, Inc.	5/23/2018	generator maint Expense-Worthley Brook PS	380.00
5365	6/15/2018	5	Power Products, Inc.	5/23/2018	generator maint Expense-River Station PS	170.00
						<u>2,860.00</u>
5366	6/15/2018	6	Superior Concrete	5/30/2018	manhole parts Supplies - Mains - Mnt	532.00
5366	6/15/2018	6	Superior Concrete	5/31/2018	barrel Supplies - Mains - Mnt	114.00
						<u>646.00</u>
5367	6/15/2018	6	Tessco Inc	6/1/2018	antenna, divider Ash Landfill Pump Station	673.92
5367	6/15/2018	6	Tessco Inc	6/1/2018	PLC Upgrades 2018 - Sewer	850.09
						<u>1,524.01</u>
5368	6/15/2018	5	UNITIL ME	5/31/2018	May natl gas Expense-Green Turtle PS	66.02
						<u>66.02</u>
5369	6/22/2018	6	Andros. Registry Of Deeds	6/21/2018	place lien Lien Release Fees	22.00
						<u>22.00</u>
5370	6/22/2018	6	Constellation NewEnergy, Inc.	6/4/2018	Worthley Brook Accrued Power	398.17
						<u>398.17</u>
5371	6/22/2018	6	Gagne & Sons	6/12/2018	rings,mortar mix Supplies - Mains - Mnt	272.02
5371	6/22/2018	6	Gagne & Sons	6/13/2018	10" ring Supplies - Mains - Mnt	55.00
5371	6/22/2018	6	Gagne & Sons	6/14/2018	ring, mortar mix Supplies - Mains - Mnt	68.50
						<u>395.52</u>
5372	6/22/2018	6	Gilman Electrical Supply	6/5/2018	electrical supplies Ash Landfill Pump Station	19.73

Auburn Sewer District Accounts Payable Check Register June 1, 2018 thru June 30, 2018
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5372	6/22/2018	6	Gilman Electrical Supply	6/13/2018	electrical supplies Ash Landfill Pump Station	12.71
						<u>32.44</u>
5373	6/22/2018	7	Group Dynamic, Inc.	6/25/2018	ins deductible fee Employee Benefits	32.00
						<u>32.00</u>
5374	6/22/2018	6	Horizon Solutions, LLc	5/30/2018	electrical supplies Ash Landfill Pump Station	181.98
						<u>181.98</u>
5375	6/22/2018	6	L.A.W.P.C.A.	6/1/2018	June bill Accrued - LAWPCA	91,766.52
						<u>91,766.52</u>
5376	6/22/2018	7	Maine Municipal Emp.Hlth.	6/13/2018	July billing Employee Benefits	29.40
5376	6/22/2018	7	Maine Municipal Emp.Hlth.	6/13/2018	Accrued Life Insurance	88.20
5376	6/22/2018	7	Maine Municipal Emp.Hlth.	6/13/2018	Accrued IPP Withheld	239.11
5376	6/22/2018	7	Maine Municipal Emp.Hlth.	6/13/2018	Accrued Dental	515.30
						<u>872.01</u>
5377	6/22/2018	6	Martindale Associates, Inc.	6/5/2018	VHF radio CSO Work-2017	1,171.50
						<u>1,171.50</u>
5378	6/22/2018	6	Rent-It Of Maine, Inc.	6/1/2018	excavator-manholes Supplies - Mains - Mnt	460.50
						<u>460.50</u>
5379	6/29/2018	6	Andros. Registry Of Deeds	6/27/2018	release lien Lien Release Fees	22.00
						<u>22.00</u>
5380	6/29/2018	6	Auburn Water District	6/14/2018	May bills A/P - Due to AWD	45,536.89
						<u>45,536.89</u>

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5381	6/29/2018	6	Constellation NewEnergy, Inc.	6/8/2018	River Station Accrued Power	342.42
5381	6/29/2018	6	Constellation NewEnergy, Inc.	6/8/2018	Merrow Rd Accrued Power	30.23
5381	6/29/2018	6	Constellation NewEnergy, Inc.	6/8/2018	Lewiston Jct Accrued Power	64.69
5381	6/29/2018	6	Constellation NewEnergy, Inc.	6/11/2018	Moose Brook Accrued Power	324.54
						<u>761.88</u>
5382	6/29/2018	6	Gagne & Sons	6/19/2018	8"ring Supplies - Mains - Mnt	50.00
						<u>50.00</u>
5383	6/29/2018	6	Gilman Electrical Supply	6/27/2018	electrical parts PLC Upgrades 2018 - Sewer	202.05
						<u>202.05</u>
5384	6/29/2018	6	Grainger	6/8/2018	enclosure Ash Landfill Pump Station	61.08
						<u>61.08</u>
5385	6/29/2018	6	L.A.W.P.C.A.	6/12/2018	2 vac loads Accrued - LAWPCA	370.00
						<u>370.00</u>
5386	6/29/2018	6	Industrial Automation Supply	6/15/2018	isolating amp PLC Upgrades 2018 - Sewer	1,812.28
						<u>1,812.28</u>
5387	6/29/2018	6	E.J. Prescott, Inc.	6/5/2018	liftmates Inventory	11,050.00
5387	6/29/2018	6	E.J. Prescott, Inc.	5/31/2018	couplings Inventory	124.56
						<u>11,174.56</u>
5388	6/29/2018	6	Superior Concrete	6/19/2018	manhole parts Airport Sewer Line Project	995.00
5388	6/29/2018	6	Superior Concrete	6/19/2018	manhole parts Airport Sewer Line Project	611.00

Auburn Sewer District Accounts Payable Check Register June 1, 2018 thru June 30, 2018
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5388	6/29/2018	6	Superior Concrete	6/19/2018	manhole parts Airport Sewer Line Project	545.00
5388	6/29/2018	6	Superior Concrete	6/19/2018	manhole parts Airport Sewer Line Project	867.00
5388	6/29/2018	6	Superior Concrete	6/19/2018	manhole parts Airport Sewer Line Project	739.00
5388	6/29/2018	6	Superior Concrete	6/22/2018	manhole parts SEVENTH ST LINING 2018	867.70
						<u>4,624.70</u>
5389	6/29/2018	6	Water Environment Federation	6/22/2018	membership renew Misc Expense-Buildings	185.00
						<u>185.00</u>
5390	6/29/2018	6	FW Webb, Inc.	6/15/2018	Badger Ash Landfill Pump Station	2,513.00
						<u>2,513.00</u>
<u>Grand Total</u>						<u>208,114.95</u>

6/30/2018

VENDOR	REF	AWD G/L #	ASD G/L #	Amount
American Messaging	paggers June to August	1142-300	2675-600	\$ 138.04
Anthem	June health ins	1142-300	2604-000	\$ 10,111.20
Anthem	June health ins	1142-300	2241-070	\$ 1,784.33
Auburn Water District	Group Dynamic HRA debits	1142-300	2604-000	\$ 438.90
Auburn-Lewiston Rotary	Sid 6 months rotary breakfast meetings	1142-300	2675-500	\$ 187.50
Auburn Water District	shared employees benefit allocation	1604-000	2604-000	\$ 508.00
Auburn Water District	shared employees wage allocation	1685-000	2601-600	\$ 1,128.90
Amazon,com	APC Backup UPS 650 - Ash Landfill Project	1142-300	2105-207	\$ 95.82
Amazon,com	APC Backup UPS 650 - River PS	1142-300	2620-204	\$ 95.82
Amazon,com	APC Backup UPS 650 - Moosebrook PS	1142-300	2620-206	\$ 95.82
Beltone Answering Service	answering service	1142-300	2675-800	\$ 34.00
Beltone Answering Service	answering service - panic buttons	1142-300	2675-800	\$ 4.98
Central Maine Power	power @ 268 Court Street	1142-300	2615-500	\$ 152.86
Central Maine Power	power @ 268 Court Street	1142-300	2615-800	\$ 76.43
Central Maine Power	test gloves	1142-300	2675-500	\$ 10.02
Computer Place	scada repairs	1142-300	2675-600	\$ 214.99
Constellation NewEnergy	energy charge @ 268 Court Street	1142-300	2615-500	\$ 213.78
Constellation NewEnergy	energy charge @ 268 Court Street	1142-300	2615-800	\$ 106.89
Dig Safe System, Inc.	monthly bill	1142-300	2675-600	\$ 345.34
Fastenal	gloves, glasses, ear plugs	1142-300	2620-550	\$ 92.12
FirstLight	telephone service	1142-300	2676-800	\$ 174.95
Great American Financial	Konica Digital Copier - lease	1142-300	2675-800	\$ 107.61
Hazelton, Sid	June mileage	1142-300	2675-500	\$ 175.00
City of Lewiston	wages and benes - Dan Rodrigue -April	1142-300	2601-000	\$ 1,582.18
City of Lewiston	wages and benes - Dan Rodrigue -April	1142-300	2604-000	\$ 274.41
City of Lewiston	wages and benes - Dan Rodrigue -April	1142-300	2658-000	\$ 93.27
City of Lewiston	wages and benes - Dan Rodrigue -May	1142-300	2601-600	\$ 2,054.02
City of Lewiston	wages and benes - Dan Rodrigue -May	1142-300	2604-000	\$ 247.59
City of Lewiston	wages and benes - Dan Rodrigue -May	1142-300	2658-000	\$ 120.09
Longchamps	8" drain at Allain Park	1142-300	2620-600	\$ 5,050.00
Maine State Retirement System	retirement contribution - health	1142-300	2604-000	\$ 11.73
Maine State Retirement System	retirement contribution - life	1142-300	2241-030	\$ 28.14
Maine Water Company	accounting services - Greg Leighton	1142-300	2632-800	\$ 1,380.00
WB Mason	calculator ribbon, clipboards	1142-300	2620-800	\$ 47.95
WB Mason	USB's, correct tape	1142-300	2620-800	\$ 16.14
WB Mason	trash bags, multifold, toilet paper	1142-300	2620-500	\$ 65.49
Napa	cleaning supplies	1142-300	2620-500	\$ 9.33
Napa	#35 antifreeze	1142-300	2650-123	\$ 9.99
Ness Oil	tk #37 gas	1142-300	2650-124	\$ 149.36
Ness Oil	vac tk diesel	1142-300	2650-123	\$ 630.30
Ness Oil	gas/diesel cans	1142-300	2620-500	\$ 7.95
Northern Data Systems	customer billing	1142-300	2675-700	\$ 778.86
Overhead Door Co	garage door repairs	1142-300	2620-500	\$ 262.82
Pine Tree Waste	bulk waste	1142-300	2675-500	\$ 81.39
Spence Paving	patch sewer service	1142-300	2620-600	\$ 1,761.00
Spence Paving	patch sewer service	1142-300	2620-600	\$ 987.00
Spillers	hardhats	1142-300	2620-550	\$ 60.50
Spillers	vests	1142-300	2620-550	\$ 83.70
Staples	laptop bag and accessories-Hill	1142-300	2675-500	\$ 44.99
U.S. Cellular	cell phones	1142-300	2676-500	\$ 251.97
Unum	June life insurance	1142-300	2604-000	\$ 71.04
				\$ 32,454.51

OVERFLOWS

Item		Comments
Monthly Totals		
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	23.0	2.65		3.04	8	38	17	28	7
March	29.2	2.11		4.14	5	40	25	33	3
April	2.2	4.13		4.1	12	50	30	40	-3
May	0.0	0.87		3.69	6	70	43	57	2
June	0.0	2.49		3.96	11	74	49	62	-2
July									
August									
September									
October									
November									
December									
YTD Totals	74.5	15.79							
2017 YTD Totals	83.7	18.38							

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	50	18	0	0	0	0	0	3	26	0	1	2
March	45	21	0	1	0	0	0	9	9	0	4	1
April	122	74	2	14	0	0	0	9	13	0	7	3
May	182	98	2	24	0	1	0	7	5	0	45	0
June	176	73	0	13	0	0	0	6	64	1	18	1
July												
August												
September												
October												
November												
December												
YTD Totals	618	302	5	53	0	1	0	43	127	1	79	7
2017 Totals	511	275	3	55	0	0	4	31	94	12	27	11

DUTY FOREMAN CALLS (Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	2			1	0	0	1	0	0	0	0
Water District	2	0	0	0		2	0	0	0	0	0
Monthly Totals	4	0	0	1	0	2	1	0	0	0	0
2017 Monthly Totals	7	0	0	5	0	1	0	1	0	0	0
YTD Totals	46	0	0	13	2	12	1	8	2	4	4
2017 YTD Totals	32	0	1	13	3	5	6	3	0	0	1

OTHER ACTIVITIES

1. Garage door service, Court Street
2. Icma Retirement meeting
3. Assist LAWPCA with biofilter investigation
4. serviced vector truck, repaired exhaust clamp
- 5.

Lewiston - Auburn Water Pollution Control Authority												
Monthly Cost Apportionment Summary												
Cost Apportionment Summary - First Half of 2018												
Month	Lewiston Sewer Division			Auburn Sewerage District			Difference \$	Op Data %	Op Data \$	Op Data %	Op Data \$	
	Initial %	Initial \$	Op Data %	Initial %	Initial \$	Op Data %						
January	62.00%	\$149,724.29	61.68%	\$148,951.52	\$772.77	0.0	38.00%	\$91,766.50	38.32%	\$92,539.27	(\$772.77)	0.0
February	62.00%	\$149,724.29	60.79%	\$146,802.25	\$2,922.04	0.0	38.00%	\$91,766.50	39.21%	\$94,688.54	(\$2,922.04)	0.0
March	62.00%	\$149,724.29	63.20%	\$152,622.18	(\$2,897.89)	0.0	38.00%	\$91,766.50	36.80%	\$88,868.61	\$2,897.89	0.0
April	62.00%	\$149,724.29	63.07%	\$152,308.24	(\$2,583.95)	0.0	38.00%	\$91,766.50	36.93%	\$89,182.55	\$2,583.95	0.0
May	62.00%	\$149,724.29	59.61%	\$143,952.66	\$5,771.63	0.0	38.00%	\$91,766.50	40.39%	\$97,538.13	(\$5,771.63)	0.0
June	62.00%	\$149,724.29	60.67%	\$146,512.46	\$3,211.83	0.0	38.00%	\$91,766.50	39.33%	\$94,978.33	(\$3,211.83)	0.0
Six Month Adjustment			61.50%		\$7,196.43				38.50%		(\$7,196.43)	0.0
Cost Apportionment Summary - Second Half of 2018												
Month	Lewiston Sewer Division			Auburn Sewerage District			Difference \$	Op Data %	Op Data \$	Op Data %	Op Data \$	
	Initial %	Initial \$	Op Data %	Initial %	Initial \$	Op Data %						
July	62.00%	\$149,724.29	61.32%	\$148,082.15	\$1,642.14	0.0	38.00%	\$91,766.50	38.68%	\$93,408.64	(\$1,642.14)	0.0
August	62.00%	\$149,724.29	61.89%	\$149,458.65	\$265.64	0.0	38.00%	\$91,766.50	38.11%	\$92,032.14	(\$265.64)	0.0
September	62.00%	\$149,724.29	61.83%	\$149,313.76	\$410.53	0.0	38.00%	\$91,766.50	38.17%	\$92,177.03	(\$410.53)	0.0
October	62.00%	\$149,724.29	64.84%	\$156,582.63	(\$6,858.34)	0.0	38.00%	\$91,766.50	35.16%	\$84,908.16	\$6,858.34	0.0
November	62.00%	\$149,724.29	61.78%	\$149,193.01	\$531.28	0.0	38.00%	\$91,766.50	38.22%	\$92,297.78	(\$531.28)	0.0
December	62.00%	\$149,724.29	61.83%	\$149,313.76	\$410.53	0.0	38.00%	\$91,766.50	38.17%	\$92,177.03	(\$410.53)	0.0
Six Month Total Adj			62.25%		(\$3,598.21)				37.75%		\$3,598.21	0.0
Average to date			61.503%						38.497%			0.0
Adjustments to date					\$7,196.43						(\$7,196.43)	0.0
Average / Adjustments year end			61.88%		\$3,598.21				38.12%		(\$3,598.21)	0.0

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

TIZZ E. H. CROWLEY

35 University Street Auburn, Maine 04210

tizzcrowley@yahoo.com

TO: Auburn Water District Board of Trustees
FROM: Tizz E. H. Crowley, Treasurer AWD
DATE: July 10, 2018
RE: Solicitation Policy- Draft

After receiving information from a number of Water Districts around Maine, I propose we adopt the following policy. It mirrors what the majority of districts follow.

SOLICITATION

In an effort to assure a productive and harmonious work environment, employees and other persons not employed by AWD may not solicit or distribute literature in the workplace at any time for any purpose.

The posting of written solicitation on company bulletin boards is restricted. These bulletin boards display important hiring, personnel policies, and labor information as required by law and any notice pertaining to employment and employees should consult them frequently.

Water service is our primary responsibility and in order to prevent any interference with this responsibility, employees are asked to observe the following rules:

- 1) People who are not employed by the District may not distribute material or solicit employees for any purpose what so ever on District grounds, inside the Main Office, Resource Protection Office (RPO), or Treatment Plant at any time.
- 2) Employees may not distribute any material or solicit other employees during working time.
- 3) Employees may not distribute any material or solicit other employees in working areas.
- 4) Employees may not solicit customers at any time.
- 5) The AWD Board of Trustees must approve any exception to this rule. Violation of these rules will result in appropriate disciplinary action.

Solicitation includes, but is not limited to, approaching someone in person or through District owned-property (such as computers, telephones, and e-mail systems) for any of the following purposes:

- 1) Offering anything for sale.
- 2) Asking for donations.
- 3) Collecting funds or pledges.

4) Seeking to promote, encourage, or discourage participation in support for any organization, activity, or event, or membership in any organization.

For purposes of this policy, “working time” includes any time in which either the person doing the solicitation (or distribution) or the person being solicited is engaged in or required to be performing work tasks. Working time does not include times when employees are properly not engaged in performing work tasks, including break period and meal times. “Working areas” include areas controlled by the District where employees are performing work, but do not include areas such as break rooms and parking lots. This policy is not intended to restrict communications or actions protected or required by state or federal law.

Beginning with the first payroll processing in September 2018, the Auburn Water District will no longer allow payroll deductions for any charitable organizations. From the date of adoption of this policy, only the current United Way employee contributions will continue until the September date.

The Board of Trustees has the authority to make an exception to this policy. Notice of the request must be on the published agenda for the meeting.

**Auburn Sewer District
2018 Sewer Re-line projects
July 6 2018 2:00pm**

Contractor;

	Clean Sanitary sewer main 1483'	Reline Sanitary Sewer Main 1483'	Reinstatement or Sewer Services 22	Total
Green Mountain				
768 South Main Street				
Bethel Vt				
	\$2,224.50 \$1.50/foot	\$47,456.00 \$32.00/foot	\$2,200.00 \$100/service	\$51,880.50
Layne Inliner				
195A Norridgewock				
Fairfield Me				
	\$3,336.75 \$2.25/foot	\$47,456.00 \$32.00/foot	\$3,300.00 \$150.00/service	\$54,092.75
Ted Berry				
521 Federal Rd				
Livermore, Me				
	\$5,932.00 \$4.06/foot	\$86,014.00 \$58.00/foot	\$5,390.00 \$245/service	\$97,336.00