#### 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, Secci 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: <a href="http://www.auburnmaine.gov/pages/government/agriculture-and-natural-resource-economy">http://www.auburnmaine.gov/pages/government/agriculture-and-natural-resource-economy</a>.

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.

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.

<u>OPEN SESSION</u> – 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.

**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

Diane Drinkwater

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

	June	2018	Y-T-I	THRU JUNE	2018
	YTD - 2017	BUDGET	ACTUAL	BUDGET	VARIANCE
REVENUES:					
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
EXPENSES:					
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%		< 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 SEWERAGE DISTRICT BALANCE SHEET PERIOD ENDING - JUNE 30, 2018

December Dient and Demismant.	6/30/2018	12/31/2017		6/30/2018	12/31/2017
Froperty, Frant and Equipment: Plant in Service	32,973,051.83	32,882,134.83	Equity Capital	16,194,106.03	16,201,504.91
Less: Accumulated Depreciation	18,092,181.52	18,425,126.61	Long Term Debt	3,762,378.55	3,973,834.23
Construction Work In Progress	221,506.04	110,852.55	Volvo Excavator Financed	71,037.00	00:00
Current Assets:			Current Liabilities:		
Cash	1,798,830.53	1,519,552.69	Current Portion of LTD	548,735.05	548,437.05
Accounts Receivable	311,432.95	310,266.48	Accounts Payable	79,441.98	199,614.07
Construction Assessments	17,757.52	18,467.86	Accrued Interest & Other	45,862.69	42,107.82
City of Auburn Debt	455,319.38	476,015.72	Customer Deposits	10,275.00	9,270.00
Inventory	58,207.02	34,957.73	Pre-Treatment Costs	25,200.00	00:00
PrePaids	0.00	0.00	Accrued LAWPCA	280,683.02	00:00
Total Current Assets	2,641,547.40	2,359,260.48	Total Current Liabilities	990,197.74	799,428.94
Deferred Charges	62,484.36	79,528.44	Deferred Credits	00.00	00:00
Total Assets	21,017,719.32	20,974,768.08	Total Equity & Liabilities	21,017,719.32	20,974,768.08

# AUBURN SEWER - FINANCIAL INFORMATION

Sewer Metered Revenue - Versus Budget

Month

	Sewer Metered Revenue - Versus Prior Year	ne - Versus Pr	ior Year			
Month	2018	2017	MTD Change	%	YTD Change	%
January	\$317,258.85	\$319,359.84	(\$2,100.99)	<b>%99</b> :0-	(\$2,100.99)	-0.66%
February	\$303,118.36	\$309,616.97	(\$6,498.61)	-2.10%	(\$8,599.60)	-1.37%
March	\$302,865.46	\$299,701.14	\$3,164.32	1.06%	(\$5,435.28)	-0.59%
April	\$313,021.00	\$330,932.89	(\$17,911.89)	-5.41%	(\$23,347.17)	-1.85%
May	\$287,898.64	\$301,156.06	(\$13,257.42)	-4.40%	(\$36,604.59)	-2.35%
June	\$290,917.78	\$313,305.66	(\$22,387.88)	-7.15%	(\$58,992.47)	-3.15%
July	\$0.00	\$0.00	\$0.00	#DIV/0i	(\$58,992.47)	-3.15%
August	\$0.00	\$0.00	\$0.00	#DIV/0i	(\$58,992.47)	-3.15%
September	\$0.00	\$0.00	\$0.00	#DIV/0i	(\$58,992.47)	-3.15%
October	\$0.00	\$0.00	\$0.00	#DIV/0i	(\$58,992.47)	-3.15%
November	\$0.00	\$0.00	\$0.00	#DIV/0i	(\$58,992.47)	-3.15%
December	\$0.00	\$0.00	\$0.00	#DIV/0i	(\$58,992.47)	-3.15%
Year-to-Date:	\$1,815,080.09	\$1,874,072.56				

2.79% 0.50% -0.29% 0.14% -1.23% -1.98% -1.98% -1.98% -1.98%

YTD Change \$8,622.27 \$3,104.05 \$1,104.05 \$1,104.05 \$1,17.35 \$1,717

9% Y7 2.79% -1.87% -1.87% -6.72% -6.72% -5.74% #DIV/O! #DIV/O! #DIV/O! #DIV/O! #DIV/O! #DIV/O!

86.22.27 \$8.622.27 \$5.622.27 \$5.771.12 \$4,384.42 \$20,773.94 \$17,718.80 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

\$308, 636.58 \$308, 636.58 \$308, 636.58 \$308, 636.58 \$308, 636.58 \$308, 636.58 \$308, 636.58 \$0.00 \$0.00 \$0.00 \$0.00

2018 \$317,258.85 \$303,118.36 \$302,865.46 \$313,021.00 \$287,898.64 \$290,917.78 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

January February March April Ayril August September October November

\$1,851,819.48

Year-to-Date:

	Sewer Metered	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)	-5.48%
February	42,801,233	44,805,873	(2,004,640)	-4.47%	(4,391,725)	-4.97%
March	45,052,579	43,802,147	1,250,432	2.85%	(3,141,293)	-2.38%
April	41,311,621	45,626,504	(4,314,883)	-9.46%	(7,456,176)	-4.19%
May	39,289,111	42,659,300	(3,370,189)	-7.90%	(10,826,365)	-4.91%
June	42,115,803	46,830,328	(4,714,524)	-10.07%	(15,540,889)	-5.81%
July	0	0	0	#DIV/0i	(15,540,889)	-5.81%
August	0	0	0	#DIV/0i	(15,540,889)	-5.81%
September	0	0	0	#DIV/0i	(15,540,889)	-5.81%
October	0	0	0	#DIV/0i	(15,540,889)	-5.81%
November	0	0	0	#DIV/0i	(15,540,889)	-5.81%
December	0	0	0	#DIV/0i	(15,540,889)	-5.81%
Year-to-Date:	251,775,289	267,316,178				

		Sewer	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)	-6.24%
February	\$32,514.01	\$39,196.33	(\$6,682.32)	-17.05%	(\$9,129.21)	-11.65%
March	\$33,025.63	\$39,196.33	(\$6,170.70)	-15.74%	(\$15,299.91)	-13.01%
April	\$29,989.24	\$39,196.33	(\$9,207.09)	-23.49%	(\$24,507.00)	-15.63%
May*	\$36,964.79	\$39,196.33	(\$2,231.54)	-5.69%	(\$26,738.54)	-13.64%
June	\$29,918.35	\$39,196.33	(\$9,277.98)	-23.67%	(\$36,016.52)	-15.31%
July	\$0.00	\$0.00	\$0.00	#DIV/0i	(\$36,016.52)	-15.31%
August*	\$0.00	\$0.00	\$0.00	#DIV/0i	(\$36,016.52)	-15.31%
September	\$0.00	\$0.00	\$0.00	#DIV/0i	(\$36,016.52)	-15.31%
October*	\$0.00	\$0.00	\$0.00	#DIV/0i	(\$36,016.52)	-15.31%
November	\$0.00	\$0.00	\$0.00	#DIV/0i	(\$36,016.52)	-15.31%
December	\$0.00	\$0.00	\$0.00	#DIV/0i	(\$36,016.52)	-15.31%
* 5 Pay Periods	\$199,161.46	\$235,177.98				

SEWER Capital Spending Versus Budget	g Versus Budg	et	
Capital Projects - 2018	Budget	YTD Actual	Variance
Valve Operator & Vacuum Unit	\$22,500	0\$	(\$22,500)
Pavement Impactor	\$12,500	\$14,950	\$2,450
Compactor - ASD	\$9,000	\$4,930	(\$4,070)
Purchase 2017 Volvo Excavator - \$145k	\$15,980	\$0	(\$15,980)
Standby Generator - E1 Pump Station	\$24,000	\$89	(\$23,911)
Standby Generator - W2 Pump Station	\$32,000	\$0	(\$32,000)
New Workstation	\$1,000	\$0	(\$1,000)
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$19,969	\$19,969
Equipment	\$116,980	\$39,939	(\$77,041)
Cross-Country Line - Replace 3100' of 15" pipe	\$186,000	\$44,224	(\$141,776)
Lewiston Junction Road - Replace 1240' of 15" pipe	\$74,400	\$0	(\$74,400)
Seventh Ave - Replace 1600' of 8" pipe	\$160,000	\$7,575	(\$152,425)
I&I Remediation Projects & CSO Work	\$107,600	\$0	(\$107,600)
Pump Station Upgrades - 2018 Spend	\$25,850	\$29,003	\$3,153
Reserve for Unexpected Work	\$41,583	\$0	(\$41,583)
Minot Avenue - Placeholder	\$0	\$0	\$0
Nash Property	\$13,802	\$13,802	(\$0)
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Projects	\$609,235	\$94,604	(\$514,631)

			CUSTOMER ACCOUNTS RECEIVABLE	CCOUNTS REC	EIVABLE			
Aging	Current	30 day	60 day	90 day	120 day	inance Chg Other	Other	Totals
June	193,991.88	44,641.33	12,533.25	3,878.41	41,638.46	41,638.46 2,942.25	00.00	299,625.58
	64.7%	14.9%	4.2%	1.3%	13.9%	1.0%	%0:0	100.0%
May	188,503.02	46,490.29	10,317.48	6,132.29	43,192.81 3,178.57	3,178.57	0.00	297,814.46
April	186,124.49	44,786.41	12,675.10	7,107.25	44,648.40	3,178.66	0.00	298,520.31
March	225,392.33	44,804.16	26,662.81	5,461.76	48,281.76	3,321.33	0.00	353,924.15

# History Annual Capital Spending

1,020,000	371,423	468,468	352,479	344,448	110,662	592,765	343,700	
/107	2016	2015	2014	2013	2012	2011	2010	

<b>Check</b>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	Inv Date	<u>Description</u>	<u>Amount</u>
5348	6/1/2018	5	Central Maine Power Co.	5/24/2018	fina; bill-porta room Airport Sewer Line Project	10.28
						10.28
5349	6/1/2018	5	Constellation NewEnergy, Inc.	5/15/2018	Washington St Accrued Power	240.92
						240.92
5350	6/1/2018	5	Emerson Chevrolet	5/25/2018	2 batteries Truck #37 (2015 GMC Sierra)	530.22
5251	C/1/2010	-		5/10/2010		<u>530.22</u>
5351	6/1/2018	5	Gagne & Sons	5/18/2018	ring for manhole Supplies - Mains - Mnt	33.00
52.52	6/1/0010	_		5/02/0010		33.00
5352	6/1/2018	5	Gilman Electrical Supply	5/23/2018	padlock Ash Landfill Pump Station	16.99
	6/4/2040	_		7/4 <b>7</b> / <b>9</b> 0 4 0		16.99
5353	6/1/2018	5	Lowe's Business Accounts	5/17/2018	100 amp transfer Ash Landfill Pump Station	142.31
						142.31
5354	6/8/2018	6	Andros. Registry Of Deeds	6/4/2018	release lien Lien Release Fees	22.00
						22.00
5355	6/8/2018	5	Auburn Water District	6/7/2018	April A/P - Due to AWD	34,314.57
						34,314.57
5356	6/8/2018	5	Constellation NewEnergy, Inc.	5/22/2018	Bradman St Accrued Power	149.93
		_				149.93
5357	6/8/2018	5	Horizon Solutions, LLc	5/21/2018	electrical parts Ash Landfill Pump Station	292.45
	6/0/2010	_		7/04/0040		<u>292.45</u>
5358	6/8/2018	5	Vantagepoint Transfer Agent-30	5/31/2018	Policy#304412 Accrued Deferred Comp	1,979.10
5050	(10.10.10	_	W / 2 / 2 / 2 / 2 / 2 / 2 / 2 / 2 / 2 /	5/21/2010		<u>1,979.10</u>
5359	6/8/2018	5	Vantagepoint Transfer Agent-10	5/31/2018	Policy#109636 Employee Benefits	1,891.84

Check	<u>Date</u>	<u>Per</u>	Vendor	Inv Date	Description	<u>Amount</u>
						1,891.84
5360	6/8/2018	5	Vantagepoint Transfer Agent-70	5/31/2018	Policy#705328 Accrued IRA/ICMA	377.30
						377.30
5361	6/8/2018	5	Omni Services, Inc.	5/25/2018	hydraulic assmbly Equipment Maintenance	43.94
						43.94
5362	6/15/2018	6	Andros. Registry Of Deeds	6/13/2018	release lien Lien Release Fees	22.00
		_				22.00
5363	6/15/2018	5	Fastenal Company	5/30/2018	batteries,straps,ties PLC Upgrades 2018 - Sewer	122.23
						122.23
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
						183.76
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

<u>Check</u> 5365	<u>Date</u> 6/15/2018	Per Vendor 5 Power Products, Inc.	Inv Date 5/23/2018	Description	Amount
3303	0/13/2018	5 Tower Froducts, file.	3/23/2016	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
					646.00
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		850.09
				PLC Upgrades 2018 - Sewer	030.07
					1,524.01
5368	6/15/2018	5 UNITIL ME	5/31/2018	May natl gas Expense-Green Turtle PS	66.02
					66.02
5369	6/22/2018	6 Andros. Registry Of Deeds	6/21/2018	place lien Lien Release Fees	22.00
					22.00
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
					395.52
5372	6/22/2018	6 Gilman Electrical Supply	6/5/2018	electrical supplies Ash Landfill Pump Station	19.73

<u>Check</u>	<u>Date</u>	Per Vendor	Inv Date	<u>Description</u>	<u>Amount</u>
5372	6/22/2018	6 Gilman Electrical Supply	6/13/2018	electrical supplies Ash Landfill Pump Station	12.71
					32.44
5373	6/22/2018	7 Group Dynamic, Inc.	6/25/2018	ins deductible fee Employee Benefits	32.00
					32.00
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
					91,766.52
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	. ,	99.20
					88.20
5276	(/22/2018	7. Maio Maridad Fara Hid	6/12/2010	Accrued Life Insurance	
5376	6/22/2018	7 Maine Municipal Emp.Hlth.	6/13/2018		239.11
				Accrued IPP Withheld	
5376	6/22/2018	7 Maine Municipal Emp.Hlth.	6/13/2018		515.30
				Accrued Dental	
				, 000 000 2 5 me.	<u>872.01</u>
5377	6/22/2018	6 Martindale Associates, Inc.	6/5/2018		1,171.50
				VHF radio CSO Work-2017	1,171.50
5270	6/22/2010	( D ( LOCM : I	6/1/2010		<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
					460.50
5379	6/29/2018	6 Andros. Registry Of Deeds	6/27/2018	release lien Lien Release Fees	22.00
					22.00
5380	6/29/2018	6 Auburn Water District	6/14/2018	May bills	45,536.89
				A/P - Due to AWD	
					45,536.89

Check	<u>Date</u>	Per	<u>Vendor</u>	Inv Date	<u>Description</u>	<u>Amount</u>
5381	6/29/2018	6	Constellation NewEnergy, Inc.	6/8/2018	River Station	342.42
					Accrued Power	
5381	6/29/2018	6	Constellation NewEnergy, Inc.	6/8/2018	Merrow Rd	30.23
					Accrued Power	
5381	6/29/2018	6	Constellation NewEnergy, Inc.	6/8/2018	Lewiston Jct	64.69
					Accrued Power	
5381	6/29/2018	6	Constellation NewEnergy, Inc.	6/11/2018	Moose Brook	324.54
					Accrued Power	7(1.00
5382	6/29/2018	6	Gagne & Sons	6/19/2018		<u><b>761.88</b></u> 50.00
					8"ring Supplies - Mains - Mnt	30.00
						50.00
5383	6/29/2018	6	Gilman Electrical Supply	6/27/2018	electrical parts	202.05
					PLC Upgrades 2018 - Sewer	
5384	6/29/2018	6	Grainger	6/8/2018		<u>202.05</u> 61.08
					enclosure Ash Landfill Pump Station	01.08
					, and a suppose of the suppose of th	61.08
5385	6/29/2018	6	L.A.W.P.C.A.	6/12/2018	2 vac loads	370.00
					Accrued - LAWPCA	
5386	6/29/2018	6	Industrial Automation Supply	6/15/2018		<u>370.00</u>
			11 3		isolating amp PLC Upgrades 2018 - Sewer	1,812.28
					1 LC Opgrades 2010 - Gewei	<u>1,812.28</u>
5387	6/29/2018	6	E.J. Prescott, Inc.	6/5/2018	liftmates	11,050.00
					Inventory	
5387	6/29/2018	6	E.J. Prescott, Inc.	5/31/2018	couplings	124.56
					Inventory	
5388	6/29/2018	6	Superior Concrete	6/19/2018		11,174.56
					manhole parts Airport Sewer Line Project	995.00
5388	6/29/2018	6	Superior Concrete	6/19/2018	All port Sewer Lille Froject	Z11.00
			-		manhole parts Airport Sewer Line Project	611.00
					, in port domai Ento i Tojout	

Check	<u>Date</u>	Per Vendor	Inv Date	Description	<u>Amount</u>
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
					4,624.70
5389	6/29/2018	6 Water Environment Federati	ion 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
					2,513.00
	Grand Total				208,114.95

#### 6/30/2018

VENDOR	REF	AWD G/L#	ASD G/L#	Amount
American Messaging	pagers 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, multifolds, 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

#### **AUBURN SEWERAGE DISTRICT**

#### MONTHLY ACTIVITY REPORT June 2018

#### **MAINS**

				Plug	Main.	Misc.	<b>&gt;</b>
Location	Hrs	Comments	ОК	Plí	eW	Mi	New
Seventh Street	1	Prep for re-lining 0/1500			1		
Airport Project	1	1000/4400					1
Cook Street	35	clean mains			1		
Tourmaline	10	clean mains			1		
Granite Mills Estate	10	clean mains			1		
Damy Drive, Plummer Street, Royal	35	Clean Mains			1		
Stetson Rd	1	clean mains			1		
Monthly Totals	7		0	0	6	0	1
2017 Monthly Totals	19		2	2	13	1	1
YTD Totals	39		8	0	24	2	5
2017 YTD Totals	23		12	6	45	4	6

#### **MANHOLES**

Location	Ck'd	Comments	УО	Cover	Misc.	Frame & Cover	New
Goff @ Pine	1	raise manhole				1	
Lake Street	20	raise manholes				20	
Cook Street	1	raise manholes				1	
Center Street	1	raise manholes				1	
Seventh Street	1	locate dead end sewer main					1
Monthly Totals	24		0	0	0	23	1
2017 Monthly Totals	18		4	0	2	0	12
YTD Totals	37		3	0	4	25	5
2017 YTD Totals	12		5	2	12	9	1

#### **SERVICES**

Location	Ck'd	Comments	New	ОК	Misc.	on owner
Woodlawn ave	1	investigate sewer odor		1		
122 Everett Rd	1	Meet with customer and locate sewer servi		1		
51 East Bates	1	service back-up				1
21 Beacon	1	met with owner, needs new sewer service				1
137 Harvard	1	service back-up				1
48 Houghton	1	service back-up				1
Monthly Totals	6		0	2	0	3
2017 Monthly Totals	4		0	2	0	2
YTD Totals	16		0	7	0	9
2017 YTD Totals	2		1	5	2	15

#### **LIFT STATIONS**

Location	Hrs.	Comments
Ash Landfill	34	Prep for start up
Moose Brook	1	PLC upgrades complete
River Pump Station	1	PLC upgrades complete
Station inspections	37	All stations
Station inspections		7 th Stationio
Monthly Totals	73	
2017 Monthly Totals	7	
YTD Totals	104	
2017 YTD Totals	35	

#### **OVERFLOWS**

Item		Comments
Monthly Totals YTD Totals		
YTD Totals	1	

#### **WEATHER\***

Month		P	recipita	ation			Tempe	erature	
	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	МБОТ	АНБ	School Dept.	Lewiston Water	Fairpoint	AWD	СМР	ASD	GAS	МТА
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 vactor truck, repaired exhaust clamp

5.

		Lew	Lewiston - Aubur	Jburn Water	n Water Pollution Control Authority	ontra	ol Autho	rity		den antiqui del propulació de de maio maio maio especial de deservició d		
			Mo	Monthly Cost Appo	Cost Apportionment Summary	ımary						
			Cost Appc	Cost Apportionment Summary - First Half of 2018	nmary - First	Half	of 2018				cmr 7/11/2018	
	Lewiston S	Lewiston Sewer Division						Auburn Sewerage District	age District			
Month	Initial %	Intial \$	Op Data %	Op Data \$	Difference \$		Initial %	Intial \$	Op Data %	Op Data \$	Difference \$	
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%	-	%62.09	\$146,802.25	\$2,922.04	0.0	38.00%	\$91,766.50	39.21%		(\$2,922.04)	0.0
March	62.00%		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%		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%		(\$5,771.63)	0.0
June	62.00%	\$149,724.29	%29.09	\$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	Six Month Adjustment		61.50%		\$7,196.43				38.50%		(\$7,196.43)	0.0
		<b>U</b>	Cost Apportionm	ionment Summary	nary - Second		Half of 2018					
												Vicinities and the same of
	Lewiston S	Lewiston Sewer Division						Auburn Sewerage District	age District			
Month	Initial %	Intial \$	Op Data %	Op Data \$	Difference \$		Initial %	Intial \$	Op Data %	Op Data \$	Difference \$	
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%		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			61.78%	\$149,193.01	\$531.28	0.0	38.00%	\$91,766.50	38.22%	\$92,297.78	(\$531.28)	0.0
December			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	Total Adj		62.25%		(\$3,598.21)				37.75%		\$3,598.21	0.0
Average to date	date		61.503%						38.497%			0.0
Adjustments to date	ts to date				\$7,196.43						(\$7,196.43)	0.0
Average / .	Average / Adjustments year end	year end	61.88%		\$3,598.21		- Comment of the comm		38.12%		(\$3,598.21)	0.0
ente unional del depuidad depois unionemos prope												
		The second secon		1					and desire a support of the support	of kitting entered and a second a	d wonderstand grant and the state of the sta	
Note: dat	a in smaller and	data in smaller and italicized font are or include 2017 numbers,	include 2017 nu		and are included for comparison purposes.	arison	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