

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, September 18, 2013 at 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of August 21, 2013.
2. Monthly Financial Report Update - *Greg Leighton*.
3. Ratify Payment of Bills.
4. Open session.
5. Activity Report - *Sid Hazelton*
6. Old Business
 - ◆ Project Updates.
 - ◆ Dismissal of MPUC Complaint.
 - ◆ New Gloucester Request for Proposal, Operations.
7. New Business
 - ◆ Update on Lake Auburn efforts.
 - ◆ Approve Initial Rate Adjustment Filings for MPUC.
8. Adjourn Regular Meeting.

August 21, 2013

The regular monthly meeting of the Trustees of the Auburn Water District was held on Wednesday, August 21, 2013 at the office of the Auburn Water District, 268 Court Street at 4:00PM.

Members present: President, K.C. Geiger and Treasurer, Preston Chapman. Trustees: Lee Upton, Rick Whiting and Robert Cavanagh. Also present: Tizz Crowley, Mayor's Representative, John Storer, Superintendent, Sid Hazelton, District Engineer and Greg Leighton of Maine Water Company.

On motion of Preston Chapman, seconded by Robert Cavanagh, it was unanimously voted: **To approve the minutes of the Regular Meeting of July 17, 2013.**

FINANCIAL REPORT UPDATE – The District is currently ahead of budget projections by \$281,000 through July, however, payment of Bonds in September will reduce that amount. The District did receive reimbursement in the amount of \$46,000 from MMA for the UV flooding event.

RATIFY PAYMENT OF BILLS

On motion of Robert Cavanagh, seconded by Preston Chapman, it was unanimously voted: **To ratify the payment of bills in the amount of \$ 351,131.87 as shown on the printout dated July 13, 2013 – August 16, 2013.**

OPEN SESSION : Bethel Shields, Dan Bilodeau and Tim Doughty were in attendance.

Dan Bilodeau gave the Trustees a handout titled "Relationship vs Regulations". This isn't about Dan Bilodeau anymore, but it is about a Go-Forward plan. Topics identified as mutual goals and up for further discussion are: recreation and conservation education, permitted trail work and event partnering.

Bethel Shields told the Trustees that there has been some activity from the picnic pull-out to the new pull-out created by Sid Hazelton. The police are conducting random patrols.

Tim Doughty spoke about the water issue. Running twelve bleeders is lost revenue to the ground. The Lake is green and the fish kill was a big concern. He has an ongoing problem with his water. His water smells and his toilet bowl is black. He said that the District needs to consider its commercial accounts when establishing the rate increase. He plans to file a complaint with PUC about the rate increase.

Superintendent Storer expressed his concern about the uncertainty of the condition of the Lake. We need to nurse the Lake back to health. The next two, three or four weeks is a critical time for water quality. The District must budget for the worse case scenario. Superintendent Storer and Greg Leighton will keep Mr. Doughty informed as the District moves closer toward the rate increase taking place.

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

OLD BUSINESS

PROJECT UPDATES – South Main Street was completed on July 15th with the installation of 2600' of 12" plastic water main. The transfer of services on Manley Road is complete. The Littlefield Bridge will be completed this week. The crew will then move on to CSO work.

POLAND SPRING INN – An Agreement will hopefully be available in September. There is no cost to the District.

UPDATE ON LAKE AUBURN EFFORTS - Phosphorous is suspended in the water column. Dissolved oxygen levels are low but still good. The District is hoping that the Lake comes around on its own. Next year, the District will treat the water to bind up the phosphorous. The decrease in Lake temperature is to our advantage.

UPDATE ON PUC COMPLAINT – Consolidation is a local issue. The PUC is not the right venue for this complaint. PUC has nine months to make a determination. The District currently has six shared positions with Lewiston.

RATE ADJUSTMENT PROJECTIONS - The Trustees were provided with two rate increase scenarios. Following some discussion it was agreed to go with Scenario #2 – Bi-Annual Rate Increases as follows:
2014 = 9.97% , 2016 = 13.8% , 2018 = 12.2%

It was decided that there would not be enough benefit to reduce the minimum. The District will prepare a formal rate and projections submittal for PUC for a 9.97% across the board rate increase.

ADJOURN THE MEETING

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

**AUBURN WATER DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
EIGHT MONTHS ENDED AUGUST 31, 2013**

	August	2013	Y-T-D AUGUST 2013		
	YTD - 2012	BUDGET	ACTUAL	BUDGET	VARIANCE
REVENUES:					
Water Sales	\$1,394,793	\$2,151,969	\$1,388,318	\$1,434,646	(\$46,328)
Rent income	36,057	54,165	36,268	36,110	158
Interest Income	14,334	17,000	8,302	11,333	(3,031)
Mdse. & Jobbing	47,387	30,000	34,801	20,000	14,801
Hydrant Rental	372,610	556,918	372,610	371,279	1,331
Private Fire Prot.	181,200	273,845	183,181	182,563	617
Misc. Op. Revenue	25,085	51,000	25,480	34,000	(8,520)
TOTAL REVENUES	2,071,466	3,134,897	2,048,959	2,089,931	(40,972)
			65.36%	66.67%	< Standard
EXPENSES:					
Payroll	422,873	661,872	438,922	441,248	(2,326)
Pump Stations:					
Chemicals	41,362	94,815	45,635	63,210	(17,575)
Power	105,761	130,414	95,870	86,943	8,927
Other	(2,752)	6,371	359	4,247	(3,888)
Trans & Dist Maint:					
Maint of Mains	41,491	67,519	44,944	45,013	(69)
Dist System	48,922	73,449	63,679	48,966	14,713
Outside Lab	8,966	22,085	13,935	14,723	(788)
UV Operations & Internal Lab	42,188	54,762	62,116	36,508	25,608
UV Flood	0	0	15,706	0	15,706
Administration	330,769	506,735	329,358	337,823	(8,465)
Vehicles	43,421	69,829	59,406	46,553	12,853
Gull Management	68,678	87,599	52,277	58,399	(6,123)
Lake Auburn Watershed	117,736	187,558	135,435	125,039	10,397
SUB-TOTAL	1,269,415	1,963,008	1,357,642	1,308,672	48,970
			69.16%	66.67%	< Standard
Interest	136,400	186,810	135,571	124,540	11,031
TOTAL EXPENSES	1,405,815	2,149,818	1,493,213	1,433,212	60,001
Bonds - Principal Payments	110,909	815,203	111,195	543,469	(432,273)
SURPLUS FROM OPERATIONS	554,742	169,876	444,551	113,251	331,300

**Auburn Water District
Accounts Payable Numeric Check Register
August 17, 2013 thru September 13, 2013**

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5943	8/23/2013	8	Al's Auto & Truck Garag	8/8/2013	3111	tk#16 brake & fuel lines	424.90
5943	8/23/2013	8	Al's Auto & Truck Garag	8/12/2013	3119	tk#22 tune up	246.20
5943	8/23/2013	8	Al's Auto & Truck Garag	8/6/2013	3102	tk #29 motor	3,199.79
							3,870.89
5944	8/23/2013	8	Androscoggin Registry O	8/21/2013	3198	release lien	16.00
							16.00
5945	8/23/2013	8	Gagne & Sons	8/14/2013	202614	mortar mix	28.10
							28.10
5946	8/23/2013	9	Group Dynamic Inc	8/12/2013	3196	Sept	82.50
							82.50
5947	8/23/2013	8	K & K Excavation, Inc.	8/2/2013	12815	Manley Rd	1,262.22
							1,262.22
5948	8/23/2013	7	Bisson Enterprises, Inc. I	7/31/2013	13098	Court St-July	282.50
5948	8/23/2013	7	Bisson Enterprises, Inc. I	7/31/2013	13098	Court St-July	282.50
5948	8/23/2013	7	Bisson Enterprises, Inc. I	7/31/2013	13099	UV- July	206.00
5948	8/23/2013	7	Bisson Enterprises, Inc. I	7/31/2013	13099	UV- July	206.00
							977.00
5949	8/23/2013	8	City of Lewiston	7/26/2013	600-40	GE invoice	2,897.48
5949	8/23/2013	8	City of Lewiston	7/26/2013	600-40	GE invoice	1,448.74
5949	8/23/2013	8	City of Lewiston	7/26/2013	600-40	Automatech invoice	1,075.00
5949	8/23/2013	8	City of Lewiston	7/26/2013	600-40	Automatech invoice	775.00
							6,196.22
5950	8/23/2013	8	Hetl Water Program	8/16/2013	3199	water test	1,846.00
5950	8/23/2013	8	Hetl Water Program	8/16/2013	3199	water test	1,846.00
							3,692.00
5951	8/23/2013	7	Maine Water Company	7/31/2013	16692	Leighton-July	2,420.00
5951	8/23/2013	7	Maine Water Company	7/31/2013	16692	Leighton-July	2,420.00
							4,840.00
5952	8/23/2013	8	W. B. Mason Co., Inc.	8/2/2013	I12845	towels - UV	23.00
5952	8/23/2013	8	W. B. Mason Co., Inc.	8/2/2013	I12845	towels - UV	22.99
							45.99
5953	8/23/2013	8	Morin Excavating, Inc.	8/15/2013	09-101	Manley Rd	96.00
							96.00
5954	8/23/2013	8	Northland Industrial Truc	7/19/2013	R88492	Manley Rd & Littlefield bridge	825.00
5954	8/23/2013	8	Northland Industrial Truc	7/19/2013	R88492	Manley Rd & Littlefield bridge	825.00
							1,650.00
5955	8/23/2013	8	Pacific Tek	8/9/2013	8826	Randy's vac all	315.77
							315.77
5956	8/23/2013	8	Paul's Clothing & Shoe	8/20/2013	82013	Robinson	53.96
							53.96
5957	8/23/2013	8	Pitney Bowes, Inc.	8/3/2013	543447	rental 9/1 to 11/30	30.00
5957	8/23/2013	8	Pitney Bowes, Inc.	8/3/2013	543447	rental 9/1 to 11/30	30.00
5957	8/23/2013	8	Pitney Bowes, Inc.	8/3/2013	543448	rental 9/1 to 11/30	200.00
5957	8/23/2013	8	Pitney Bowes, Inc.	8/3/2013	543448	rental 9/1 to 11/30	200.00
							460.00

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5958	8/23/2013	7	E.J. Prescott, Inc.	7/29/2013	469813	vas usage	2,811.30
5958	8/23/2013	7	E.J. Prescott, Inc.	7/29/2013	469813	vas usage	242.70
5958	8/23/2013	7	E.J. Prescott, Inc.	7/29/2013	469813	vas usage	61.68
5958	8/23/2013	8	E.J. Prescott, Inc.	8/1/2013	467344	Littlefield Bridge	6,118.62
5958	8/23/2013	8	E.J. Prescott, Inc.	8/1/2013	467344	Littlefield Bridge	15,689.79
							24,924.09
5959	8/23/2013	8	EIC., Inc. (prompto)	8/16/2013	616872	oil change #24	25.75
							25.75
5960	8/23/2013	8	Reggie's Sales & Service	7/22/2013	177595	oil & string for weed wacker	16.12
5960	8/23/2013	8	Reggie's Sales & Service	7/22/2013	177595	oil & string for weed wacker	16.12
							32.24
5961	8/23/2013	8	T W Paving, Inc.	8/20/2013	009	water gates & sewer manholes	288.00
5961	8/23/2013	8	T W Paving, Inc.	8/20/2013	009	water gates & sewer manholes	864.00
							1,152.00
5962	8/23/2013	8	Traction - Genuine Parts	7/15/2013	754162	Kaufman trailer	184.74
5962	8/23/2013	8	Traction - Genuine Parts	7/15/2013	754162	Kaufman trailer	184.74
							369.48
5963	8/23/2013	9	Wells Fargo Financial Le	8/5/2013	500037	Sept	107.10
5963	8/23/2013	9	Wells Fargo Financial Le	8/5/2013	500037	Sept	107.10
							214.20
5964	9/6/2013	8	Al's Auto & Truck Garag	8/27/2013	3145	tk #34 exhaust	370.85
							370.85
5965	9/6/2013	9	Androscoggin Registry O	9/5/2013	3206	release liens	32.00
							32.00
5966	9/6/2013	7	Auburn Sewerage Dist.	8/2/2013	Bk12P1	So Main	480.23
							480.23
5967	9/6/2013	8	Auburn Water District	9/5/2013	3209	Aug petty cash	15.00
5967	9/6/2013	8	Auburn Water District	9/5/2013	3209	Aug petty cash	24.99
5967	9/6/2013	8	Auburn Water District	9/5/2013	3209	Aug petty cash	4.70
5967	9/6/2013	8	Auburn Water District	9/5/2013	3209	Aug petty cash	13.88
5967	9/6/2013	8	Auburn Water District	9/5/2013	3209	Aug petty cash	3.14
5967	9/6/2013	8	Auburn Water District	9/5/2013	3209	Aug petty cash	18.91
5967	9/6/2013	8	Auburn Water District	9/5/2013	3209	Aug petty cash	24.42
5967	9/6/2013	8	Auburn Water District	9/5/2013	3209	Aug petty cash	21.93
							126.97
5968	9/6/2013	9	Bel-Tone Answering Ser	8/21/2013	1607b6	Sept	27.50
5968	9/6/2013	9	Bel-Tone Answering Ser	8/21/2013	1607b6	Sept	27.50
							55.00
5969	9/6/2013	9	Michael Broadbent	9/5/2013	3207	Sept cell phone	30.00
							30.00
5970	9/6/2013	8	Central Maine Power Co	8/21/2013	990193	Hill-rubber gloves tested	17.79
							17.79
5971	9/6/2013	8	Constellation NewEnergy	8/10/2013	111080	Court St	732.42
							732.42
5972	9/6/2013	9	Critical Alert	9/1/2013	160544	paggers 9/13 to 11/13	72.69

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5972	9/6/2013	9	Critical Alert	9/1/2013	160544	papers 9/13 to 11/13	72.69
							145.38
5973	9/6/2013	9	John B. Storer	8/23/2013	3201	Sept mileage	175.00
5973	9/6/2013	9	John B. Storer	8/23/2013	3201	Sept mileage	175.00
							350.00
5974	9/6/2013	8	Gilman Electrical Dist.	9/5/2013	782169	connectors	25.07
							25.07
5975	9/6/2013	8	Hach Company	8/7/2013	842474	lab supplies	479.29
5975	9/6/2013	8	Hach Company	8/7/2013	842474	lab supplies	479.28
5975	9/6/2013	8	Hach Company	8/6/2013	842254	lab supplies	63.03
5975	9/6/2013	8	Hach Company	8/6/2013	842254	lab supplies	63.02
							1,084.62
5976	9/6/2013	8	Harcros Chemicals, Inc.	8/12/2013	300116	hypo	2,474.44
5976	9/6/2013	8	Harcros Chemicals, Inc.	8/6/2013	300116	Hypo - Court St	266.20
5976	9/6/2013	8	Harcros Chemicals, Inc.	8/13/2013	300116	caustic	4,886.89
5976	9/6/2013	8	Harcros Chemicals, Inc.	8/16/2013	300116	hypo	2,424.14
							10,051.67
5977	9/6/2013	8	J.L. Hayes & Co., Inc.	8/30/2013	494275	shovel	7.75
5977	9/6/2013	8	J.L. Hayes & Co., Inc.	8/30/2013	494275	shovel	7.74
							15.49
5978	9/6/2013	8	Hebron Station School	8/27/2013	3204	Watershed-supplies for Lynne	187.78
							187.78
5979	9/6/2013	8	Home Depot Credit Servi	8/26/2013	3210	August	15.98
5979	9/6/2013	8	Home Depot Credit Servi	8/26/2013	3210	August	27.36
5979	9/6/2013	8	Home Depot Credit Servi	8/26/2013	3210	August	14.99
5979	9/6/2013	8	Home Depot Credit Servi	8/26/2013	3210	August	14.98
5979	9/6/2013	8	Home Depot Credit Servi	8/26/2013	3210	August	24.97
5979	9/6/2013	8	Home Depot Credit Servi	8/26/2013	3210	August	15.90
5979	9/6/2013	8	Home Depot Credit Servi	8/26/2013	3210	August	15.90
							130.08
5980	9/6/2013	8	IAS	8/28/2013	500920	Hardscrabble	271.07
							271.07
5981	9/6/2013	8	K & K Excavation, Inc.	8/9/2013	12847	Manley Rd	354.28
							354.28
5982	9/6/2013	9	Lake Auburn Watershed	8/23/2013	3200	Sept	15,629.83
							15,629.83
5983	9/6/2013	7	City of Lewiston	8/9/2013	600-40	Rodrigue-July	1,511.00
5983	9/6/2013	7	City of Lewiston	8/9/2013	600-40	Rodrigue-July	952.25
5983	9/6/2013	7	City of Lewiston	8/9/2013	600-40	Rodrigue-July	40.31
5983	9/6/2013	7	City of Lewiston	8/9/2013	600-40	Rodrigue-July	2,503.55
5983	9/6/2013	7	City of Lewiston	8/9/2013	600-40	Rodrigue-July	577.24
5983	9/6/2013	7	City of Lewiston	8/1/2013	600-40	flouride-June	754.46
5983	9/6/2013	8	City of Lewiston	8/8/2013	600-40	UV -dopier	93.55
5983	9/6/2013	8	City of Lewiston	8/1/2013	600-40	Dirigonet invoice	85.00
							6,517.36

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5984	9/6/2013	8	Lowe's Business Account	8/17/2013	3202	Algae Study	35.12
							35.12
5985	9/6/2013	8	Hetl Water Program	8/29/2013	3211	water testing	693.00
5985	9/6/2013	8	Hetl Water Program	8/29/2013	3211	water testing	673.00
							1,366.00
5986	9/6/2013	9	Maine Municipal Emp.Hl	8/14/2013	3197	Sept	15,313.29
5986	9/6/2013	9	Maine Municipal Emp.Hl	8/14/2013	3197	Sept	13.20
5986	9/6/2013	9	Maine Municipal Emp.Hl	8/14/2013	3197	Sept	610.39
5986	9/6/2013	9	Maine Municipal Emp.Hl	8/14/2013	3197	Sept	568.41
5986	9/6/2013	9	Maine Municipal Emp.Hl	8/14/2013	3197	Sept	3,022.06
							19,527.35
5987	9/6/2013	8	Maine Oxy-Acetylene Cc	8/7/2013	308979	ammonia	456.85
5987	9/6/2013	8	Maine Oxy-Acetylene Cc	8/7/2013	308982	gas-welder	23.00
5987	9/6/2013	8	Maine Oxy-Acetylene Cc	8/7/2013	308982	gas-welder	23.00
							502.85
5988	9/6/2013	8	Maine Water Utilities As:	8/6/2013	186567	Annual clambake	250.00
							250.00
5989	9/6/2013	8	Napa Auto Parts	8/30/2013	145626	respirators	38.20
5989	9/6/2013	8	Napa Auto Parts	8/30/2013	145626	respirators	38.20
5989	9/6/2013	8	Napa Auto Parts	8/31/2013	3208	August	180.70
5989	9/6/2013	8	Napa Auto Parts	8/31/2013	3208	August	77.32
5989	9/6/2013	8	Napa Auto Parts	8/31/2013	3208	August	22.53
5989	9/6/2013	8	Napa Auto Parts	8/31/2013	3208	August	22.53
5989	9/6/2013	8	Napa Auto Parts	8/31/2013	3208	August	13.11
5989	9/6/2013	8	Napa Auto Parts	8/31/2013	3208	August	13.11
5989	9/6/2013	8	Napa Auto Parts	8/31/2013	3208	August	-0.73
5989	9/6/2013	8	Napa Auto Parts	8/31/2013	3208	August	-0.72
							404.25
5990	9/6/2013	8	Ness Oil Co.	8/30/2013	3205	August	92.57
5990	9/6/2013	8	Ness Oil Co.	8/30/2013	3205	August	1,037.53
5990	9/6/2013	8	Ness Oil Co.	8/30/2013	3205	August	156.05
5990	9/6/2013	8	Ness Oil Co.	8/30/2013	3205	August	711.38
5990	9/6/2013	8	Ness Oil Co.	8/30/2013	3205	August	71.44
							2,068.97
5991	9/6/2013	7	Northern Data Systems, I	8/13/2013	2869	Alkalinity	602.04
							602.04
5992	9/6/2013	8	Northeast Pump & Instru:	8/16/2013	009246	lab supplies	27.85
5992	9/6/2013	8	Northeast Pump & Instru:	8/16/2013	009246	lab supplies	27.84
							55.69
5993	9/6/2013	8	Omni Services, Inc.	8/27/2013	200072	skid steer	25.38
							25.38
5994	9/6/2013	8	Oxford Networks	8/7/2013	3195	Aug	132.61
5994	9/6/2013	8	Oxford Networks	8/7/2013	3195	Aug	62.50
5994	9/6/2013	8	Oxford Networks	8/7/2013	3195	Aug	62.50
5994	9/6/2013	8	Oxford Networks	8/7/2013	3195	Aug	137.52
5994	9/6/2013	8	Oxford Networks	8/7/2013	3195	Aug	12.52

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5994	9/6/2013	8	Oxford Networks	8/7/2013	3195 Aug		132.60
							540.25
5995	9/6/2013	8	Petro's	6/13/2013	77137	Shovels	57.98
5995	9/6/2013	8	Petro's	6/12/2013	77116	Watershed	18.99
							76.97
5996	9/6/2013	8	Power Products	8/7/2013	907853	Court St	135.72
5996	9/6/2013	8	Power Products	8/7/2013	907853	Court St	135.71
							271.43
5997	9/6/2013	8	E.J. Prescott, Inc.	8/8/2013	470352	Cumberland Farms	583.09
5997	9/6/2013	8	E.J. Prescott, Inc.	8/8/2013	470334	Cumberland Farms	186.30
5997	9/6/2013	8	E.J. Prescott, Inc.	8/8/2013	470424	meter dept	27.55
5997	9/6/2013	8	E.J. Prescott, Inc.	8/15/2013	470100	Littlefield Bridge	1,036.20
5997	9/6/2013	8	E.J. Prescott, Inc.	8/5/2013	470159	vas usage	5,431.40
5997	9/6/2013	8	E.J. Prescott, Inc.	8/12/2013	470498	vas usage	97.78
5997	9/6/2013	8	E.J. Prescott, Inc.	8/5/2013	470159	vas usage	138.94
5997	9/6/2013	8	E.J. Prescott, Inc.	8/5/2013	470159	vas usage	168.52
5997	9/6/2013	8	E.J. Prescott, Inc.	8/5/2013	470159	vas usage	357.66
5997	9/6/2013	8	E.J. Prescott, Inc.	8/5/2013	470159	vas usage	617.46
5997	9/6/2013	8	E.J. Prescott, Inc.	8/12/2013	470498	vas usage	80.90
5997	9/6/2013	8	E.J. Prescott, Inc.	8/12/2013	470498	vas usage	329.89
5997	9/6/2013	8	E.J. Prescott, Inc.	8/12/2013	470498	vas usage	537.96
5997	9/6/2013	8	E.J. Prescott, Inc.	8/12/2013	470498	vas usage	71.37
5997	9/6/2013	8	E.J. Prescott, Inc.	8/16/2013	470801	vas usage	3,342.22
5997	9/6/2013	8	E.J. Prescott, Inc.	8/16/2013	470801	vas usage	80.90
5997	9/6/2013	8	E.J. Prescott, Inc.	8/16/2013	470801	vas usage	89.28
5997	9/6/2013	8	E.J. Prescott, Inc.	8/19/2013	470753	meter dept	1,410.00
							14,587.42
5999	9/6/2013	8	Redlon & Johnson	8/28/2013	162160	shop-wrench, temp@ Bridge	49.35
5999	9/6/2013	8	Redlon & Johnson	8/28/2013	162160	shop-wrench, temp@ Bridge	33.53
							82.88
6000	9/6/2013	8	Rent-It Of Maine, Inc.	8/13/2013	34406	Manley Rd & So Main	1,957.50
6000	9/6/2013	8	Rent-It Of Maine, Inc.	8/13/2013	34406	Manley Rd & So Main	1,957.50
6000	9/6/2013	8	Rent-It Of Maine, Inc.	11/27/2013	31729	backhoe	12,496.49
							16,411.49
6001	9/6/2013	8	Southworth-Milton	8/22/2013	156890	UV generator repair	970.04
6001	9/6/2013	8	Southworth-Milton	8/22/2013	156890	UV generator repair	970.04
							1,940.08
6002	9/6/2013	8	Super Shoe Stores, Inc.	8/23/2013	57075	-IFarris, Hamman, Stevens, Desj,	224.96
6002	9/6/2013	8	Super Shoe Stores, Inc.	8/23/2013	57075	-IFarris, Hamman, Stevens, Desj,	37.99
6002	9/6/2013	8	Super Shoe Stores, Inc.	8/23/2013	57075	-IFarris, Hamman, Stevens, Desj,	149.97
6002	9/6/2013	8	Super Shoe Stores, Inc.	8/23/2013	57075	-IFarris, Hamman, Stevens, Desj,	149.97
6002	9/6/2013	8	Super Shoe Stores, Inc.	8/23/2013	57075	-IFarris, Hamman, Stevens, Desj,	216.97
6002	9/6/2013	8	Super Shoe Stores, Inc.	8/23/2013	57075	-IFarris, Hamman, Stevens, Desj,	170.97
6002	9/6/2013	8	Super Shoe Stores, Inc.	8/31/2013	57075	Acredit for wrong charge	-170.97
							779.86
6003	9/6/2013	8	Titan Mechanical, Inc	8/15/2013	12096	UV maint.	583.96

**Auburn Water District
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6003	9/6/2013	8	Titan Mechanical, Inc	8/15/2013	12096	UV maint.	583.95
							1,167.91
6004	9/6/2013	8	Traction - Genuine Parts	8/7/2013	754162tk	#34 bolts, adapter	13.52
							13.52
6005	9/6/2013	8	United Way Of Andr.Cov	8/27/2013	3203	August	196.00
6005	9/6/2013	8	United Way Of Andr.Cov	8/27/2013	3203	August	24.00
							220.00
6006	9/13/2013	9	Androscoggin Registry O	9/12/2013	3216	place/release liens	80.00
							80.00
6007	9/13/2013	8	City of Auburn	8/22/2013	109624	Watershed & July gas	3,640.00
6007	9/13/2013	8	City of Auburn	8/22/2013	109624	Watershed & July gas	191.39
6007	9/13/2013	8	City of Auburn	8/22/2013	109624	Watershed & July gas	81.66
6007	9/13/2013	8	City of Auburn	8/22/2013	109624	Watershed & July gas	245.62
6007	9/13/2013	8	City of Auburn	8/22/2013	109624	Watershed & July gas	334.26
6007	9/13/2013	8	City of Auburn	8/22/2013	109624	Watershed & July gas	429.99
6007	9/13/2013	8	City of Auburn	8/22/2013	109624	Watershed & July gas	237.32
6007	9/13/2013	8	City of Auburn	8/22/2013	109624	Watershed & July gas	51.36
6007	9/13/2013	8	City of Auburn	8/22/2013	109624	Watershed & July gas	631.58
6007	9/13/2013	8	City of Auburn	8/22/2013	109624	Watershed & July gas	315.16
6007	9/13/2013	8	City of Auburn	8/22/2013	109624	Watershed & July gas	147.05
6007	9/13/2013	8	City of Auburn	8/22/2013	109624	Watershed & July gas	204.47
6007	9/13/2013	8	City of Auburn	8/22/2013	109624	Watershed & July gas	347.36
6007	9/13/2013	8	City of Auburn	8/22/2013	109624	Watershed & July gas	185.97
							7,043.19
6009	9/13/2013	9	Budget Document Techn	9/4/2013	In17169/3	to 12/2/13	119.93
6009	9/13/2013	9	Budget Document Techn	9/4/2013	In17169/3	to 12/2/13	119.92
							239.85
6010	9/13/2013	8	Constellation NewEnergy	8/28/2013	113140	UV	11,069.34
							11,069.34
6011	9/13/2013	8	Crystal Spring Water Co.	8/29/2013	123186	distilled water	14.70
6011	9/13/2013	8	Crystal Spring Water Co.	8/29/2013	123186	distilled water	14.70
							29.40
6012	9/13/2013	9	Dig Safe System, Inc.	9/4/2013	48870	Sept	324.31
6012	9/13/2013	9	Dig Safe System, Inc.	9/4/2013	48870	Sept	324.31
							648.62
6013	9/13/2013	8	FedEx	9/2/2013	87420	Aug shipping	20.70
6013	9/13/2013	8	FedEx	9/2/2013	87420	Aug shipping	20.69
							41.39
6014	9/13/2013	9	Gilman Electrical Dist.	9/6/2013	781689	UV-lighting parts	38.12
6014	9/13/2013	9	Gilman Electrical Dist.	9/6/2013	781689	UV-lighting parts	38.12
6014	9/13/2013	9	Gilman Electrical Dist.	9/9/2013	781685	UV-lighting parts	64.67
6014	9/13/2013	9	Gilman Electrical Dist.	9/9/2013	781685	UV-lighting parts	64.67
							205.58
6015	9/13/2013	8	Hach Company	8/22/2013	844891	UV-operations	2,145.00
							2,145.00

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6016	9/13/2013	8	High Tech Fire Protection	8/30/2013	184	Manley Rd	70.00
							70.00
6017	9/13/2013	8	Horizon Solutions, LLC	8/22/2013	409632tk	#26 wire roll	266.74
							266.74
6018	9/13/2013	8	Vantagepoint Transfer A	8/31/2013	3213	Aug	2,217.54
							2,217.54
6019	9/13/2013	8	Vantagepoint Transfer A	8/31/2013	3212	Aug	2,496.99
							2,496.99
6020	9/13/2013	8	K & K Excavation, Inc.	8/21/2013	12876	Manley Rd & Littlefield Br	99.30
6020	9/13/2013	8	K & K Excavation, Inc.	8/21/2013	12876	Manley Rd & Littlefield Br	103.55
							202.85
6021	9/13/2013	8	K. L. Jack & Co., Inc.	8/29/2013	536820	meter parts	25.13
							25.13
6022	9/13/2013	9	O'Connor Motor Co.	9/3/2013	151127tk#34	grill/radiator	731.85
							731.85
6023	9/13/2013	9	Maine Volunteer Lake M	9/11/2013	227	Id card set	25.00
6023	9/13/2013	9	Maine Volunteer Lake M	9/11/2013	227	Id card set	25.00
							50.00
6024	9/13/2013	9	Forrest A. Martin	9/9/2013	3215	safety gloves	79.13
							79.13
6025	9/13/2013	8	W. B. Mason Co., Inc.	8/23/2013	I13236	green bar, tape	72.78
6025	9/13/2013	8	W. B. Mason Co., Inc.	8/23/2013	I13236	green bar, tape	72.77
6025	9/13/2013	8	W. B. Mason Co., Inc.	8/21/2013	I13181	UV-trash bags & multi towels	51.30
6025	9/13/2013	8	W. B. Mason Co., Inc.	8/21/2013	I13181	UV-trash bags & multi towels	51.30
							248.15
6026	9/13/2013	9	Paul's Clothing & Shoe	9/10/2013	91013	Whitlock	213.95
							213.95
6027	9/13/2013	8	E.J. Prescott, Inc.	8/22/2013	470957	Littlefield Bridge	2,306.65
6027	9/13/2013	8	E.J. Prescott, Inc.	8/27/2013	471100	Manley Rd	1,046.22
6027	9/13/2013	8	E.J. Prescott, Inc.	8/26/2013	471090	Hockey arena	1,073.00
6027	9/13/2013	8	E.J. Prescott, Inc.	8/22/2013	470958	Littlefield Bridge	1,078.89
							5,504.76
6028	9/13/2013	8	Reggie's Sales & Service	8/27/2013	179315	mask	50.95
							50.95
6029	9/13/2013	9	Spiller's	9/3/2013	128818	blue, green paint	83.28
6029	9/13/2013	9	Spiller's	9/3/2013	128818	blue, green paint	41.64
							124.92
6030	9/13/2013	8	TigerDirect	8/30/2013	997726	UV-signal repeater	109.40
6030	9/13/2013	8	TigerDirect	8/30/2013	997726	UV-signal repeater	109.40
							218.80
6031	9/13/2013	8	UNITIL ME	8/28/2013	3214	Aug-Court St	12.19
6031	9/13/2013	8	UNITIL ME	8/28/2013	3214	Aug-Court St	12.19
							24.38
6032	9/13/2013	8	UPS	8/31/2013	173A7	Aug-Lit Br, River Sta, Cmp	17.94

**Auburn Water District
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6032	9/13/2013	8	UPS	8/31/2013	173A7\Aug-Lit Br, River Sta, Cmp		11.61
6032	9/13/2013	8	UPS	8/31/2013	173A7\Aug-Lit Br, River Sta, Cmp		9.12
							<u>38.67</u>
6033	9/13/2013	9	Water Resource Services,	9/4/2013	WRS13Algae Study		525.00
6033	9/13/2013	9	Water Resource Services,	9/4/2013	WRS13Algae Study		525.00
							<u>1,050.00</u>
<u>Grand Total</u>							<u>182,958.94</u>

Net Payroll & Taxes

68,238.25

251,197.19

HYDRANTS

Location	Ck'd	Comments	Broken	Cap	Misc.	New	Frozen
Manley Rd	1	Install hydrant				1	
Monthly Totals	1		0	0	0	1	0
2012 Monthly Totals	3		1	0	2	0	0
YTD Totals	14		8	0	3	2	1

NEW SERVICES

Location	No.	Comments	No Meter	Meter	Meter Size
262 - 278 Main St	1	New service		1	1-1/2
Monthly Totals	1		0	1	
2012 Monthly Totals	2		0	2	
YTD Totals	11		2	9	

LABORATORY

Month	Dist. Sys. Tests	Temp (°C)		Avg. NaOH	Avg. Cl	Avg. FI	Avg. Turb.	SWTR Tests
		Air	Water	gal/MG	mg/l	mg/l	(ntu)	
January	44	-4.0	2.3	1.13	2.66	0.90	0.72	31
February	45	NR	3.2	1.11	2.74	0.56	0.65	28
March	54	NR	3.9	2.70	2.60	0.76	0.50	31
April	58	8.6	6.6	5.28	2.62	0.86	0.60	30
May	53	13.4	14.2	1.41	2.50	0.80	0.80	31
June	57	17.9	19.7	1.41	2.42	0.79	0.70	30
July	56	22.3	25.5	0.15	2.58	0.70	0.65	31
August	55	23.7	16.4	7.40	2.51	0.60	1.23	31
September								
October								
November								
December								
YTD Avg				2.57	2.58	0.75	0.73	
2012 Avg				2.42	2.71	0.78	0.92	
YTD Totals	422							243

LAKE AUBURN

Month	No. Patrols	Withdrawals *			Elevations **					
		AWD	LWD	Total	1st	High	Yr.	Low	Yr.	2012
January	daily	2.59	4.15	6.74	260.08	261.4	1974	257.20	2002	261.81
February	daily	2.34	4.04	6.38	260.42	261.7	1996	257.10	2002	NR
March	daily	2.37	3.99	6.36	260.84	261.41	2010	257.40	2002	260.64
April	daily	2.58	4.08	6.66	261.67	262.40	1953	258.20	2002	261.09
May	daily	2.65	4.15	6.80	261.48	261.51	2012	258.78	2007	261.51
June	daily	2.69	4.37	7.06	261.47	261.80	1984	259.49	2007	261.20
July	daily	2.92	5.24	8.16	260.88	261.6	1973	258.75	1960	261.00
August	daily	2.97	5.43	8.40	260.98	261.10	81	258.0	99	260.03
September										
October										
November										
December										
Avg. Daily	daily	2.64	4.43	7.07						
YTD Totals	0	21.11	35.45	56.56						

* 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	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
June	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
June	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)

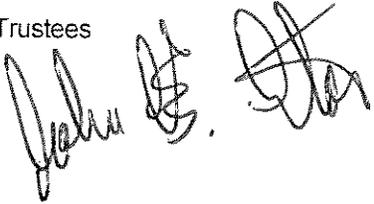
Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	7			5	0	0	2	0	0	0	0
Water District	8	0	1	4		2	0	1	0	0	0
Monthly Totals	15	0	1	9	0	2	2	1	0	0	0
2012 Monthly Totals	6	0	0	3	0	0	2	0	0	0	1
YTD Totals	132	8	11	45	16	10	26	10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

OTHER ACTIVITIES

1. Watershed - clean out culverts and detention ponds
2. Hardscrabble Reservoir - drain and refill
3. Spring Rd - repair walk
4. Drain and fill Poland water tank
5. ABB drive class
6. Watershed - check detention ponds for silt
7. Watershed - vacuum out detention ponds
8. Hardscrabble Reservoir - replace UPS
9. Drain Hardscrabble Reservoir and Poland Water Tank and refill
10. End of pipe - chlorine repairs
11. Riverside Dr - temporary water line

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.

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

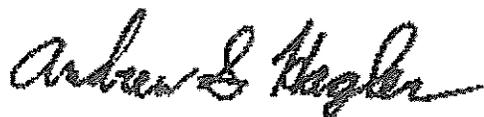
statutory authorization to require merger among utilities). The evaluation of any benefits that might accrue through further consolidation of operations with LWD falls squarely within the obligations and discretion of the trustees of the AWD – an entity that was created wholly by the Legislature. While 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

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.

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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;

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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;

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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

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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.