

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 15, 2015 at 4:00 P.M.

**AGENDA**

1. Approve Minutes of Regular Meeting of August 18, 2015.
2. Financial Report Update - *Greg Leighton*.
3. Ratify Payment of Bills
4. Open Session
5. Activity Report - *Mike Broadbent*
6. New Business
  - Tentative 2016 Projects
  - LAWPCA Apportionment & Financials
7. Old Business
  - Update on efforts to collect past due bills
  - Quickbooks Update
  - Conant Ave Sewer Separation Project
  - Cascades - Odor Control Strategy Update
  - Policy Workgroups
8. Executive Session per 1 M.R.S.A. § 405 (6) (D) to discuss
  - Personnel Issues
9. Adjourn Regular Meeting.

Upcoming - Trustee Meeting - October 20, 2015

# Memo

**To:** Water & Sewerage District Trustees  
**From:** Sid Hazelton, P.E., Acting Superintendent  
**CC:** Files  
**Date:** 9/10/2015  
**Re:** Accounts Payable Check Register



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The Accounts Payable Check Register is not included in the trustee packets due to an issue with the NDS server.

If the issue is resolved in time, the check register will be e-mailed separately prior to the Trustee meetings. If not, we hope to have a paper copy available at the meetings.

I apologize for the inconvenience.

August 18, 2015

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 18, 2015 at 4:00PM.

Members present: Robert Cavanagh (President). Tizz Crowley (Mayor's Representative), Joseph DeFilipp, Raymond Fortier, Heidi McCarthy (Treasurer) , Stephen Ness and Charles Sheehan. Also present: Sid Hazelton, Acting Superintendent, Michael Broadbent, Assistant Sewer Superintendent and Greg Leighton of Maine Water Company.

On motion of Raymond Fortier, seconded by Joseph DeFilipp, it was voted: **To approve the minutes of the Regular Meeting of July 21, 2015.**

**FINANCIAL REPORT** –Consumption is down 5 %. Cascades Auburn Fiber is down \$59,000 through the month of July. Greg Leighton is forecasting that the District will make budget at year end. He also said that the District may be looking at a 10% rate increase in 2017.

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

On motion of Stephen Ness , seconded by Raymond Fortier, it was voted: **To ratify the payment of bills in the amount of \$ 264,877.77 as shown on the printout dated July 11, 2015- August 14, 2015.**

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

**ACTIVITY REPORT** –The July Activity Report was presented by Michael Broadbent. Conant Avenue is just about complete. There are a lot of paving projects keeping the crews busy.

#### **NEW BUSINESS**

**CLEAN WATER MASTER PLAN UPDATE** - Tizz Crowley asked if there was an electronic copy of the report. Sid Hazelton will check on that for her. The District's next Phase is a 5-Year Plan committing \$2.5 million to I/I (inflow/infiltration) efforts to remove storm water from the sanitary sewer system.

**COLLECTION OF PAST DUE BILLS** – The District is stepping up its efforts to collect delinquent accounts. The District's current practice is more lenient than the Public Utilities Commission's guidelines. The District will be changing the process and procedures which will become part of the District's modified Terms and Conditions. It was thought that the restoration of service fee may be too low. The District will now require the payment of the restoration fee at the time of service and will no longer add the fee to the customer's bill. A note will be added on the customer's bill to let them know about the District's collection process.

**MEMO FROM CITY OF AUBURN-EXPECTATION OF BOARDS** - Sid Hazelton responded explaining that the Districts and LAWPC do not receive funds from the City and should not have been included on the list. Sid Hazelton will send a formal letter.

**BIO MEDICAL TOURISM FACILITY** – This will be a “5-Star” facility which will provide housing for the people from China seeking medical treatment at our local hospitals.

**LAWPCA APPOINTMENT & FINANCIALS** – The District is currently at 46.8% just under the 47% that the District was hoping for to even out at year end.

**OLD BUSINESS**

**SOUTH MAIN STREET SEWER REPAIR** – The District has contracted for a patch repair which consists of a fiberglass patch at two locations.

**CONANT AVE SEWER SEPARATION PROJECT** – This project is near completion.

**MAINE POWER OPTIONS – NEW CONTRACT** – The District has entered into a 3-year contract at just a little over \$.06/kwh.

**CASCADES – ODOR CONTROL STRATEGY** – There appears to be a strong correlation between their start-ups/shut downs and the odor. The leachate appears to be an effective and viable solution in managing the odor issue. There will be a meeting to discuss a long range plan. They could possibly add calcium nitrate in lieu of the leachate as a solution.

**POLICY WORKGROUPS** - The workgroup has recommended some changes in the compensation sections of the Personnel Policy Handbook. The changes will be hi-lighted in the policy for review by Sid Hazelton and will then be brought to the Board for final approval.

**TRAINING – THE ART OF HUMAN RELATIONS** - The six sessions have been completed. The training was very well presented.

**MEASURING OF THE LAKE** – The event was scheduled for Wednesday, August 26<sup>th</sup> with tours starting at 3:00pm.

**OTHER BUSINESS** – K. C. Geiger wanted to let the Trustees know that the Water District has an opening for a Trustee to replace James Wilkins.

**EXECUTIVE SESSION PER 1 M.R.S.A. § 405 (6) (D) TO DISCUSS OPTIONS FOR HEALTH INSURANCE 2016**

On motion of Joseph DeFilipp, seconded by Heidi McCarthy, it was unanimously voted: **To go into Executive Session to discuss options for Health Insurance 2016.**

On motion of Tizz Crowley, seconded by Joseph DeFilipp, it was unanimously voted: **To come out of Executive Session.**

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

# Memo

**To:** Water & Sewerage District Trustees  
**From:** Sid Hazelton, P.E., Acting Superintendent  
**CC:** Files  
**Date:** 9/9/2015  
**Re:** Discussion of September Agenda Items

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## Water Main Break on Pine/Goff/School St Update

The Auburn Police Department and AWD staff looked at local surveillance video, and contacted local trucking companies in an attempt to identify the truck that caused the hydrant damage and subsequent water main breaks on August 25. Unfortunately, these attempts were unsuccessful. Although they will continue their investigation, at this time it is unlikely that we will be able to recoup our losses.

## North Auburn Dam Emergency Spillway Project

Water District Personnel recently completed the construction of an emergency spillway at the North Auburn Dam. This spillway will protect the dam from overflowing and causing downstream erosion up to a 100 year storm. The project was paid for through LAWPC funds.

## Fluoride Tanks Update

A letter has been sent to Snyder tanks requesting their attention to the discoloring of the newly installed Fluoride tanks. We need their assurance that the tanks will perform as specified.

## Update on efforts to collect past-due bills

We have revised our Terms and Conditions, and they were approved by the Public Utilities Commission effective 9/7/2015.

With this step behind us, we will move forward with our plan to step up efforts to collect past-due bills.

Starting our next billing cycle, disconnection notices will be sent for accounts that are 30 days past due. This change will be highlighted in bold red print on the bill. The actual disconnection date will be 14 days from mailing the notice. A one-time courtesy reminder door hanger will be placed one week after the disconnection notice is mailed, along with a label that indicates that this is the last time a door hanger will be used.

### Quickbooks Update

We have purchased the Quickbooks software billing module, and we hope to have it installed on all billing computers this week. This will enable us to bill all non-metered customers. We will start with service bills, and then add accounts payable. This software will allow us to streamline our accounting by tracking all accounts electronically, and improve our query capability. We anticipate doing all Quickbook training in-house.

### Cascades Odor Issue Update

Our experiment of metering nitrogen rich leachate from the LAWPCA Compost Facility into the effluent at the Lewiston Junction Pump Station has proven to be effective at reducing odors from the Cascades Mill. We have shared our findings with the Mill, and will work with them over the next few months to come up with a program that will work for the long-term.

### Lake Auburn Water Quality

Turbidity at the Lake is still at historical low levels; averaging below 0.5 for the year. Secchi disk readings at the deep hole average around 8 meters, which is very good. Algae counts are low and water clarity is high. Phosphorus levels are back to normal (<10ppb). Dissolved oxygen levels at the lake are good as well.

### University of Maine Research

Heather Doolittle, Civil Engineering Student at the University of Maine, spent the summer retrieving and analyzing Lake Auburn sediments and studied the relationship between iron, aluminum, and phosphorus, and the Lakes' vulnerability to internal phosphorus loading under anoxic conditions.

She is presenting her findings at the University on September 10<sup>th</sup>. If a video of the presentation is made, it may be available to show at the meeting. Depending upon level of interest, Heather may be available to present at a future Trustee meeting.

### Executive Session

There will be an executive session for both boards of trustees to discuss personnel issues.

**AUBURN SEWERAGE DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
EIGHT MONTHS ENDED AUGUST 31, 2015**

	August	2015	Y-T-D THRU AUGUST 2015		
	YTD - 2014	BUDGET	ACTUAL	BUDGET	VARIANCE
<b><u>REVENUES:</u></b>					
Metered Income	\$2,104,730	\$3,422,154	\$2,314,144	\$2,281,436	\$32,708
Industrial Surcharge	367,474	562,205	278,543	374,803	(96,260)
Public Basins	20,696	53,892	20,696	35,928	(15,232)
Jobbing & Mdse.	16,097	18,352	7,404	12,235	(4,831)
Sewer Assessments	11,338	22,302	17,835	14,868	2,967
Finance Charges	11,772	16,742	10,525	11,161	(636)
Interest Income	1,287	1,985	902	1,323	(422)
Industrial Treatment Sampling	46,200	46,200	30,800	30,800	0
Capacity Fees (SDS)	5,625	8,625	19,270	5,750	13,520
<b>TOTAL REVENUES</b>	<b>2,585,219</b>	<b>4,152,457</b>	<b>2,700,119</b>	<b>2,768,305</b>	<b>(68,185)</b>
			<b>65.02%</b>	<b>66.67%</b>	<b>&lt; Standard</b>
<b><u>EXPENSES:</u></b>					
Payroll	242,281	389,647	243,751	259,765	(16,014)
Employee Benefits	119,103	191,598	118,656	127,732	(9,076)
Maint. of Sewers	36,364	61,015	33,893	40,677	(6,784)
Lift Stations	69,738	113,137	59,336	75,425	(16,088)
Maint. of Buildings	26,410	37,467	23,531	24,978	(1,447)
Maint. of Trucks	16,267	19,320	3,225	12,880	(9,655)
Office Expense	18,459	31,265	22,222	20,843	1,379
Collection Expense	(23,456)	(7,000)	(1,154)	(4,667)	3,513
General Expense	2,250	11,714	4,006	7,809	(3,804)
Insurance	38,504	54,714	40,546	36,476	4,070
Legal & Accounting Fees	29,100	33,530	21,920	22,353	(433)
Billing Expense	34,253	65,090	33,043	43,393	(10,351)
L.A.W.P.C.A.	1,494,980	2,195,623	998,609	1,463,749	(465,140)
<b>SUB-TOTAL</b>	<b>2,104,253</b>	<b>3,197,120</b>	<b>1,601,583</b>	<b>2,131,413</b>	<b>(529,831)</b>
Interest	69,452	87,256	62,494	58,171	4,324
<b>TOTAL EXPENSES</b>	<b>2,173,705</b>	<b>3,284,376</b>	<b>1,664,077</b>	<b>2,189,584</b>	<b>(525,507)</b>
			<b>50.67%</b>	<b>66.67%</b>	<b>&lt; Standard</b>
Bonds - Principal Payments	195,621	472,746	196,973	315,164	(118,191)
<b>SURPLUS FROM OPERATIONS</b>	<b>215,893</b>	<b>395,335</b>	<b>839,069</b>	<b>263,557</b>	<b>575,513</b>



VENDOR	REF	AWD G/L #	ASD G/L #	Amount
Auburn Water District	shared employees benefit allocation - Aug	1604-000	2604-000	\$ 1,082.71
Auburn Water District	shared employees wage allocation - Aug	1685-000	2601-600	\$ 2,406.03
Auburn Water District	petty cash - hay for E-2	1142-300	2105-878	\$ 70.00
Auburn Water District	petty cash - office supplies	1142-300	2620-800	\$ 13.75
Auburn Water District	petty cash - office supplies	1142-300	2620-800	\$ 4.89
Auburn Water District	petty cash - stamps	1142-300	2620-800	\$ 4.90
Auburn Water District	petty cash - postage	1142-300	2620-800	\$ 0.11
Auburn Water District	safety vests repaired	1142-300	2604-000	\$ 54.77
Auburn Water District	team building supplies	1142-300	2675-800	\$ 16.00
Auburn Water District	debit card - team building supplies	1142-300	2675-800	\$ 138.33
Batteries & Bulbs	sewer server batteries	1142-300	2620-500	\$ 81.47
Beltone Answering Service	answering service - Aug	1142-300	2675-800	\$ 27.50
Beltone Answering Service	answering service - panic buttons - Aug	1142-300	2675-800	\$ 4.98
Bisson Enterprises, Inc.	office cleaning - August	1142-300	2675-500	\$ 282.50
Central Maine Power	power @ 268 Court Street - Aug	1142-300	2615-500	\$ 196.87
Central Maine Power	power @ 268 Court Street - Aug	1142-300	2615-800	\$ 98.47
Constellation NewEnergy	energy charge @ 268 Court Street - Aug	1142-300	2615-500	\$ 230.78
Constellation NewEnergy	energy charge @ 268 Court Street - Aug	1142-300	2615-800	\$ 115.38
D & N Sales	shop - towels & dispenser	1142-300	2620-500	\$ 40.28
Dig Safe System, Inc.	estimated cost - Aug	1142-300	2675-600	\$ 323.18
DirigoNet	domain fee - email spam - Aug	1142-300	2675-800	\$ 25.00
Dube Gravel	Conant St	1142-300	2105-877	\$ 624.00
G & G Landscaping	Court St lawn upkeep	1142-300	2675-100	\$ 1,207.00
Goodman Wiping	rags	1142-300	2620-500	\$ 44.75
Great American Financial	Konica Digital Copier - lease - Aug	1142-300	2675-800	\$ 107.61
City of Lewiston	wages and benes - Dan Rodrigue - July	1142-300	2601-600	\$ 47.56
City of Lewiston	wages and benes - Dan Rodrigue - July	1142-300	2604-000	\$ 109.75
City of Lewiston	wages and benes - Dan Rodrigue - July	1142-300	2658-000	\$ 14.94
City of Lewiston	wages and benes - Dan Rodrigue - August	1142-300	2601-600	\$ 1,850.00
City of Lewiston	wages and benes - Dan Rodrigue - August	1142-300	2604-000	\$ 245.00
City of Lewiston	wages and benes - Dan Rodrigue - August	1142-300	2658-000	\$ 120.00
Denise Longchamps	3 days office coverage-team bldg meetings	1142-300	2675-800	\$ 75.00
Maine IT	app river network issues	1142-300	2675-800	\$ 747.50
Maine State Retirement System	retirement contribution - Aug	1142-300	2604-000	\$ 1,621.32
Maine Water Company	accounting services - Greg Leighton - Aug	1142-300	2632-800	\$ 2,145.00
WB Mason	scratch pads -trustees	1142-300	2620-800	\$ 10.30
WB Mason	2 cases paper	1142-300	2620-800	\$ 29.99
WB Mason	multifold towels, trash bags	1142-300	2620-500	\$ 49.99
WB Mason	push pins	1142-300	2620-800	\$ 1.40
Napa	fitting-shop	1142-300	2620-500	\$ 1.96
Napa	bulb-shop	1142-300	2620-500	\$ 6.81
Napa	battery tester	1142-300	2620-500	\$ 22.05
Ness Oil	tk #37 fuel	1142-300	2650-124	\$ 129.20
Ness Oil	tk #27 fuel	1142-300	2650-121	\$ 183.67
Ness Oil	tk #35 fuel	1142-300	2650-123	\$ 433.99
Northern Data Systems	customer billing - Aug	1142-300	2675-700	\$ 891.61
Northern Data Systems	customer billing - July	1142-300	2675-700	\$ 1,139.73
Northern Data Systems	professional services - 20 hours	1142-300	2675-800	\$ 1,260.00
Oxford Networks	telephone service - Aug	1142-300	2676-800	\$ 119.50
Petro's	hose	1142-300	2620-500	\$ 6.74
Pine Tree Waste	bulk waste - Aug	1142-300	2675-500	\$ 62.07
Pitney Bowes	postage machine rental 9/1 to 11/30	1142-300	2675-800	\$ 200.00
Pitney Bowes	postage machine rental 9/1 to 11/30 for scale	1142-300	2675-800	\$ 30.00
Pitney Bowes	ink for postage machine	1142-300	2620-800	\$ 32.72
Pitney Bowes	postage refills debited from account	1142-300	2675-800	\$ 175.00
EJ Prescott	safety vests	1142-300	2604-000	\$ 131.88
EJ Prescott	safety vests credit	1142-300	2604-000	\$ (28.08)
Selco	sink repair parts	1142-300	2620-500	\$ 4.83
Simply Put	team building class	1142-300	2604-000	\$ 958.14
Spencer Group Paving	Conant St	1142-300	2105-877	\$ 4,749.25
Super Shoes	Craig, Kevin- clothing allowance	1142-300	2604-000	\$ 237.44
Sy Tech, Inc	Rod Hill class XL reporter class	1142-300	2675-500	\$ 497.50
Thayer Corp	contract billing	1142-300	2675-500	\$ 388.75
Tiger Direct	fiber optic network repairs	1142-300	2620-800	\$ 211.00
U.S. Cellular	cell phones - Aug	1142-300	2676-500	\$ 292.77
United Way	employee contribution - Aug	1142-300	2241-000	\$ 24.00
Unitil	268 Court Street - Aug	1142-300	2620-500	\$ 82.06

\$ 26,513.60





## OVERFLOWS

Item	Comments
<b>Monthly Totals</b>	
<b>YTD Totals</b>	

## 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	47.6	3.62	1504	3.26	11	46	-13	17	-2.5
February	28.6	1.65	1550	2.55	9	33	-18	10	-12.9
March	8.6	1.43	1191	3.64	10	51	-7	26	-6.5
April	4.3	2.83	708	3.78	10	69	17	41	-2.7
May	0.0	0.72	120	3.90	6	87	32	60	4.6
June	0.0	5.59	177	3.96	11	84	37	60	-4.4
July	0.0	2.12	35	3.43	9	89	46	67	-3.1
August	0.0	3.83	12	3.25	10	91	48	69	0.3
September									
October									
November									
December									
<b>YTD Totals</b>	89.10	21.79							
<b>2014 YTD Totals</b>	55.20	20.26							

## DIG SAFE

Month	Total	Contractors	MDOT	AHD	School Dept.	Lewiston Water	Fairpoint	AWD	CMP	ASD	GAS	MTA
January	36	20	0	0	0	0	0	4	12	0	0	0
February	32	5	0	0	0	1	1	16	7	0	2	0
March	58	29	0	1	0	0	0	16	10	0	2	0
April	97	54	3	13	0	0	2	3	13		8	1
May	154	82	19	30	1	0	1	2	5	0	14	0
June	148	80	0	15	0	0	0	4	36	6	6	1
July	140	77	2	41	0	0	0	6	4	0	9	1
August	134	74	0	21	0	0	1	18	10	4	6	0
September												
October												
November												
December												
<b>YTD Totals</b>	799	421	24	121	1	1	5	69	97	10	47	3
<b>2014 Totals</b>	934	463	10	200	10	4	16	43	65	6	111	6

## 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	1	0	1	0	0	0	0
Water District	7	0	0	0		0	7	0	0	0	0
<b>Monthly Totals</b>	9	0	0	0	1	0	8	0	0	0	0
<b>2014 Monthly Totals</b>	16	0	0	5	2	1	7	1	0	0	0
<b>YTD Totals</b>	77	1	3	14	5	11	38	3	0	0	2
<b>2014 YTD Totals</b>	112	1	17	25	12	9	33	10	1	0	4

## OTHER ACTIVITIES

- 1.
- 2.
- 3.
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Lewiston - Auburn Water Pollution Control Authority

Lewiston Sewer Division										Auburn Sewerage District		CMR
Month	Initial %	Initial \$	Op Data	Op Data %	Difference \$	Initial %	Initial \$	Op Data	Op Data %	revised	Difference \$	9/9/2015
January	53.50%	\$134,209.21	51.20%	\$128,439.46	\$5,769.74	0.0	46.50%	\$116,649.12	48.80%	\$122,418.87	(\$5,769.74)	0
February	53.50%	\$134,209.21	52.05%	\$130,571.76	\$3,637.45	0.0	46.50%	\$116,649.12	47.95%	\$120,286.57	(\$3,637.45)	0
March	53.50%	\$134,209.21	57.28%	\$143,691.65	(\$9,482.44)	0.0	46.50%	\$116,649.12	42.72%	\$107,166.68	\$9,482.44	0
April	53.50%	\$134,209.21	52.90%	\$132,704.06	\$1,505.15	0.0	46.50%	\$116,649.12	47.10%	\$118,154.27	(\$1,505.15)	0
May	53.50%	\$134,209.21	53.36%	\$133,858.00	\$351.20	0.0	46.50%	\$116,649.12	46.64%	\$117,000.33	(\$351.20)	0
June	53.50%	\$134,209.21	51.03%	\$128,013.01	\$6,196.20	0.0	46.50%	\$116,649.12	48.97%	\$122,845.32	(\$6,196.20)	0
Six Month Adjustment			52.97%		\$7,977.29				47.03%		(\$7,977.29)	0
Cost Apportionment Summary - Second Half of 2015												
Month	Initial %	Initial \$	Op Data	Op Data %	Difference \$	Initial %	Initial \$	Op Data	Op Data %	Difference \$		
July	53.00%	\$132,954.91	53.20%	\$133,456.63	(\$501.72)	0.0	47.00%	\$117,903.42	46.80%	\$117,401.70	\$501.72	0
August	53.00%	\$132,954.91	55.46%	\$139,126.03	(\$6,171.11)	0.0	47.00%	\$117,903.42	44.54%	\$111,732.30	\$6,171.11	0
September	53.00%	\$132,954.91	55.44%	\$139,075.86	(\$6,120.94)	0.0	47.00%	\$117,903.42	44.56%	\$111,782.47	\$6,120.94	0
October	57.00%	\$142,989.25	53.62%	\$134,510.24	\$8,479.01	0.0	43.00%	\$107,869.08	46.38%	\$116,348.09	(\$8,479.01)	0
November	57.00%	\$142,989.25	52.88%	\$132,653.88	\$10,335.36	0.0	43.00%	\$107,869.08	47.12%	\$118,204.45	(\$10,335.36)	0
December	57.00%	\$142,989.25	56.30%	\$141,233.24	\$1,756.01	0.0	43.00%	\$107,869.08	43.70%	\$109,625.09	(\$1,756.01)	0
Six Month Total Adj			54.48%		\$7,776.61				45.52%		(\$7,776.61)	0
Average to date			53.31%						46.69%			0
Adjustments to date					\$1,304.46						(\$1,304.46)	0
Average / Adjustments year end			53.73%		\$15,753.90				46.27%		(\$15,753.90)	0

All data in large font are 2015 data, Data shown in smaller, italicized font are 2014 data used for estimation/illustration purposes only.