

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 office of the Auburn Sewerage District, 268 Court Street, on Tuesday, September 16, 2014, at 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of August 19, 2014.
2. Financial Report Update - *Greg Leighton*.
3. Ratify Payment of Bills
4. Open Session
5. Activity Report - *Sid Hazelton*.
6. New Business
 - MMA Insurance Rebate - FYI only.
 - Authorize purchase of new mini-loader.
 - Ethics Policy - on hold, see MWUA Seminar Brochure regarding upcoming training.
 - Finalize Proposed Rate Increase.
 - LAWPCA Apportionment - FYI only.
 - Potential GIS cooperation & partnership w/ City.
 - Cascades Auburn Fiber - odor issue.
7. Old Business
 - Project Updates
 - o CSO efforts
 - o Sewer Liners
8. Adjourn Regular Meeting.

August 19, 2014

The regular monthly meeting of the Trustees of the Auburn Sewerage District was held at the Office of the Auburn Sewerage District, 268 Court St. on Tuesday, August 19, 2014 at 4:00PM.

Members present: Robert Cavanagh (President), Tizz Crowley (Mayor's Representative), Joseph DeFilipp, Raymond Fortier, Heidi McCarthy (Treasurer), Stephen Ness and Jeffrey Preble. Also present: John Storer, Superintendent, Sid Hazelton, District Engineer and Greg Leighton of Maine Water Company.

On motion of Joseph DeFilipp, seconded by Raymond Fortier, it was voted: **To unanimously approve the minutes of the Regular Meeting of July 15, 2014 as amended.**

FINANCIAL REPORT –The financial report was presented by Greg Leighton.

RATIFY PAYMENT OF BILLS

On motion of Jeffrey Preble, seconded by Tizz Crowley, it was unanimously voted: **To ratify the payment of bills in the amount of \$ 236,339.91 as shown on the printout dated July 12, 2014-Augusta 8, 2014.**

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

ACTIVITY REPORT - The July Activity Report was presented by Sid Hazelton.

Superintendent Storer will get a total cost of the Newbury St. repair.

A meeting was held with Dan Goyette and Kevin Doyle of Auburn Public Works to discuss sink holes. If it is determined to be the homeowner's responsibility to repair, Dan Goyette will notify the homeowner.

The District is looking for proposals to move the flow totes which is a two-man job. They are used to capture data from storm events.

NEW BUSINESS

DISCUSS PROPOSED RATE INCREASE -

Victor Krea of Wright-Pierce was in attendance to discuss the sewer rate evaluation conducted by Wright-Pierce. Recommendations are as follows:

1. Capacity charge and industrial surcharge should not be increased.
2. Consider long-term financing to provide needed capital for CSO projects
3. If long-term financing is sought, increase usage rate from \$2.09 to \$2.28 (an increase of 9.1%)

The Trustees would like to see the rate increase at less than 10%. The District will run a couple of scenarios to keep the average customer at about 9%.

ETHICS POLICY-

On motion of Joseph DeFilipp, seconded by Jeffrey Preble, it was unanimously voted: **To table the Ethics Policy to the September meeting.**

LAWPCA APPORTIONMENT –FYI only

CELL PHONE POLICY - Superintendent Storer explained the need to expand the Cell Phone Plan from 12 to 17 phones at a cost of \$560/month. It is critical that we have our operators and field personnel available immediately by phone. This Policy will be added to the District's Personnel Policy Handbook.

On motion of Joseph DeFilipp, seconded by Heidi McCarthy, it was unanimously voted: **To approve the change in the Cell Phone Plan with U.S. Cellular not to exceed \$1,000/yr.**

OLD BUSINESS

PROJECT UPDATES –

SEWER REPLACEMENTS/SEWER LINERS - There is a lot of unreinforced sewer pipe. There are a lot of sink holes over inadequate sewer services. Some mains are better candidates for replacement while others are better candidates for lining.

ADJOURN REGULAR MEETING

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

**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
EIGHT MONTHS ENDED AUGUST 31, 2014**

	August	2014	Y-T-D THRU AUGUST 2014		
	YTD - 2013	BUDGET	ACTUAL	BUDGET	VARIANCE
REVENUES:					
Metered Income	\$2,077,279	\$3,241,614	2,104,730	\$2,161,076	(\$56,346)
Industrial Surcharge	339,992	538,774	367,474	359,183	8,291
Public Basins	20,696	53,892	20,696	35,928	(15,232)
Jobbing & Mdse.	20,585	20,000	16,097	13,333	2,763
Sewer Assessments	29,234	26,031	11,338	17,354	(6,016)
Finance Charges	10,012	14,913	11,772	9,942	1,830
Interest Income	1,341	2,119	1,287	1,413	(125)
Industrial Treatment Sampling	46,200	46,200	46,200	30,800	15,400
Capacity Fees (SDS)	10,625	12,125	5,625	8,083	(2,458)
TOTAL REVENUES	2,555,964	3,955,668	2,585,220	2,637,112	(51,892)
			65.35%	66.67%	< Standard
EXPENSES:					
Payroll	233,268	370,559	242,281	247,039	(4,758)
Employee Benefits	117,398	191,868	119,103	127,912	(8,809)
Maint. of Sewers	48,942	61,110	36,364	40,740	(4,376)
Lift Stations	67,560	92,814	69,738	61,876	7,862
Maint. of Buildings	23,262	34,649	26,410	23,099	3,311
Maint. of Trucks	9,940	16,556	16,267	11,037	5,229
Office Expense	20,543	27,754	18,459	18,503	(44)
Collection Expense	(3,721)	(5,182)	(23,456)	(3,455)	(20,001)
General Expense	16,355	14,326	2,250	9,551	(7,301)
Insurance	24,739	54,276	38,504	36,184	2,320
Legal & Accounting Fees	21,616	32,462	29,100	21,641	7,459
Billing Expense	32,908	62,996	34,253	41,997	(7,744)
L.A.W.P.C.A.	1,069,523	2,129,957	1,494,980	1,419,971	75,009
SUB-TOTAL	1,682,333	3,084,145	2,104,253	2,056,097	48,156
Interest	68,505	90,412	69,452	60,275	9,177
TOTAL EXPENSES	1,750,838	3,174,557	2,173,704	2,116,371	57,333
			68.47%	66.67%	< Standard
Bonds - Principal Payments	194,286	467,743	195,621	311,829	(116,208)
SURPLUS FROM OPERATIONS	610,840	313,368	215,895	208,912	6,983

**Auburn Sewerage District
Accounts Payable Alpha Check Register
August 9,2014 thru September 12, 2014**

9/12/2014

<u>Check #</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Invoice Dat</u>	<u>Inv #</u>	<u>Description</u>	<u>Amount</u>
3583	9/12/2014	8	Al's Auto & Truck Garage	8/29/2014	4078	tk#27 door pins & bushings	<u>210.66</u>
3583	9/12/2014	9	Al's Auto & Truck Garage	9/3/2014	4091	tk#21 tow& starter	<u>413.82</u>
Vendor Total:							624.48
3555	8/22/2014	8	Andros. Registry Of Deeds	8/20/2014	1779	place/release liens	<u>66.00</u>
Vendor Total:							66.00
3564	8/29/2014	8	Andros. Registry Of Deeds	8/28/2014	1783	place lien	<u>22.00</u>
Vendor Total:							22.00
3577	9/5/2014	9	Andros. Registry Of Deeds	9/4/2014	1789	release mortgage	<u>22.00</u>
Vendor Total:							22.00
3584	9/12/2014	9	Andros. Registry Of Deeds	9/10/2014	1794	release lien	<u>22.00</u>
Vendor Total:							22.00
3556	8/22/2014	8	Auburn Concrete	8/4/2014	101296	River Sta-concrete blocks	<u>27.50</u>
Vendor Total:							27.50
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>30.00</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>33.92</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>304.87</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>120.86</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>22.92</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>516.66</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>311.51</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>273.82</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>423.87</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>236.33</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>120.40</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>3,249.91</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>2,959.22</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>367.18</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>183.58</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>204.74</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>4,007.49</u>
3565	8/29/2014	7	Auburn Water District	8/8/2014	Bk26Pg55 July		<u>248.65</u>
Vendor Total:							15,265.93
3585	9/12/2014	8	Auto City of Maine, Inc.	8/26/2014	11311	tk#37-lightbar	<u>2,688.00</u>
Vendor Total:							2,688.00
3567	8/29/2014	8	Constellation NewEnergy, Inc.	8/6/2014	16611487	Worthley Brook	<u>288.31</u>
3567	8/29/2014	8	Constellation NewEnergy, Inc.	8/12/2014	16746555	River Station	<u>347.10</u>
3567	8/29/2014	8	Constellation NewEnergy, Inc.	8/13/2014	16751290	Moose Brook	<u>210.09</u>
3567	8/29/2014	8	Constellation NewEnergy, Inc.	8/12/2014	16730135	Lewiston Jct	<u>203.92</u>
Vendor Total:							1,049.42

3578	9/5/2014	8	Constellation NewEnergy, Inc.	8/13/2014	16779991	Morrow Road	<u>22.85</u>	
3578	9/5/2014	8	Constellation NewEnergy, Inc.	8/19/2014	16892433	Washington	<u>143.89</u>	
							Vendor Total:	166.
3586	9/12/2014	8	Constellation NewEnergy, Inc.	8/26/2014	17044226	Bradman	<u>94.25</u>	
							Vendor Total:	94.
3563	8/29/2014	8	Deborah Wheat	8/28/2014	1782	customer refund	<u>53.82</u>	
							Vendor Total:	53.
3560	8/22/2014	7	E.J. Prescott, Inc.	7/25/2014	4831011	James St sewer	<u>1,805.41</u>	
							Vendor Total:	1,805.
3575	8/29/2014	8	E.J. Prescott, Inc.	7/30/2014	4833961	vas usage	<u>1,327.96</u>	
3575	8/29/2014	8	E.J. Prescott, Inc.	7/30/2014	4833961	vas usage	<u>778.47</u>	
3575	8/29/2014	8	E.J. Prescott, Inc.	8/6/2014	4836909	vas usage	<u>221.38</u>	
3575	8/29/2014	8	E.J. Prescott, Inc.	8/8/2014	4838673	vas usage	<u>122.58</u>	
3575	8/29/2014	8	E.J. Prescott, Inc.	8/8/2014	4838673	vas usage	<u>863.78</u>	
							Vendor Total:	3,314.1
3592	9/12/2014	8	E.J. Prescott, Inc.	8/21/2014	4844691	vas usage	<u>663.98</u>	
							Vendor Total:	663.9
3568	8/29/2014	8	Gagne & Sons	8/7/2014	25553	mortar mix riser	<u>191.37</u>	
							Vendor Total:	191.3
3587	9/12/2014	8	Gagne & Sons	8/19/2014	27567	Whitney manholes	<u>330.00</u>	
3587	9/12/2014	8	Gagne & Sons	8/11/2014	26139	Lake St manholes	<u>12.00</u>	
							Vendor Total:	342.00
3569	8/29/2014	8	Gempler's	8/4/2014	102024360	sewer maint-rat bait	<u>86.10</u>	
							Vendor Total:	86.10
3570	8/29/2014	9	Group Dynamic, Inc.	8/8/2014	1787	Sept	<u>33.00</u>	
							Vendor Total:	33.00
3580	9/5/2014	8	Industrial Automation Supply	8/18/2014	5017380	Worthley & Moose Brook	<u>201.41</u>	
3580	9/5/2014	8	Industrial Automation Supply	8/18/2014	5017380	Worthley & Moose Brook	<u>201.41</u>	
							Vendor Total:	402.82
3557	8/22/2014	7	K & K Excavation, Inc.	7/25/2014	26154	Newbury sewer	<u>222.40</u>	
							Vendor Total:	222.40
3579	9/5/2014	8	Kele Inc.	8/13/2014	1963375	Worthley&River-vac in line	<u>218.49</u>	
3579	9/5/2014	8	Kele Inc.	8/13/2014	1963375	Worthley&River-vac in line	<u>218.50</u>	
							Vendor Total:	436.99
3571	8/29/2014	8	L.A.W.P.C.A.	8/1/2014	462	August	<u>108,496.67</u>	
3571	8/29/2014	8	L.A.W.P.C.A.	7/31/2014	595	2 vac truck loads	<u>370.00</u>	
							Vendor Total:	108,866.67
3573	8/29/2014	9	Maine Municipal Emp.Hlth.	8/12/2014	1786	Sept-Employer Premium	<u>5,994.09</u>	
3573	8/29/2014	9	Maine Municipal Emp.Hlth.	8/12/2014	1786	Sept-Ins. Employee	<u>135.90</u>	
3573	8/29/2014	9	Maine Municipal Emp.Hlth.	8/12/2014	1786	Sept - IPP Employee	<u>244.68</u>	
3573	8/29/2014	9	Maine Municipal Emp.Hlth.	8/12/2014	1786	Sept Dental Employee	<u>557.22</u>	
3573	8/29/2014	9	Maine Municipal Emp.Hlth.	8/12/2014	1786	Sept Premium Employee	<u>1,057.81</u>	
							Vendor Total:	7,989.70
3554	8/22/2014	8	Meagan Vallee	8/18/2014	1778	customer refund	<u>27.05</u>	
							Vendor Total:	27.05

3559	8/22/2014	7	Northland Industrial Truck	7/25/2014	E45509	loader-sewer	<u>2,650.00</u>
3559	8/22/2014	8	Northland Industrial Truck	7/25/2014	E45509A	void ck#3559	<u>-2,650.00</u>
Vendor Total:							0.0
3574	8/29/2014	8	O'Connor GMC Inc.	8/27/2014	1784	tk#37-2015 GMC	<u>55,549.00</u>
Vendor Total:							55,549.0
3591	9/12/2014	8	Petro's Ace Hardware	8/4/2014	81028	Newbury St-5 great stuff	<u>29.95</u>
Vendor Total:							29.9
3593	9/12/2014	8	Rent-It Of Maine, Inc.	8/21/2014	37506	Moose Brook	<u>175.95</u>
Vendor Total:							175.9
3561	8/22/2014	8	Spencer Group	8/11/2014	738	Whitney manholes	<u>352.00</u>
3561	8/22/2014	8	Spencer Group	8/20/2014	754	2nd&Olive manholes	<u>613.25</u>
Vendor Total:							965.2
3576	8/29/2014	8	Spencer Group	8/21/2014	757	manhole-Lake St	<u>110.00</u>
Vendor Total:							110.0
3582	9/5/2014	8	Tessco Inc	8/21/2014	480597	antenna-Moose & E-3	<u>620.28</u>
3582	9/5/2014	8	Tessco Inc	8/21/2014	480597	antenna-Moose & E-3	<u>620.27</u>
Vendor Total:							1,240.5
3558	8/22/2014	8	Treasurer, State of Maine	8/11/2014	1780	Desjardins w/e 8/10	<u>82.00</u>
3558	8/22/2014	8	Treasurer, State of Maine	8/18/2014	1781	Desjardins w/e 8/17	<u>82.00</u>
Vendor Total:							164.00
3572	8/29/2014	8	Treasurer, State of Maine	8/25/2014	1785	Desjardins w/e 8/25	<u>82.00</u>
Vendor Total:							82.00
3581	9/5/2014	9	Treasurer, State of Maine	9/2/2014	1788	Desjardins, w/e 8/31	<u>82.00</u>
Vendor Total:							82.00
3590	9/12/2014	9	Treasurer, State of Maine	9/7/2014	1793	Desjardins w/e 9/7	<u>82.00</u>
Vendor Total:							82.00
3562	8/22/2014	8	UNITIL ME	7/30/2014	1775	Green Turtle	<u>60.11</u>
Vendor Total:							60.11
3594	9/12/2014	8	UNITIL ME	8/27/2014	1790	Green Turtle	<u>59.04</u>
Vendor Total:							59.04
3589	9/12/2014	8	Vantagepoint Transfer Agent-1	8/31/2014	1791	ICMA-Aug	<u>1,694.67</u>
Vendor Total:							1,694.67
3588	9/12/2014	8	Vantagepoint Transfer Agent-3	8/31/2014	1792	ICMA-Aug	<u>789.13</u>
Vendor Total:							789.13
<u>Grand Total:</u>							<u>205,567.45</u>

Net Payroll + Taxes

30,011.01

⁹ 235,578.46

ASD BILLS PAID
8/31/2014

VENDOR	REF	AWD G/L #	ASD G/L #	Amount
Auburn Water District	shared employees benefit allocation - August	1604-000	2604-000	\$ 863.84
Auburn Water District	shared employees wage allocation - August	1685-000	2601-600	\$ 1,919.64
Auburn Water District	petty cash-Aug-mileage, office supplies	1142-300	2675-800	\$ 48.90
City of Auburn	gas for month of July	1142-300	2650-120	\$ 249.18
City of Auburn	gas for month of July	1142-300	2650-121	\$ 461.30
Advanced Service and Parts	heaters for sewer maintenance items	1142-300	2620-200	\$ 532.99
Beltone Answering Service	answering service - August	1142-300	2675-800	\$ 27.50
Beltone Answering Service	answering service - panic buttons- August	1142-300	2675-800	\$ 4.98
Bisson Enterprises, Inc.	office cleaning - Aug	1142-300	2675-500	\$ 282.50
Bisson Enterprises, Inc.	office window wash	1142-300	2675-500	\$ 112.50
Coastal T-Shirts	tee shirts	1142-300	2241-060	\$ 6.80
Coastal T-Shirts	tee shirts	1142-300	2604-000	\$ 124.00
Central Maine Power	power @ 268 Court Street - August	1142-300	2615-500	\$ 172.43
Central Maine Power	power @ 268 Court Street - August	1142-300	2615-800	\$ 86.20
Computer Help	Norma's computer issues	1142-300	2620-800	\$ 340.00
Constellation NewEnergy	energy charge @ 268 Court Street - August	1142-300	2615-500	\$ 213.97
Constellation NewEnergy	energy charge @ 268 Court Street - August	1142-300	2615-800	\$ 106.97
Dig Safe System, Inc.	estimated cost - August	1142-300	2675-600	\$ 311.51
DirigoNet	domain fee - email spam - August & internet issues	1142-300	2675-800	\$ 88.75
Dube Gravel	sewer maintenance	1142-300	2620-600	\$ 540.00
Dube Gravel	sewer lining	1142-300	2105-874	\$ 753.00
Fortier's Security	Court St keys	1142-300	2620-500	\$ 10.00
G&G Landscape	pmt#3 mowing	1142-300	2675-100	\$ 1,207.00
Grainger	eye wash station & hard hat holder	1142-300	2604-000	\$ 118.76
Great American Financial	Konica Digital Copier - lease - August	1142-300	2675-800	\$ 107.61
Home Depot	paint, brushers, pail, thinner	1142-300	2620-500	\$ 156.76
Home Depot	tk#35-tape, glasses, gloves	1142-300	2650-123	\$ 56.71
Home Depot	shop-nozzles, wasp spray	1142-300	2620-500	\$ 10.18
Home Depot	adaptors, liquid baits	1142-300	2620-600	\$ 7.84
City of Lewiston	wages and benes - Dan Rodrigue - Aug	1142-300	2601-600	\$ 1,340.96
City of Lewiston	wages and benes - Dan Rodrigue - Aug	1142-300	2604-000	\$ 555.56
City of Lewiston	wages and benes - Dan Rodrigue - Aug	1142-300	2658-000	\$ 41.71
City of Lewiston	wages and benes - Dan Rodrigue -July	1142-300	2601-600	\$ 643.37
City of Lewiston	wages and benes - Dan Rodrigue -July	1142-300	2604-000	\$ 447.99
City of Lewiston	wages and benes - Dan Rodrigue -July	1142-300	2658-000	\$ 33.89
Maine State Retirement System	retirement contribution - Aug	1142-300	2604-000	\$ 1,410.28
Maine State Retirement System	retirement contribution - Aug	1142-300	2241-030	\$ 33.92
Maine State Retirement System	retirement contribution - Aug-D Hamann	1241-050	2241-050	\$ 9.74
Maine State Retirement System	retirement contribution - Aug-D Hamann	1241-070	2241-070	\$ 37.56
Maine State Retirement System	retirement contribution - Aug-D Hamann	1241-065	2241-065	\$ 29.88
Maine Water Company	accounting services - Greg Leighton - Aug	1142-300	2632-800	\$ 1,870.00
WB Mason	green bar paper, labels, okidata ribbon	1142-300	2620-800	\$ 80.94
WB Mason	multifold & regular paper towels	1142-300	2620-500	\$ 54.98
Mid Maine Waste	July bulky waste	1142-300	2675-600	\$ 9.91
Napa	oil filter wrench	1142-300	2620-500	\$ 12.74
Napa	2 batteries for sewer	1142-300	2620-650	\$ 278.10
Napa	tk#37 floor mats	1142-300	2105-876	\$ 26.45
Ness	diesel-July	1142-300	2620-600	\$ 769.55
Ness	diesel -August	1142-300	2620-600	\$ 733.97
New England Crane	annual inspect hoists in shop	1142-300	2620-500	\$ 287.00
Northland Industrial Truck	sewer maintenance	1142-300	2620-600	\$ 1,325.00
Northern Data Systems	customer billing - July	1142-300	2675-700	\$ 1,054.17
Northern Data Systems	customer billing - August	1142-300	2675-700	\$ 791.29
Oxford Networks	telephone service - Aug	1142-300	2676-800	\$ 120.19
Pine Tree Waste	bulk waste - Aug	1142-300	2675-500	\$ 59.02
Pitney Bowes	meter rent Sept to Nov	1142-300	2675-800	\$ 30.00
Pitney Bowes	meter rent Sept to Nov	1142-300	2675-800	\$ 200.00
Rent It	River Station excavator	1142-300	2620-204	\$ 272.00
Spiller's	green marking paint for Dig Safes	1142-300	2620-600	\$ 84.48
Staples	USB-Worthley Brook	1142-300	2620-201	\$ 79.99
Staples	USB-spare sewer	1142-300	2620-600	\$ 79.99
Staples	APC back up-RT 122 Pump stat	1142-300	2620-600	\$ 99.99
John Storer	business mileage reimbursement - Aug	1142-300	2675-500	\$ 175.00
Sun Journal	subscription	1142-300	2675-800	\$ 125.39
Thayer Corp	contract 8/1 to 10/31	1142-300	2675-500	\$ 377.42
Thayer Corp	condensor coil	1142-300	2675-500	\$ 195.92
U.S. Cellular	cell phones - Aug	1142-300	2676-500	\$ 738.37
U.S. Cellular	small account - Aug	1142-300	2676-500	\$ 4.68
U.S. Postal Service	close po box	1142-300	2675-800	\$ (110.50)
United Way	employee contribution - Aug	1142-300	2241-000	\$ 24.00
Unitil	268 Court Street - Jul	1142-300	2620-500	\$ 79.95
Unitil	268 Court Street - Aug	1142-300	2620-500	\$ 79.95

\$23,516.62

SERVICES

Location	Ck'd	Comments	New	OK	Misc.	Cut
Third St / James St	1	Video and cut out protruding services			1	
94 Shepley St	1	Locate sewer service			1	
12 Sunset Ct	1	Back up on owner		1		
Newbury St lining project	1	Ted Berry cut out protruding services			1	
41 Thrid St	1	Video broken service			1	
12 Vine St	1	Back up on owner		1		
99 Bradman St	1	New service connection	1			
5 Eagle View Dr	1	New service connection	1			
63 Third St	1	Sink hole on owner		1		
Conant Av	1	Video storm drain - no sewer connected			1	
34 Court St	1	Inspect for connected roof drains			1	
255 South Main St	1	Back up on owner, roof drains connected		1		
James St	1	Ted Berry cut out protruding services			1	
Monthly Totals	13		2	4	7	0
2013 Monthly Totals	4		0	4	0	0
YTD Totals	50		4	22	23	1

LIFT STATIONS

Location	No.	Comments
West Crestwood	1	Troubleshoot power failure
River Station	1	Water line for pump station
Bradman St	1	Troubleshoot wiring - replace lighting control panel
Worthley Brook	1	Install UPS failure monitoring
Moose Brook	1	Install UPS fail relay and new power supply, Replace coolant heater on generator
Merrow Rd	1	Check excessive pump run alarm - night of heavy rain
W-2	1	High wet well alarms
E-1	1	Communication failure - troubleshoot
Route 122	1	Check for inflow and signs of dumping
E-1	1	Install power filter/surge suppressor
Washington St	1	Reset pump #2
Green Turtle	1	Troubleshoot communication failure
Monthly Totals	12	
2013 Monthly Totals	15	
YTD Totals	69	

OVERFLOWS

Item	Count	Comments
No activity		
Monthly Totals	0	
YTD Totals	2	

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	8.0	3.53	1336	3.26	9	50	-18	19	-0.5
February	30.2	4.86	1261	2.55	14	48	-7	20	-2.9
March	17.0	3.47	1265	3.64	13	48	-7	24	-8.5
April	0.0	2.99	683	3.78	11	71	19	42	-1.7
May	0.0	5.41	342	3.9	14	80	32	54	-1.4
June	0.0	2.81	112	3.58	9	87	41	62	-2.4
July	0.0	8.94	1	3.43	15	89	50	69	-1.1
August	0.0	5.23	38	3.25	11	88	46	68	-0.7
September									
October									
November									
December									
YTD Totals	55.20	37.24							

* From www.wunderground.com

DIG SAFE

Month	Total	Contractors	MDOT	AHD	School Dept.	Lewiston Water	Fairpoint	AWD	CMP	ASD	GAS	MTA
January	60	21	1	15	0	0	0	12	10	0	1	0
February	38	13	1	2	0	0	0	9	12	0	1	0
March	49	25	1	18	0	0	0	1	2	0	2	0
April	166	72	2	37	0	0	0	6	9	2	34	4
May	156	95	2	21	0	0	6	5	10	0	17	0
June	182	91	0	60	0	3	7	3	8	0	9	1
July	160	77	3	22	10	0	1	3	7	4	33	0
August	123	69	0	25	0	1	2	4	7	0	14	1
September												
October												
November												
December												
YTD Totals	934	463	10	200	10	4	16	43	65	6	111	6
2013 Totals	952	421	23	219	1	7	13	35	95	0	137	1

DUTY FOREMAN CALLS

(Overtime)

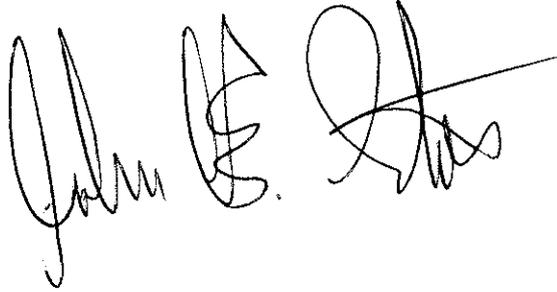
Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	2			0	2	0	0	0	0	0	0
Water District	14	0	0	5		1	7	1	0	0	0
Monthly Totals	16	0	0	5	2	1	7	1	0	0	0
2013 Monthly Totals	15	0	1	9	0	2	2	1	0	0	0
YTD Totals	112	1	17	25	12	9	33	10	1	0	4

OTHER ACTIVITIES

1. Bradman St x-country line - download flow meters
2. Clean storm line for St Laurent at Shaw's Plaza
3. River Station Littlefield Bridge - core drill for electrical conduit
- 4.
- 5.
- 6.

Memo

To: Sewer District Trustees
From: John Storer
CC: Files
Date: September 12, 2014
Re: Clarification on some Agenda Items



Ratify Payment of Bills

Not sure how well we can anticipate questions, but figured it was worth a try. On the regular Check register:

- Al's Auto & Truck Garage - \$413.82. The starter died on Truck 21 and we had no one to change it. This truck was going to be retired, but we are transferring over to the Water District to see if we can get 1 more year out of it. Sewer will need to charge Water for the transfer.
- Auto City of Maine - \$2,688 is a set of safety lights and light bar for our new sewer utility truck. This is the first truck we've purchased that has a crane for removing submersible sewer pumps
- Industrial Automation Supply - \$201.41 (twice) – new DC power supplies for SCADA radios and PLC's. 1 for Worthley and 1 for Moose Brook
- Kele, Inc. - \$218.49 (twice). Noise filters & surge arrestors for incoming electrical. Helped communication failure glitches at 2 separate sites.
- O'Connor GMC - \$55,549 – new sewer utility truck w/ crane – purchase was approved last month.
- Spencer Group – they are our paving contractor, had a few areas where they patched and paved around sewer manholes.
- Tessco - \$620.78 (twice) – new SCADA radios at 2 separate pump stations.

On the ASD Bills paid to AWD:

- Advanced Service & Parts - \$532.99. Block heaters for standby generators.
- Dube Gravel was a combination of sewer repairs on James and Newbury Street
- Napa - \$278.10. Battery replacements 2 generators.
- Northland Industrial Truck - \$1,325. Split 1 month's lease payment for use of mini-loader on multiple sewer repair issues.
- Rent-It - \$272. Excavator to abandon old sewer main across Littlefield Bridge.
- Staples - \$79.99 (twice). Was coded as USB, but was actually a UPS – uninterruptable power supply. Units have finite life and need to be swapped out periodically
- Staples - \$99.99 – the APC is another type of UPS – this one was higher wattage.
- US Cellular – includes 2 months of payment and new phones. Regular monthly bill to Sewer will likely be \$300 or less moving forward.

Authorize Purchase of New Mini-Loader

The 2014 Budget included a capital expense of \$75,000 for a new mini-loader. The intent was to split the cost 50/50 between Water & Sewer.

We are requesting permission to proceed with the purchase of a JCB 409B from Northland Industrial in Lewiston for the price of \$67,169.70. Sid prepared an additional memo explaining the solicitation process. We've been leasing the current unit and expect to have it available at our garage for you to inspect.

As we take on more construction each year, a mini-loader is critical for our operations - we can backfill trenches and load trucks. Right now if we have a main break or sewer collapse in the middle of the night, we have to load our own trucks with gravel stockpiled at the Goff Hill Reservoir. If we are excavating with our only backhoe, the backhoe has to leave the excavation site to drive to the reservoir to load up our trucks. It's not an efficient process. We also plan to use the mini-loader for snow removal along our hydrant routes and sewer pump stations.

A loader was necessary for our construction projects this summer, so we've been renting the JCB unit. We previously tried a John Deere model along with a Caterpillar. The crew preferred the JCB for a variety of factors including size and reach. The JCB vendor is willing to credit a portion of our lease payments to the sales price, such that the loader will come in under our budget estimate.

Ethics Policy

Suggest placing this on hold for another month or so. The Maine Water Utilities Association (MWUA) has an upcoming seminar titled "Ethics and Drinking Water System Operation". I would encourage anyone to attend, if schedules permit. Flyers for the seminar should be included within your Trustee Packets.

The seminar includes a session to discuss ethics versus a code of conduct. I expect water utility representatives will collaborate on some type of basic template that we might be able to use as the framework for a policy specific for the Water & Sewerage Districts.

Discuss Proposed Rate Increase

We need to finalize the amount and timing of our proposed rate increase. Based on comments/questions from last month, we considered the following:

- Keep increase below 10% - we proceeded with projections for 9%,
- Look at option with Industrial Surcharge increasing a small amount, perhaps 1%,
- Look at applying a CPI escalator to the Capacity Demand Charges,
- Consider step increases, or decreases, based on higher volume of use,
- Keep rates current, with perhaps smaller, but more frequent increases every 3 to 4 years, and
- Consider slight increase on Capacity Demand Charges, but keep Industrial Surcharges as-is. Majority of needed revenue would come from Usage Rate.

Addressing some of the questions & comments, Greg Leighton ran updated long-term budget projections (copy attached in Agenda Packets) that included a current 9% rate increase, followed by additional bumps of 6.2% in 2019 and 5.8% in 2023. This should help fund needed capital improvement projects for CSO projects along with aging infrastructure while still maintaining reasonable rate stability for customers. The projections do not anticipate the need for any bond issuances, which over the long run will help ensure rate stability because we will have adequate funding of annual depreciation.

We ran projections assuming a 9% revenue increase. This means we need to generate approximately \$333,000 in additional revenue annually. Four different scenarios were projected – all focusing on a major adjustment in the volumetric Usage Rate. Two spreadsheets are included in your packets that identify the expected impact to residential customers, along with the impact to a few different industrial customers. The industrial customers were chosen because 2 had high industrial surcharges, and the 2 others had low industrial surcharges but high volume.

I was mildly surprised at what our recommendation turned out to be. The suggestion is to apply a 2% escalator to both the Industrial Surcharges and the Capacity Demand Charges, and make up the remaining revenue through an Increase in the Usage Rate, which turns out to be a 17.22% increase.

Our rate consultant suggested our Industrial Surcharges and Capacity Demand Charges are currently adequate to cover our associated costs. However, it will be 5 years since our last rate adjustment. Making a token increase on these 2 fee categories seems defensibly valid. It helps soften the impact to some high usage customers while keeping rates reasonably stable for residential families and minimum use customers.

One advantage of making adjustments to all 3 revenue categories is that we won't be relying entirely on customer usage for the revenue bump. Statistically, we can likely expect reduced consumption in response to a rate adjustment, but it would be very difficult to predict the exact customer reaction and how much reduction could be expected.

With another future rate adjustment targeted for 2019, we could again focus adjustment on the Usage Rate to continue building equity amongst the revenue categories. My belief is that the recommended approach helps the overall transition in our rates, without making all the adjustments with one rate filing.

LAWPCA Apportionment

Auburn continues to see high sewer flow, TSS and BOD heading to the wastewater treatment plant. Our August apportionment bill at the treatment plant was 48.98%. We are currently behind year-end budget projections by \$37,036.82, but remain optimistic we should end the year somewhere near our budget expectation of 46%.

The good news is that metered consumption and industrial surcharges are up. This additional revenue offsets the higher operational costs. Our flow is only 38%, but we account for nearly 69% of the BOD.

Potential GIS Cooperation & Partnership w/City

A few months ago we proceeded with a cost-sharing arrangement with the City of Auburn for GIS software. The agreement helps each entity save money on our required GIS software and viewing platforms. Following up on that effort, I met last week with the City's Assistant City Manager Howard Kroll, Public Service Director Denis D'Auteuil, and Geospatial Database Manager Rosemary Mosher.

We discussed possible collaboration, along with our mutual goals for a shared GIS system. During the course of the conversation it became apparent that an opportunity exists to work together on a sample program or pilot program. Our AWSD GIS technician, Greg Jalbert, is very solid in AutoCADD drafting work and mapping features. However, he does not have experience rolling out database systems to the crew in the field. This is an area Rosemary Mosher is strong.

The discussion focused on trying a pilot program whereby AWSD's GIS technician would work directly with Rosemary Mosher, possibly at an office at City Hall. Rosemary could help guide the roll-out of a real-time GIS platform for our field crews that would allow for immediate linking of customer calls, hydrant flushing and sewer manhole cleaning. In a complimentary fashion, Greg Jalbert could help the City compile and complete their stormwater system mapping. We have a GPS unit that would allow for accurate collection of location data out in the field.

Both AWSD and the City will benefit by having super accurate infrastructure mapping. This opens the door for future partnering opportunities. One example is responding to Dig Safe calls. Right now both the City and AWSD legally have to dispatch a worker to field-locate our infrastructure in response to a Dig Safe call. It is not unusual to have emergency calls at night if a utility pole is struck by a vehicle. One person with accurate mapping could locate water, sewer and stormwater infrastructure.

We are still discussing the logistics of a formal test project but wanted to get the idea in front of you for discussion. If you are supportive of the concept we will work with the City to develop a detail Interlocal

Agreement. In the short-term, Rosemary prepared a brief Project Statement that we intend to discuss further with the local GIS task force.

Another long-term benefit for AWSD in this effort is to explore a partnership with the City to implement a mutual Asset Management and digital Work Order system.

Cascades Auburn Fiber – odor issue

I don't believe much has changed in regards to the Cascades odor issue – we are still monitoring gas levels and trying to correlate occurrences with process changes at the mill. However, the Sun Spots column in the Lewiston Sun Journal was going to address the issue. As of Thursday, September 11, 2014, the article had not run yet. But the author of Sun Spots did reach out to me and the mill's plant engineer, Jerrod Bentley. I'm going to cut & paste my email comments below. Not sure how the content will get published in the column?

And I'm not sure what more can be done in the immediate short-term.

My response email to author's request for comments:

Holly,

Thank you for the opportunity to review the column.

I'm not sure there is much I could add. The only point that caused me a bit of concern is a comment that was attributed to a water district worker. It involved the reference that the sewer substation was not large enough to handle the flow.

That is not a fact – it may have come from an employee – but that sewer pump station (referred to in your column as a substation) was replaced in 2004 and is far and away our largest pump station. It was designed to accommodate in excess of 2 million gallons per day of flow. It has 3 separate pumps for redundancy and also has 2 separate wetwell chambers. On a day of high discharge from Cascades Auburn Fiber the mill is not even reaching 10% of that pump station's capacity. The station was deliberately sized for high flows in case the City of Auburn saw any expansion around the Airport of surrounding industrial parks.

The only other general comment is that I wish I could reinforce to people that the complaints are not falling on deaf ears. I would encourage people to continue to reach out – you are free to pass along my email and cell phone number. My cell is 754-3176. There is no easy fix, but the mill continues to explore options to curb the odors. We can't dispute the fact that people are detecting odors – but we are trying to develop an empirical approach by relying on automated air sensors to track timing and magnitude of the odors.

Thanks again for your research into this issue. Hope these comments are helpful.

John B. Storer, P.E.
Auburn Water & Sewerage Districts
P.O. Box 414
268 Court Street
Auburn, Maine 04212-0414
Tel 207-784-6469
Fax 207-784-6460

From: Holly Rahmlow [<mailto:hrahmlow@sunjournal.com>]
Sent: Wednesday, September 10, 2014 10:50 AM
To: John Storer
Cc: Jerrod Bentley (jerrod_bentley@cascades.com)
Subject: Re: Auburn Sewer Odor

Thanks for all the information.

Here is the column. It is really long, so I have to get special permission to go over my usual length. If not, I might have to cut.

Let me know if there's anything you'd like to add/change/cut.

Holly

DEAR SUN SPOTS: The smell in Auburn (Aug. 29 query) is coming from sewer manholes and lift stations, caused by discharge at VPS on Hotel Road. — Lee via email

ANSWER: Several people mentioned VPS or Virgin Pulp to Sun Spots, but she couldn't find any listing for them. Finally, after extensive searching online, she found an old railroad newsletter (atlanticnortheast.com/onl/iss/i041220_101500.pdf) that explained why VPS is now Cascades Auburn Fiber.

DEAR SUN SPOTS: Unfortunately, this odor is no mystery. I have lived on Hotel Road for many years and experienced this smell all of those years. The Auburn Water and Sewerage District and Maine Environmental Protection Agency are both very aware of this odor and have been for years.

This odor is coming from Cascade paper on Lewiston Junction Road, which takes recycled paper, removes the ink and makes a pulp product out of it. The chemicals used in this process are supposedly treated and released into the sewerage system. The smell is noticeable near the bridge where the nearest substation is located.

I have made several contacts with AWSD and EPA. I have been told to keep calendars notating what days/hours I smell the odor, to show up at meetings at the mill and city meetings, etc. I've been given many reasons and excuses, many times blaming it on the mill for not using proper treatments and the farm down the road.

The only explanation that made any sense came from a water district employee in an off-hand remark describing the fact that the substation is really not big enough to handle the amount of sewerage being pumped through. He went on to say that the mill uses a lot of water (revenue for the water district), so they try to not make too much trouble.

It is my understanding that a charcoal filter of some kind would solve some of the problem, but it comes down to the almighty dollar like anything else. Apparently, the city monitors the mill's treatment of their chemicals, but nothing has ever changed.

Although the smell comes from the mill, I place the ultimate blame on the water district and the EPA in Augusta for not truly doing something about it. All they have done

through the years is talk circles around me with big words and insincerity that I can see through.

The smell has never gone away, and I've given up on doing anything more, at least with the water district or EPA. I have not called anyone again in the last two years, and not one person has ever followed up with me to see if the issue has been resolved.

If it were somebody prominent who lived here having to smell rotten eggs while having a barbecue outdoors, or experiencing the odor coming up through my drain while taking a shower, or perhaps while sleeping downstairs in my split-level home, I might have enough money to hire a lawyer or move. Instead I just keep getting my intelligence insulted.

I guess it's easier to just blame the farm down the road. Even my children know the difference between the smell of manure and rotten-smelling chemicals in the sewer. Personally, I'd rather smell cow manure all day long. — No Name via email

ANSWER: Sun Spots spoke at length with John Storer, superintendent of AWSD, and Jerrod Bentley, environmental engineer for Cascades Auburn Fiber, who are actively working on this difficult problem. John also emailed:

"Up until late 2013, Cascades had been pretreating their discharged waste by raising the pH of the effluent. The chemical sodium hydroxide was dosed to raise the pH to a target level of 10. The elevated pH was supposed to help prevent the formation of hydrogen sulfide gas. The process did not prove to be very effective.

"Beginning in late 2013, Cascades began experimenting with a new pretreatment process that utilized the dosing of hydrogen peroxide. Hydrogen peroxide is a strong oxidizing agent, and an engineering study concluded that the hydrogen peroxide may be successful in reducing odors by oxidizing any hydrogen sulfide gas to elemental forms of sulfur or sulfate. This would help eliminate any odors emanating from the sewer collection system.

"The results have been reasonably promising, and we are trying to monitor the actual levels of odors produced via an air sensor that is installed in one of our pump stations. We have tried to correlate odor complaints to our air sensor readings and also to process changes at the Cascades mill. It has been an evolving process.

"I doubt the odors will ever be fully eliminated, but we are also exploring carbon bag filters that could possibly be installed at our pump stations to help minimize issues. Atmospheric conditions such as a hot and muggy day with no wind seem to cause the most complaints."

Sun Spots provided your name and email to John so he can follow up with you privately. Also, Jerrod offered Sun Spots a tour of the plant. Perhaps you can take it for her.

DEAR SUN SPOTS: There is no mystery to the obnoxious smell in south Auburn. At the airport area, Auburn Cascades Fiber did a cost reduction which drastically reduced its water usage. This also caused sulfides to be more concentrated, which causes the stink.

Management promised to remedy it several years ago. Near the bridge the problem is with the sewerage pumping station. AWSO has tried to fix it several times without success.

Imagine being a businessperson thinking of locating here, landing at the airport and getting that welcome. Then proceeding into town only to get an even worse welcome at the bridge. Probably going to turn around. — Gary via email

ANSWER: John Storer said that the water-reduction measure was temporary and is no longer in place.

He also noted that the plant employs local workers (nearly 50 people) and "Cascades Auburn Fiber is far and away the largest customer for the Auburn Sewer District. Out of the thousands of people we service, Cascades makes up nearly 20 percent of our operating revenue. Having a large customer helps cover our overall operating expenses."

HI, SUN SPOTS: I worked in the area referred to by No Name in your column on Aug. 29 for almost 10 years and for the first six or seven had not encountered the odor in question. It later became more obvious and frequent, and I asked questions about it.

I have no proof but think it is hydrogen sulfide, which I remember from high school science and chemistry classes. It is one of the substances that give rotten eggs their reputation. Here are some links to information: <http://tinyurl.com/c7eh6wv> and <http://tinyurl.com/p73e78a> and <http://tinyurl.com/ld6ua9>

Although there may be natural sources of these emissions, they are also produced by certain manufacturing processes. Paper mills have spent large sums to combat sulfide emissions, which several decades ago could be picked up many miles away when winds were right. — No Name via email

ANSWER: The issue is indeed hydrogen sulfide. Sun Spots remembers that when she first moved to Maine she often smelled it. Now the smell is mostly gone, but so are many of the jobs. Hard to say which is worse.

My initial e-mail to Sun Spots based on telephone message received:

On Mon, Sep 8, 2014 at 5:22 PM, John Storer <jstorer@awso.org> wrote:

Holly,

Hope I have the correct email for you. I searched through some old correspondence — so hopefully this is correct.

I chatted very briefly with Jerrod Bentley over at Cascades. Jerrod left me a voice mail message that he was able to chat with you. Hopefully you have enough information for the Sun Spots column, but following up on our earlier conversation, I indicated I would try to forward some information along.

For some very basic background information – the Auburn Sewerage District collects all of the sanitary sewer waste generated within the City of Auburn, as well as a small portion of the Town of Poland. All waste is collected and sent over to the Lewiston Auburn Water Pollution Control Authority (LAWPCA) for final treatment. This is an oversimplification, but basically LAWPCA has two customers – the Auburn Sewerage District and the Lewiston Sewer Division. ASD and LSD each pay a pro-rated share to LAWPCA based on the volume and strength of waste that is delivered for treatment. In 2013 LAWPCA treated nearly 4 billion gallons of wastewater flow – and that is “billion” with a B. The traditional cost share between Auburn & Lewiston is running roughly 45% Auburn and 55% Lewiston, but there are fluctuations month-to-month.

Cascades Auburn Fiber is far and away the largest customer for the Auburn Sewer District. Out of the thousands of people we service within the City of Auburn, Cascades makes up nearly 20% of our operating revenue. Having a large customer helps cover our overall operating expenses. Cascades discharges into our series of collector pipes and pump stations. Sanitary sewer waste obviously does not smell very pleasant, but Cascades is required to pre-treat their waste effluent to minimize the formation of odors. One of the issues that we have seen is that customers along Lewiston Junction Road, Hotel Road, Merrow Road and the surrounding areas have periodically experienced substantial odors connected to the sanitary sewer system.

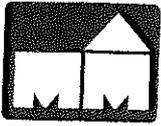
The detected odor appears to be related to hydrogen sulfide gas, which produces a “rotten egg” type of smell. Up until late 2013, Cascades had been pre-treating their discharged waste by raising the pH of the effluent. The chemical sodium hydroxide was dosed to raise the pH to a target level of 10. The elevated pH was supposed to help prevent the formation of hydrogen sulfide gas. The process did not prove to be very effective.

Beginning in late 2013, Cascades began experimenting with a new pre-treatment process that utilized the dosing of hydrogen peroxide. Hydrogen peroxide is a strong oxidizing agent, and an engineering study concluded that the hydrogen peroxide may be successful in reducing odors by oxidizing any hydrogen sulfide gas to elemental forms of sulfur or sulfate. This would help eliminate any odors emanating from the sewer collection system. The results have been reasonably promising and we are trying to monitor the actual levels of odors produced via an air sensor that is installed in one of our pump stations. We have tried to correlate odor complaints to our air sensor readings and also to process changes at the Cascades mill. It has been an evolving process.

I doubt the odors will ever be fully eliminated, but we are also exploring carbon bag filters that could possibly be installed at our pump stations to help minimize issues. Atmospheric conditions such as a hot & muggy day with no wind seem to cause the most complaints.

I hope this helps understand the situation a bit more. Please feel free to share my contact info if people would like to learn more.

John B. Storer, P.E.
Auburn Water & Sewerage Districts
P.O. Box 414
268 Court Street
Auburn, Maine 04212-0414
Tel 207-784-6469
Fax 207-784-6460



MAINE MUNICIPAL ASSOCIATION

Risk Management Services

60 Community Drive
P.O. Box 9109
Augusta, Maine 04332-9109

Telephone No.

(207) 626-5583
(800) 590-5583 Maine Only
Fax No. (207) 626-0513

DATE: August 4, 2014

TO: Members of the Workers Compensation Fund and the Property & Casualty Pool

FROM: Patricia Kablitz, CPCU, ARM
Director, Risk Management Services

RE: Dividend Payments

We are pleased to announce that the Board of Trustees of the **MMA Workers Compensation Fund** voted at its May 22, 2014 meeting to allow a dividend to the members of the Fund who meet the established criteria. Continuing members whose contributions are greater than \$25,000 annually, whose 2013 loss ratio is less than 40% and whose three-year loss ratio is less than 75% will receive a 7.5% dividend. Continuing members whose contributions are less than \$25,000 annually and whose loss ratio is less than 50% for the three years ending December 31, 2013, will also receive a 7.5% dividend. All losses are valued as of June 30, 2014.

The Board of Directors of the **MMA Property & Casualty Pool** voted at its May 22, 2014 meeting to allow a dividend to current members of the Pool who meet the established criteria. To earn a dividend, a member must have a loss ratio of 50% or less for the qualifying year of July 1, 2012 to June 30, 2013, calculated and valued as of June 30, 2014. Continuing members whose participation began on July 1, 2008 or prior will earn a 5.39% dividend and members who joined after July 1, 2008 will receive a 4.39% dividend.

Cost savings are realized in providing services to members who participate in both the Property & Casualty Pool and the Workers Compensation Fund. In recognition of the savings, both boards voted to add 1% to the dividends for each program for members who qualify and earn a dividend. You are among the members who participate in both the Workers Compensation Fund and the Property & Casualty Pool. Therefore, if you earned a dividend for either or both programs, the additional 1% has been included in the calculation.

Dividends are being paid in the Workers Compensation Fund and Property & Casualty Pool totaling \$1,199,223. Both governing boards are very pleased with the results of their respective programs and thank you for your support and continued participation. Good management practices and sound loss prevention measures on the part of all of the members have contributed to the success of these programs. Your entity is a big part of this success.

Your check is enclosed with this letter. We have also enclosed a press release that may be used to announce the result of your successful risk management activities and good loss experience to your community. If you have any questions about the dividends or any of the Risk Management Services programs, please call me at 800-590-5583. Additional copies of this letter are included for your elected officials.

PRESS RELEASE
For Immediate Release

Municipal officials are pleased to announce that the **Auburn Sewer District** has received a **\$871** dividend check from the Maine Municipal Association as a result of its good loss experience and loss prevention programs.

The Maine Municipal Association offers three self-funded pools for municipal and quasi-public entities in Maine: the Workers Compensation Fund formed in 1978, the Property & Casualty Pool formed in 1987 and the Unemployment Compensation Fund formed in 1978.

The programs are overseen by governing boards of elected and appointed municipal officials. Each year the boards review the programs' loss experience to determine if dividends may be paid. Patricia Kablitz, Director of Risk Management Services for MMA, said more than 78 percent of program participants received a dividend this year for their good risk management practices and loss experience.

This year the Workers Compensation Fund has distributed almost **\$650,000** in dividends to participants and the Property and Casualty Pool has paid dividends of nearly **\$550,000**, for total payments of over \$1.1 million provided directly to MMA members.

Since 1997, the three programs have returned over to **\$16 million** in dividends to participating members. For more information about any of the MMA Risk Management Services programs, including online training programs and other services, check the offerings on their website at www.memun.org and click on the Risk Management Services link, or call 1-800-590-5583.

Memo

To: Water and Sewer Trustees

C: John Storer

From: Sid Hazelton, P.E., District Engineer



Re: Loader Purchase

Date: 9/10/12

The 2014 Budget includes \$75,000 for the purchase of a front end loader, to be split between the Water and Sewer Districts.

Recent projects have afforded us the opportunity to actually try out three different loader models to determine which one will best suit our needs:

John Deere 324

This unit was rented from Hammond Tractor and used for one day on the Hotel Road Water Main Project this summer. Our Operators quickly found out the arms were too short to conveniently load our dump truck, and it lacked the power to dig into a pile of gravel. The bucket was also wider than 6', making it awkward to use in and around a trench. A verbal quote for this unit was around \$90,000. Since this unit did not meet our needs, no formal quote was requested.

Caterpillar 907

This loader was rented from K & K Excavation and used for the bulk of the Hotel Road Water Main Project. Our Operators found this unit had poor visibility. Like the John Deere 324, the arms were short, and the bucket was too wide to use in the trench. This unit was also verbally priced in the \$90,000 range.

JCB 409B

We rented the JCB 409B from Northland to use on the Fifth Street Sewer Main Replacement Project, and are currently using it on the South Main Street Water Main Replacement Project.

By all accounts, this meets our needs in terms of visibility, power, reach, and it also has a 6' bucket which allows us to drive the loader into the trench.

We have been renting this loader for \$2,600/month with an agreement that if we purchase the unit, 70% of the rental will be applied to the purchase price.

In accordance with the attached quote, once the rental credit is applied, the total purchase price will be \$67,169.70, which is well within our budget.

This is a new loader, and comes with a full 2 year 2000 hour factory warranty that starts after the purchase.

Summary

As a result of our investigation, we recommend the purchase of the JCB 409B from Northland for the price of \$67,169.70.

If you have any questions, please contact me.

Ethics and Drinking Water System Operation

Instructor

Paul Riendeau, CIT, CET - Instructor/ Education Coordinator, NEWWA, Holliston, MA. Paul has been an Instructor and Education Coordinator at the New England Water Works Association since 1998. Previously he was employed by the Pawtucket Water Supply Board, in Pawtucket, R.I. for 18 years as Water Quality Supervisor. Paul has also been an instructor of adults for over 30 years.. He holds Full MA Grade 4T and 4D Drinking Water Operators Certificates.

Public Water System Owner & Operator Responsibility

Instructors

Nathan S. Saunders, P.E. - Nathan Saunders has been the Field Inspection Team Manager for the Maine Drinking Water Program (DWP) for 12 years. Prior to working for the DWP he worked for 15 years in electronics manufacturing as a process engineer and a maintenance and machine shop supervisor. Nathan has a bachelor's degree in Mechanical Engineering and is a licensed Professional Engineer.

Board of Licensure of Water System Operators Members - Board members will be present at each location as presenters and to address questions. Board members represent water system operators, professional engineers, educators, water management, very small systems, non-transient, non-community systems and DHHS.

Maine Water Utilities Association
150 Capitol Street, Suite 5
Augusta, Maine 04330



Ethics and Drinking Water System Operation

Presented by New England Water Works Association
A Section of the American Water Works Association

Morning Session: 8:00 a.m. - 11:30 a.m.
.3 CEUs: Equal to 3 Training Contact Hours (TCH)



Public Water System Owner & Operator Responsibility

Presented by Maine Water Utilities Association
Education & Operations Committee

Afternoon Session: 12:30 p.m. - 2:30 p.m.
1.5 Training Contact Hours (TCH)

9/25/14 Caribou
9/26/14 Ellsworth
10/29/14 Saco
10/30/14 Fairfield
10/31/14 Wilton

Partial Funding Provided by:
Maine Drinking Water Program

Ethics/Conduct Agenda

Morning:

- 8:00 Registration and check-in
8:15 Welcome and Introduction to Learning Outcomes
- 8:30 The Importance of Workplace Ethics in the Drinking Water Profession
- Why do we need ethics?
 - Ethics vs. a Code of Conduct
 - Who benefits from having a program?
 - Penalties and losses from poor conduct
- 9:00 Deliver Us Not Into Temptation – Ethical Challenges We Face:
- On the job data reporting
 - Conflicts of interest
 - Outside Work
- 9:30 **BREAK**
- 9:40 More Ethical Challenges:
- Gifts and favors
 - Using your organization's property
 - Confidential information
- 10:10 Creating a "Code of Conduct" and Using the Code -
- NEWWA Drinking Water Operator Code of Conduct
 - NEWWA Laboratory Code of Conduct
- 10:50 What Would YOU Do? (Exercise)
- 11:30 **ADJOURN (Lunch will be served)**

PWS Responsibility Agenda

Afternoon:

- 12:30 Responsibilities of the Owner & Licensed Operator
- Water System Owner & Operator Roles & Responsibilities: Best Practices Guides
- A Licensed Operator's Failure to Perform Duties
- Policy Regarding a PWS Operating Without a Licensed Operator
- Sanitary Surveys & Outcomes
- 1:30 How the Board of Licensure of Water System Operators Ensures Professionalism
- Board's Enabling Legislation
 - Board's Rules, Protocol & Policies
 - Procedure for Filing a Complaint Against a System Operator
 - Other Issues
 - Questions & Answer Session
- 2:00 **ADJOURN**

Maine Water Utilities Association is a non-profit membership organization which was organized in 1925. The purpose of the association is to enhance public health, safety, and welfare by advocating safe drinking water through the advancement of knowledge of the design, construction, operation, maintenance, and management of water works through education, development and promotion of legislation, standards, and policies, and an exchange of information and experience.

Training Session Locations:

September 25, 2014:

**Caribou Inn & Convention Center
19 Main St., Caribou, ME 04736**

Directions:

Follow Route 1 from North or South to Caribou Inn at 19 Main Street (Route 1) and corner of Route 164.

September 26, 2014:

**Hampton Inn
6 Downeast Hwy, Ellsworth, ME 04605**

Directions:

Traveling North or South on I-95, take Exit 182A (I-395 E) for 4.7 miles to Exit 6A (US 1A E). Follow US 1A E for 24 miles. The hotel will be on the left side.

October 29, 2014:

**Biddeford-Saco Elks Lodge
68 Ocean Park Rd., Saco, ME 04072**

Directions:

Take Maine Turnpike to Rt. 195 and proceed east to the Rt. 1 Exit. At the end of the off ramp (lights), cross Rt. 1, and proceed 1/2 to 3/4 mile down the road. The Lodge is on the left, set back from the road. Look for a miniature golf course on the left, the lodge is located just past that business.

October 30, 2014:

**MDOT Training Center
10 Mountain Ave., Fairfield, ME 04937**

Directions:

From the South: Take I-95 N to Exit 133 towards Fairfield / Skowhegan. Take right onto Rte. 201 N and travel about 0.4 mi. Take left onto Mountain Rd. **From the North:** Take I-95 S to Exit 133. Take left onto U.S. Rte. 201 towards Skowhegan about 0.4 mi. Take left onto Mountain Rd.

October 31, 2014:

**Comfort Inn & Suites
1026 US Rte. 2 East, Wilton, ME 04294**

Directions:

From South: I-95 to exit 75 ME-4. **From North:** Rt. 2 to 201 South. **From East:** I-95 to exit 157 to Rt. 2. **From West:** Rt.2.

Registration Form

Ethics and Drinking Water System Operation (8:00 a.m. - 11:30 a.m.)

Public Water System Owner & Operator Responsibility (12:30 p.m. - 2:30 p.m.)

By Successfully Completing BOTH Sessions You Will Be Eligible to Receive 0.3 CEUs for the AM and 1.5 TCHs for the PM Sessions
(Equivalent to 4.5 Total Training Contact Hours)

Please use separate registration form for each person.

Name: _____
DW License #: _____
Utility: _____
Business Address: _____
Phone #: _____
E-mail: _____

All classes include lunch

_____ Caribou - Thursday, 9/25/14 - \$60.00

_____ Ellsworth - Friday, 9/26/14 - \$60.00

_____ Saco - Wednesday, 10/29/14 - \$60.00

_____ Fairfield - Thursday, 10/30/14 - \$60.00

_____ Wilton - Friday, 10/31/14 - \$60.00

Ethics/Conduct Class Description

This class is designed to introduce the importance of ethics and appropriate conduct in the drinking water profession. The Safe Drinking Water Act requires strict adherence to its regulations, including responsible system operation. Often times we are all faced with the temptation to do something that we believe is harmless and will temporarily make our lives easier, but may be contrary to what we believe is "right". By establishing a proper code of conduct, and training employees to follow that code, many of these temptations can be avoided.

Starting with an explanation of what "ethics" entails, the class will define the steps in creating and choosing a code of conduct. Next, once the code is established, the methods of applying the code to everyday workplace situations will be discussed, and then illustrated by a short exercise by the group of participants.

Learning Outcomes, How Outcomes Will Be Assessed, Prerequisites, Assessment Feedback and Technology Requirements can be found listed at www.newwa.org. Please call NEWWA at 508-893-7979 if you have any questions.

PWS Responsibility Class Description

While it may be convenient to delegate tasks, the inherent responsibilities of a PWS owner or operator cannot be avoided. This session will provide an overview of those responsibilities and outline regulatory enforcement actions that can be initiated - and that one needs to avoid.

Maine Drinking Water Program staff will review recent modifications that have been made to the sanitary survey procedures in order to accommodate regulatory changes and to ensure protection of public health.

Register online: www.mwua.org
Or mail registration & payment to:

Maine Water Utilities Association
150 Capitol Street, Suite 5
Augusta, Maine 04330

Ph: (207) 623-9511 * Fax: (207) 623-9522

5 Year Plan - WITH Anaerobic Digestion Updated September 2014 - keeps current rate adjustment at 9%, w/ smaller adjustments @ 4-yr intervals

	Actual 2013	Forecast 2014	Projected 2015	Projected 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Projected 2022	Projected 2023
Base revenue	3,649,561	3,704,494	3,704,494	4,037,898	4,037,898	4,037,898	4,037,898	4,287,898	4,287,898	4,287,898	4,287,898
Rate Change	-	-	333,404	-	-	-	250,000	-	-	-	-
Total Revenue	3,649,561	3,704,494	4,037,898	4,037,898	4,037,898	4,037,898	4,287,898	4,287,898	4,287,898	4,287,898	4,537,898
(Overall % Increase)			9.0%	0.0%	0.0%	0.0%	6.2%	0.0%	0.0%	0.0%	5.8%
Operations and Maintenance	940,652	934,898	953,596	972,668	992,121	1,021,885	1,052,541	1,084,118	1,116,641	1,150,140	1,184,645
LAWPCA	2,086,645	2,060,545	2,222,269	2,119,224	2,098,590	1,994,411	1,852,016	2,250,123	2,426,972	2,508,805	2,550,885
Debt Reimbursements	41,393	41,393	41,393	41,393	41,393	41,392	41,392	41,392	41,392	41,392	41,392
Depreciation & Amortizations	383,614	411,484	437,409	463,333	489,258	508,413	526,713	543,813	562,113	578,976	596,345
Other income/(expenses)	155,269	129,882	127,807	127,807	115,307	116,460	117,625	118,801	119,989	121,189	122,401
Interest expense	98,973	97,069	85,420	76,635	67,473	57,992	48,820	40,604	35,789	31,030	24,776
Principal repayment	462,852	467,745	472,747	487,870	493,110	498,476	502,833	385,106	390,643	396,047	308,962
Net	(126,513)	(95,972)	35,658	87,368	54,047	114,573	463,993	144,329	(82,879)	(214,519)	36,078
Beginning cash balance	1,004,366	1,040,154	658,589	493,156	405,357	310,161	323,147	743,852	821,993	739,114	524,595
Net income	(126,513)	(95,972)	35,658	87,368	54,047	114,573	463,993	144,329	(82,879)	(214,519)	36,078
Add back: noncash depreciation	383,614	411,484	437,409	463,333	489,258	508,413	526,713	543,813	562,113	578,976	596,345
Change in working capital	193,069	-	-	-	-	-	-	-	-	-	-
Less: capital spending, net	(414,382)	(697,077)	(638,500)	(638,500)	(638,500)	(610,000)	(570,000)	(610,000)	(562,113)	(578,976)	(596,345)
New debt	-	-	-	-	-	-	-	-	-	-	-
Net change in cash for the year	35,788	(381,565)	(165,433)	(87,799)	(95,196)	12,986	420,705	78,141	(82,879)	(214,519)	36,078
Ending cash balance	1,040,154	658,589	493,156	405,357	310,161	323,147	743,852	821,993	739,114	524,595	560,673
	17.7%	18.0%	13.3%	10.0%	7.7%	8.0%	18.4%	19.2%	17.2%	12.2%	13.1%
	34.4%	22.0%	15.5%	13.1%	10.0%	10.7%	25.6%	24.7%	20.9%	14.3%	15.0%

Cash Flow

**September 2014 - Looking at 9% Rate Increase - Various Scenarios to Adjust Usage, Capacity Demand Charges & Industrial Surcharges
How do we generate \$333,000 additional revenue?**

All revenue generated through increase in usage charge			
	Current	Proposed	
2013 Revenue Categories	Amounts	Percentage	
Capacity Charge	\$1,373,476	\$1,373,476	34.78%
Usage	\$1,716,103	\$2,049,103	51.89% (increase \$333K)
Industrial Surcharges	\$526,669	\$526,669	13.34%
<i>All revenue increase comes from Usage Charge adjustment only</i>			
Usage Rate would go from \$2.09/100CF to =	\$2.50	19.62%	Usage rate increase
Typ. Home (167 gpd) would increase			
Current	\$352.16 annually	\$29.35 monthly	
	\$384.96 annually	\$32.08 monthly	
		\$2.73 increase per month	
Min. Home (100 gpd) would increase			
Current	\$285.28 annually	\$23.77 monthly	
6.90%	\$304.96 annually	\$25.41 monthly	
		\$1.64 increase per month	

1% Industrial, 2% Capacity (CPI) & rest through increase in usage charge			
	Current	Proposed	
2013 Revenue Categories	Amounts	Percentage	
Capacity Charge	\$1,373,476	\$1,400,946	35.48%
Usage	\$1,716,103	\$2,016,103	51.05% (increase \$300K)
Industrial Surcharges	\$526,669	\$531,936	13.47%
<i>1% on Industrials & 2% on Capacity increases revenue by \$32,736</i>			
Usage Rate would go from \$2.09/100CF to =	\$2.46	17.70%	Usage rate increase
Typ. Home (167 gpd) would increase			
Current	\$352.16 annually	\$29.35 monthly	
9.46%	\$385.46 annually	\$32.12 monthly	
		\$2.77 increase per month	
Min. Home (100 gpd) would increase			
Current	\$285.28 annually	\$23.77 monthly	
7.52%	\$306.74 annually	\$25.56 monthly	
		\$1.79 increase per month	

1% Industrial & rest through increase in usage charge			
	Current	Proposed	
2013 Revenue Categories	Amounts	Percentage	
Capacity Charge	\$1,373,476	\$1,373,476	34.78%
Usage	\$1,716,103	\$2,044,103	51.76% (increase \$328K)
Industrial Surcharges	\$526,669	\$531,936	13.47%
<i>1% on Industrials only increases annual amount by \$5,267</i>			
Usage Rate would go from \$2.09/100CF to =	\$2.49	19.14%	Usage rate increase
Typ. Home (167 gpd) would increase			
Current	\$352.16 annually	\$29.35 monthly	
9.09%	\$384.16 annually	\$32.01 monthly	
		\$2.66 increase per month	
Min. Home (100 gpd) would increase			
Current	\$285.28 annually	\$23.77 monthly	
6.73%	\$304.48 annually	\$25.37 monthly	
		\$1.60 increase per month	

2% Industrial (CPI), 2% Capacity (CPI) & rest through increase in usage charge			
	Current	Proposed	
2013 Revenue Categories	Amounts	Percentage	
Capacity Charge	\$1,373,476	\$1,400,946	35.47%
Usage	\$1,716,103	\$2,011,103	50.92% (increase \$295K)
Industrial Surcharges	\$526,669	\$537,203	13.60%
<i>2% on Industrials & 2% on Capacity increases revenue by \$38,003</i>			
Usage Rate would go from \$2.09/100CF to =	\$2.45	17.22%	Usage rate increase
Typ. Home (167 gpd) would increase			
Current	\$352.16 annually	\$29.35 monthly	
9.23%	\$384.66 annually	\$32.05 monthly	
		\$2.70 increase per month	
Min. Home (100 gpd) would increase			
Current	\$285.28 annually	\$23.77 monthly	
7.35%	\$306.26 annually	\$25.52 monthly	
		\$1.75 increase per month	

**September 2014 - Impact to Large Customers based on various options for 9% Revenue Increase
Impact to Large Industrial Customers with Usage Increase \$2.09 to \$2.50/100 CF
Based on 2013 Flow Data**

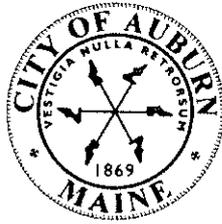
All revenue generated through increase in Usage Charge (19.62%)				
	2013 Total Sewer Bill	Bump Usage to \$2.50 Proposed Sewer Bill	Dollar Value Increase	Percentage Increase
Cascades Auburn Fiber	\$697,412.31	\$737,559.15	\$40,146.85	5.76%
Poland Spring	\$139,304.77	\$163,660.02	\$24,355.25	17.48%
Tambrands	\$28,286.97	\$32,611.41	\$4,324.44	15.29%
Auburn Manufacturing	\$59,095.98	\$61,740.48	\$2,644.50	4.47%
Pioneer	\$35,431.31	\$38,889.28	\$3,457.98	9.76%

1% Industrial & rest through increase in Usage Charge (19.14%)				
	2013 Total Sewer Bill	Bump Usage to \$2.49 Proposed Sewer Bill	Dollar Value Increase	Percentage Increase
Cascades Auburn Fiber	\$697,412.31	\$741,318.17	\$43,905.86	6.30%
Poland Spring	\$139,304.77	\$163,065.99	\$23,761.22	17.06%
Tambrands	\$28,286.97	\$32,505.93	\$4,218.96	14.91%
Auburn Manufacturing	\$59,095.98	\$62,088.65	\$2,992.67	5.06%
Pioneer	\$35,431.31	\$38,815.20	\$3,383.89	9.55%

1% Industrial, 2% Capacity (CPI) & rest through increase in Usage Charge (17.70%)				
	2013 Total Sewer Bill	Bump Usage to \$2.46 Proposed Sewer Bill	Dollar Value Increase	Percentage Increase
Cascades Auburn Fiber	\$697,791.12	\$738,759.41	\$40,968.29	5.87%
Poland Spring	\$139,304.77	\$161,586.95	\$22,282.18	16.00%
Tambrands	\$28,411.82	\$32,314.37	\$3,902.54	13.74%
Auburn Manufacturing	\$59,182.96	\$61,982.12	\$2,799.17	4.73%
Pioneer	\$35,766.88	\$38,897.75	\$3,130.87	8.75%

2% Industrial (CPI), 2% Capacity (CPI) & rest through increase in Usage Charge (17.22%)				
	2013 Total Sewer Bill	Bump Usage to \$2.45 Proposed Sewer Bill	Dollar Value Increase	Percentage Increase
Cascades Auburn Fiber	\$697,791.12	\$742,518.42	\$44,727.31	6.41%
Poland Spring	\$139,304.77	\$160,992.92	\$21,688.15	15.57%
Tambrands	\$28,411.82	\$32,208.89	\$3,797.07	13.36%
Auburn Manufacturing	\$59,182.96	\$62,330.29	\$3,147.33	5.32%
Pioneer	\$35,766.88	\$38,823.66	\$3,056.78	8.55%

Auburn Cost Apportionment for August 2014				Based upon
Flow Ratio (A)	0.38042	129,507,000 gallons		August 2014 operations data
BOD Ratio (B)	0.68811	439,567 pounds		
TSS Ratio (C)	0.54637	216,577 pounds		
Cost Center	Factor	Budget Amount	Auburn Share	
Labor	0.427784	\$1,514,000.00	\$647,664.98	
Power	0.621906	\$208,000.00	\$129,356.45	
Heat	0.38042	\$71,000.00	\$27,009.82	
Maintenance	0.4763585	\$602,600.00	\$287,053.63	
Chemicals	0.560368	\$150,000.00	\$84,055.20	
Residuals	0.569876	\$894,500.00	\$509,754.08	
TOTAL OP COST		\$3,440,100.00	\$1,684,894.16	48.98%
Bond and Interest	Factor	Princ & Interest	Auburn Share	
1998(2003A)	0.4389	\$201,936.21	\$88,629.80	
2001	0.4389	\$134,159.47	\$58,882.59	
2005	0.4389	\$123,646.64	\$54,268.51	
2008	0.4389	\$75,901.58	\$33,313.20	Percent B&I Share
2010	0.4389	\$164,128.36	\$72,035.94	
2011	0.4389	\$920,913.00	\$404,188.72	
Bond+Int Totals		\$1,620,685.26	\$711,318.76	43.89%
Total Expense		\$5,060,785.26		
Miscellaneous Revenue		\$481,100.00		
Total Cost After Misc Rev		\$4,579,685.26		
Less Prev Year Carryover		\$0.00		
Yearly Ops Cost to Apportion		\$2,959,000.00	\$1,449,260.72	Ops Cost Share
Monthly Ops Cost to Appor		\$246,583.33	\$120,771.73	48.98%
Monthly Ops Cost to Appor		\$20,548.61	\$10,064.31	48.98%



Scope Statement

Project Name: Pilot project to explore GIS resource sharing between City of Auburn and Auburn Water and Sewerage District

Department: ICT / GIS

Project Manager: RM

Date: tbd

Project Team

Name	Department
Rosemary Mosher	Auburn ICT
Ray Corson	Consultant – Corson GIS
John Storer	AWSD – Superintendent
Greg Jalbert	AWSD – GIS
Denis D'Auteuil	Auburn Public Services Director
Kevin Doyle	Auburn Public Services Operations Manager
Other??	

Project Objective

Develop and execute a GIS resource sharing project between the City of Auburn and the Auburn Water and Sewerage District. Develop a shared mobile GIS application strategy and deploy a single set of mobile GIS applications that will be jointly used by staff of both organizations.

Project Product

- Mobile information application that provides both AWSD and Auburn PW with GIS with access to the city's utility and base infrastructure.
- Mobile GIS data collection application that can be shared between AWSD and Auburn PW.

Project Justification

- Both the City and AWSD share a common geography, and a common interest in the same GIS resources (data layers for basemaps, and for water, sewer, and stormwater feature assets). The City and AWSD now share a single software license and access to mobile resources. Currently, both organizations develop independent GIS applications, both for providing in-field information and for field-data collection. Development of a single set of applications will allow better information and resource sharing. For example, there is a great advantage for using the same application for mapping out the city's utilities for dig-safe applications.

- Both organizations are at the early stages in their development of mobile GIS. This is the perfect time to develop join applications, before the new technologies are fully implemented out to the field crews.
- A single set of applications will allow us to streamline the required training.
- The City's GIS manager has extensive experience in GIS database development, project management and GIS workflow development, but the city has few experienced individuals to perform data gathering tasks. We have a plan for training PW staff, but it has been a slow process and resources are strained. The AWSD's GIS staffer has extensive experience in GIS field data collection, but limited experience in database development or GIS workflow development. GIS resource sharing will allow both The City and AWSD to maximize their current resources.

Project Deliverables

- A set of shared mobile GIS applications that will provide field staff of both organizations with expanded information capabilities, including direct links to tie cards and scans of plan documents.
- A shared mobile GIS data collection model.
- Mobile GIS training and implementation and rollout to Auburn and AWSD staff
- Feasibility recommendation and, if appropriate, a detailed plan for developing a long-term agreement to share GIS resources.

Assumptions/Limitations

- Auburn's GIS manager will manage the project, with technical and field-level assistance from AWSD's GIS staff. Management from AWSD will regularly attend project meetings and provide any required direct supervision of AWSD staff.
- Any consulting services will be contracted and managed by the City of Auburn. Associated financial considerations will need to be agreed upon by both organizations prior to project execution.
- This project scope document does not include any financial considerations, which may be agreed upon by the two organizations through a separate MOU or other means.
- Timeline, particularly early on, is very aggressive, and will depend on the availability of all team members.

Project Tasks

Project timeline based on best estimates. Tasks and due dates will be revised after first meeting of project team, with completion data targeted at 12/31/2014.

Name	Responsible	Due Date
Assemble project team & define project scope	RM	9/22/14
Begin AWSD assistance / training with current City of Auburn mobile applications <ul style="list-style-type: none"> • Culvert Collection • Work Order Collection • Street Furniture 	GJ	9/24/14

Project Scope Statement

Develop technical scope document and workplan <ul style="list-style-type: none"> • Assess workflows • Scope available data • Assess application needs • Assess new (common) data needs • Develop detailed workplan 	RM/Consultant/ KD/GJ/JS (others?)	9/29/14
Develop common data dictionary schema	RM	10/3/14
Create database	GJ	10/8/14
Gather any internal data and input into database	GJ	10/31/14
Develop & test applications	RM/Consultant	10/31/14
Create portal for staff	RM/Consultant	11/07/14
Assign user roles	RM/GJ	11/14/14
Train staff	GJ	11/30/14
Assessment	Project Team	12/15/14
Develop recommendations and plan for long-term agreement	Project Team	12/30/14

Overall Project Priority: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Comments:
Approved By: _____ Project Manager : _____ Date: ___/___/___