

Office of

**AUBURN WATER DISTRICT**

**Office Telephone # 784-6469**

The regular monthly meeting of the Trustees of the Auburn Water District will be held at the office of the Auburn Water District, 268 Court Street, on Wednesday, August 20, 2014 at 4:00 P.M.

**AGENDA**

1. Approve Minutes of Regular Meeting of July 16, 2014.
2. Monthly Financial Report Update - *Greg Leighton*.
3. Ratify Payment of Bills.
4. Open session.
5. Activity Report - Sid Hazelton.
6. New Business
  - Approve Modification to Terms & Conditions.
  - Groundwater exploration - update on progress.
  - Ethics Policy - See Code of Conduct Policy adopted by LAWPC as possible guide.
  - Extension of Cell Tower Lease. (May elect to go into Executive Session per 1 M.R.S.A. § 405 (6) (C) to discuss our bargaining position.)
  - Cell phone policy.
7. Old Business
  - New Gloucester operations.
  - Update on projects
    - Hotel Road
    - S. Main Street
8. Adjourn Regular Meeting.

July 16, 2014

The regular monthly meeting of the Trustees of the Auburn Water District was held on Wednesday, July 16, 2014 at the office of the Auburn Water District, 268 Court Street at 4:00PM.

Members present: Robert Cavanagh, Preston Chapman, (Treasurer), K. C. Geiger (President), Lee Upton and Rick Whiting. Also present: John Storer, Superintendent, Sid Hazelton, District Engineer, and Greg Leighton of Maine Water Company.

On motion of Preston Chapman, seconded by Lee Upton, it was unanimously voted: **To approve the minutes of the Regular Meeting of June 18, 2014 as amended.**

**FINANCIAL REPORT UPDATE** – The District is expected to beat the budget projection by year end.

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

On motion of Preston Chapman, seconded by Rick Whiting, it was unanimously voted: **To ratify the payment of bills in the amount of \$ 255,153.28 as shown on the printout dated June 14, 2014-July 11, 2014.**

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

**ACTIVITY REPORT** : The June Activity Report was presented by Sid Hazelton.

#### **NEW BUSINESS**

**LAKE AUBURN UPDATE** – The Lake is slowly progressing towards the good. In-lake treatment is ready to go should the need arise to treat any algae issues.

**GROUNDWATER EXPLORATION –AUTHORIZE CONTRACT TO PROCEED WITH SELECTED CONSULTANT** - The District received four proposals. The review team agreed to enter into contract with Weston & Sampson. The overall cost is \$80,000-\$100,000. There are valid areas to explore and it will be interesting to see the possible alternatives.

On motion of Preston Chapman, seconded by Rick Whiting, it was unanimously voted: **To authorize Superintendent Storer to negotiate a time and material contract with Weston & Sampson not to exceed \$115,000.**

**DISCUSSION OF CODE OF ETHICS:** Superintendent Storer has taken the lead negotiating land purchases on behalf of the Lake Auburn Watershed Protection Commission. Dan Bilodeau thinks that John may leverage his position as a “regulator” and pressure land owners to sell. Mr. Bilodeau feels that the District should hire a realtor for land purchases. The Lake Auburn Watershed Commission has adopted a Code of Conduct. The discussion was tabled at a previous Trustee meeting and was never brought up for additional discussion.

K.C. Geiger does not see a need for a Code of Ethics. The District does what is needed to protect the lake. It was suggested that further discussion be tabled to next month’s meeting so that James Wilkins can be present for further discussion.

**EXTENSION OF CELL TOWER LEASE** (May elect to go into Executive Session to discuss the District's bargaining position)

The District has revenues from rentals at the Ipswich Tower and the Goff Hill Reservoir. American Tower is proposing a 30-year lease extension. Their current lease expires in 2028. Superintendent Storer is looking for ideas or suggestions. It was suggested that he check with other Water Districts. He would like to act on this within the next few months. He will call attorney Norm Rattey. It was also suggested that he call Eric Cousens.

**ELECTRICAL CONTRACT FOR LOAD SHEDDING** – If the District times it right, it can shut down on off-peak hours. One peak hour can save about \$10,000. The District can track the right time to shut down through the ISONE website.

On motion of Rick Whiting, seconded by Lee Upton, it was unanimously voted: **To authorize Superintendent Storer to execute on behalf of the District an Electrical Contract for Load Shedding with Constellation Energy.**

### **OLD BUSINESS**

**NEW GLOUCESTER OPERATIONS** – They are up and running. They will be billed a fixed monthly fee of about \$1,000. Any occurrences outside of normal daily operations will be billed separately.

### **UPDATE ON PROJECTS –**

**HOTEL RD** - Services are being tied in . The District needs to maintain the trenches until the road reconstruction is completed. Trustee Lee Upton indicated that there was an area that had sunk in and needing some attention.

**SOUTH MAIN STREET** – The City will not be doing their work this year. The District will move forward and will need to patch for the winter. We can't always wait for the City on every project.

On motion of Preston Chapman, seconded by Robert Cavanagh, it was unanimously voted: **To adjourn the meeting.**

**AUBURN WATER DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
SEVEN MONTHS ENDED JULY 31, 2014**

	July	2014	Y-T-D JULY 2014		
	YTD - 2013	BUDGET	ACTUAL	BUDGET	VARIANCE
<b><u>REVENUES:</u></b>					
Water Sales	\$1,209,731	\$2,296,409	\$1,302,061	\$1,339,572	(\$37,511)
Rent income	31,718	54,466	32,795	31,772	1,023
Interest Income	7,331	13,000	7,300	7,583	(284)
Mdse. & Jobbing	28,163	42,500	20,659	24,792	(4,132)
Hydrant Rental	327,533	611,494	360,868	356,705	4,163
Private Fire Prot.	159,810	302,066	174,374	176,205	(1,831)
Misc. Op. Revenue	25,480	51,000	50,158	29,750	20,408
<b>TOTAL REVENUES</b>	<b>1,789,766</b>	<b>3,370,935</b>	<b>1,948,214</b>	<b>1,966,379</b>	<b>(18,164)</b>
			<b>57.79%</b>	<b>58.33%</b>	< Standard
<b><u>EXPENSES:</u></b>					
Payroll	388,062	713,082	415,661	415,965	(303)
Treatment:					
UV Treatment Plant	166,269	258,841	132,408	150,991	(18,583)
Chloramine Facility	0	8,075	2,543	4,710	(2,168)
Laboratory	8,992	36,000	31,770	21,000	10,770
Trans & Dist Maint:					
Maint of Mains	39,518	67,496	25,361	39,373	(14,012)
Dist System	57,255	80,269	58,906	46,824	12,082
Other	15,706	12,120	9,542	7,070	2,472
Administration	291,765	516,775	300,958	301,452	(494)
Vehicles	46,892	88,925	34,724	51,873	(17,149)
Gull Management	44,577	84,377	47,934	49,220	(1,286)
Lake Auburn Watershed	122,890	212,500	122,667	123,958	(1,291)
<b>SUB-TOTAL</b>	<b>1,181,926</b>	<b>2,078,460</b>	<b>1,182,473</b>	<b>1,212,435</b>	<b>(29,962)</b>
			<b>56.89%</b>	<b>58.33%</b>	< Standard
Interest	116,790	204,734	109,582	119,428	(9,846)
<b>TOTAL EXPENSES</b>	<b>1,298,716</b>	<b>2,283,194</b>	<b>1,292,055</b>	<b>1,331,863</b>	<b>(39,808)</b>
Bonds - Principal Payments	111,195	831,494	111,487	485,038	(373,551)
<b>SURPLUS FROM OPERATIONS</b>	<b>379,855</b>	<b>256,247</b>	<b>544,673</b>	<b>149,477</b>	<b>395,195</b>

**AUBURN WATER DISTRICT  
BALANCE SHEET  
PERIOD ENDING - JULY 31, 2014**

	<u>7/31/2014</u>	<u>12/31/2013</u>	<u>7/31/2014</u>	<u>12/31/2013</u>
<b>Property, Plant and Equipment:</b>				
Plant in Service	34,254,756.58	34,223,558.11	10,037,167.16	9,698,071.77
Less: Accumulated Depreciation	(8,900,985.87)	(8,551,777.55)	377,479.04	339,095.39
	<u>25,353,770.71</u>	<u>25,671,780.56</u>	<u>10,414,646.20</u>	<u>10,037,167.16</u>
Construction Work in Progress	321,261.34			
<b>Net Utility Plant</b>	25,675,032.05	25,702,778.50	10,386,074.41	9,497,560.79
<b>Current Assets:</b>				
Cash & Working Funds	1,530,049.31	264,523.86		
Temporary Cash Investments	128,788.77	128,672.04	148,635.22	234,869.61
Accounts Receivable - Net	485,597.18	499,079.45	10,247.23	9,340.00
Prepayments	34,133.93	32,081.35	55,311.69	30,494.99
Other Current Assets	0.00	0.00	75,557.95	71,609.83
<b>Total Current Assets</b>	<u>2,178,569.19</u>	<u>924,356.70</u>	<u>289,752.09</u>	<u>346,314.43</u>
<b>Deferred Debits:</b>				
Unamortized Debt Issuance	88,713.53		0.00	0.00
Other Deferred Debits	54,814.61		85,900.56	85,900.56
<b>Total Deferred Debits</b>	<u>143,528.14</u>	<u>160,563.86</u>	<u>6,820,756.12</u>	<u>6,820,756.12</u>
<b>Total Assets</b>	<u>27,997,129.38</u>	<u>26,787,699.06</u>	<u>27,997,129.38</u>	<u>26,787,699.06</u>
<b>Capitalization:</b>				
Retained Earnings			10,037,167.16	9,698,071.77
Current Year Earnings			377,479.04	339,095.39
			<u>10,414,646.20</u>	<u>10,037,167.16</u>
<b>Bonds</b>			10,386,074.41	9,497,560.79
<b>Total Capitalization</b>			<u>20,800,720.61</u>	<u>19,534,727.95</u>
<b>Current Liabilities:</b>				
Accounts Payable			148,635.22	234,869.61
Customer Deposits			10,247.23	9,340.00
Accrued Interest			55,311.69	30,494.99
Miscellaneous Liabilities			75,557.95	71,609.83
<b>Total Current Liabilities</b>			<u>289,752.09</u>	<u>346,314.43</u>
<b>Other Deferred Credits</b>			0.00	0.00
<b>Operating Reserves</b>			85,900.56	85,900.56
<b>Contributions in Aid</b>			6,820,756.12	6,820,756.12
<b>Total Equity Capital and Liabilities</b>			<u>27,997,129.38</u>	<u>26,787,699.06</u>

**Auburn Water District**  
**Accounts Payable Numeric Check Register**  
**July 12, 2014 thru August 08, 2014**

<u>Check #</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Inv #</u>	<u>Description</u>	<u>Amount</u>
7230	7/18/2014	7	Richard Kullson	7/16/2014	3602	Customer Refund	7.16
							<b>7.16</b>
7231	7/18/2014	6	City of Auburn	6/25/2014	110237	May gas & traffic control	254.79
7231	7/18/2014	6	City of Auburn	6/25/2014	110237	May gas & traffic control	422.36
7231	7/18/2014	6	City of Auburn	6/25/2014	110237	May gas & traffic control	87.84
7231	7/18/2014	6	City of Auburn	6/25/2014	110237	May gas & traffic control	26.37
7231	7/18/2014	6	City of Auburn	6/25/2014	110237	May gas & traffic control	244.14
7231	7/18/2014	6	City of Auburn	6/25/2014	110237	May gas & traffic control	167.10
7231	7/18/2014	6	City of Auburn	6/25/2014	110237	May gas & traffic control	97.47
7231	7/18/2014	6	City of Auburn	6/25/2014	110237	May gas & traffic control	298.05
7231	7/18/2014	6	City of Auburn	6/25/2014	110237	May gas & traffic control	381.31
7231	7/18/2014	6	City of Auburn	6/25/2014	110237	May gas & traffic control	77.62
7231	7/18/2014	6	City of Auburn	6/25/2014	110237	May gas & traffic control	146.66
7231	7/18/2014	6	City of Auburn	6/25/2014	110237	May gas & traffic control	325.86
7231	7/18/2014	6	City of Auburn	6/25/2014	110237	May gas & traffic control	2,795.00
							<b>5,324.57</b>
7233	7/18/2014	6	Constellation NewEnergy, Ir	6/26/2014	15794297	UV-June	10,156.55
							<b>10,156.55</b>
7234	7/18/2014	6	Dube Gravel Company, Inc.	6/27/2014	11364	Stock Gravel	2,484.00
							<b>2,484.00</b>
7235	7/18/2014	7	FedEx	7/7/2014	708-07050	Shipping	21.87
7235	7/18/2014	7	FedEx	7/7/2014	708-07050	Shipping	21.88
							<b>43.75</b>
7236	7/18/2014	7	Gammon Landscape Nursery	5/31/2014	1699	Watershed proposal	5,372.49
							<b>5,372.49</b>
7237	7/18/2014	7	Gilman Electrical Dist.	7/15/2014	412663	Court St lights	4.82
7237	7/18/2014	7	Gilman Electrical Dist.	7/16/2014	416097	Court st lights	57.33
							<b>62.15</b>
7238	7/18/2014	7	Sidney H. Hazelton	7/15/2014	3600	Reimburse for Mass. Expenses	258.32
							<b>258.32</b>
7239	7/18/2014	6	Horizon Solutions, LLC	6/27/2014	4245157-00	UV Ops	89.97
7239	7/18/2014	6	Horizon Solutions, LLC	6/27/2014	4245157-00	UV Ops	89.98
							<b>179.95</b>
7240	7/18/2014	6	JCI Jones Chemicals, Inc.	6/27/2014	623290	Caustic Soda	3,205.02
							<b>3,205.02</b>
7241	7/18/2014	6	Bisson Enterprises, Inc. DB/	6/30/2014	14434	Court St-June	282.50
7241	7/18/2014	6	Bisson Enterprises, Inc. DB/	6/30/2014	14434	Court St-June	282.50
7241	7/18/2014	6	Bisson Enterprises, Inc. DB/	6/30/2014	14435	UV -June	206.00
7241	7/18/2014	6	Bisson Enterprises, Inc. DB/	6/30/2014	14435	UV -June	206.00
							<b>977.00</b>
7242	7/18/2014	7	Maine Hardware	7/15/2014	K70669	Trap Plugs-Temp Services	41.76
							<b>41.76</b>
7243	7/18/2014	7	Idexx Distribution, Inc.	7/1/2014	279344841	Testing for 1/2 year	37.34

7243	7/18/2014	7	Idexx Distribution, Inc.	7/1/2014	279344841	Testing for 1/2 year	37.35
							<b>74.69</b>
7244	7/18/2014	7	Maine Municipal Associatio	7/1/2014	16424	Property& Casualty	20,102.50
							<b>20,102.50</b>
7245	7/18/2014	7	Treasurer, State of Maine	7/1/2014	3599	Annual Water Fee	7,327.85
							<b>7,327.85</b>
7246	7/18/2014	7	W. B. Mason Co., Inc.	6/24/2014	I18891096	Ink	93.98
7246	7/18/2014	7	W. B. Mason Co., Inc.	6/30/2014	Cr1563064	Return Ink	-93.98
7246	7/18/2014	7	W. B. Mason Co., Inc.	6/19/2014	I18823587	Calulator Ribbon, John Ink	40.59
7246	7/18/2014	7	W. B. Mason Co., Inc.	6/19/2014	I18823587	Calulator Ribbon, John Ink	40.59
							<b>81.18</b>
7247	7/18/2014	7	Ben Meadows	7/1/2014	1020198772	Lab Supplies	598.16
7247	7/18/2014	7	Ben Meadows	7/1/2014	1020198772	Lab Supplies	598.17
							<b>1,196.33</b>
7248	7/18/2014	6	New England Truck Tire	6/25/2014	57573	TK#34-2 Front Tires	1,398.70
							<b>1,398.70</b>
7249	7/18/2014	7	Pace Analytical Services	6/30/2014	1430019095	Billed to New Gloucester	230.00
							<b>230.00</b>
7250	7/18/2014	7	Petro's	6/30/2014	80649	TK#28-Rope, Socket Sets	29.38
							<b>29.38</b>
7251	7/18/2014	7	Pine Tree Waste	7/1/2014	1396168	Bulk Waste-July	59.15
7251	7/18/2014	7	Pine Tree Waste	7/1/2014	1396168	Bulk Waste-July	59.16
							<b>118.31</b>
7252	7/18/2014	6	E.J. Prescott, Inc.	6/27/2014	4818520	VAS Usage	35.37
7252	7/18/2014	6	E.J. Prescott, Inc.	6/27/2014	4818520	VAS Usage	358.49
7252	7/18/2014	6	E.J. Prescott, Inc.	6/27/2014	4818520	VAS Usage	125.76
7252	7/18/2014	6	E.J. Prescott, Inc.	6/27/2014	4807857	South Main	29,250.00
7252	7/18/2014	6	E.J. Prescott, Inc.	6/27/2014	4818520	VAS Usage	11.34
7252	7/18/2014	6	E.J. Prescott, Inc.	6/19/2014	4814932	VAS Usage	255.10
7252	7/18/2014	6	E.J. Prescott, Inc.	6/19/2014	4814932	VAS Usage	329.63
7252	7/18/2014	6	E.J. Prescott, Inc.	6/19/2014	4814932	VAS Usage	1,026.07
7252	7/18/2014	6	E.J. Prescott, Inc.	6/19/2014	4814932	VAS Usage	317.05
7252	7/18/2014	7	E.J. Prescott, Inc.	7/9/2014	4823334	Coupling Credit	-26.46
							<b>31,682.35</b>
7253	7/18/2014	7	Unifirst Corp	7/4/2014	2146887	UV rugs-July	51.17
7253	7/18/2014	7	Unifirst Corp	7/4/2014	2146887	UV rugs-July	51.18
							<b>102.35</b>
7254	7/25/2014	7	Jimmy Arsenaault	7/22/2014	3603	Customer Refund	11.82
							<b>11.82</b>
7255	7/25/2014	7	Al's Auto & Truck Garage	7/17/2014	3975	TK #16 Steer Wheel, Belts, Wipes	347.52
							<b>347.52</b>
7256	7/25/2014	7	Constellation NewEnergy, Ir	7/4/2014	15934872	Court St	577.93
							<b>577.93</b>
7257	7/25/2014	7	Virginia E. Anderson-Cofrar	7/23/2014	3604	Measuring of Lake Deposit	500.00
							<b>500.00</b>
7258	7/25/2014	7	Goodman Wiper & Paper, In	7/16/2014	90739	Rags	36.25
7258	7/25/2014	7	Goodman Wiper & Paper, In	7/16/2014	90739	Rags	36.25
							<b>72.50</b>
7259	7/25/2014	7	Hach Company	7/2/2014	8907860	Lab Supplies	109.85
7259	7/25/2014	7	Hach Company	7/2/2014	8907860	Lab Supplies	109.85
							<b>219.70</b>

7260	7/25/2014	7	Horizon Solutions, LLC	7/9/2014	4245157-01	UV-therm cp	544.94
7260	7/25/2014	7	Horizon Solutions, LLC	7/9/2014	4245157-01	UV-therm cp	544.94
7260	7/25/2014	7	Horizon Solutions, LLC	7/7/2014	4248422-00	TK #26 Hand Held Analog	373.38
							<b>1,463.26</b>
7261	7/25/2014	7	Katahdin Analytical Service:	7/16/2014	77685	LWD	100.00
7261	7/25/2014	7	Katahdin Analytical Service:	7/16/2014	77686	LWD	275.00
7261	7/25/2014	7	Katahdin Analytical Service:	7/16/2014	77687	LWD	126.00
							<b>501.00</b>
7262	7/25/2014	7	Kennebec Equip. Rental	7/15/2014	223283-03	TK #28 - Asphalt Chisel	76.00
							<b>76.00</b>
7263	7/25/2014	6	City of Lewiston	7/3/2014	600-4114	UV-Copier Lease-June	262.07
							<b>262.07</b>
7264	7/25/2014	7	Hetl Water Program	7/16/2014	716141-91	Water Testing	1,974.00
7264	7/25/2014	7	Hetl Water Program	7/16/2014	716141-91	Water Testing	1,974.00
7264	7/25/2014	7	Hetl Water Program	7/8/2014	708141-94	Water Testing	664.50
7264	7/25/2014	7	Hetl Water Program	7/8/2014	708141-94	Water Testing	664.50
7264	7/25/2014	7	Hetl Water Program	7/8/2014	708141-187	Water Testing	20.00
							<b>5,297.00</b>
7265	7/25/2014	7	Maine Municipal Assoc.	7/15/2014	68358	Unemployment-3rd pmt	1,048.25
							<b>1,048.25</b>
7266	7/25/2014	7	Maine Volunteer Lake Moni	7/16/2014	256	Annual Conference	78.20
7266	7/25/2014	7	Maine Volunteer Lake Moni	7/16/2014	256	Annual Conference	78.20
							<b>156.40</b>
7267	7/25/2014	6	Maine Water Company	6/30/2014	17223	Leighton-June	1,925.00
7267	7/25/2014	6	Maine Water Company	6/30/2014	17223	Leighton-June	1,925.00
							<b>3,850.00</b>
7268	7/25/2014	7	W. B. Mason Co., Inc.	7/1/2014	119033886	Green Bar Paper	37.99
7268	7/25/2014	7	W. B. Mason Co., Inc.	7/1/2014	119033886	Green Bar Paper	38.00
							<b>75.99</b>
7269	7/25/2014	7	Oxford Networks	7/7/2014	3601	July phones	120.40
7269	7/25/2014	7	Oxford Networks	7/7/2014	3601	July phones	62.50
7269	7/25/2014	7	Oxford Networks	7/7/2014	3601	July phones	62.50
7269	7/25/2014	7	Oxford Networks	7/7/2014	3601	July phones	137.52
7269	7/25/2014	7	Oxford Networks	7/7/2014	3601	July phones	12.52
7269	7/25/2014	7	Oxford Networks	7/7/2014	3601	July phones	120.40
							<b>515.84</b>
7270	7/25/2014	7	Pitney Bowes, Inc.	7/3/2014	457000	8/1 to 10/31	52.50
7270	7/25/2014	7	Pitney Bowes, Inc.	7/3/2014	457000	8/1 to 10/31	52.50
							<b>105.00</b>
7271	7/25/2014	7	E.J. Prescott, Inc.	7/1/2014	4819899	Hotel Road - Saddle	295.74
							<b>295.74</b>
7272	7/25/2014	7	Redlon & Johnson	7/11/2014	336448	UV-pvc cement	9.51
7272	7/25/2014	7	Redlon & Johnson	7/11/2014	336448	UV-pvc cement	9.50
							<b>19.01</b>
7273	7/25/2014	7	Rent-It Of Maine, Inc.	7/1/2014	36934	Hotel Road - Rent Excavator	467.50
							<b>467.50</b>
7274	7/25/2014	7	C.H. Stevenson, Inc.	7/15/2014	60880	Stock Cold Patch	2,259.68
							<b>2,259.68</b>
7275	7/25/2014	7	Univar, USA Inc	7/3/2014	BS795902	Hypo-UV & Chloramine	631.30
7275	7/25/2014	7	Univar, USA Inc	7/3/2014	BS795902	Hypo	2,195.66
							<b>2,826.96</b>

7276	7/25/2014	7	UPS	7/12/2014	173A7V284	Ship to Calgon	6.08
7276	7/25/2014	7	UPS	7/12/2014	173A7V284	Ship to Calgon	6.08
							<b>12.16</b>
7277	7/25/2014	7	V W R Scientific	7/3/2014	8805820299	Lab Supplies	194.38
7277	7/25/2014	7	V W R Scientific	7/3/2014	8805820299	Lab Supplies	194.39
							<b>388.77</b>
7278	7/29/2014	7	Great Falls Regional	7/28/2014	3608	Reimburse NSF Fee	30.00
							<b>30.00</b>
7279	8/1/2014	8	Androscoggin Registry Of	8/1/2014	3615	Place/Release Liens	66.00
							<b>66.00</b>
7280	8/1/2014	7	Analytical Services, Inc.	7/14/2014	22527	Water Test	197.00
7280	8/1/2014	7	Analytical Services, Inc.	7/14/2014	22527	Water Test	197.00
							<b>394.00</b>
7281	8/1/2014	7	City of Auburn	6/30/2014	110333	Gas for June	84.73
7281	8/1/2014	7	City of Auburn	6/30/2014	110333	Gas for June	41.03
7281	8/1/2014	7	City of Auburn	6/30/2014	110333	Gas for June	257.47
7281	8/1/2014	7	City of Auburn	6/30/2014	110333	Gas for June	172.72
7281	8/1/2014	7	City of Auburn	6/30/2014	110333	Gas for June	138.06
7281	8/1/2014	7	City of Auburn	6/30/2014	110333	Gas for June	226.94
7281	8/1/2014	7	City of Auburn	6/30/2014	110333	Gas for June	162.35
7281	8/1/2014	7	City of Auburn	6/30/2014	110333	Gas for June	70.51
7281	8/1/2014	7	City of Auburn	6/30/2014	110333	Gas for June	81.77
7281	8/1/2014	7	City of Auburn	6/30/2014	110333	Gas for June	286.79
7281	8/1/2014	7	City of Auburn	6/30/2014	110333	Gas for June	466.77
7281	8/1/2014	7	City of Auburn	6/30/2014	110343	Watershed Traffic Control	2,730.00
							<b>4,719.14</b>
7282	8/1/2014	7	City of Auburn	6/25/2014	110263	Street Permits	2,480.00
7282	8/1/2014	7	City of Auburn	6/25/2014	110263	Street Permits	2,515.00
7282	8/1/2014	7	City of Auburn	6/25/2014	110263	Street Permits	3,200.00
7282	8/1/2014	7	City of Auburn	5/29/2014	110222	Street Permits	10.00
7282	8/1/2014	7	City of Auburn	5/29/2014	110222	Street Permits	60.00
							<b>8,265.00</b>
7283	8/1/2014	7	Auburn Water District	7/31/2014	3616	June & July petty cash	31.76
7283	8/1/2014	7	Auburn Water District	7/31/2014	3616	June & July petty cash	11.00
7283	8/1/2014	7	Auburn Water District	7/31/2014	3616	June & July petty cash	7.38
7283	8/1/2014	7	Auburn Water District	7/31/2014	3616	June & July petty cash	3.16
7283	8/1/2014	7	Auburn Water District	7/31/2014	3616	June & July petty cash	20.00
							<b>73.30</b>
7284	8/1/2014	8	Rodney H. Bates	7/24/2014	3609	August cell	30.00
							<b>30.00</b>
7285	8/1/2014	8	Bel-Tone Answering Service	7/23/2014	1607B76	Answer Service August	27.50
7285	8/1/2014	8	Bel-Tone Answering Service	7/23/2014	1607B76	Answer Service August	27.50
7285	8/1/2014	8	Bel-Tone Answering Service	7/23/2014	1613A146	Panic Buttons August	4.97
7285	8/1/2014	8	Bel-Tone Answering Service	7/23/2014	1613A146	Panic Buttons August	4.98
							<b>64.95</b>
7286	8/1/2014	8	Michael Broadbent	7/24/2014	3610	Aug cell	30.00
							<b>30.00</b>
7287	8/1/2014	7	Budget Document Technolo	7/22/2014	193665	July to Oct	122.67
7287	8/1/2014	7	Budget Document Technolo	7/22/2014	193665	July to Oct	122.68
							<b>245.35</b>
7288	8/1/2014	7	Curry Printing #4317	7/14/2014	63613	Customer Receipt Books	128.74
7288	8/1/2014	7	Curry Printing #4317	7/14/2014	63613	Customer Receipt Books	128.75

							<b>257.49</b>
7289	8/1/2014	8	John B. Storer	7/24/2014	3613	August mileage	175.00
7289	8/1/2014	8	John B. Storer	7/24/2014	3613	August mileage	175.00
							<b>350.00</b>
7290	8/1/2014	8	G&G Landscape & Develop	7/24/2014	2041	PMT #3 August	1,207.00
7290	8/1/2014	8	G&G Landscape & Develop	7/24/2014	2041	PMT #3 August	1,207.00
							<b>2,414.00</b>
7291	8/1/2014	7	Gilman Electrical Dist.	7/18/2014	416436	UV ops	182.18
7291	8/1/2014	7	Gilman Electrical Dist.	7/18/2014	416436	UV ops	182.19
7291	8/1/2014	7	Gilman Electrical Dist.	7/21/2014	416481	UV ops	30.22
7291	8/1/2014	7	Gilman Electrical Dist.	7/21/2014	416481	UV ops	30.23
7291	8/1/2014	7	Gilman Electrical Dist.	7/25/2014	417025	Court St lights	101.50
							<b>526.32</b>
7292	8/1/2014	7	Hach Company	7/15/2014	8925202	Lab Supplies	180.08
7292	8/1/2014	7	Hach Company	7/15/2014	8925202	Lab Supplies	180.09
7292	8/1/2014	7	Hach Company	7/14/2014	8923345	Lab Supplies	129.16
7292	8/1/2014	7	Hach Company	7/14/2014	8923345	Lab Supplies	129.16
							<b>618.49</b>
7293	8/1/2014	7	Katahdin Analytical Service:	7/24/2014	77884	Lewiston	101.00
							<b>101.00</b>
7294	8/1/2014	7	K & K Excavation, Inc.	7/14/2014	26092	Hotel Road - Crushed Gravel	117.36
							<b>117.36</b>
7295	8/1/2014	8	Lake Auburn Watershed Coi	7/24/2014	3611	August	17,708.34
							<b>17,708.34</b>
7296	8/1/2014	7	City of Lewiston	7/3/2014	600-4113	UV-Mer vac, Sign, Shelves,Rag	264.63
							<b>264.63</b>
7297	8/1/2014	7	Hetl Water Program	7/14/2014	714141-012	Water Testing	49.00
7297	8/1/2014	7	Hetl Water Program	7/14/2014	714141-012	Water Testing	49.00
							<b>98.00</b>
7298	8/1/2014	7	Idexx Distribution, Inc.	7/11/2014	279620454	Lab Supplies	1,969.35
7298	8/1/2014	7	Idexx Distribution, Inc.	7/11/2014	279620454	Lab Supplies	1,969.35
7298	8/1/2014	7	Idexx Distribution, Inc.	7/14/2014	279708488	Water Test	90.01
7298	8/1/2014	7	Idexx Distribution, Inc.	7/14/2014	279708488	Water Test	90.01
							<b>4,118.72</b>
7299	8/1/2014	8	Maine Municipal Emp.Hlth.	7/11/2014	3614	August	17,487.78
7299	8/1/2014	8	Maine Municipal Emp.Hlth.	7/11/2014	3614	August	15.30
7299	8/1/2014	8	Maine Municipal Emp.Hlth.	7/11/2014	3614	August	614.38
7299	8/1/2014	8	Maine Municipal Emp.Hlth.	7/11/2014	3614	August	742.96
7299	8/1/2014	8	Maine Municipal Emp.Hlth.	7/11/2014	3614	August	3,086.15
							<b>21,946.57</b>
7300	8/1/2014	7	W. B. Mason Co., Inc.	7/10/2014	119194398	Staple Remover, Data Binders	23.85
7300	8/1/2014	7	W. B. Mason Co., Inc.	7/10/2014	119194398	Staple Remover, Data Binders	23.86
							<b>47.71</b>
7301	8/1/2014	7	Northern Data Systems, Inc.	7/15/2014	9150	July billing	273.82
7301	8/1/2014	7	Northern Data Systems, Inc.	7/15/2014	9150	July billing	273.82
7301	8/1/2014	7	Northern Data Systems, Inc.	7/15/2014	9151	Water Quality Mailer	1,550.19
							<b>2,097.83</b>
7302	8/1/2014	7	Norma Noyes	7/31/2014	3618	Mileage June & July	35.28
7302	8/1/2014	7	Norma Noyes	7/31/2014	3618	Mileage June & July	35.28
							<b>70.56</b>
7303	8/1/2014	7	E.J. Prescott, Inc.	7/9/2014	4823038	Credit for Hotel Road	-2,393.67

7303	8/1/2014	7	E.J. Prescott, Inc.	7/9/2014	4823039	South Main	2,393.67
7303	8/1/2014	7	E.J. Prescott, Inc.	7/7/2014	4821620	VAS Usage	200.79
7303	8/1/2014	7	E.J. Prescott, Inc.	7/7/2014	4821620	VAS Usage	404.55
7303	8/1/2014	7	E.J. Prescott, Inc.	7/7/2014	4821620	VAS Usage	297.50
7303	8/1/2014	7	E.J. Prescott, Inc.	7/10/2014	4823028	So Main	25,413.47
7303	8/1/2014	7	E.J. Prescott, Inc.	7/10/2014	4807616	So Main	14,788.23
7303	8/1/2014	7	E.J. Prescott, Inc.	7/10/2014	4823592	Hotel Road	1,326.26
							<b>42,430.80</b>
7304	8/1/2014	7	EIC., Inc. (prompto)	7/25/2014	641886	TK #25 oil	23.25
							<b>23.25</b>
7305	8/1/2014	7	SAS Institute Inc.	7/24/2014	3619	Computer	735.00
7305	8/1/2014	7	SAS Institute Inc.	7/24/2014	3619	Computer	735.00
							<b>1,470.00</b>
7306	8/1/2014	7	Southern Maine Forestry Svc	7/21/2014	Berry 14	Watershed	127.50
							<b>127.50</b>
7307	8/1/2014	8	Donald R. Stevens	7/24/2014	3612	Aug cell	30.00
							<b>30.00</b>
7308	8/1/2014	7	Super Shoe Stores, Inc.	7/25/2014	71980-IN	Bates, Bouyea, Stevens	546.86
							<b>546.86</b>
7309	8/1/2014	7	U.S. Cellular	7/21/2014	3606	July Hotspots	26.75
7309	8/1/2014	7	U.S. Cellular	7/21/2014	3606	July Hotspots	26.75
7309	8/1/2014	7	U.S. Cellular	7/21/2014	3607	July cells	30.00
7309	8/1/2014	7	U.S. Cellular	7/21/2014	3607	July cells	209.57
7309	8/1/2014	7	U.S. Cellular	7/21/2014	3607	July cells	209.58
7309	8/1/2014	7	U.S. Cellular	7/21/2014	3607	July cells	30.00
							<b>532.65</b>
7310	8/1/2014	7	United Way Of Andr.County	7/30/2014	3617	July	293.00
7310	8/1/2014	7	United Way Of Andr.County	7/30/2014	3617	July	30.00
							<b>323.00</b>
7312	8/8/2014	7	Noah Ebel	8/1/2014	3624	Mileage	31.92
							<b>31.92</b>
7313	8/8/2014	7	At Work Franchise, Inc.	8/1/2014	632327	Flaggers-So Main	144.00
							<b>144.00</b>
7314	8/8/2014	7	Constellation NewEnergy, Ir	7/26/2014	16373211	UV	10,107.69
							<b>10,107.69</b>
7315	8/8/2014	8	Computer Help, Inc.	7/31/2014	5442	Norma's Computer	340.00
7315	8/8/2014	8	Computer Help, Inc.	7/31/2014	5442	Norma's Computer	339.99
							<b>679.99</b>
7316	8/8/2014	8	Crystal Spring Water Co.	8/1/2014	3626	Distilled Water	14.70
7316	8/8/2014	8	Crystal Spring Water Co.	8/1/2014	3626	Distilled Water	14.70
							<b>29.40</b>
7317	8/8/2014	8	DirigoNet	8/1/2014	1641	Internet Issues & EMail Spam-a	88.75
7317	8/8/2014	8	DirigoNet	8/1/2014	1641	Internet Issues & EMail Spam-a	88.75
							<b>177.50</b>
7318	8/8/2014	8	FedEx	8/4/2014	736-43438	July	21.98
7318	8/8/2014	8	FedEx	8/4/2014	736-43438	July	21.98
							<b>43.96</b>
7319	8/8/2014	8	Fortier's Security Center	8/4/2014	197390	Court ST Keys	10.00
7319	8/8/2014	8	Fortier's Security Center	8/4/2014	197390	Court ST Keys	10.00
7319	8/8/2014	8	Fortier's Security Center	8/7/2014	197471	Spring Rd Keys	30.00
							<b>50.00</b>

7320	8/8/2014	7	Gagne & Sons	7/24/2014	22529	South Main St	645.00
							<b>645.00</b>
7321	8/8/2014	8	Great American Financial Sr	7/28/2014	15641528	August Copier	107.61
7321	8/8/2014	8	Great American Financial Sr	7/28/2014	15641528	August Copier	107.61
							<b>215.22</b>
7322	8/8/2014	8	Group Dynamic Inc	7/9/2014	3628	August	88.00
							<b>88.00</b>
7323	8/8/2014	7	Hach Company	7/18/2014	8931339	Service Contract	2,449.00
7323	8/8/2014	7	Hach Company	7/18/2014	8931339	Service Contract	2,449.00
7323	8/8/2014	8	Hach Company	7/21/2014	8934729	Lab Supplies	664.37
7323	8/8/2014	8	Hach Company	7/18/2014	8932421	Lab Supplies	109.90
7323	8/8/2014	8	Hach Company	7/18/2014	8932421	Lab Supplies	109.90
							<b>5,782.17</b>
7324	8/8/2014	8	Home Depot Credit Services	7/25/2014	3630	July - Tranplanter	3.97
7324	8/8/2014	8	Home Depot Credit Services	7/25/2014	3630	July - Rebar, Cable-Watershed	227.41
7324	8/8/2014	8	Home Depot Credit Services	7/25/2014	3630	July - Paint & Supplies	156.75
7324	8/8/2014	8	Home Depot Credit Services	7/25/2014	3630	July - Paint & Supplies	156.76
7324	8/8/2014	8	Home Depot Credit Services	7/25/2014	3630	July - Pressure Washer	199.50
7324	8/8/2014	8	Home Depot Credit Services	7/25/2014	3630	July - Pressure Washer	199.50
							<b>943.89</b>
7325	8/8/2014	7	Vantagepoint Transfer Agen	7/31/2014	3621	ICMA-457	2,546.15
							<b>2,546.15</b>
7326	8/8/2014	7	Vantagepoint Transfer Agen	7/31/2014	3620	ICMA-401	3,806.18
							<b>3,806.18</b>
7327	8/8/2014	7	Vantagepoint Transfer Agen	7/31/2014	3622	ICMA-Roth IRA	304.40
							<b>304.40</b>
7328	8/8/2014	7	City of Lewiston	7/15/2014	600-4115	Rodrigue-June	1,246.56
7328	8/8/2014	7	City of Lewiston	7/15/2014	600-4115	Rodrigue-June	542.68
7328	8/8/2014	7	City of Lewiston	7/15/2014	600-4115	Rodrigue-June	27.92
7328	8/8/2014	7	City of Lewiston	7/15/2014	600-4115	Rodrigue-June	1,817.16
							<b>3,634.32</b>
7329	8/8/2014	8	Lewiston Paint & Wallpaper	7/14/2014	90818	Watershed-paint trash cans	57.53
							<b>57.53</b>
7330	8/8/2014	8	Sun-Journal	8/1/2014	3632	Subscription	125.38
7330	8/8/2014	8	Sun-Journal	8/1/2014	3632	Subscription	125.39
							<b>250.77</b>
7331	8/8/2014	8	O'Connor Motor Co.	7/28/2014	1543870	TK #34 - Parts	294.89
							<b>294.89</b>
7332	8/8/2014	8	Maine Volunteer Lake Moni	6/16/2014	249	Water Quality Test	3,000.00
7332	8/8/2014	8	Maine Volunteer Lake Moni	6/16/2014	249	Water Quality Test	3,000.00
							<b>6,000.00</b>
7333	8/8/2014	7	W. B. Mason Co., Inc.	7/15/2014	119277603	Correct Tape, Black Trash Bags	12.45
7333	8/8/2014	7	W. B. Mason Co., Inc.	7/15/2014	119277603	Correct Tape, Black Trash Bags	65.95
7333	8/8/2014	7	W. B. Mason Co., Inc.	7/15/2014	119277603	Correct Tape, Black Trash Bags	78.40
7333	8/8/2014	7	W. B. Mason Co., Inc.	7/17/2014	119335875	Pads of Paper, Tissues	4.99
7333	8/8/2014	7	W. B. Mason Co., Inc.	7/17/2014	119335875	Pads of Paper, Tissues	6.99
7333	8/8/2014	7	W. B. Mason Co., Inc.	7/17/2014	119335875	Pads of Paper, Tissues	11.99
							<b>180.77</b>
7334	8/8/2014	8	Napa Auto Parts	7/31/2014	3625	July-TK #19, Watershed,shop	67.95
7334	8/8/2014	8	Napa Auto Parts	7/31/2014	3625	July-TK #19, Watershed,shop	24.49
7334	8/8/2014	8	Napa Auto Parts	7/31/2014	3625	July-TK #19, Watershed,shop	11.15

7334	8/8/2014	8	Napa Auto Parts	7/31/2014	3625	July-TK #19, Watershed,shop	12.73
7334	8/8/2014	8	Napa Auto Parts	7/31/2014	3625	July-TK #19, Watershed,shop	12.74
							<b>129.06</b>
7335	8/8/2014	8	Ness Oil Co.	7/31/2014	3629	July diesel	670.40
7335	8/8/2014	8	Ness Oil Co.	7/31/2014	3629	July diesel	769.55
							<b>1,439.95</b>
7336	8/8/2014	7	Northern Lake Service, Inc.	6/19/2014	256239	Water Testing	1,197.70
							<b>1,197.70</b>
7337	8/8/2014	7	Petro's	7/30/2014	82011	So Main-Stone Dust	56.97
							<b>56.97</b>
7338	8/8/2014	8	Pitney Bowes, Inc.	8/3/2014	780388	Meter Rent Sept to Nov	30.00
7338	8/8/2014	8	Pitney Bowes, Inc.	8/3/2014	780388	Meter Rent Sept to Nov	30.00
7338	8/8/2014	8	Pitney Bowes, Inc.	8/3/2014	780389	Meter Rent Sept to Nov	200.00
7338	8/8/2014	8	Pitney Bowes, Inc.	8/3/2014	780389	Meter Rent Sept to Nov	200.00
							<b>460.00</b>
7339	8/8/2014	8	E.J. Prescott, Inc.	7/16/2014	4827039	VAS Usage	106.31
7339	8/8/2014	8	E.J. Prescott, Inc.	7/16/2014	4827039	VAS Usage	128.16
7339	8/8/2014	8	E.J. Prescott, Inc.	7/16/2014	4827039	VAS Usage	305.33
7339	8/8/2014	8	E.J. Prescott, Inc.	7/16/2014	4827047	Return to Inventory	-95.91
							<b>443.89</b>
7340	8/8/2014	8	Staples Credit Plan	7/28/2014	3631	MJ-Ink	23.98
7340	8/8/2014	8	Staples Credit Plan	7/28/2014	3631	MJ-Ink	23.99
							<b>47.97</b>
7341	8/8/2014	8	Unifirst Corp	8/1/2014	2155220	UV-Aug	43.85
7341	8/8/2014	8	Unifirst Corp	8/1/2014	2155220	UV-Aug	43.86
7341	8/8/2014	8	Unifirst Corp	6/6/2014	2138517	UV Rugs-June	90.16
7341	8/8/2014	8	Unifirst Corp	6/6/2014	2138517	UV Rugs-June	90.16
							<b>268.03</b>
7342	8/8/2014	8	UPS	8/2/2014	173A7v314	July- to Calgon	34.72
7342	8/8/2014	8	UPS	8/2/2014	173A7v314	July- to Calgon	34.72
							<b>69.44</b>
<b><u>Grand Total</u></b>							<b><u>262,072.04</u></b>

Net Payroll + Taxes

78,625.08

+ 340,697.12

# AUBURN WATER DISTRICT

## MONTHLY ACTIVITY REPORT

July 2014

### MAINS

Location	Ck'd	Comments	Leak Check						
			PT/Ci <sub>2</sub>	Leak	On Owner	OK	Misc.	New	
No Activity									
<b>Monthly Totals</b>	0		0	0	0	0	0	0	0
<b>2013 Monthly Totals</b>	2		0	1	0	0	0	0	1
<b>YTD Totals</b>	17		1	8	0	4	2	2	2

### GATES

Location	Ck'd	Comments	Adjust	Leak	New	Misc.
Minot Av	1	Raise gate	1			
Washington St	1	Jackhammer gates	1			
<b>Monthly Totals</b>	2		2	0	0	0
<b>2013 Monthly Totals</b>	8		8	0	0	0
<b>YTD Totals</b>	11		9	0	0	2

## HYDRANTS

Location	Ck'd	Comments	Broken	Cap	Misc.	New	Frozen
No Activity							
<b>Monthly Totals</b>	0		0	0	0	0	0
<b>2013 Monthly Totals</b>	1		1	0	0	0	0
<b>YTD Totals</b>	11		6	0	3	1	1

## NEW SERVICES

Location	No.	Comments	No Meter	Meter	Meter Size
53 Charter Wy	1			1	5/8
54 Charter Wy	1			1	5/8
<b>Monthly Totals</b>	2		0	2	
<b>2013 Monthly Totals</b>	1		0	1	
<b>YTD Totals</b>	6		2	4	





## LABORATORY

Month	Dist. Sys. Tests	Temp (°C)		Avg. NaOH gal/MG	Avg. Cl mg/l	Avg. FI mg/l	Avg. Turb. (ntu)	SWTR Tests
		Air	Water					
January	56	7.1	19.5	20.46	2.41	0.70	0.44	31
February	48	7.1	3.0	20.02	2.44	0.62	0.43	28
March	---	---	---	20.15	2.50	0.61	0.31	31
April	55	6.9	4.7	19.85	2.45	0.64	0.48	30
May	51	NR	12.0	18.17	2.31	0.58	0.70	31
June	55	NR	20.0	17.87	2.33	0.60	0.80	30
July	51	NR	---	17.90	2.56	0.70	0.49	30
August								
September								
October								
November								
December								
<b>YTD Avg</b>				19.20	2.43	0.64	0.52	
<b>2013 Avg</b>				8.86	2.38	0.73	0.79	
<b>YTD Totals</b>	316							211

## LAKE AUBURN

Month	No. Patrols	Withdrawals *			Elevations **					
		AWD	LWD	Total	1st	High	Yr.	Low	Yr.	2013
January	weekly	2.52	3.99	6.51	260.52	261.4	1974	257.20	1979	260.08
February	weekly	2.55	3.89	6.44	260.81	261.7	1996	257.10	2002	260.42
March	weekly	2.44	3.92	6.36		261.41	2010	257.40	2002	260.84
April	weekly	2.59	4.02	6.61	260.83	262.40	1953	258.20	2002	261.67
May	daily	2.79	3.91	6.70	261.12	261.51	2012	258.78	2007	261.48
June	daily	2.68	4.29	6.97	261.42	261.80	1984	259.49	2007	261.47
July	daily	3.10	4.60	7.70	260.80	261.70	2013	258.75	1960	261.70
August										
September										
October										
November										
December										
<b>Avg. Daily</b>	daily	2.52	3.99	6.51						
<b>YTD Totals</b>	0	18.67	28.62	47.29						

\* Average Daily Withdrawals MGD \*\* Elevation Above Sea Level

## 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									
September									
October									
November									
December									
<b>YTD Totals</b>	<b>55.20</b>	<b>32.01</b>							

\* 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												
September												
October												
November												
December												
<b>YTD Totals</b>	<b>811</b>	<b>394</b>	<b>10</b>	<b>175</b>	<b>10</b>	<b>3</b>	<b>14</b>	<b>39</b>	<b>58</b>	<b>6</b>	<b>97</b>	<b>5</b>
<b>2013 Totals</b>	<b>821</b>	<b>374</b>	<b>22</b>	<b>185</b>	<b>1</b>	<b>7</b>	<b>13</b>	<b>30</b>	<b>69</b>	<b>0</b>	<b>119</b>	<b>1</b>

## DUTY FOREMAN CALLS

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	1			0	0	0	1	0	0	0	0
Water District	11	0	2	2		0	5	0	1	0	1
<b>Monthly Totals</b>	12	0	2	2	0	0	6	0	1	0	1
<b>2013 Monthly Totals</b>	18	3	0	7	3	1	2	1	1	0	0
<b>YTD Totals</b>	96	1	13	21	10	9	30	7	1	0	4

## OTHER ACTIVITIES

1. Drain / refill Poland Tank
2. New Gloucester - vacuum out holding tank
3. Chlorine leak at UV plant
4. Check rip rap basins for silt
5. Install new lights - main office
6. New Gloucester - weekly checks
7. Demolish floor at pump station
8. Test all reservoirs for chlorine
9. UV chemical spill
10. Drain and refill Goff Hill Reservoir
11. Isolate and drain Hardscrabble Reservoir

# Memo

**To:** Water District Trustees  
**From:** John Storer  
**CC:** Files  
**Date:** August 15, 2014  
**Re:** Clarification on some Agenda Items

---

Looking at a few of the Agenda Items, some clarification is probably required to better explain the requested action, or to help provide a better understanding of the issue.

## **Approve Modification to Terms & Conditions**

The Maine Public Utilities Commission has a pretty detailed set of regulations to protect customers. Under what is referenced as Chapter 660 they have "Consumer Protection Standards for Water Utilities". From the actual summary of the Rule it reads:

*SUMMARY: This Rule establishes the minimum standards for the provision of service and the administration of credit and collection programs by water utilities. These rules govern granting and denying service, credit and deposit practices, billing, disconnection, customer complaint procedures and methods of obtaining waivers from this Rule.*

In addition to the Chapter 660 guidelines, each water utility is required to file its own Terms & Conditions to address items such as metering policy, jobbing rates, leak abatements, etc. Most water utilities followed a standard template that has been approved by the PUC. If anyone is curious, you can view ours via the [www.awsd.org](http://www.awsd.org) website. They are listed as the "Customer's Rights & Responsibilities".

Our new Office Manager, Tanya Johnson, is working her way through all of our policies and one issue popped up that we would like to address via a minor modification to our Terms & Conditions (T&C's). Under Section 6 of our T&C's it discusses charges for "restoration of service". We do not charge for shutting off service. That is typically done as a courtesy, which we see for various reasons such as a seasonal property closing for the year, internal plumbing repairs are required, or potentially due to an emergency. We would subsequently charge a fee for the actual restoration of service.

If you look at the specifics in our T&C's language, we will not charge a fee for the restoration of service if the reactivation of service occurs within 5 days or less. We are not sure why that 5-day time period is in there. Recently we have seen an increase in calls where a vacant house is being sold. Water service is likely shut off and realtors will call in to have the service activated simply for a showing. This might occur a few different times, and some of the occasions will be less than 5 days. If we simply strike the reference about the 5-day threshold, it will allow us to charge \$45 for all instances where we need to reactivate a service. The specific Section 6 of the T&C's is on the next page and the language we would like to remove has strike-through script.

## **6 RESTORATION OF SERVICE**

During regular business hours, the District will charge a reconnection fee of \$45 to restore water service if the service was disconnected for: non-payment of bills; violation of these Terms and Conditions; fraudulent use of water; dangerous conditions; violation of Commission rules; or upon customer request if ~~the disconnection is for more than five business days.~~

If the Trustees concur with the recommended change, we would need a motion and vote to proceed. We would then submit a request to the PUC. We already had a preliminary discussion and they were fine with this relatively innocuous change.

### **Groundwater Exploration**

Sid and I met with the Weston & Sampson team on July 31 to kick off an initial project meeting. They reviewed all pertinent studies and soil reports that we had on file. They also did some site visits to various locations. Hopefully we can provide more of an update at the Trustee Meeting.

### **Ethics Policy**

Last month we discussed developing an ethics policy for the District. The topic came up back in 2009, but was tabled and has never come up again since. Around the same time in 2009, the Lake Auburn Watershed Protection Commission proceeded with the adoption of a "Standards of Conduct Policy". The policy was prepared by attorney Bryan Dench of Skelton Taintor & Abbott and the LAWPC Commissioners voted 7-0 to adopt it on August 25, 2009.

I took LAWPC's policy and made edits to reference the Water District as opposed to LAWPC. This is presented as a DRAFT for consideration by the Trustees.

### **Cell Phone Policy**

I would like Trustee support for basic provisions of a District Cell Phone Policy.

With changes in technology (smart phones) and having operators receive SCADA alarms via text-messaging, we just made a switch in our contract with our cell provider, US Cellular. We used to provide 12 phones for critical personnel. Of those 12 phones, both Sid and I had a smart phone to allow us to access our emails via the phone. We paid \$299.99 monthly for the phones and pooled our minutes, which also allowed unlimited cell-to-cell calls. In addition to the monthly base of \$299.99, we had an additional charge of \$79.95 for the 2 smart phones, and \$9.90 for the SCADA Techs to get unlimited text messages. So with applicable taxes and some text message charges for other Operators our monthly bill was running somewhere around \$450.

However, with the addition of our joint UV Treatment Plant Manager, the re-positioning of a Maintenance Tech, and having one of our Operators step forward as an On-Call Team Leader, we started offering monthly stipends to those 3 people to have them use their personal phones for District purposes. I set the stipend at \$30/monthly based on an estimate of industry standards. This added an additional \$90/month for cell service – or all combined somewhere around \$540 to \$550 per month.

The combined monthly bill may seem high, but I cant stress how critical it is to have our operators and field personnel available immediately by phone. It is a necessary cost to ensure continuity of operations. Later in this Memo, there is reference to a recent New Gloucester leak that we were able to address rapidly via cell phone communication. It serves as a good example of how critical communications are for us.

Moving forward, we have switched over to a Shared Data Plan with US Cellular. We share 10GB of data monthly and are allowed unlimited texts and unlimited talk. The fees are \$30/month for each regular phone and \$40/month for each smart phone. As of today we are switching our Plant Manager from a monthly stipend of \$30/month to a District supplied smart phone. That will put us at 4 smart

phones (\$160/month) and 9 regular phones (\$270/month). The 4 smart phones are assigned to me, Sid, UV Plant Manager, and our Master Electrician/SCADA Tech.

With our Plant Manager taking a District supplied phone, we would drop to 2 monthly stipends at \$30/each for our Maintenance Tech and Lead On-Call Operator – so the overall total would be about \$490/month. This is a slight improvement over where we were recently.

Right now we are essentially providing phone service for 15 personnel. I can break the phones down as follows:

- Management – Storer, Hazelton, Plant Manager Mike Broadbent, Water Quality Manager Mary Jane Dillingham
- SCADA Techs – Rod Hill & Dan Rodrigue (*Rodrigue is a Lewiston employee and they pay us \$30/month for his phone*).
- Maintenance Technicians – Marc Bouyea and Don Stevens
- Lead Operators – Rich Whitlock, Forest Martin, Randy Holmes
- Water Foreman Travis Leavitt and Sewer Foreman Andy Farris
- On Call Team Leaders Craig Millett and Rod Bates.

So what action is being requested? At a minimum, I would like formal support for continuation of providing monthly stipends to 2 employees that are deemed a critical part of communication. The \$30 stipend ends up matching what we would pay US Cellular for a District supplied phone.

There are 2 additional employees that I feel should either have a District supplied phone or be allowed a stipend to use their personal phone for District business. I would like to expand our plan to include these 2 additional employees. I will try to explain each of them.

Lab Technician – Dan Fortin. He has been using his own cell phone for District purposes. I find myself chatting with him most every day in regards to tributary sampling, storage tank sampling, or to dispatch him to follow up on customer tests. He is seldom in the office and spends most time out and about in the watershed.

Meter Shop Tech – Steve Bell. Our lead meter shop guy, Forest Martin, went to a part-time schedule of 20 hours per week. Forest has a District issued phone. Steve Bell has taken over lead responsibility in the Meter Department. He is on the road a fair amount of the time. Although his vehicle has a District radio, he spends a lot of time away from the truck. Office staff are calling him regularly to conduct service shut-offs or to obtain a final read for a real estate closing.

I considered 3 other positions, Sewer Operator – Kevin Desjardins, and Water Operators – Kenny Lane and Dave Hamann. All 3 of these participate on our On-Call Teams, but they take home a District issued pager when they are assigned On Call Duty.

So in summary – would like to expand cell phone coverage to 17 people and provide a monthly stipend of \$30 if the employee prefers to keep their own personal phone for District use. For a comparison of some options:

- Old Plan – 12 phones, 2 smart and 10 regular – approximately \$450/month
- Current Plan – 15 phones, 4 smart and 11 regular (added Plant Manager, Maint Tech, and Lead On Call Operator) – we pay a couple of stipends – approximately \$490/month
- Proposed Plan – expand to 17 phones, 5 smart and 12 regular - \$560/month

### **New Gloucester Operations**

Wanted to provide a brief update on the New Gloucester Contract Operations arrangement. By all accounts things are going very well. Their system has been running well with surprisingly few alarms. We expected there might be a “de-bugging” period – but things have been great. We formally began our “official” contract in July, so we are now charging \$1,041.67/month, plus any expenses.

We've sent out some other invoices for services outside of the regular operations contract. So we are covered well financially. We billed \$2,734 for start-up assistance through May. We billed another \$985 for June start-up assistance. There was an unusual leak recently (will attach an email from the New Gloucester Water District Chair) where we billed \$754 for locating and patching the leak. We also had a service bill for \$376 to repair some damaged gate valve boxes. Simply sharing because we are being compensated for any activity outside of the Operations Contract. Having New Gloucester connected to our SCADA System is huge benefit for them as we can monitor all parameters remotely via our computer system. No other prospective contracted operator could offer the same level of expertise.

Below is a note the New Gloucester Water District Chairman sent out after they had an unusual leak just a few weeks ago. Our On Call staff received SCADA alarms that the New Gloucester fire pump activated. This would have been due to a high flow demand. The crew responded and found no hydrants in use, so we knew there was a leak. We found it relatively quickly and assisted in getting service restored.

Email thread – August 1, 2014, from Steve Johnson, NGWD Chairman – to multiple parties:

Good afternoon:

I want to follow up regarding the water leak that occurred this morning at the Bald Hill trailer park. As you know, the existing PVC pipe in the barn basement failed causing a significant leak and filling the basement with water.

Auburn Water District, Gendron & Gendron's subcontractors and LMI Electrical responded to the leak. After pumping out the basement, and ascertaining the cause of the leak, the team excavated outside the building to effect permanent repairs to the trailer park watermain. This was completed sometime around lunchtime today. LMI Electrical was on site at 2:30 performing a temporary repair to the electrical panel in the building until a new one can be procured.

It appears that the trailer park has water and electrical service and is OK for the short term. We will have a few items to clean up such as the replacement electrical panel and a replacement solenoid valve that was immersed. (It is functioning now, but should be replaced since it is unknown what damage occurred to the unit). A new valve has been ordered. I anticipate this will be completed as soon as possible.

I do want to apologize to Mr. Fournier for the associated impact to his tenants and for his personal aggravation this incident caused. I also want to thank him for his patience and for working with us through this incident to get it fixed and fixed quickly.

While we will be having several future conversations regarding cost or responsibility for what happened, I am thrilled at the response and professionalism of all involved with this incident. Today's work certainly cemented my belief that we made the right decisions when we formulated our team.

Mike Broadbent, John Storer and their team were phenomenal in responding to an alarm and tracking down the issue on an unfamiliar system shockingly fast and then working with the NGWD, Wright-Pierce and the contractors to ensure our customers were back in service as soon as possible. Bravo!

I also must thank G&G and their sub-contractors for mobilizing so quickly to assist as well as LMI Electrical for getting there and getting things rigged at a moment's notice. Again, excellent work. I must also thank Darrin Lary at Wright-Pierce for providing technical assistance to the District (AWD and NGWD) to get the required information to the field folks as quickly as possible.

This incident certainly tested our response and gave me some food for thought on what we can do better and what we are doing right. Again, thank-you to all for your help and efforts in making this quick and efficient repair.

Steve Johnson, Chair  
New Gloucester Water District

## **Standard of Conduct for Auburn Water District Officials and Employees**

### **Purpose:**

The Water District Board of Trustees adopts this policy applicable to all Board members, appointed staff, and all employees to maintain a code of conduct that will inspire public confidence in the integrity of the District's operations. Accordingly, public office and employment by the District shall not be used for personal gain, and this policy is hereby established in recognition of this goal.

### **Scope:**

This policy includes trustees, appointed staff and all employees of the District.

### **Responsibility:**

The office of the President of the Board will have the responsibility to interpret this policy.

### **Policy:**

1. No public official or employee shall make any promise or pledge to any person concerning any matter to be heard before the Board of Directors.
2. The conduct of public business shall be free of any hidden personal or financial interest of any public official or employee. No public official or employee shall advocate in any public meeting or private discussion any matter in which he has a personal or financial interest except upon full and timely disclosure of the interest.
3. It is the obligation of every public official to faithfully discharge the duties of his/her office. In the conduct of public business, no public official shall be excused from voting except on matters involving consideration of his/her own official conduct, or where his/her financial interests are involved. Every public official shall make full and timely disclosure of any personal or financial interest, or where other interests of the official impair the official's ability to act fairly and impartially which he has in any matter of public business to be transacted before him.
4. The conduct of public business shall be free of any influence arising from gifts, favors or special privileges. It is the obligation of every public official and employee to refuse personal gifts, favors or special privileges in every instance where such public official or employee reasonably believes such gift, favor or special privilege would not have been extended but for the position of such public official or employee, or where there exists a reasonable belief that the giver's interests are likely to be affected by the actions of the public official or employee, or where the gift is or may reasonably be considered to be designed to influence the actions of the public official or employee. No public official or employee shall seek personal or financial advantage by means of his/her public office, appointment or employment.
5. The use of public trust for private gain is in conflict with good government. No public official or employee shall violate the provisions of Maine State Statutes. No public official or employee shall use confidential or advance information obtained by virtue of public office, appointment or employment for personal or financial advantage.

6. It is the obligation of every public official and employee to carry out the lawful orders and policies of the District. No public official or employee shall knowingly take any action inconsistent with the lawful orders or policies established by the District. No public official or employee shall knowingly take any action which would be detrimental to the best interests of the District.

ADOPTED: \_\_\_\_\_