

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 17, 2013, at 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of August 20, 2013.
2. Financial Report Update - *Greg Leighton*.
3. Ratify Payment of Bills.
4. Open Session
5. Activity Report - *Sid Hazelton*.
6. Old Business
 - Project Updates.
7. New Business
 - Contract Operations - New Gloucester Water System
 - LAWPCA Apportionment - FYI only.
 - MMA Insurance Rebate Check - FYI only.
 - Update - Odor Reduction Trial, Cascades Auburn Fiber.
 - Dismissal of MPUC Complaint -FYI only.
9. Adjourn Regular Meeting.

August 20, 2013

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 20, 2013 at 4:00PM.

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

On motion of Joseph DeFilipp, seconded by Heidi McCarthy, it was unanimously voted: **To approve the minutes of the Regular Meeting of July 16, 2013.**

FINANCIAL REPORT

The District is expected to beat the bottom line projection by about \$20,000. The District is looking at an anticipated possible 15% rate increase in mid 2014 with the next increase in 2018. The District's last rate increase was in 2009.

On motion of Robert Cavanagh, seconded by Stephen Ness, it was unanimously voted: **To ratify the payment of bills in the amount of \$ 234,322.21 as shown on the printout dated July 13, 2013 – August 16, 2013.**

OPEN SESSION – As no one from the public was in attendance, the Open Session was closed.

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

The crew is vacuuming and jetting sewer lines and manholes throughout the City. It was suggested that the District tag homes in the work area asking them to let the District know if they experience any problems. The right pumps are now in so that the E-5 Upgrade can be completed.

OLD BUSINESS

PROJECT UPDATES -

LITTLEFIELD BRIDGE – The new bridge is in place and the new sewer line from the trolley to the bridge will be completed today.

CUSTOMER NEWSLETTER – Work in Progress.

NEW BUSINESS

LAWPCA APPORTIONMENT - FYI only

ANAEROBIC DIGESTER UPDATE – The Ribbon Cutting Ceremony is scheduled for Monday, September 9th at 10:30am. They will be generating power by the end of the week.

ODOR REDUCTION TRIAL- CASCADES AUBURN FIBER – START DATE 8/1/2013 - Analytical devices have been installed in a couple of manholes. They are trying to modify a steady chemical base.

August 20, 2013

Page 2

UPDATE ON MPUC COMPLAINT - Any changes should occur at the local level. A workshop is welcomed for discussion of possible ways to combine services to the best interest of each party.

TOWN OF POLAND – Preliminary discussions about the line that would run from Empire Road down the Plains Road to the five corners. It would mean increased revenues for the District but the Mayor expressed concern about not putting Auburn at a competitive disadvantage for future development. A meeting with the Mayor and City Manager will be held in the near future..

FACTORY TRAINING – VACTOR TRUCK - The District is looking for opportunities for training in the Fall. The District has several retirements coming up: Lawrence Robinson, Diane Tribou and Forrest Martin (1/2 time). Superintendent Storer was looking for suggestions on what to do for retiring employees. It was suggested that we call other businesses to see what they do for their retiring employees. It was also suggested that the District create a Policy for future planning of retirements.

ADJOURN THE 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, 2013**

	August YTD - 2012	2013 BUDGET	Y-T-D THRU AUGUST 2013		
			ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$2,074,303	\$3,115,609	2,077,279	\$2,077,073	\$206
Industrial Surcharge	335,656	523,737	339,992	349,158	(9,166)
Public Basins	20,696	53,892	20,696	35,928	(15,232)
Jobbing & Mdse.	58,554	12,500	20,585	8,333	12,252
Sewer Assessments	129,917	13,570	29,234	9,047	20,187
Finance Charges	12,282	18,000	10,012	12,000	(1,988)
Interest Income	1,553	2,500	1,341	1,667	(326)
Industrial Treatment Sampling	46,200	46,200	46,200	30,800	15,400
Capacity Fees (SDS)	4,875	7,875	10,625	5,250	5,375
TOTAL REVENUES	2,684,036	3,793,883	2,555,964	2,529,255	26,708
			67.37%	66.67%	< Standard
<u>EXPENSES:</u>					
Payroll	230,310	357,507	233,268	238,338	(5,070)
Employee Benefits	117,594	194,272	117,398	129,515	(12,117)
Maint. of Sewers	62,992	52,935	48,942	35,290	13,652
Lift Stations	77,918	91,286	67,560	60,857	6,703
Maint. of Buildings	22,920	32,038	23,262	21,359	1,903
Maint. of Trucks	7,019	15,844	9,940	10,563	(622)
Office Expense	19,648	26,235	20,543	17,490	3,053
Collection Expense	(4,970)	(7,272)	(3,721)	(4,848)	1,127
General Expense	8,610	9,764	16,355	6,509	9,846
Insurance	20,151	29,888	24,739	19,925	4,814
Legal & Accounting Fees	20,176	28,158	21,616	18,772	2,844
Billing Expense	32,322	62,213	32,908	41,475	(8,567)
L.A.W.P.C.A.	1,237,062	2,157,853	1,069,523	1,438,569	(369,046)
SUB-TOTAL	1,851,752	3,050,721	1,682,332	2,033,814	(351,482)
Interest	74,782	100,322	68,505	66,881	1,624
TOTAL EXPENSES	1,926,534	3,151,043	1,750,838	2,100,695	(349,858)
			55.56%	66.67%	< Standard
Bonds - Principal Payments	192,974	462,851	194,286	308,567	(114,282)
SURPLUS FROM OPERATIONS	564,528	179,989	610,840	119,993	490,848

AUBURN SEWERAGE DISTRICT

MONTHLY ACTIVITY REPORT

August 2013

MAINS

Location	Ck'd	Comments	OK	Plug	Maint.	Misc.	New
Andrea Ln	1	Flush main - University to 1st MH			1		
Colonial Way, Sherman Av	1	Jetted mains			1		
Hemlock Cir	1	Jetted mains			1		
West Dartmouth St	1	Jet & vacuum mains & MHs			1		
Summit St, Western Av	1	Jet & vacuum mains & MHs			1		
Fifth St, Broad St	1	Jet & vacuum mains & MHs			1		
Turner St, Joline Dr	1	Jet & vacuum mains & MHs			1		
Pride Rd	1	Jet main - problem on owner	1				
Andrea Ln	1	Flush main			1		
Andrea Ln, Universtity St	1	Jet & vacuum mains & MHs			1		
98 Shepley St	1	Camera service line				1	
Lew. Junction @ Auburn Fiber	1	Plugged main - grit & fiber		1			
East Dartmouth St	1	Jet & vacuum mains & MHs			1		
Western Av	1	Jet & vacuum mains & MHs			1		
Clark St, Goodrich Av	1	Jet & vacuum mains & MHs			1		
Littlefield Bridge	1	Tie sewer main over new bridge				1	
Monthly Totals	16		1	1	12	2	0
2012 Monthly Totals	6		3	1	1	1	0
YTD Totals	71		5	9	48	9	0

MANHOLES

Location	Ck'd	Comments	OK	Cover	Misc.	Frame & Cover	New
Hotel Rd @ Littlefield Bridge	1	Place steel plate over manhole			1		
Laurel Av @ Main St	1	Jackhammer manhole				1	
Main St	1	Dig out manhole				1	
Main St / Broad St	1	Jackhammer & raise manholes				1	
Main St, Elm St, Mill St	1	Adjust manholes				1	
Mill St / West Dartmouth St	1	Dig and raise manholes				1	
West Bates St	1	Dig and raise manholes				1	
Littlefield Bridge	1	Set doghouse manhole					1
West Dartmouth St	1	Hydro excavate & raise 3 MHs				1	
Brickyard Cir	1	Repair x-country manhole			1		
Manley Rd	1	Raise 2 manholes to grade				1	
Hotel Rd @ Littlefield Bridge	1	Dig and raise 2 manholes				1	
Monthly Totals	12		0	0	2	9	1
2012 Monthly Totals	5		0	1	3	1	0
YTD Totals	36		0	2	12	21	1

SERVICES

Location	Ck'd	Comments	New	OK	Misc.	Cut
97 Western Av	1	Plugged - on owner		1		
Turner St - Aspen Dental	1	Odor complaint - odor from air handler		1		
West Shore Rd	1	Sewer problem - on owner		1		
137 Harvard St	1	Plugged - on owner		1		
Monthly Totals	4		0	4	0	0
2012 Monthly Totals	8		2	4	2	0
YTD Totals	50		4	28	15	3

LIFT STATIONS

Location	No.	Comments
Lewiston Jct & River Station	1	Check for odors
Lewiston Jct & River Station	1	Check for hydrogen sulfide in wet wells
W-4	1	Troubleshoot radio communications failure
Washington St	1	Check and repair generator
River Station	1	Adjust parameters on Milltronics
River Station	1	Pump #3 fail - reset level controls
W-3	1	Pump #2 needs to be pulled
River Station	1	Troubleshoot loss of echo on sensor
Washington St	1	Troubleshoot generator running w/o power failure
River Station	1	Level sensor adjustment - interference from VFDs
River Station	1	Work on Hydorranger
River Station	1	Low wet well - reset panel
W-3	1	Reset pump #2
E-3	1	Change power supply
Lewiston Jct & River Station	1	Remove odor sensors
Monthly Totals	15	
2012 Monthly Totals	10	
YTD Totals	135	

OVERFLOWS

Item		Comments
Download CSO's	1	
Monthly Totals	1	
YTD Totals	11	

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	4.2	1.31	1360	3.26	9	55	-4	21	1.5	
February	39.6	3.56	1139	2.55	13	44	1	24	1.1	
March	16.5	1.85	930	3.64	8	53	15	33	0.5	
April	0	1.71	679	3.78	10	71	21	42	-1.7	
May	0	5.87	356	3.9	14	91	28	54	-1.4	
July	0	6.80	108	3.58	15	93	44	64	-0.4	
July	0	3.59	6	3.43	9	91	51	71	0.9	
August	0	3.65	39	3.25	9	86	44	66	-2.7	
September										
October										
November										
December										
YTD Totals	60.30	28.34								

* From www.wunderground.com

DIG SAFE

Month	Total	Contractors	MDOT	AHD	School Dept.	Lewiston Water	Fairpoint	AWD	CMP	ASD	GAS	MTA
January	45	19	2	6	0	2	1	6	9	0	0	0
February	20	10	1	1	0	1	3	3	1	0	0	0
March	91	30	3	41	0	1	3	5	8	0	0	0
April	177	88	6	39	0	0	1	7	14	0	22	0
May	143	77	3	17	1	2	3	5	16	0	19	0
July	162	71	4	52	0	0	0	0	10	0	25	0
July	183	79	3	29	0	1	2	4	11	0	53	1
August	131	47	1	34	0	0	0	5	26	0	18	0
September												
October												
November												
December												
YTD Totals	952	421	23	219	1	7	13	35	95	0	137	1
2012 Totals	877	440	21	202	1	0	7	52	53	8	87	6

DUTY FOREMAN CALLS

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	7			5	0	0	2	0	0	0	0
Water District	8	0	1	4		2	0	1	0	0	0
Monthly Totals	15	0	1	9	0	2	2	1	0	0	0
2012 Monthly Totals	6	0	0	3	0	0	2	0	0	0	1
YTD Totals	132	8	11	45	16	10	26	10	5	0	1

OTHER ACTIVITIES

1. Lewiston Jct & River Station - download air monitors - sample water from wet wells
2. Pump down wet wells and shut down pumps for Littlefield Bridge Project
3. River Station - upgrade - replace level controls, new pressure transducer,
2 new high wet well float balls and 2 floats for back-up

**Auburn Sewerage District
Accounts Payable Alpha Check Register
August 17, 2013 thru September 13, 2013**

9/12/2013

<u>Check #</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Invoice Date</u>	<u>Inv #</u>	<u>Description</u>	<u>Amount</u>
3030	8/23/2013	8	American Concrete Industries	8/14/2013	195845	Littlefield Bridge	4,627.00
Vendor Total:							4,627.00
3058	9/13/2013	8	American Concrete Industries	8/20/2013	196453	Littlefield Bridge	2,026.00
Vendor Total:							2,026.00
3031	8/23/2013	8	Andros. Registry Of Deeds	8/21/2013	1555	release liens	96.00
Vendor Total:							96.00
3040	9/6/2013	8	Andros. Registry Of Deeds	9/5/2013	1562	release liens	48.00
Vendor Total:							48.00
3059	9/13/2013	9	Andros. Registry Of Deeds	9/12/2013	1569	place/release liens	77.00
Vendor Total:							77.00
3041	9/6/2013	8	Auburn Concrete	8/27/2013	93749	Littlefield Bridge	321.00
Vendor Total:							321.00
3042	9/6/2013	8	Auburn Sewerage District	9/5/2013	1563	Aug petty cash	18.92
3042	9/6/2013	8	Auburn Sewerage District	9/5/2013	1563	Aug petty cash	31.96
Vendor Total:							50.88
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	97.58
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	30.00
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	4,722.90
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	364.94
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	182.48
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	254.22
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	264.26
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	337.85
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	19.69
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	636.59
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	683.15
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	304.20
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	9.66
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	2,420.00
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	40.46
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	548.58
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	786.53
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	1,582.40
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	675.62
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	131.76
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	467.65
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	27.27
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	9.59
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	15.90
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	28.73
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	36.12
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	6,497.50
3043	9/6/2013	7	Auburn Water District	8/15/2013	Bk 26P	July	5,229.95

**Auburn Sewerage District
Accounts Payable Alpha Check Register
August 17, 2013 thru September 13, 2013**

9/12/2013

<u>Check #</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Invoice Date</u>	<u>Inv #</u>	<u>Description</u>	<u>Amount</u>
							Vendor Total: 26,405.58
3046	9/6/2013	8	Constellation NewEnergy, Inc	8/10/2013	111071	Lewiston Jct	<u>212.83</u>
3046	9/6/2013	8	Constellation NewEnergy, Inc	8/12/2013	111294	River Station	<u>338.75</u>
3046	9/6/2013	8	Constellation NewEnergy, Inc	8/12/2013	111294	Merrow Rd	<u>27.41</u>
3046	9/6/2013	8	Constellation NewEnergy, Inc	8/12/2013	111298	Worthley Brook	<u>321.89</u>
3046	9/6/2013	8	Constellation NewEnergy, Inc	8/13/2013	111392	Moose Brook	<u>199.14</u>
3046	9/6/2013	8	Constellation NewEnergy, Inc	8/17/2013	111952	Washington St	<u>130.60</u>
							Vendor Total: 1,230.62
3060	9/13/2013	8	Constellation NewEnergy, Inc	8/24/2013	112822	Bradman St	<u>103.57</u>
							Vendor Total: 103.57
3039	8/23/2013	7	E.J. Prescott, Inc.	7/29/2013	469813	vas usage	<u>731.72</u>
							Vendor Total: 731.72
3055	9/6/2013	8	E.J. Prescott, Inc.	8/6/2013	469953	Littlefield Bridge	<u>5,279.57</u>
3055	9/6/2013	8	E.J. Prescott, Inc.	8/12/2013	470499	vas usage	<u>1,463.44</u>
3055	9/6/2013	8	E.J. Prescott, Inc.	8/5/2013	470159	vas usage	<u>731.72</u>
							Vendor Total: 7,474.73
3069	9/13/2013	8	E.J. Prescott, Inc.	8/19/2013	470551	Littlefield Bridge	<u>1,217.97</u>
							Vendor Total: 1,217.97
3048	9/6/2013	8	Eastern Fire Services, Inc.	8/16/2013	728049	Enment monitor	<u>110.00</u>
							Vendor Total: 110.00
3061	9/13/2013	8	Fastenal Company	8/26/2013	120995	hardhat	<u>15.93</u>
							Vendor Total: 15.93
3032	8/23/2013	8	G.A. Downing Co., Inc.	8/14/2013	15801	Littlefield Bridge	<u>412.50</u>
							Vendor Total: 412.50
3047	9/6/2013	8	G.A. Downing Co., Inc.	8/26/2013	15829	Littlefield Bridge	<u>330.00</u>
							Vendor Total: 330.00
3033	8/23/2013	8	Gagne & Sons	8/13/2013	202606	mortar mix	<u>67.44</u>
3033	8/23/2013	8	Gagne & Sons	8/12/2013	202603	mortar mix	<u>11.24</u>
							Vendor Total: 78.68
3049	9/6/2013	8	Gagne & Sons	8/21/2013	202645	Littlefield Bridge	<u>55.00</u>
							Vendor Total: 55.00
3062	9/13/2013	8	Gagne & Sons	8/27/2013	202667	riser rings	<u>136.86</u>
3062	9/13/2013	8	Gagne & Sons	8/26/2013	202661	Littlefield Bridge	<u>147.00</u>
3062	9/13/2013	8	Gagne & Sons	8/28/2013	202671	Littlefield Bridge	<u>236.20</u>
							Vendor Total: 520.06
3034	8/23/2013	8	General Concrete Cutting Srv	8/21/2013	42084	Littlefield Bridge	<u>850.00</u>
							Vendor Total: 850.00
3035	8/23/2013	8	Gilman Electrical Supply	8/20/2013	780055	Littlefield Bridge	<u>66.64</u>
3035	8/23/2013	8	Gilman Electrical Supply	7/23/2013	776456	E-5	<u>90.04</u>

**Auburn Sewerage District
Accounts Payable Alpha Check Register
August 17, 2013 thru September 13, 2013**

9/12/2013

<u>Check #</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Invoice Date</u>	<u>Inv #</u>	<u>Description</u>	<u>Amount</u>
3035	8/23/2013	8	Gilman Electrical Supply	8/21/2013	780234	Littlefield Bridge	482.07
Vendor Total:							638.75
3050	9/6/2013	8	Gilman Electrical Supply	8/26/2013	780584	Littlefield Bridge	112.88
3050	9/6/2013	8	Gilman Electrical Supply	9/4/2013	780052	Littlefield Bridge	366.30
3050	9/6/2013	8	Gilman Electrical Supply	8/28/2013	333221	Littlefield Bridge return	-34.20
3050	9/6/2013	8	Gilman Electrical Supply	8/23/2013	780516	Littlefield Bridge	24.68
Vendor Total:							469.66
3036	8/23/2013	9	Group Dynamic, Inc.	8/12/2013	1553	Sept	33.00
Vendor Total:							33.00
3051	9/6/2013	8	Horizon Solutions, LLc	8/19/2013	409379	Littlefield Br	386.82
Vendor Total:							386.82
3066	9/13/2013	8	K. L. Jack & Co., Inc.	8/29/2013	536827	Littlefield Bridge	57.38
Vendor Total:							57.38
3037	8/23/2013	8	L.A.W.P.C.A.	8/2/2013	403	August	116,526.41
Vendor Total:							116,526.41
3067	9/13/2013	8	L.A.W.P.C.A.	9/6/2013	419	sewer disposal	827.75
Vendor Total:							827.75
3053	9/6/2013	9	Maine Municipal Emp.Hlth.	8/14/2013	1554	Sept	6,982.76
3053	9/6/2013	9	Maine Municipal Emp.Hlth.	8/14/2013	1554	Sept	73.80
3053	9/6/2013	9	Maine Municipal Emp.Hlth.	8/14/2013	1554	Sept	198.13
3053	9/6/2013	9	Maine Municipal Emp.Hlth.	8/14/2013	1554	Sept	498.00
3053	9/6/2013	9	Maine Municipal Emp.Hlth.	8/14/2013	1554	Sept	1,232.26
Vendor Total:							8,984.95
3054	9/6/2013	8	Petro's Ace Hardware	7/15/2013	75958	E-5	9.35
Vendor Total:							9.35
3071	9/13/2013	9	St Mary's Health System	9/3/2013	160409	shots, tests	155.00
Vendor Total:							155.00
3038	8/23/2013	8	Treasurer, State of Maine	8/19/2013	1552	Desjardins w/e 8/18	82.00
Vendor Total:							82.00
3052	9/6/2013	8	Treasurer, State of Maine	8/26/2013	1557	Desjardins w/e 8/25	82.00
3052	9/6/2013	8	Treasurer, State of Maine	9/3/2013	1561	w/e 9/1	82.00
Vendor Total:							164.00
3068	9/13/2013	9	Treasurer, State of Maine	9/9/2013	1568	Desjardins w/3 9/8	82.00
Vendor Total:							82.00
3070	9/13/2013	8	UNITIL ME	8/28/2013	1567	Green Turtle	21.26
Vendor Total:							21.26
3064	9/13/2013	8	Vantagepoint Transfer Agent-8/31/2013		1566	Aug	1,295.43
Vendor Total:							1,295.43

**Auburn Sewerage District
Accounts Payable Alpha Check Register
August 17, 2013 thru September 13, 2013**

9/12/2013

<u>Check #</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Invoice Date</u>	<u>Inv #</u>	<u>Description</u>	<u>Amount</u>
3063	9/13/2013	8	Vantagepoint Transfer Agent-8/31/2013	8/31/2013	1565	Aug	918.11
							Vendor Total: 918.11
3065	9/13/2013	8	Vantagepoint Transfer Agent-8/31/2013	8/31/2013	1564	Aug	40.00
							Vendor Total: 40.00
3056	9/6/2013	8	Washburn & Son Excavating	9/3/2013	11989	Sewer maintenance	2,400.00
							Vendor Total: 2,400.00
3057	9/6/2013	8	Williamson N E Electric	8/9/2013	800920	Worthley Brook repair	805.00
							Vendor Total: 805.00
<u>Grand Total:</u>							<u>180,679.11</u>

Net Payroll + Taxes

28,245.15
\$ 208,924.26

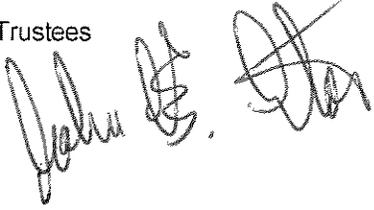
ASD BILLS PAID

8/31/2013

Auburn Water District	shared employees benefit allocation - Aug	1604-000	2604-000	\$ 1,398.12
Auburn Water District	shared employees wage allocation - Aug	1685-000	2601-600	\$ 3,106.94
Auburn Water District	labor charges on Littlefield Bridge	1142-300	2105-864	\$ 806.34
Auburn Water District	j storer debit card activity - meeting costs	1142-300	2675-800	\$ 60.19
City of Auburn	gas for month of July	1142-300	2650-120	\$ 134.30
City of Auburn	gas for month of July	1142-300	2650-121	\$ 244.33
City of Auburn	gas for month of July	1142-300	2620-500	\$ 51.36
City of Auburn	gas for month of Aug	1142-300	2650-120	\$ 337.76
City of Auburn	gas for month of Aug	1142-300	2650-121	\$ 295.22
City of Auburn	gas for month of Aug	1142-300	2620-500	\$ 24.47
Bellone Answering Service	answering service - Aug	1142-300	2675-500	\$ 27.50
Bisson Enterprises, Inc.	office cleaning - Aug	1142-300	2675-500	\$ 282.50
Central Maine Power	power @ 268 Court Street - Aug	1142-300	2615-500	\$ 189.77
Central Maine Power	power @ 268 Court Street - Aug	1142-300	2615-800	\$ 93.48
Constellation NewEnergy	energy charge @ 268 Court Street - Aug	1142-300	2615-500	\$ 244.14
Constellation NewEnergy	energy charge @ 268 Court Street - Aug	1142-300	2615-800	\$ 122.07
CTI Communication Tech	phone work	1142-300	2675-500	\$ 99.50
Dig Safe System, Inc.	estimated cost - Aug	1142-300	2675-600	\$ 324.31
Gilman Electric	Littlefield Bridge work credit to AWD	1142-300	2105-864	\$ (469.66)
JL Hayes	shovel	1142-300	2620-500	\$ 7.74
Home Depot	gloves, spray nozzle	1142-300	2620-500	\$ 30.88
MM Health Ins	health insurance premium adjustment for David Hamann -	1241-070	2241-070	\$ 72.24
MM Health Ins	health insurance premium adjustment for David Hamann -	1241-065	2241-065	\$ 57.46
MM Health Ins	health insurance premium adjustment for David Hamann -	1241-050	2241-050	\$ 19.18
City of Lewiston	wages and benes - Dan Rodrigue - Aug	1142-300	2601-600	\$ 1,498.17
City of Lewiston	wages and benes - Dan Rodrigue - Aug	1142-300	2604-000	\$ 559.25
City of Lewiston	wages and benes - Dan Rodrigue - Aug	1142-300	2658-000	\$ 33.56
City of Lewiston	Automatech invoice - UV plant SCADA software support	1142-300	2675-800	\$ 775.00
City of Lewiston	GE invoice - SCADA	1142-300	2675-800	\$ 1,448.74
Maine Oxy	gas for welder	1142-300	2675-600	\$ 23.00
Maine State Retirement System	retirement contribution - August	1142-300	2604-000	\$ 1,713.94
Maine State Retirement System	retirement contribution - life - actives	1142-300	2241-030	\$ 9.66
Maine State Retirement System	retirement contribution - life - retirees	1142-300	2241-040	\$ 27.27
Maine Water Company	accounting services - Greg Leighton - Aug	1142-300	2632-800	\$ 1,925.00
WB Mason	return pencils & refills	1142-300	2620-800	\$ (9.28)
WB Mason	green bar paper, tape	1142-300	2620-800	\$ 72.77
Napa	respirators	1142-300	2620-500	\$ 38.20
Napa	Washington St generator	1142-300	2620-207	\$ 77.32
Napa	shop-fittings	1142-300	2620-500	\$ 34.92
Ness Oil	Littlefield Bridge	1142-300	2105-864	\$ 434.47
Ness Oil	diesel	1142-300	2620-600	\$ 603.06
Northland Industrial	Littlefield Bridge - equipment	1142-300	2105-864	\$ 825.00
Northern Data Systems	customer billing - Aug	1142-300	2675-700	\$ 773.76
Oxford Networks	telephone service - Aug	1142-300	2676-800	\$ 132.60
Pine Tree Waste	bulk waste - Aug	1142-300	2675-500	\$ 56.08
Pitney Bowes	rental 9/1 to 11/30	1142-300	2675-800	\$ 200.00
Pitney Bowes	rental 9/1 to 11/30	1142-300	2675-800	\$ 30.00
Power Products	Court St emergency call	1142-300	2677-000	\$ 135.71
Reggie's	oil & string for weed wacker	1142-300	2620-500	\$ 16.12
Rent-It	backhoe rental - Newbury, Dennison, Chestnut repairs	1142-300	2416-000	\$ 2,300.00
Rent-It	E-1 Pump Upgrade	1142-300	2620-213	\$ 500.00
Rent-It	E-5 Pump Upgrade	1142-300	2620-215	\$ 500.00
Rent-It	W-3 Pump maintenance	1142-300	2620-218	\$ 500.00
Rent-It	raise sanitary manholes - Sunderland Drive	1142-300	2620-600	\$ 365.49
Rent-It	Littlefield Bridge - excavator	1142-300	2105-864	\$ 838.36
Spiller's	green paint	1142-300	2620-600	\$ 83.28
John Storer	business mileage stipend - Aug	1142-300	2675-500	\$ 175.00
Supershoes	Farris clothing	1142-300	2604-000	\$ 224.96
Supershoes	Hamann clothing	1142-300	2604-000	\$ 37.99
Supershoes	Desjardins clothing	1142-300	2604-000	\$ 149.97
Thayer Corp	contract 8/1 to 10/31/2013	1142-300	2675-500	\$ 377.42
Tri County Mental Health	Marc Bouyee's brother - donation	1142-300	2675-500	\$ 25.00
T W Paving	sewer manholes	1142-300	2620-600	\$ 864.00
United Way	employee contribution - Aug	1142-300	2241-000	\$ 24.00
Unitil	268 Court Street - Aug	1142-300	2620-500	\$ 12.19
UPS	postage for River Pump station	1142-300	2620-204	\$ 11.61
Wells Fargo Financial	Konica Digital Copier - lease - Aug	1142-300	2675-800	\$ 107.10
Wright Pierce	Engineer help on GIS	1142-300	2620-600	\$ 781.38
				26,872.21

Memo

To: Water & Sewer District Trustees
From: John Storer
CC: Files
Date: September 12, 2013
Re: Brief Update – MPUC Complaint and New Gloucester operations



The monthly Trustee Packets include two pieces of information that I wanted to highlight. One is a Recommended Decision from Maine Public Utilities Commission (MPUC) staff for dismissal of the 10-Person Complaint that was recently filed against the Water District. The other is a Request for Proposal to provide contract operations service for the recently created New Gloucester Water District.

First off – please note that both Greg Leighton and I will miss Tuesday’s Sewer Trustee Meeting. We are each scheduled to attend the New England Water Works Association Annual Conference. Greg serves as the Assistant Treasurer and I’m the sole representative from Maine that serves on the Board of Directors.

Although the Sewer District is not regulated by the MPUC, any ruling impacting the Water District would naturally affect the Sewer District. As expected, MPUC staff found that the complaint lacked merit and declined to open an investigation. In our response to the 10-person complaint, we highlighted that Auburn Water & Sewer partnered with Lewiston Water & Sewer, along with the Lewiston Auburn Water Pollution Control Authority to independently initiate a Consolidation Study of the municipal water and sewer operations. The Consolidation Study suggested several steps to maximize cooperation and efficiency, but the Study cautioned against full consolidation.

The 1997 Consolidation Study proved beneficial in triggering expanded cooperation, such that we now have 7 joint positions between the water and sewer operations of Lewiston and Auburn. Our opposition to the MPUC complaint was not to avoid discussion of collaborative efforts; it was that the issue should be discussed locally, by our local elected and appointed board members, as opposed to a forced effort through a State agency. I think we should welcome the opportunity to discuss collaboration and we should ask for a proverbial seat-at-the-table as Lewiston and Auburn continue to explore municipal cooperation.

The New Gloucester Request for Proposal is a good example of how water and sewer cooperation doesn’t have to be confined to just the Lewiston and Auburn city boundaries. We have the technical and operational capacity to provide the necessary operations service. We should discuss whether there is a financial benefit to our existing ratepayers to pursue a contract for operational assistance. The financial gain would have to be weighed versus the demand on staff time and resources. But these type of regional collaborative efforts merit serious discussion.

John Storer

From: Steven Johnson <SJohnson@yarmouth.me.us>
Sent: Friday, August 30, 2013 9:50 AM
To: John Storer; ywdbob@maine.rr.com; kgagne@ci.lewiston.me.us; Chris Crovo (ccrovo@pwd.org); jfoster@securespeed.net; graywaterdistrict@securespeed.net; mcfalls1@roadrunner.com
Cc: Paul First (pfirst@newgloucester.com); Larry Zuckerman (lzuckerman@zd-law.com); Jim Giffune (jimgiffune@aol.com); Lamie, Norm
Subject: New Gloucester Water District Contract Operations Request for Proposals
Attachments: NGWD Contract Operations Final 07-16-13.pdf

Good morning all:

I hope this e-mail finds all of my old and new friends in the public water supply business doing well.

I am writing to you on behalf of the New Gloucester Water District (NGWD) Board of Trustees. As some of you may know, the NGWD has just begun the construction of a new public water supply system in the Upper Village area of New Gloucester. We anticipate the completion of our system infrastructure during the first quarter of 2014 and hope to begin operations during the second quarter. The District will be contracting with a third party contract operator to provide day to day operation and maintenance of the system. I have attached a copy of the Request for Proposal (RFP) the District is using to solicit proposals from both public and private organizations to provide this service.

I forward the RFP to you in hopes that your organization might consider either submitting a proposal or if you have no interest, if you might forward to either a public or private organization you think might have the skill sets and experience to do this work and may be interested in submitting a proposal to the NGWD.

Thank-you very much for your consideration and I hope you all have a great weekend.

Steve Johnson, Chair
New Gloucester Water District Board of Trustees

Steven S. Johnson, P.E., Town Engineer
Town of Yarmouth
200 Main Street
Yarmouth, Maine 04096
207-846-2401 X224
FAX 207-846-2438

New Gloucester Water District
Request for Proposals
Licensed Contract Water Operator Services
August 29, 2013

INTRODUCTION

The New Gloucester Water District (District) is chartered to provide potable water to New Gloucester's Upper Village. Therefore, the District will construct a drinking water system which will include fire protection. The District will require ongoing operation, maintenance and emergency services for the new system as required by the Maine Drinking Water Program (MDWP) and the District's Standard Operating Procedures (SOP's).

BACKGROUND

The Upper Village has suffered groundwater contamination from petroleum products and salt due to past underground storage tank failures and salt storage practices. The groundwater contamination from these past activities has resulted in the contamination of area drinking water wells.

The District will complete the construction of a new drinking water system during the second quarter of 2014. The system will serve approximately 48 customers which include residential services, a bulk water user consisting of a 39-unit mobile park as well as commercial and industrial users. Additionally, the new system will provide fire protection to the Upper Gloucester area.

System components include a production well, pump station with treatment (disinfection and radon), below grade storage tank, distribution mains and service connections. The service area includes segments of Bald Hill Road, Snow Hill Road, Sawyer Road, Lewiston Road, Upper Village Street and Peacock Hill Road in New Gloucester. A suitable production well above a sand and gravel aquifer has been identified on Town property and will serve the new system.

The District is soliciting licensed water operator services for operation and maintenance of the new system, including, but not limited to, inspection, testing, reporting, data gathering, responding to Dig Safe notifications, maintenance and repair activities that meet District, Town and regulatory agency requirements. Additionally, the selected Operator will coordinate with stakeholders, including District Trustees, Town of New Gloucester staff, Maine Drinking Water Program staff, Public Utilities Commission staff and others as requested by the District.

To be considered, six (6) copies of the sealed proposal submission and an electronic copy in PDF format must be received at the office of Paul First, Planner at the New Gloucester Town Hall, 385 Intervale Road, New Gloucester, Maine 04260 by 5:00 pm on Monday, September 30, 2013. Submissions received after this time will not be considered.

RFP-New Gloucester Water District Licensed Contract Water Operator Services

All questions regarding this Request for Proposals should be directed in writing to Paul First, Planner, Town of New Gloucester, 385 Intervale Road, New Gloucester, Maine 04260 or pfirst@newgloucester.com and must be received by 4:00 pm on Tuesday, September 24, 2013.

A pre-submission meeting will be conducted at the New Gloucester Town Hall at 385 Intervale Road, New Gloucester, Maine on Thursday, September 12, 2013 at 2:00 PM. District staff will be available to answer questions regarding the RFP during this time. Attendance at the pre-submission meeting is NOT mandatory but is highly recommended.

SCOPE OF WORK

The scope of work includes training and attendance for the start-up of the new water supply system as well as on-going operation, maintenance, testing, reporting and repair. The term of this contract will be for three (3) years with the option of two (2) one year extensions awarded at the sole discretion of the District. The scope of work includes, but is not limited to, the following:

Task 1: Administration and General Responsibilities

1. Provide licensed operators as required by the District's licensing and MDWP and display copies of licenses in facility as required. Operators must hold a valid Class II Maine Water Operator's License;
2. Operate and maintain the system and facilities and abide by the operations SOP's approved by the District and the Rules and Regulations of the MDWP;
3. Comply with all regulatory agency permits, orders and enforcement letters. Contractor shall be responsible for fines or assessed penalties resulting from Contractor's errors or omissions.
4. Respond to emergency situations on a 24 hour, 7 day a week basis. Contractor must have mobile and/or radio communication and be able to accept and respond to calls from customers, the District, Town and Sheriff's Department as required;
5. Post notice for water shut-off due to non-payment and shutoff as directed by District. Restore service within 24 hours of notification by District.
6. Secure water services that present potential for health hazard;
7. Provide coordination with District for repair and maintenance of equipment and facility as required, including troubleshooting, obtaining repair estimates, coordinating repair work and operation/shutdown as required for work;
8. Provide District and regulatory agencies system records as required and maintain records during contract period and for seven (7) years following termination of contract;
9. Assist District in obtaining warranty work as required during warranty period;
10. Immediately file written report of damage, theft or vandalism with Cumberland County Sheriff's Office (CCSO) and District as required;
11. Report to the Board of Trustees any unauthorized connections to the District system;
12. Correct any malfunction or breakage of the District's equipment caused by the Contractor's operations and maintenance of the facility.

RFP-New Gloucester Water District Licensed Contract Water Operator Services

13. Maintain system Material Safety Data Sheets (MSDS) as required by the SOP and Regulations;
14. Follow all safety protocols and provide employee training and Personal Protective Equipment (PPE) as required for work;

Task 2: Start Up

1. In conjunction with construction contractor; assist District in start-up of new system;
2. Provide licensed operators who will be providing service to the District for training and system familiarization by construction contractor;
3. Review and become familiar with all operations and maintenance manuals, SOP's, policies and information provided by the District and construction contractor;
4. Organize files for record keeping and provide required data collection;
5. Coordinate with District and Town for use tracking and customer billing as required. The Town of New Gloucester will provide billing services for the District;
6. Inventory existing spare parts, tools and materials for future use and obtain required start-up chemicals and materials not provided by the construction contractor or District;
7. Perform daily chlorine residual testing for sixty (60) days as required by the MDWP and submit reporting per standards;
8. Perform monthly Total Coliform sample for a minimum of six (6) months during initial start-up of system and submit reporting per standards. District will be responsible for cost of laboratory analysis of all samples. Contractor shall be responsible for collecting all required samples and transportation of samples to laboratory selected by District.

Task 3: Operation and Maintenance

1. Perform twice weekly chlorine residual testing following start-up period and approval by MDWP and record for Monthly Operating Report (MOR) as well as prepare and submit MOR to NDWP;
2. Perform quarterly Total Coliform sampling after approval of Start-up sampling by MDWP;
3. Perform additional sample collection as required by the MDWP regulations and the District's permit requirements; including reporting and record keeping;
4. Perform twice weekly system checks and inspections and maintain records in documentation log;
5. Perform required adjustments and maintenance work and document in log; including reporting of potential problems observed;
6. Flush system once annually to maintain water quality and system integrity. All discharges resulting from flushing shall be de-chlorinated prior to discharging to any surface water body including streams, rivers, ponds or lakes;
7. Twice per year perform cleaning and maintenance of aeration equipment;
8. Perform quarterly meter reading as required by District and forward data files to the District and Town;

RFP-New Gloucester Water District Licensed Contract Water Operator Services

9. Respond to customer concerns and system problems in a timely manner. Provide contact telephone number for customer concerns;
10. Maintain minimum spare parts inventory, chemical inventory and tools as required for system operation on District property;
11. Request and apply chemicals to the systems as required. District will reimburse contractor for chemicals and materials at an agreed upon price;
12. Inspect and pump system hydrants prior to freezing weather and checked monthly during freezing conditions as well as coordinate with New Gloucester Fire Department (NGFD) as required for hydrant maintenance;
13. Provide, install and remove temporary backflow preventers and meters on an as-needed basis and as authorized by the District;
14. Perform weekly testing and inspection of back-up generation and schedule periodic maintenance of systems as required. Document all testing, maintenance and repair of systems as required;
15. In conjunction with NGFD, perform periodic testing of fire flow pump system;
16. Provide coordination for routine fueling of generators and pump station fuel tanks as required;
17. Conduct periodic backflow prevention device and meter inspections and develop report to District noting required maintenance or replacement required;
18. Exercise distribution system valves on a periodic basis but at least once every three (3) years;
19. Replace seals and repack pumps as necessary;
20. Other routine tasks as required or requested by the District, MDWP and NGFD.

Task 4: Reporting

1. Develop, maintain and forward Monthly Operating Report (MOR) to the District and MDWP prior to the fifth of the following month as required;
2. Maintain system log documenting system checks, adjustments, maintenance, repairs, observation and concerns as required;
3. Develop and submit status report to District on a monthly basis during the first year of operation and then on a quarterly basis as well as attend District meeting at least quarterly;
4. Notify District Chair or designee of problems, concerns, complaints, regulatory issues, licensing issues or other identified issues as soon as possible;
5. Provide coordination and communication with District Chair or designee as required;
6. Provide water usage record data, (in format required by the District), to District and Town as noted above;
7. Develop Sanitary Survey and report once every three (3) years;
8. Develop annual Consumer Confidence Report (CCR). The District will be responsible for fabrication and postage;
9. Assist District in coordinating with the Public Utilities Commission (PUC) as required for rate setting and adjustment.

Task 5: Emergency Response

1. Assist District in developing Emergency Procedures and Emergency Response Plan;

RFP-New Gloucester Water District Licensed Contract Water Operator Services

2. Provide emergency contact information for District, Town, NGFD and CCSO. Return emergency calls and provide same day response to system emergencies as required. Provide notification of emergency alarms or issues to appropriate entity including District, Town and CCSO staff;
3. Coordinate with Town for plowing of hydrants and pump station facility;
4. Provide oversight and coordination with third party contractors for routine maintenance or emergency repairs;
5. Provide coordination for checking and fueling of generators following fire emergency as needed;
6. Provide full time emergency response for system failure, damage, alarms or breakage and coordinate response as needed.

AVAILABLE INFORMATION

The District has made several documents available for review by the Contractor through the Town's website. These documents include the Feasibility Report and Preliminary Design Report, maps, final design plans and specifications as well as other information that may be of use by the Contractor. Files may be downloaded at the following website: www.newgloucester.com and are located under the Water District tab.

SELECTION PROCESS

Proposals will be evaluated by a Selection Review Committee (SRC) and will be ranked. The SRC will consist of the Trustees, Chair of the Select Board, Town Planner and the Town Manager at a minimum. The District, at its discretion, may interview the top ranked Contractors. The District reserves the right to solicit information about the Contractor for all sources available to the District and to request additional information from the Contractor.

The District will negotiate terms for a contract to complete the tasks with the top ranked Contractor. If a satisfactory agreement cannot be reached, negotiations with that firm will be suspended and negotiations opened with the second highest ranked firm. The process will continue until an agreement is reached and a contract executed.

Proposal submissions will be evaluated based on the following criteria:

- Contractor's demonstrated experience in potable water pump station and distribution system operation and maintenance;
- Experience, qualifications and knowledge of project team;
- Ability to provide timely emergency response;
- Quality of responses from references (five references required);
- Price.

SUBMISSION REQUIREMENTS

RFP-New Gloucester Water District Licensed Contract Water Operator Services

Contractors may organize their submissions in a format of their choice. However, the submission must contain the following elements:

- Name and contact information of point contact for the firm or organization regarding this submission;
- A brief history and description of the firm or organization as well as a list of all public water system the Contractor currently serves;
- Identification of project team members and details of their qualifications, experience and knowledge as well as expected role each will play in the completion of the project. Qualifications of employee(s) assigned to provide day to day service to the District under this contract. Additionally a copy of each team member's Water Operator's License;
- Identification of sub-contractors to be used and their corresponding qualifications;
- Five references including contact information and descriptions of work performed each reference in the last five years;
- Fee Schedule, as outlined below.

FEE SCHEDULE

Proposals shall include a fee statement including:

- The hourly rates for all individuals that will be working on the project for each contract year (Year 1, Year 2 and Year 3).
- An annual cost table itemizing each work task that is required to complete the project and corresponding to the scope of work section of this document. Each task shall note the associated number of hours by the staff person required to complete the task and associated billing rates. Each task shall have a not-to-exceed cost total that shall include all labor, overhead, profit and other direct costs associated with the work task; except for Task 5; Emergency Response which may be on a time and materials basis.
- Total price for each task.

Out of scope work as determined by the District will be negotiated and paid based on hourly rates and reimbursable costs provided in the Fee Schedule.

SCHEDULE

The District anticipates that service to the rate payers will begin during the second quarter of 2014. The new system will be commissioned and functional by the end of the first quarter of 2014. However, the District is amenable to working with the selected Contractor to determine the final scope, work schedule and project milestones that will provide the best value to the ratepayers and District. The proposal submission schedule will be as follows:

Pre-submission meeting:	September 12, 2013
Deadline for questions:	September 24, 2013
Submissions due:	September 30, 2013
Interviews (if required):	October 7-11, 2013

RFP-New Gloucester Water District Licensed Contract Water Operator Services

Execute contract:	October 29, 2013
System Start-Up:	February, 2014
Operations Commence:	April, 2014

TERMS AND CONDITIONS

The District reserves the right to amend this request for proposals by providing amendments to all parties receiving this RFP. The Contractor must acknowledge all addenda received. Failure to do so may be cause for rejection.

The District reserves the right to accept or reject any or all submissions, or parts thereof, and to further make modifications it deems in the best interest of the District. The District also reserves the right to retain all submissions and to use any ideas in a submission regardless of whether that submission is selected. Additionally, all work, drawings, documents, calculations, sketches and other work products provided under this contract by the Contractor to the District shall remain the property of the District once the Contractor has been compensated for the work. Submission of a proposal package indicates acceptance by the firm of the conditions contained in this RFP.

The successful Contractor, prior to entering into a contract, shall produce evidence satisfactory to the District of adequate liability insurance coverage of the Contractor, its agents and employees. The Contractor shall indemnify and hold harmless the New Gloucester Water District its officers, agents and employees from claims, suits or liabilities resulting from the negligence of the Contractor, its officers, agents and employees. The New Gloucester Water District shall indemnify and hold harmless the Contractor its officers, agents and employees from claims, suits or liabilities resulting from the negligence of the District, its officers, agents and employees. The District disclaims any and all responsibility for injury to any Contractor, their agents or employees while working at the site which is the subject of this proposal.

The successful Contractor shall carry and maintain in force Auto Liability, General Liability with Completed Operations, Professional Liability and Worker's Compensation insurance. Such a policy shall save the District, it's officers and officials, harmless for all claims, demands, payments, suits, actions, recoveries and judgments of every kind and description brought or recovered against it by reason of an act or omission of said successful Contractor, it's agents or employees, in the execution of the work, including claims relating to labor and materials. The contractor shall purchase and maintain coverage for personal injury, liability and/or property damage liability with limits of \$400,000 per occurrence for actions under the provisions of the Maine Tort Claims Act and \$1,000,000 per occurrence for actions outside the Maine Tort Claims Act for covered claims, which may arise from the Contractors negligent action or inaction.

End.

Lewiston - Auburn Water Pollution Control Authority									
Cost Apportionment Summary - First Half of 2013									
cmr 8/13/13 (r1)									
Lewiston Sewer Division									
Month	Initial %	Initial \$	Op Data Op Data \$	Difference \$	Initial %	Initial \$	Op Data Op Data \$	Difference \$	Auburn Sewerage District
January	54.00%	\$146,335.50	\$165,738.51	(\$19,403.00)	0.0	46.00%	\$124,656.17	\$105,253.16	\$19,403.00
February	54.00%	\$146,335.50	\$153,543.88	(\$7,208.38)	0.0	46.00%	\$124,656.17	\$117,447.79	\$7,208.38
March	54.00%	\$146,335.50	\$163,245.38	(\$16,909.88)	0.0	46.00%	\$124,656.17	\$107,746.29	\$16,909.88
April	55.00%	\$149,045.42	\$151,077.86	(\$2,032.44)	0.0	45.00%	\$121,946.25	\$119,913.81	\$2,032.44
May	55.00%	\$149,045.42	\$154,356.86	(\$5,311.44)	0.0	45.00%	\$121,946.25	\$116,634.81	\$5,311.44
June	55.00%	\$149,045.42	\$149,641.60	(\$596.18)	0.0	45.00%	\$121,946.25	\$121,350.07	\$596.18
Six Month Adjustment	61.50%								
				(\$51,461.32)					42.34%
									\$51,461.32
Cost Apportionment Summary - Second Half of 2013									
Lewiston Sewer Division									
Month	Initial %	Initial \$	Op Data Op Data \$	Difference \$	Initial %	Initial \$	Op Data Op Data \$	Difference \$	Auburn Sewerage District
July	57.00%	\$154,465.25	\$145,685.12	\$8,780.13	0.0	43.00%	\$116,526.42	\$125,306.55	(\$8,780.13)
August	57.00%	\$154,465.25	\$149,912.59	\$4,552.66	0.0	43.00%	\$116,526.42	\$121,079.08	(\$4,552.66)
September	57.00%	\$154,465.25	\$141,918.34	\$12,546.91	0.0	43.00%	\$116,526.42	\$129,073.33	(\$12,546.91)
October	54.00%	\$146,335.50	\$155,793.11	(\$9,457.61)	0.0	46.00%	\$124,656.17	\$115,198.56	\$9,457.61
November	54.00%	\$146,335.50	\$152,568.31	(\$6,232.81)	0.0	46.00%	\$124,656.17	\$118,423.36	\$6,232.81
December	54.00%	\$146,335.50	\$156,958.38	(\$10,622.87)	0.0	46.00%	\$124,656.17	\$114,033.29	\$10,622.87
Six Month Total Adj				(\$433.59)		0.00%			
									44.47%
									\$433.59
Average to date									43.12%
									\$0
Adjustments to date				(\$38,128.53)					\$38,128.53
Average / Adjustments year end				(\$51,894.90)					43.40%
									\$51,894.90

All data in large font are 2013 data, Data shown in smaller, italicized font are 2012 data used for estimation/illustration purposes only.

PRESS RELEASE
For Immediate Release

Municipal officials are pleased to announce that the **Auburn Sewer District** has received a **\$797** 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 **\$15 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.

STATE OF MAINE
PUBLIC UTILITIES COMMISSION

Docket No. 2013-00382

September 10, 2013

AUBURN WATER DISTRICT
10-Person Complaint on the Acts and
Practices of the Auburn Water District

RECOMMENDED DECISION

NOTE: This Recommended Decision contains the recommendation of the Commission Staff. Although it is in the form of a draft Commission order, it does not constitute Commission action. Interested persons may file comments or exceptions to the Recommended Decision on or before September 30, 2013.

I. SUMMARY

In this Order we dismiss, as without merit, the ten person complaint filed by Dan Bilodeau and 15 other persons regarding the Auburn Water District.

II. BACKGROUND

On July 15, 2013, Dan Bilodeau, and 15 other customers (collectively, the Complainants) of the Auburn Water District, filed a complaint pursuant to 35-A M.R.S.A. § 1302, against the Auburn Water District (AWD or the District), requesting that the Commission investigate the efficiencies and ratepayer savings that may result from combining AWD with the adjoining Lewiston Water Department (LWD) into a single water district. The complaint observes that AWD and LWD currently rely upon a single water source (Lake Auburn) and that they also share a UV plant, that they jointly purchase chemicals and electricity and share management staff and laboratory personnel, and that such cost-reducing efficiencies could be further enhanced by consolidating the superintendent, engineering, financial controller, CIS, administration,

management and other operational functions, equipment, and sewage treatment operations. The Complaint alleges that a 2006 Lewiston/Auburn Joint Services Commission report and a 1997 report prepared by the consulting/engineering firm of Camp, Dresser & McKee each support the proposition that the consolidation of AWD and LWD into a single utility would be in the best interest of ratepayers.

On July 26, 2013, the District filed its response urging that the complaint be dismissed as without merit. In support of dismissal, the District states that it and the LWD (along with the Lewiston-Auburn Water Pollution Control Facility) commissioned the 1997 Camp, Dresser & McKee report for the purpose of identifying opportunities for increasing service levels and/or reducing costs both in the short-term and the long-term for the two utilities. According to the District, the study, entitled *Cities of Lewiston and Auburn, Maine: Water and Sewer Utilities Consolidation Study*, did not support full consolidation of the two utilities but instead recommended a series of steps that the districts could cooperatively undertake in order to expand upon their historical efforts to identify and maximize cost-saving, operational efficiencies. According to AWD, the two districts have successfully implemented many of the recommendations set forth in the study and that those efforts, as catalogued in the District's response, have yielded substantial savings to ratepayers of both districts. The district states that it will continue to explore future partnerships, not only with Lewiston but also with other regional utilities, as discussion of such opportunities may from time to time be initiated by the relevant local governing boards.

The Office of the Public Advocate (OPA) filed comments supporting the complaint on July 29, 2013. Noting that the response of the AWD relies on a Camp,

Dresser & McKee study that was completed more than 15 years ago, the OPA asserts that an investigation by the Commission could help determine whether the analysis set forth in that study remains valid. The OPA also asserts that a Commission investigation would “provide the governing bodies in Lewiston and Auburn with the benefit of the Commission’s expertise in assessing whether... a merger [of the two utilities] would be in the best interests of the ratepayers of the respective Districts, and may also provide a framework for assessment of ratepayer benefits of other potential water utility mergers in the State.” Finally, the OPA observes that the consolidation of water districts was identified during a legislatively mandated “stakeholder” process as one of several actions that water utilities could undertake to ameliorate the financial effects of decreased revenues.

The Maine Water Utilities Association (MWUA) filed comments in opposition to the complaint on August 5, 2013. MWUA argues that the business of running the AWD (a quasi-municipal water district) and the LWD (a department of a municipality) rests with the respective managers, trustees, council members and/or selectmen of these entities. In the view of the MWUA, the role of the Commission is to ensure safe, reasonable and adequate service at just and reasonable rates but that it is not appropriate for the Commission to inject itself into the management of water districts. According to MWUA, policy questions concerning the governance of water systems, the creation of water districts, the consolidation of systems into a single district, and the transfer of assets from a district to a city department all fall within the province of the Maine Legislature and not the Commission.

III. ANALYSIS AND DECISION

Pursuant to 35-A M.R.S.A. §1302, any 10 persons may complain to the Commission alleging “the rates, tolls, charges, schedules or joint rate or rates of a public utility are in any respect unreasonable or unjustly discriminatory; that a regulation, measurement, practice or act of a public utility is in any respect unreasonable, insufficient or unjustly discriminatory; or that a service is inadequate or cannot be obtained.”

Section 1302 requires the Commission to provide written notice to the utility that is the subject of the complaint and allows for the utility to provide a response to the complainant’s allegations. After receiving the utility’s response, if the Commission is satisfied that the utility has taken adequate steps to remove the cause of the complaint or that the complaint is without merit, the complaint may be dismissed. A complaint is without merit if “there is no statutory basis for the complaint, i.e., that the PUC has no authority to grant the relief requested or that the rates, tolls, or services are not in any respect unreasonable, insufficient, or unjustly discriminatory....or inadequate.” *Agro v. Public Utilities Commission*, 611 A.2d 566, 569 (1992) (internal quotations omitted).

The gravamen of the Complaint is that AWD has not acted to consolidate the entirety of its operations with those of the LWD and, as a result, has foregone operational efficiencies that could inure to the benefit of its ratepayers. Under Maine law, however, no obligation is imposed upon one utility to merge or consolidate its operations with another, and the Commission is without authority to require the same. *Maine Public Service Company v. Public Utilities Commission*, 524 A.2d 1222 (1987) (holding that the Commission’s powers are derived wholly from statute and that it lacks

statutory authorization to require merger among utilities). The evaluation of any benefits that might accrue through further consolidation of operations with LWD falls squarely within the obligations and discretion of the trustees of the AWD – an entity that was created wholly by the Legislature. While such an exploration might well be a fruitful exercise for the AWD and the LWD to undertake (as they have in the past), we will not open an investigation which by its nature cannot possibly result in a finding “that the rates, tolls, charges, schedules or joint rate or rates of a public utility are in any respect unreasonable or unjustly discriminatory; that a regulation, measurement, practice or act of a public utility is in any respect unreasonable, insufficient or unjustly discriminatory; or that a service is inadequate or cannot be obtained.” 35-A MRS § 1301(1).

III. CONCLUSION

For the foregoing reasons, we find that the Complaint lacks merit therefore decline to open an investigation. The Complaint is dismissed.

Dated at Hallowell, Maine, this 10th day of September, 2013.

Respectfully submitted;



Andrew S. Hagler
Hearing Examiner