

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 19, 2012 at 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of September 19, 2012
2. Approve Minutes of Special Meeting of September 27, 2012
3. Monthly Financial Report Update - *Greg Leighton*
4. Ratify Payment of Bills
5. Open session
6. Activity Report - *Sid Hazelton*
7. New Business
 - ◆ MDWP Fluoridation Award - FYI only
 - ◆ FOAA Updates, received 49th and 50th request - FYI only
 - ◆ Littlefield Bridge/Trolley Bridge
 - ◆ Lake Auburn Water Quality, funding study thru LAWPC
 - ◆ Forestry Harvesting on Reservoir Property - FYI only
 - ◆ HR Assistance, Employee Manual & Salary Survey
 - ◆ 2013 Budget considerations
 - Staffing
 - Health Care
 - LAWPC allocation
8. Old Business
 - ◆ On-going construction projects, update on progress
9. Adjourn Regular Meeting

September 19, 2012

The regular monthly meeting of the Trustees of the Auburn Water District was held on Wednesday, September 19, 2012 at the office of the Auburn Water District, 268 Court Street at 4:00PM.

Members present: President, Bruce Rioux and Treasurer, K.C. Geiger. Trustees: Preston Chapman, James Wilkins and Robert Cavanagh. Also present: Tizz Crowley, Mayor's Representative, John Storer, Superintendent and Sid Hazelton, District Engineer.

On motion of Preston Chapman, seconded by Robert Cavanagh, it was unanimously voted: **To approve the minutes of the Regular Meeting of August 22, 2012 as amended.**

LAKE AUBURN WATER QUALITY – Scott Williams of VLMP and Mary Jane Dillingham, Water Quality Manager were present to discuss the apparent algae problem in the Lake causing the fish to die. As a result of the increased algae activity in the Lake, the dissolved oxygen level is very low and causing the fish to die as a result. There is no immediate effect on water quality, but that could change. There is a concern about biological contaminants. Some of the factors responsible for the algae are: early ice out, Spring sunlight, intense June rainfall resulting in runoff from the Watershed. The bright warm days of June, July, August and September create the perfect storm producing algae in the Lake. The early summer rains washed nutrients into the Lake providing food for the algae growth. In early September, the oxygen level became critically low in the deepest, coldest water stressing the cold water fishery that cannot survive the warm water temperatures near the surface. There are more questions than answers at this time. Scott Williams believes that climate change is a major factor.

FINANCIAL REPORT UPDATE – The projection remains for a surplus of \$200,000 at year end.

RATIFY PAYMENT OF BILLS

On motion of K.C. Geiger, seconded by Robert Cavanagh, it was unanimously voted: **To ratify the payment of bills in the amount of \$ 270,704.46 as shown on the printout dated August 18, 2012 – September 14, 2012.**

The rental cost of the postage machine was questioned. Superintendent John Storer will check on Pitney Bowes and the Postage account.

OPEN SESSION : Bethel Shields and BettyAnn Sheats were in attendance. Bethel Shields told the Board how happy she was for the installation of the flashing light on Route 4 which is motion activated: "Caution-Beware of turning vehicles" on Lake Shore Drive or St. Philip's Church.

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

Trustee, Jim Wilkins commended the nice work being done in the Watershed with regards to forestry management.

NEW BUSINESS

REVIEW DISTRICT FOAA POLICY FOR NEW TRUSTEES - Superintendent Storer asked the new Trustees to read through the Policy on-line and sign-off for the record.

September 19, 2012

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AUTHORIZE SUPERINTENDENT TO PREPARE AN EDITORIAL LETTER FOR STATE SRF BOND - The Trustees were in support of the Superintendent's efforts to gain support for the SRF Bond for Capital projects at very low interest rates.

AUTHORIZE SUPERINTENDENT TO ISSUE TESTIMONIAL FOR PUBLIC UTILITIES COMMISSION NOTICE OF INQUIRY 2012-00315 – Advocating for De-regulation would cause no threat to public health. The District could set new water rates without appealing to the PUC. Superintendent Storer will proceed with the testimonial.

MMA REFUND CHECK FOR WORKER'S COMPENSATION - For information only.

2013 BUDGET CONSIDERATIONS - Susan Lajoie, Office Clerk, has requested to change her hours from 36 to 40. Superintendent Storer is considering hiring a human resources consultant to look at the District's personnel and duties in order to evaluate the work structure.

OLD BUSINESS

ON-GOING CONSTRUCTION PROJECTS – UPDATE ON PROGRESS – The District is hoping to complete Hotel Road without having to pave the trench.

EXTERNAL PIPE CORROSION – The District is considering wrapping the pipe with polyethylene to help minimize pipe corrosion.

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

**Special Water Trustee Meeting
Lake Auburn Water Quality Issue**

Date: 9/27/12

Time 4:00PM

Minutes

Trustees Present: Jim Wilkins, Lee Upton, Robert Cavanaugh, Preston Chapman, Bruce Rioux, Tizz Crowley, K.C. Geiger

Others Present: John Storer, Dave Jones, Mary Jane Dillingham, Sid Hazelton, Greg Leighton, Scott Taylor

Since the Water Trustee meeting on Wednesday, September 19, we met internally on September 21 with Inland Fisheries and Wildlife (IFW), Maine Department of Environmental Protection (MDEP), a Bates College Professor, Maine Water Utility Association (MWUA), Volunteer Lake Monitoring Program (VLMP), and the Maine Drinking Water Program (DWP) to review data.

The general consensus was as Scott Williams from the VLMP said in this presentation at the Trustee meeting on the 19th; late ice in, early ice out, hot dry summer, and a heavy June rain event, caused an algae bloom. The algae died, resulting in low dissolved oxygen readings, which stressed the Lake Trout.

On the 24th, we met internally with Lewiston staff, and two consultants; Comprehensive Environmental Inc. (CEI) - who had done our 2010 watershed master Plan, and Camp Dresser McGee Smith (CDM Smith) – who in 2005 did a turbidity and bacteria update report on Lake Auburn. They also designed the UV facility.

Given their history and intimate knowledge of our lake and watershed, we asked CEI and CDM-Smith to team up and give us a proposal for a plan to deal with short and long term issues.

At this time we have the following funding needs:

<u>Entity</u>	<u>Funding amount</u>	<u>Goal</u>
VLMP:	5 to \$10, 000	gather Lake data
Bates College:	funded by LAWPC or DWP in 2013	gather Lake data
Public Relations Firm:	\$5,000	assist with media
Flow Monitors:	\$15,000	gather Lake data

CDM Smith-CEI:

Unknown at this time

develop short/long term plan

All costs to be shared 50/50 with Lewiston.

Over the last few days the water is trending to be a little clearer, and the turbidity seems to be leveling off, which follows the patterns from previous years. If cooler air/water temperatures prevail, conditions will continue to improve. Warmer weather would reverse the trend.

As part of the plan, agriculture and general watershed land use needs to be reviewed for phosphorus loading. A new standard may need to be developed and adopted.

An estimate of between \$75,000 to \$100,000 (\$50,000 Auburn/\$50,000Lewiston)will be needed to fund the work to be done in the Fall of 2012 to cover flow monitoring, sampling, engineering, etc. . In 2013 an additional \$100,000 may be needed to implement findings of the report.

Auburn has a projected year end surplus of \$232,000. Utilizing that surplus would reduce the cash reserve available for future projects. The current projection is for a rate increase of 9% on January 1, 2015, which is a full four years without a rate increase.

Motion by Trustee Geiger to authorize to invest up to \$50,000 towards studying the issues at the Lake. Seconded by Trustee Upton.

Vote 7-0.

John Storer will have a detailed scope of work at the October 17 Trustee meeting for review for further approval.

Meeting adjourned at 5:00PM

**AUBURN WATER DISTRICT
OPERATING STATEMENT -TRUSTEES' REPORT
NINE MONTHS ENDED SEPTEMBER 30, 2012**

	2012 BUDGET	September YTD	% USED	BALANCE
<u>REVENUES:</u>				
Water Sales	\$2,078,228	\$1,589,805	76.50%	\$488,423
Rent income	55,000	40,584	73.79%	14,416
Interest Income	12,000	15,958	132.98%	(3,958)
Mdse. & Jobbing	90,000	74,970	83.30%	15,030
Hydrant Rental	556,918	417,687	75.00%	139,231
Private Fire Prot.	272,483	204,070	74.89%	68,413
Misc. Op. Revenue	60,000	50,085	83.47%	9,915
TOTAL	3,124,629	2,393,160	76.59%	731,469
<u>EXPENSES:</u>				
Payroll	669,850	468,077	69.88%	201,773
Pump Stations:				
Chemicals	80,000	41,515	51.89%	38,485
Power	158,000	128,626	81.41%	29,374
Other	5,620	263	4.69%	5,357
Trans & Dist Maint:				
Maint of Mains	76,680	53,393	69.63%	23,287
Dist System	73,446	55,535	75.61%	17,911
Outside Lab	12,060	10,620	88.06%	1,440
Other	28,584	47,869	167.47%	(19,285)
Administration	431,142	361,822	83.92%	69,320
Vehicles	50,584	50,377	99.59%	207
Gull Management	78,000	73,492	94.22%	4,508
Lake Auburn Watershed	180,607	140,745	77.93%	39,862
TOTAL	1,844,573	1,432,336	77.65%	412,237
INTEREST			75.00%	standard
Interest	204,664	153,721	75.11%	50,943
TOTAL EXPENDITURES	2,049,237	1,586,057	77.40%	463,180
SURPLUS FROM OPS	1,075,392	807,103	75.05%	268,289
Bonds - Principal Payments	809,850	246,738	30.47%	563,112
Equipment	109,750	36,759	33.49%	72,991
SURPLUS/(DEFICIT)	155,792	523,606		(367,814)

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4664	9/17/2012	9	Auburn Marina	9/17/2012	2846	boat motor	6,400.00
							6,400.00
4665	9/21/2012	9	Androscoggin Registry O	9/20/2012	2848	release lien	16.00
							16.00
4666	9/21/2012	8	City of Auburn	8/29/2012	108696	traffic detail-Watershed	1,479.00
							1,479.00
4667	9/21/2012	9	Auburn Water District	9/19/2012	2849	petty cash-Aug	12.12
4667	9/21/2012	9	Auburn Water District	9/19/2012	2849	petty cash-Aug	64.06
4667	9/21/2012	9	Auburn Water District	9/19/2012	2849	petty cash-Aug	7.94
4667	9/21/2012	9	Auburn Water District	9/19/2012	2849	petty cash-Aug	7.00
4667	9/21/2012	9	Auburn Water District	9/19/2012	2849	petty cash-Aug	7.00
4667	9/21/2012	9	Auburn Water District	9/19/2012	2849	petty cash-Aug	54.79
4667	9/21/2012	9	Auburn Water District	9/19/2012	2849	petty cash-Aug	7.88
4667	9/21/2012	9	Auburn Water District	9/19/2012	2849	petty cash-Aug	48.97
4667	9/21/2012	9	Auburn Water District	9/19/2012	2849	petty cash-Aug	18.87
4667	9/21/2012	9	Auburn Water District	9/19/2012	2849	petty cash-Aug	32.50
							261.13
4668	9/21/2012	9	Clark Marine	9/17/2012	12278	Watershed	509.73
							509.73
4669	9/21/2012	9	Corrpro Companies	8/27/2012	134161	Center st water break soil sam	300.00
							300.00
4670	9/21/2012	8	Curry Printing #4317	9/4/2012	60005	blue cards & meter tags	173.00
4670	9/21/2012	8	Curry Printing #4317	9/4/2012	60005	blue cards & meter tags	137.21
							310.21
4671	9/21/2012	9	DirigoNet	9/17/2012	1253	troubleshoot/UV ops	85.00
4671	9/21/2012	9	DirigoNet	9/17/2012	1253	troubleshoot/UV ops	85.00
4671	9/21/2012	9	DirigoNet	9/17/2012	1253	troubleshoot/UV ops	170.00
							340.00
4672	9/21/2012	10	Group Dynamic Inc	9/11/2012	2847	oCT	82.50
							82.50
4673	9/21/2012	9	Hach Company	9/5/2012	792693	lab supplies	350.45
							350.45
4674	9/21/2012	8	Harcros Chemicals, Inc.	8/31/2012	300111	hypo	2,548.37
							2,548.37
4675	9/21/2012	9	J.L. Hayes & Co., Inc.	9/17/2012	660645	shovel	8.00
4675	9/21/2012	9	J.L. Hayes & Co., Inc.	9/17/2012	660645	shovel	7.99
4675	9/21/2012	9	J.L. Hayes & Co., Inc.	9/17/2012	660647	Watershed	119.98
							135.97
4676	9/21/2012	8	Horizon Solutions, LLC	8/30/2012	390944	UV op	1,447.56
							1,447.56
4677	9/21/2012	9	Ti-Sales, Inc.	9/14/2012	10645	pump maint-lake	70.39
							70.39
4678	9/21/2012	8	Bisson Enterprises, Inc. I	8/31/2012	11707	August	282.50
4678	9/21/2012	8	Bisson Enterprises, Inc. I	8/31/2012	11707	August	282.50
4678	9/21/2012	8	Bisson Enterprises, Inc. I	8/31/2012	11736	Aug- UV op	412.00

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							977.00
4679	9/21/2012	9	Maine Municipal Bond B	8/10/2012	2012-5 2010FS		949.55
4679	9/21/2012	9	Maine Municipal Bond B	8/10/2012	2012-5 2010FS		1,789.85
4679	9/21/2012	9	Maine Municipal Bond B	8/10/2012	2012-12008FS		4,416.59
4679	9/21/2012	9	Maine Municipal Bond B	8/10/2012	2012-12008FS		30,722.00
4679	9/21/2012	9	Maine Municipal Bond B	8/10/2012	2012-5 2010FS		17,201.05
4679	9/21/2012	9	Maine Municipal Bond B	8/10/2012	1/2012-2009SSR		2,963.13
4679	9/21/2012	9	Maine Municipal Bond B	8/10/2012	1/2012-2009SSR		59,262.50
4679	9/21/2012	9	Maine Municipal Bond B	8/10/2012	2012-7 2009-ARRA		1,432.19
4679	9/21/2012	9	Maine Municipal Bond B	8/10/2012	2012-7 2009-ARRA		28,643.88
4679	9/21/2012	9	Maine Municipal Bond B	8/10/2012	2012-102008S		128.03
4679	9/21/2012	9	Maine Municipal Bond B	8/10/2012	2012-102008S		2,560.56
4679	9/21/2012	9	Maine Municipal Bond B	8/10/2012	2012-12008FS		1,756.93
							151,826.26
4680	9/21/2012	8	Maine Water Company	8/31/2012	16085 August-G Leighton		1,926.00
4680	9/21/2012	8	Maine Water Company	8/31/2012	16085 August-G Leighton		1,926.00
							3,852.00
4681	9/21/2012	8	W. B. Mason Co., Inc.	9/4/2012	I070524labels&trash bags		36.39
4681	9/21/2012	8	W. B. Mason Co., Inc.	9/4/2012	I070524labels&trash bags		23.48
4681	9/21/2012	8	W. B. Mason Co., Inc.	9/4/2012	I070524labels&trash bags		59.87
							119.74
4682	9/21/2012	9	Morin Excavating, Inc.	9/14/2012	09-824 Hotel Rd		3,650.25
							3,650.25
4683	9/21/2012	8	Laboratory Corporation	9/1/2012	2843 drug test-Aug		30.23
4683	9/21/2012	8	Laboratory Corporation	9/1/2012	2843 drug test-Aug		30.22
							60.45
4684	9/21/2012	10	Northern Data Systems, I	9/1/2012	700792H/w qrtly 10/31 to 1/31		183.00
4684	9/21/2012	10	Northern Data Systems, I	9/1/2012	700792H/w qrtly 10/31 to 1/31		183.00
							366.00
4685	9/21/2012	9	Petro's	9/14/2012	72393 Hotel Rd		43.98
							43.98
4686	9/21/2012	8	E.J. Prescott, Inc.	8/28/2012	457939vas usage		444.62
4686	9/21/2012	8	E.J. Prescott, Inc.	8/28/2012	457939vas usage		425.67
4686	9/21/2012	8	E.J. Prescott, Inc.	8/28/2012	457939vas usage		238.10
4686	9/21/2012	8	E.J. Prescott, Inc.	8/28/2012	457939vas usage		123.21
4686	9/21/2012	8	E.J. Prescott, Inc.	8/28/2012	457939vas usage		366.38
4686	9/21/2012	8	E.J. Prescott, Inc.	8/28/2012	457939vas usage		1,007.99
4686	9/21/2012	8	E.J. Prescott, Inc.	8/28/2012	457939vas usage		91.38
4686	9/21/2012	8	E.J. Prescott, Inc.	8/28/2012	457941vas usage		791.81
4686	9/21/2012	8	E.J. Prescott, Inc.	8/28/2012	457941vas usage		2,130.88
4686	9/21/2012	8	E.J. Prescott, Inc.	8/28/2012	457941vas usage		520.42
4686	9/21/2012	9	E.J. Prescott, Inc.	7/25/2012	456315vas usage		3,445.27
							9,585.73
4687	9/21/2012	8	Spiller's	8/31/2012	127673engine dept copy paper		201.00
4687	9/21/2012	8	Spiller's	8/31/2012	127673engine dept copy paper		201.00
							402.00

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4688	9/21/2012	9	T W Paving, Inc.	9/18/2012	A12-01	Winter St/water leak	389.50
4688	9/21/2012	9	T W Paving, Inc.	9/18/2012	A12-01	Winter St/water leak	253.33
							642.83
4689	9/21/2012	9	V W R Scientific	9/4/2012	805152	lab supplies	236.46
							236.46
4690	9/21/2012	10	Wells Fargo Financial Le	9/4/2012	675559	Oct	107.10
4690	9/21/2012	10	Wells Fargo Financial Le	9/4/2012	675559	Oct	107.10
							214.20
4691	9/28/2012	9	Smokey's Greater Shows,	9/21/2012	Bk25P	customer refund	20.39
							20.39
4692	9/28/2012	9	Androscoggin Registry O	9/27/2012	2852	place/release liens	32.00
							32.00
4693	9/28/2012	9	Auburn Marina	9/17/2012	3280	balance for motor	1,000.00
							1,000.00
4694	9/28/2012	10	Bel-Tone Answering Ser	9/19/2012	1607B5	October	28.75
4694	9/28/2012	10	Bel-Tone Answering Ser	9/19/2012	1607B5	October	28.75
							57.50
4695	9/28/2012	9	Constellation NewEnergy	9/10/2012	726450268	Court	1,206.13
							1,206.13
4696	9/28/2012	9	Dead River Company	9/19/2012	59931	propane-pump station	123.92
4696	9/28/2012	9	Dead River Company	9/19/2012	59931	propane-pump station	123.92
							247.84
4697	9/28/2012	9	Harcros Chemicals, Inc.	9/6/2012	300111	hypo-shop	269.60
							269.60
4698	9/28/2012	9	J.L. Hayes & Co., Inc.	9/20/2012	815652	hay	19.75
							19.75
4699	9/28/2012	9	K & K Excavation, Inc.	9/7/2012	11604	stock gravel	2,710.65
4699	9/28/2012	9	K & K Excavation, Inc.	9/7/2012	11603	stock gravel	1,285.57
4699	9/28/2012	9	K & K Excavation, Inc.	9/14/2012	11634	Hotel Rd	2,732.87
							6,729.09
4700	9/28/2012	9	K. L. Jack & Co., Inc.	9/17/2012	531167	tk#33	40.44
							40.44
4701	9/28/2012	8	City of Lewiston	9/7/2012	600-39	August flouride	851.76
4701	9/28/2012	8	City of Lewiston	9/7/2012	600-39	Rodrigue-August	1,652.36
4701	9/28/2012	8	City of Lewiston	9/7/2012	600-39	Rodrigue-August	896.66
4701	9/28/2012	8	City of Lewiston	9/7/2012	600-39	Rodrigue-August	52.55
4701	9/28/2012	8	City of Lewiston	9/7/2012	600-39	Rodrigue-August	2,601.55
4701	9/28/2012	8	City of Lewiston	9/7/2012	600-40	(Rodrigue-UV-August	102.76
4701	9/28/2012	8	City of Lewiston	9/7/2012	600-40	(scada software maint	4,062.24
							10,219.88
4702	9/28/2012	9	Lewiston-Auburn Tent &	9/24/2012	2806	tent-measuring of lake	175.00
4702	9/28/2012	9	Lewiston-Auburn Tent &	9/24/2012	2806	tent-measuring of lake	175.00
							350.00
4703	9/28/2012	9	Longchamps & Sons, Inc	9/10/2012	10548	Hotel Rd	1,360.00
4703	9/28/2012	9	Longchamps & Sons, Inc	9/4/2012	1335	Hotel Rd	262.50

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							1,622.50
4704	9/28/2012	10	Maine Municipal Emp.HI	9/12/2012	2851	Oct	14,245.02
4704	9/28/2012	10	Maine Municipal Emp.HI	9/12/2012	2851	Oct	16.10
4704	9/28/2012	10	Maine Municipal Emp.HI	9/12/2012	2851	Oct	589.32
4704	9/28/2012	10	Maine Municipal Emp.HI	9/12/2012	2851	Oct	536.23
4704	9/28/2012	10	Maine Municipal Emp.HI	9/12/2012	2851	Oct	2,811.23
							18,197.90
4705	9/28/2012	9	Maine Oxy-Acetylene Cc	9/11/2012	307591	AMMONIA	456.85
							456.85
4706	9/28/2012	8	E.J. Prescott, Inc.	9/30/2012	457853	Hotel Rd	32,518.72
4706	9/28/2012	8	E.J. Prescott, Inc.	8/30/2012	457817	Main St-condo	255.19
4706	9/28/2012	9	E.J. Prescott, Inc.	9/6/2012	458194	Hotel Rd	8,633.05
4706	9/28/2012	9	E.J. Prescott, Inc.	9/6/2012	458387	vas usage	236.06
4706	9/28/2012	9	E.J. Prescott, Inc.	9/7/2012	458458	vas usage	373.94
4706	9/28/2012	9	E.J. Prescott, Inc.	9/7/2012	458458	vas usage	2,092.38
4706	9/28/2012	9	E.J. Prescott, Inc.	9/7/2012	458458	vas usage	3,311.85
4706	9/28/2012	9	E.J. Prescott, Inc.	9/7/2012	458458	vas usage	2,425.60
4706	9/28/2012	9	E.J. Prescott, Inc.	9/7/2012	458458	vas usage	586.54
4706	9/28/2012	9	E.J. Prescott, Inc.	9/7/2012	458410	Hotel Rd	225.40
4706	9/28/2012	9	E.J. Prescott, Inc.	9/7/2012	458380	meters	3,056.13
							53,714.86
4707	9/28/2012	9	Stratham Tire Inc.	9/25/2012	603825	tk#19	19.50
							19.50
4708	9/28/2012	9	Super Shoe Stores, Inc.	9/22/2012	004894	Martin & Hamann	82.98
4708	9/28/2012	9	Super Shoe Stores, Inc.	9/22/2012	004894	Martin & Hamann	27.99
							110.97
4709	9/28/2012	9	U.S. Cellular	9/16/2012	2850	Sept	30.00
4709	9/28/2012	9	U.S. Cellular	9/16/2012	2850	Sept	30.00
4709	9/28/2012	9	U.S. Cellular	9/16/2012	2850	Sept	182.73
4709	9/28/2012	9	U.S. Cellular	9/16/2012	2850	Sept	182.73
							425.46
4710	9/28/2012	9	United Way Of Andr.Cov	9/24/2012	2853	Sept	194.00
4710	9/28/2012	9	United Way Of Andr.Cov	9/24/2012	2853	Sept	24.00
							218.00
4711	9/28/2012	9	Zee Medical, Inc.	9/20/2012	113506	first aid supplies	52.03
4711	9/28/2012	9	Zee Medical, Inc.	9/20/2012	113506	first aid supplies	52.02
							104.05
4712	10/5/2012	9	Reginald & Paula Bouffa	9/28/2012	2857	customer refund-bk#25pg248	6.38
							6.38
4713	10/5/2012	9	Al's Auto & Truck Garag	9/28/2012	2400	tk#25	821.18
4713	10/5/2012	9	Al's Auto & Truck Garag	9/28/2012	2402	tk#32	40.50
							861.68
4714	10/5/2012	10	Androscoggin Registry O	10/4/2012	2868	release liens	32.00
							32.00
4715	10/5/2012	9	Auburn Water District	10/4/2012	2864	Petty cash-Sept	50.54

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4715	10/5/2012	9	Auburn Water District	10/4/2012	2864	Petty cash-Sept	32.42
4715	10/5/2012	9	Auburn Water District	10/4/2012	2864	Petty cash-Sept	23.20
4715	10/5/2012	9	Auburn Water District	10/4/2012	2864	Petty cash-Sept	47.57
							153.73
4716	10/5/2012	9	George Buker, Jr.	9/26/2012	2854	Hay-Hotel Rd	30.00
4716	10/5/2012	9	George Buker, Jr.	9/24/2012	2855	Hay-Watershed	50.00
							80.00
4717	10/5/2012	9	Eastern Fire Services, Inc	8/31/2012	720706	Aug test	50.00
4717	10/5/2012	9	Eastern Fire Services, Inc	8/31/2012	720706	Aug test	50.00
							100.00
4718	10/5/2012	9	DirigoNet	10/1/2012	1265	troubleshoot&emails	85.00
4718	10/5/2012	9	DirigoNet	10/1/2012	1265	troubleshoot&emails	85.00
4718	10/5/2012	9	DirigoNet	10/1/2012	1265	troubleshoot&emails	25.00
4718	10/5/2012	9	DirigoNet	10/1/2012	1265	troubleshoot&emails	25.00
							220.00
4719	10/5/2012	9	FedEx	10/1/2012	2033-5	Sept	75.86
4719	10/5/2012	9	FedEx	10/1/2012	2033-5	Sept	75.86
							151.72
4720	10/5/2012	10	John B. Storer	9/28/2012	2866	Oct	175.00
4720	10/5/2012	10	John B. Storer	9/28/2012	2866	Oct	175.00
							350.00
4721	10/5/2012	9	Harcros Chemicals, Inc.	9/17/2012	300111	HYPO	2,598.91
							2,598.91
4722	10/5/2012	9	J.L. Hayes & Co., Inc.	9/25/2012	815655	Hotel Rd	27.93
							27.93
4723	10/5/2012	9	Home Depot Credit Servi	9/25/2012	2860	Sept, Uv ops, Hotel, shop	847.48
4723	10/5/2012	9	Home Depot Credit Servi	9/25/2012	2860	Sept, Uv ops, Hotel, shop	-118.89
4723	10/5/2012	9	Home Depot Credit Servi	9/25/2012	2860	Sept, Uv ops, Hotel, shop	125.04
4723	10/5/2012	9	Home Depot Credit Servi	9/25/2012	2860	Sept, Uv ops, Hotel, shop	111.58
4723	10/5/2012	9	Home Depot Credit Servi	9/25/2012	2860	Sept, Uv ops, Hotel, shop	107.18
4723	10/5/2012	9	Home Depot Credit Servi	9/25/2012	2860	Sept, Uv ops, Hotel, shop	162.50
							1,234.89
4724	10/5/2012	9	Vantagepoint Transfer A	9/30/2012	2862	Sept	1,918.06
							1,918.06
4725	10/5/2012	9	Vantagepoint Transfer A	9/30/2012	2863	Sept	2,523.04
							2,523.04
4726	10/5/2012	9	K & K Excavation, Inc.	9/21/2012	11657	Hotel Rd	2,083.23
							2,083.23
4727	10/5/2012	9	K. L. Jack & Co., Inc.	9/27/2012	531364	Watershed	82.13
							82.13
4728	10/5/2012	10	Lake Auburn Watershed	9/28/2012	2867	Oct	11,717.25
							11,717.25
4729	10/5/2012	10	Sun-Journal	10/1/2012	2865	hydrant flushing ad	37.69
							37.69
4730	10/5/2012	10	Maine Municipal Assoc.	10/1/2012	63245	w/comp-4th period	3,517.80

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4730	10/5/2012	10	Maine Municipal Assoc.	9/15/2012	21141	4th period-unemployment	538.75
							4,056.55
4731	10/5/2012	9	W. B. Mason Co., Inc.	9/12/2012	I07215	cartridges, paper	148.48
4731	10/5/2012	9	W. B. Mason Co., Inc.	9/12/2012	I07215	cartridges, paper	148.47
4731	10/5/2012	9	W. B. Mason Co., Inc.	9/14/2012	Cr0597	return cartridge	-50.99
4731	10/5/2012	9	W. B. Mason Co., Inc.	9/14/2012	Cr0597	return cartridge	-50.99
4731	10/5/2012	9	W. B. Mason Co., Inc.	9/18/2012	Cr0601	return dust cleaner	-12.50
4731	10/5/2012	9	W. B. Mason Co., Inc.	9/18/2012	Cr0601	return dust cleaner	-12.49
							169.98
4732	10/5/2012	9	Morin Excavating, Inc.	9/21/2012	09-829	Hotel Rd	2,171.00
4732	10/5/2012	9	Morin Excavating, Inc.	9/29/2012	09-832	Hotel Rd	604.50
							2,775.50
4733	10/5/2012	9	Napa Auto Parts	9/30/2012	2856	Sept	78.59
4733	10/5/2012	9	Napa Auto Parts	9/30/2012	2856	Sept	33.55
4733	10/5/2012	9	Napa Auto Parts	9/30/2012	2856	Sept	37.22
4733	10/5/2012	9	Napa Auto Parts	9/30/2012	2856	Sept	-40.00
							109.36
4734	10/5/2012	9	Laboratory Corporation	9/29/2012	388906	Sept-drug testing	30.23
4734	10/5/2012	9	Laboratory Corporation	9/29/2012	388906	Sept-drug testing	30.22
							60.45
4735	10/5/2012	9	Ness Oil Co.	9/29/2012	2861	Hotel Rd	2,884.83
							2,884.83
4736	10/5/2012	10	Novus Glass	10/3/2012	127935	tk#29	50.00
							50.00
4737	10/5/2012	9	Omni Services, Inc.	9/21/2012	200032	backhoe hose	121.47
							121.47
4738	10/5/2012	9	Petro's	9/5/2012	72228	tk#26	10.12
4738	10/5/2012	9	Petro's	9/27/2012	72449	Hotel Rd	71.88
							82.00
4739	10/5/2012	9	E.J. Prescott, Inc.	9/12/2012	458602	Hotel Rd	98.52
4739	10/5/2012	9	E.J. Prescott, Inc.	9/10/2012	458455	Hotel Rd	1,404.88
4739	10/5/2012	9	E.J. Prescott, Inc.	9/11/2012	456799	meter parts	1,484.73
4739	10/5/2012	9	E.J. Prescott, Inc.	9/21/2012	459102	credit #4584296	-1,391.68
4739	10/5/2012	9	E.J. Prescott, Inc.	9/7/2012	458429	parts	1,391.68
							2,988.13
4740	10/5/2012	10	Spiller's	10/2/2012	127763	PAINT	163.32
							163.32
4741	10/5/2012	9	THG Corporation	9/19/2012	D3958	skid steer	18.45
							18.45
4742	10/5/2012	9	Zep Mfg. Company	9/26/2012	288085	soap, cleaner	52.33
4742	10/5/2012	9	Zep Mfg. Company	9/26/2012	288085	soap, cleaner	52.33
							104.66
4743	10/12/201	9	City of Auburn	9/18/2012	108711	traffic&gas August	754.00
4743	10/12/201	9	City of Auburn	9/18/2012	108711	traffic&gas August	129.54
4743	10/12/201	9	City of Auburn	9/18/2012	108711	traffic&gas August	324.51

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4743	10/12/201	9	City of Auburn	9/18/2012	108711	traffic&gas August	137.47
4743	10/12/201	9	City of Auburn	9/18/2012	108711	traffic&gas August	41.64
4743	10/12/201	9	City of Auburn	9/18/2012	108711	traffic&gas August	446.79
4743	10/12/201	9	City of Auburn	9/18/2012	108711	traffic&gas August	331.79
4743	10/12/201	9	City of Auburn	9/18/2012	108711	traffic&gas August	117.33
4743	10/12/201	9	City of Auburn	9/18/2012	108711	traffic&gas August	187.05
4743	10/12/201	9	City of Auburn	9/18/2012	108711	traffic&gas August	465.44
4743	10/12/201	9	City of Auburn	9/18/2012	108711	traffic&gas August	200.60
4743	10/12/201	9	City of Auburn	9/18/2012	108711	traffic&gas August	236.58
4743	10/12/201	9	City of Auburn	9/18/2012	108711	traffic&gas August	304.01
4743	10/12/201	9	City of Auburn	9/18/2012	108711	traffic&gas August	153.33
4743	10/12/201	9	City of Auburn	9/18/2012	108711	traffic&gas August	669.21
							4,499.29
4745	10/12/201	9	City of Auburn	9/18/2012	108718	street permits/bleeders	50.00
4745	10/12/201	9	City of Auburn	9/18/2012	108718	street permits/bleeders	500.00
4745	10/12/201	9	City of Auburn	9/18/2012	108718	street permits/bleeders	180.00
4745	10/12/201	9	City of Auburn	9/18/2012	108718	street permits/bleeders	340.00
							1,070.00
4746	10/12/201	10	Dig Safe System, Inc.	10/4/2012	46988	Oct	296.30
4746	10/12/201	10	Dig Safe System, Inc.	10/4/2012	46988	Oct	296.30
							592.60
4747	10/12/201	9	Gilman Electrical Dist.	9/12/2012	744503	UV-ops	826.48
4747	10/12/201	9	Gilman Electrical Dist.	9/13/2012	745557	UV ops	30.43
4747	10/12/201	9	Gilman Electrical Dist.	9/19/2012	745944	Poland Water	137.96
							994.87
4748	10/12/201	10	K. L. Jack & Co., Inc.	10/3/2012	531470	shop-screws	4.06
4748	10/12/201	10	K. L. Jack & Co., Inc.	10/3/2012	531470	shop-screws	4.06
							8.12
4749	10/12/201	9	Hetl Water Program	9/28/2012	2869	Sept	578.50
4749	10/12/201	9	Hetl Water Program	9/28/2012	2869	Sept	1,578.50
							2,157.00
4750	10/12/201	9	Idexx Distribution, Inc.	9/25/2012	262928	lab supplies	721.00
4750	10/12/201	9	Idexx Distribution, Inc.	9/25/2012	262928	lab supplies	721.00
4750	10/12/201	9	Idexx Distribution, Inc.	9/25/2012	262928	lab supplies	1,218.60
4750	10/12/201	9	Idexx Distribution, Inc.	9/25/2012	262928	lab supplies	1,218.59
							3,879.19
4751	10/12/201	9	W. B. Mason Co., Inc.	9/20/2012	I07385	ink, paper, towels	75.47
4751	10/12/201	9	W. B. Mason Co., Inc.	9/20/2012	I07385	ink, paper, towels	20.99
4751	10/12/201	9	W. B. Mason Co., Inc.	9/20/2012	I07385	ink, paper, towels	96.45
							192.91
4752	10/12/201	10	N.E. Water Works Assoc	10/9/2012	2870	S Bell-class	50.00
							50.00
4753	10/12/201	10	Petro's	10/3/2012	72542	paint thinner	5.50
4753	10/12/201	10	Petro's	10/3/2012	72542	paint thinner	5.49
							10.99
4754	10/12/201	9	E.J. Prescott, Inc.	9/18/2012	458668	tool	73.48

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4754	10/12/201	9	E.J. Prescott, Inc.	9/17/2012	458678	meters	877.10
4754	10/12/201	9	E.J. Prescott, Inc.	9/20/2012	458987	Hotel Rd	1,062.62
4754	10/12/201	9	E.J. Prescott, Inc.	9/17/2012	458608	foam insert	137.26
4754	10/12/201	9	E.J. Prescott, Inc.	9/27/2012	459362	return#4586086	-137.26
							2,013.20
4755	10/12/201	10	Redlon & Johnson	10/1/2012	978929	tk#26 tools	78.41
							78.41
4756	10/12/201	9	Staples Credit Plan	9/27/2012	2859	Sept	43.25
4756	10/12/201	9	Staples Credit Plan	9/27/2012	2859	Sept	239.98
							283.23
4757	10/12/201	9	UNITIL ME	10/1/2012	2858	268 Court-Sept	85.03
4757	10/12/201	9	UNITIL ME	10/1/2012	2858	268 Court-Sept	85.03
							170.06
<u>Grand Total</u>							<u>335,054.13</u>

Net Payroll + taxes

59,942.37
\$ 394,996.50

HYDRANTS

Location	Ck'd	Comments	Broken	Cap	Misc.	New	Frozen
Spring St - Hannaford	1	Hit - no damage			1		
Monthly Totals	1		0	0	1	0	0
2011 Monthly Totals	0		0	0	0	0	0
YTD Totals	11		4	1	6	0	0

NEW SERVICES

Location	No.	Comments	No Meter	Meter	Meter Size
No activity					
Monthly Totals	0		0	0	
2011 Monthly Totals	1		1	0	
YTD Totals	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	42	-4.3	2.8	3.57	2.79	0.84	0.54	31
February	42	-2.2	3.3	3.37	2.73	0.87	0.35	29
March	43	3.7	4.4	5.04	2.73	0.74	0.46	31
April	46	7.2	8.1	2.51	2.60	0.82	0.74	30
May	49	13.9	14.1	1.19	2.56	0.79	0.79	31
June	50	17.4	20.1	1.85	2.53	0.74	0.75	30
July	56	22.3	25.5	0.15	2.58	0.70	0.65	31
August	46	22.4	26.1	0.23	2.67	0.71	0.98	31
September	44	15.6	21.6	0.8	2.72	0.7	2.1	30
October								
November								
December								
YTD Avg				2.07	2.66	0.77	0.82	
2011 Avg				3.30	2.75	0.77	0.77	
YTD Totals	418							274

LAKE AUBURN

Month	No. Patrols	Withdrawals *			Elevations **					
		AWD	LWD	Total	1st	High	Yr.	Low	Yr.	2011
January	daily	2.41	4.06	6.07	260.81	261.4	1974	257.20	2002	261.31
February	daily	2.31	4.02	6.33	-----	261.7	1996	257.10	2002	260.99
March	daily	2.36	4.05	6.31	260.64	261.4	2010	257.40	2002	260.93
April	daily	2.38	3.97	6.35	261.09	262.4	1953	258.20	2002	260.89
May	daily	2.36	4.23	6.59	261.51	261.5	2012	258.78	2007	260.83
June	daily	2.61	4.28	6.89	261.20	261.8	2012	259.49	1984	261.38
July	daily	2.92	5.24	8.16	260.88	261.6	1973	258.75	1960	261.00
August	daily	2.88	4.80	7.68	260.03	261.1	1981	258.00	1999	NR
September	daily	2.85	4.72	7.57	259.63	260.9	1981	257.40	1999	NR
October										
November										
December										
Avg. Daily	daily	2.56	4.37	6.88						
YTD Totals	0	23.08	39.37	61.95						

* 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	14.7	1.91	1308	3.26	9	51	-11	23	3.5
February	5.5	1.03	975	2.55	7	48	0	28	5.1
March	0.0	1.08	783	3.64	6	82	12	40	7.5
April	0.0	4.31	593	3.78	7	82	21	45	1.3
May	0.0	5.21	286	3.90	11	82	33	56	0.6
June	0.0	11.73	148	3.58	11	93	44	62	-2.4
July	0.0	1.95	3	3.43	13	86	48	70	-0.1
August	0.0	3.72	13	3.25	10	86	46	69	0.3
September	0.0	3.28	287	3.60	9	80	32	55	-4.9
October									
November									
December									
YTD Totals	20.20	34.22							

* From www.wunderground.com

DIG SAFE

Month	Total	Contractors	MDOT	AHD	School Dept.	Lewiston Water	Fairpoint	AWD	CMP	ASD	GAS	MTA
January	34	19	0	3	0	0	1	6	4	0	1	0
February	32	13	0	8	0	0	3	2	5	1	0	0
March	91	36	6	31	0	0	0	4	4	2	8	0
April	119	71	0	18	0	0	1	6	8	2	12	1
May	142	74	2	27	0	0	2	12	17	1	7	0
June	138	70	9	26	0	0	0	8	5	1	16	3
July	153	74	1	44	0	0	0	7	5	1	21	0
August	168	83	3	45	1	0	0	7	5	0	22	2
September	139	61	1	49	0	0	0	2	10	0	16	0
October												
November												
December												
YTD Totals	1016	501	22	251	1	0	7	54	63	8	103	6
2011 Totals	872	452	13	224	1	3	6	49	45	3	72	4

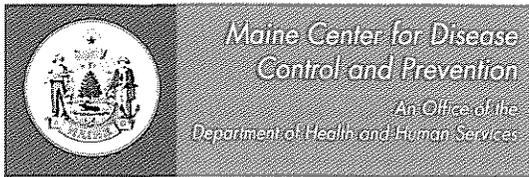
DUTY FOREMAN CALLS

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	6			2	4	0	0	0	0	0	0
Water District	9	0	0	3		2	3	0	0	0	1
Monthly Totals	15	0	0	5	4	2	3	0	0	0	1
2011 Monthly Totals	10	0	0	0	3	3	2	0	2	0	0
YTD Totals	138	7	4	13	21	24	27	11	4	22	5

OTHER ACTIVITIES

1. Paint hydrants and hydrant flags
2. Drain Hardscrabble Reservoir
3. Pump Station training
4. Poland - install backflows and bleeders
5. Spring Rd - check erosion control and spread hey
6. Clean turbidity pump line and unit
7. Portland Water - meet for temporary services
8. Lake Shore Drive - install water flow sensor in 60" culvert



Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

Department of Health and Human Services
Maine Center for Disease Control and Prevention
286 Water Street
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 287-8016; Fax: (207) 287-9058
TTY Users: Dial 711 (Maine Relay)

MR. JOHN B STORER II
AUBURN WATER DISTRICT
PO BOX 414
AUBURN, ME 04212

September 6, 2012

Dear MR. JOHN B STORER II,

The Maine CDC is pleased to pass along to you the enclosed Water Fluoridation Quality Award certificate from the US Centers for Disease Control and Prevention (CDC), for calendar year 2011. This award recognizes public water systems that adjust the fluoride concentration in drinking water and achieve a monthly average fluoride level within the optimal range for 12 consecutive months in a year, as documented in the CDC's Water Fluoridation Reporting System (WFRS) and reported by the Maine CDC.

The US CDC initiated the Water Fluoridation Quality Awards in 2002 to recognize outstanding performance by public water systems. For calendar year 2011, of the 42 states using WFRS to provide program information to the public, 33 states had at least one community system that earned the award. On a nationwide basis, about 48% of the eligible adjusted systems in the states that report water fluoridation quality earn this award. Over the past few years, there has been an increase in the number of states and water systems achieving this recognition, and we are pleased to tell you that this is true for Maine.

Water operators in Maine do a fantastic job of keeping fluoride levels right where they need to be for optimum benefits. The information from your monthly operating reports is entered into WFRS. This includes the daily average, lows and highs as well as compliance sample data. With data collection and data entry exceeding 95% for 2011, Maine WFRS has solid data that illustrates the attention to quality control that Maine's public water systems dedicate to providing quality water on tap. Maine has 13 consecutive years of this data, demonstrating the ongoing efforts that have gone toward assuring quality and compliance with standards.

The Maine CDC is committed to enhancing the health and well being of Maine residents. Community water fluoridation, recognized by the US CDC as one of 10 great public health achievements of the 20th century, is an evidence-based approach for improving oral health. Fluoridation of community drinking water is a safe and effective way to help prevent tooth decay and improve oral health, and works for all age groups, not just children.

We join you and your customers in valuing your ability to demonstrate the attainment of quality service, and helping to improve the overall health of people living in your community. Thank you, and congratulations on your outstanding quality control of fluoride!

Sincerely,

Dr. Sheila Pinette
Director, Maine CDC

cc: Roger Crouse, Manager, Drinking Water Program
Judith Feinstein, Manager, Oral Health Program

Following is a press release template that you may wish to use to announce receipt of the US CDC Water Fluoridation Quality Award.

PRESS RELEASE TEMPLATE – CDC WATER FLUORIDATION AWARDS

The Maine CDC announced recently that NAME OF COMMUNITY WATER SYSTEM has been awarded a Water Fluoridation Quality Award from the U.S. Centers for Disease Control and Prevention (CDC). Fluoridation is the adjustment of fluoride in the water to a level that is optimal for preventing tooth decay. The award recognizes those communities that maintained a consistent level of optimally fluoridated water throughout 2011. NAME OF COMMUNITY WATER SYSTEM is one of 48 systems in Maine to receive this award.

For 2011, a total of 2500 water systems in 33 states received these awards, a significant increase in the number of participating states and water systems that received awards in previous years.

“We are pleased that more states and communities than ever have achieved this measure of excellence in their water fluoridation programs,” stated Dr. William Bailey, DDS, MPH, acting director of the US CDC Division of Oral Health. “Community water fluoridation is one of the most effective means available for avoiding tooth decay, preventing at least 25% of tooth decay in children and adults.”

The Maine CDC’s director, Dr. Sheila Pinette, noted the ability of water operators in Maine to keep fluoride levels “right where they need to be” for optimum benefits, and the demonstration of quality service in helping to improve the overall health of people living in Maine communities.

Community water fluoridation has been recognized by CDC as one of 10 great public health achievements of the 20th Century. Currently, nearly three-quarters (73.9 percent)—or 204 million people—served by community water systems have access to optimally fluoridated tap water. CDC recommends water fluoridation as a safe, effective, and inexpensive method of preventing decay. In fact, every \$1 invested in fluoridation saves at least \$38 in costs for dental treatment.

###



2011

Water Fluoridation Quality Award

AUBURN WATER DISTRICT

State of Maine

The Centers for Disease Control and Prevention commends this water system for its consistent and professional adjustment of the water fluoride content to the optimum level for oral health for 12 consistent months. Consistent, high-quality water fluoridation practice, as demonstrated by this water system, is a safe and effective method to prevent tooth decay, improving the oral health of community residents of all ages.

Presented by the
Centers for Disease Control and Prevention
United States Department of Health & Human Services

National Fluoridation Engineer, Division of Oral Health
National Center for Chronic Disease Prevention
and Health Promotion



Recv. 10/10/12

Dan Bilodeau
PO Box 1493
Auburn, ME 04211-1493
Rate-payer AWD

Mr. John Storer, Superintendent
Auburn Water District
PO BOX 414
Auburn, ME 04210

FOAA #49

10/6/2012

Dear Mr. Storer:

Please provide access to all electronic correspondence (emails) between the dates of September 30, 2012 to October 6th, 2012. "Records" should include ANY AND ALL emails addressed to you or sent by you during this period. Please also include ANY AND ALL emails sent to and from MJ Dillingham & Sid Hazelton.

Regards,



Dan Bilodeau

Please consider "public records" requested under the Freedom of Access Act to include office notes, reports, studies, databases, photographs, video or audio recordings, correspondence (including electronic mail), memoranda, meeting notes and minutes, drafts and working papers, notes and summaries of conversations and interviews, and any other forms of written or recorded communication, including staff memoranda.

The public's right to information about government activities lies at the heart of a democratic government. The Maine Freedom of Access Act ("FOAA") grants the people of this state a broad right of access to public records while protecting legitimate governmental interests and the privacy rights of individual citizens. The act also ensures the accountability of the government to the citizens of the state by requiring public access

The Freedom of Access Act requires agencies or officials to determine within 5 working days (excluding Saturdays, Sundays, and legal holidays) after the receipt of a request whether to comply with the request. If a request is denied in whole or in part, the denial must be made in writing within 5 working days of the Freedom of Access Act request. 1 M.R.S.A. § 409 (1).

Recv. 10/12/12

Dan Bilodeau
PO Box 1493
Auburn, ME 04211-1493
Rate-payer AWD

Mr. John Storer, Superintendent
Auburn Water District
PO BOX 414
Auburn, ME 04210

FOAA # 50

9/30/2012

Dear Mr. Storer:

Please provide access to all electronic correspondence (emails) between the dates of September 9, 2012 to September 15, 2012. "Records" should include ANY AND ALL emails addressed to you or sent by you during this period. Please also include ANY AND ALL emails sent to and from MJ Dillingham & Sid Hazelton.

Regards,



Dan Bilodeau

Please consider "public records" requested under the Freedom of Access Act to include office notes, reports, studies, databases, photographs, video or audio recordings, correspondence (including electronic mail), memoranda, meeting notes and minutes, drafts and working papers, notes and summaries of conversations and interviews, and any other forms of written or recorded communication, including staff memoranda.

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Lake Auburn Watershed-Lake Diagnostic Study

Budget

Draft – October 3, 2012

	Phase 1 (Tasks 1-5a)		Phase 2 (Tasks 5b-8)	
	Hours	Cost	Hours	Cost
CDM Smith	369	\$65,539	376	\$57,064
CEI	893	\$98,362	414	\$52,960
Total	1262	\$163,901	790	\$109,754

Comments:

1. CDM Smith costs assume lab analysis and shipping costs for 12 in-lake sediment samples (\$6,250) and 20 algae samples (\$1,450)
2. CEI costs assume \$6,800 in expenses for travel and laboratory analysis of sediments at tributary inlets and wetlands
3. If additional in-lake sampling for water chemistry is recommended, we have assumed the sampling and analytical work would be performed by AWD/LWD staff

Lake Auburn Watershed-Lake Diagnostic Study

Scope of Work

Draft – October 3, 2012

Overview

This scope describes the tasks to be conducted for the Auburn Water District and Lewiston Water Division that will be undertaken to complete a diagnostic assessment for Lake Auburn following a fish kill, a reduction in dissolved oxygen, and increases in turbidity in September 2012, noting that a similar increase in turbidity was recorded in 2011.

The study is being undertaken to understand the drivers of the recent degradation in water quality, and make recommendations to mitigate the adverse impacts of excess phosphorus on water quality of Lake Auburn. The recommendations will address the need for short-term (this growing season) and long-term actions.

Project Management

CDM Smith will develop a project team that includes Comprehensive Environmental Inc. as the primary subconsultant and obtain specialist assistance as needed. CDM Smith will provide project management for this contract including oversight of subcontractor(s), preparation of invoices, and preparation of status reports.

Phase I

Task 1 – Project Initiation: Data Review and Gap Analysis

The CDM Smith team will collect and review the available data for Lake Auburn. This includes data that has already been provided on the ftp site(s) and additional data from Bates College, Maine DEP, the volunteer lake monitoring program (VLMP), Maine Inland Fisheries & Wildlife and others. The goal of the review will be two-fold: establish whether there are long-term trends in water quality in the lake and assess whether the fall increase turbidity/algae/fish kill is part of the long-term trend or related to single season variation. Gaps in data collected will also be identified. The analysis will build on existing trendline graphs created by others to avoid duplication of efforts.

The CDM Smith Team will hold a meeting with AWD/LWD to discuss the review of the data, identify data gaps, and make suggestions for additional monitoring. The meeting will also include a discussion of conditions or activities in the watershed over the last several years that might be drivers for changing water quality conditions.

We anticipate additional data will be required for a detailed picture of the current conditions of the health of this watershed, and will discuss the sampling objectives and the capabilities of the AWD/LWD or other current monitoring groups to undertake them.

Potential data needs are listed below:

1. **Water Budget** – Lake level, withdrawals, releases, rainfall and stream flow data since the previous water budget was performed to characterize the recent previous year's hydrologic inputs to a typical year.

2. **Agriculture, Logging and Basin History** – Agriculture, gravel mining and forestry activities among others can contribute phosphorus through two mechanisms: increased erosion associated with disturbed land and decay of woody debris remaining after logging. The Basin history, since the detailed bathymetry was created in the 1980s, will also be developed to identify how much contribution of sediment load and instantaneous phosphorus load might have originated from a breach of the dam during major storm events.
3. **Sediment Phosphorus Levels** - In-lake water quality data may be sufficient for determining trophic state and back-calculating loads from in-lake values and features like area, depth, and flushing rate. Up to 12 sediment samples will be collected around the lake and analyzed for total solids, volatile solids, grain size analysis, total phosphorus, iron-bound phosphorus, and loosely-bound phosphorus. The iron-bound phosphorus levels can also be determined for select alum dose targets. These data are useful for revising the phosphorus budget and for establishing target alum doses. This allowance for this task assumes that grab samples will either be collected during the conduct of the visual sediment survey (below) or by AWD/LWD and will not require a diver.
4. **Distribution of Potentially Phosphorus-rich Muds** -- A visual sediment distribution scan of the lake using an underwater camera would permit determination of potentially contributing sediment areas. These data are useful for revising the phosphorus budget and for establishing target alum locations. Costs assume that AWD/LWD will provide a boat and one person to assist with this 1-day task.
5. **Algal Analysis** – After reviewing all available algal data, we will recommend whether changes to sampling location, frequency or degree of enumeration/identification would be useful. An allowance for this task assumes that samples will be collected and shipped by AWD/LWD.

A data summary memorandum will be prepared at the end of Task 1 that will summarize relevant data collected.

The CDM Smith Team will work with the AWD/LWD to assemble a stakeholder group that will consist of, at a minimum, representation from the Maine Drinking Water Program, the Department of Inland Fisheries and Wildlife, Maine Volunteer Lake Monitoring Program, Maine Department of Environmental Protection, Bates College, and the Maine Water Utilities Association. A stakeholder kickoff meeting will be held to brief stakeholders on AWD and LWD activities and early findings, and to discuss what information these agencies can share about the situation at Lake Auburn and at other Maine lakes.

Task 2 – Update Water Budget

We will update the water budget included in the April 2010 Watershed Management Plan, and create specific budgets for the 2011 and 2012 growing seasons and compare typical year water budget. The purpose of this budget will be to develop a conceptual understanding of the importance of inter-annual variations in inflows and outflows in determining changes in residence time and external loadings to the lake. Recent gauging/weir data on tributaries such as the Basin and Townsend Brook will be evaluated.

Task 3 – Update Nutrient Budgets

Phosphorus loads for Lake Auburn were developed as part of the April 2010 Watershed Management Plan. These will be reviewed and updated for 2011 and 2012 to allow comparison to previous estimates. As cyanobacteria are growing in dominance in the lake, a conceptual-level budget for nitrogen will also be developed.

The updated nutrient budgets will include consideration of whether to account explicitly for logging operations, further review of septic system inputs, erosion, gravel pits, farming, waterfowl and other wildlife, the contribution from permitted lake usage and other potential 'high-load' areas identified through discussions with AWD/LWD, and internal recycling loads. High load areas will be field reviewed with AWD/LWD staff. There will also be more specific analysis of the Basin's current status and estimates of how much sediment may have entered the lake from the dam breach this spring. In addition, consideration will be given to the possible contribution of phosphorous from tributaries and wetland areas that flooded and flowed into the lake in 2012. Where necessary, a range of estimate to bracket uncertainty will be provided.

Task 4 – Diagnostic Assessment of Lake Auburn

A diagnostic assessment of Lake Auburn will be prepared. The assessment will include:

- A description of any significant changes in the watershed characteristics, serving as an update to the description in the 2010 Watershed Management Plan. The review of historical land use changes will include comparison of the 2005 and 2010 aerial photography contained in the GIS, 2001-2006 USGS impervious cover mapping, building permits and other available resources.
- An assessment of limnological data for the lake, focusing on recent water and sediment quality data, and available data on fisheries and other biological resources
- The findings of the water budget
- The estimate of nutrient loads to the lake
- Trends and the current health of the lake, including a discussion of factors driving the reduced water quality in the fall.
- Possible trends in water quality and health of the lake will also be forecast to the future including consideration of the role that changes in future climate (e.g. warmer temperatures and more intense storms) could have on lake health.
- An assessment of recent water quality in Lake Auburn in view of the nutrient water quality standards that Maine DEP has drafted and may soon finalize.

Depending on the direction of the findings in water quality trends, an optional task (not budgeted at this time) could include the use of the existing hydrodynamic model to examine scenarios on changing systematic and watershed inputs (higher temperatures, additional loads) on the water chemistry in the lake.

A draft technical memorandum at the end of Task 4 will be prepared for review that summarizes Tasks 2, 3 and 4.

Task 5(a) – Evaluation of Management Options for Lake Auburn –Short Term

Short-term management actions to improve water quality in Lake Auburn will be evaluated. Short-term actions will include the need, if any, for improved data collection and actions to reduce turbidity in the lake. The short-term actions will also include a discussion of necessary permits for implementation. As the algal bloom appears to be dissipating, the short-term actions are anticipated to focus on water quality profiling, and nutrient and algal sampling as fall turnover approaches and contingency planning for copper sulfate application. Based on algal types and characteristics, assess options for in-lake response actions such as algal harvesting in key locations such as downstream from the Basin.

A brief memorandum will be prepared for review that summarizes the Task 5a recommendations and findings. We will hold a conference call with AWD/LWD to discuss the memorandum.

Phase II

Task 5(b) – Evaluation of Management Options for Lake Auburn –Long Term

Long-term management actions to improve water quality in Lake Auburn will be evaluated and will likely fall into two categories: holistic watershed management and in-lake remediation.

As cyanobacteria have been found with apparent increasing prevalence in Lake Auburn, an optional task (not budgeted) would be to compile research on toxins associated with the cyanobacteria, and possible impact on water quality and human health if an algal toxin (like copper sulfate) was applied.

Holistic Watershed Management: The watershed management plan was recently updated, and its recommendations will be reviewed and revised, as needed, as a result of the findings of this work. In addition consideration will be given to increased stormwater runoff and pollutant loads from increasing development and impervious surfaces. These watershed sources need to be addressed to limit its contribution especially with extreme events that may occur in the future. One possible step would be to develop a permit tracking program to evaluate properties within the overlay district that do not have phosphorous management plans and how well those that have plans may have followed them.

Based on the findings of Tasks 2 and 3, recommendations will be developed to build on those in the 2010 Watershed Management Plan, and would cover:

- Controls for identified 'high-load' areas of phosphorus,
- Changes, if needed, to the on-going watershed monitoring programs,
- Regulatory actions that would strengthen lake protections, and
- Actions that might be needed to address target nutrient levels that are in development at Maine DEP.

- An outreach program to educate property owners within the overlay district.

Each action will include an estimated cost and an estimated improvement in terms of load reduction. Finally, a contingency set of recommendations will be identified for future extreme events.

In-Lake Management: In-lake remediation may involve dredging, aeration, mixing, or phosphorus inactivation, water release at the dam, or a combination of these practices to reverse the impact of past nutrient loading. We will work closely with both AWD and LWD and all other appropriate parties to form an initial assessment of all feasible options and then consider all constraints for a final set of recommendations.

Information from the water budget and nutrient loading assessment will be used to estimate allowable loading for that lake to meet desired conditions. Knowing the need for reduction in phosphorus and the relative contributions from various sources of phosphorus, we will assess the applicability and efficacy of in-lake management measures for improving lake conditions. In addition to in-lake remediation measures discussed above, consideration will also be given to the gull management program and new access restrictions on the lake. Evaluation will also include estimates of the longevity of benefits from each applicable management approach and “ball park” cost and permitting requirements to implement each.

We will also include a list of vendors/contractors that are capable of implementing recommended actions.

Task 6 – Public Information Assistance/Stakeholder Meetings

We will assist AWD and LWD in their public information program by providing supporting information for use in informing the public via various media outlets. We will also attend and support one public meeting. In addition, to the Phase I kickoff meeting, two additional stakeholder meetings are planned.

Task 7 – Grants and Programs

The CDM Smith Team will assist AWD and LWD in identifying grants under appropriate programs for the recommended actions. We have successfully helped communities apply for and obtain funding from such programs as the State Revolving Fund (SRF) loan program, the Section 319 Nonpoint Source Competitive Grant program, and other related funding sources.

Task 8 – Draft Report

The CDM Smith Team will prepare a draft report for review by the Auburn Water District and Lewiston Water Division. We will attend a meeting to discuss the project findings.

We will finalize the Lake Auburn diagnostic assessment accounting for the comments received from AWD/LWD and produce a final report.



Jefferson Mill
670 Commercial Street, Suite 201
Manchester, New Hampshire 03101
tel: (603) 222-8300
fax: (603) 628-7675

October 10, 2012

Lake Auburn Watershed Protection Commission

Mr. John Storer
Clerk
c/o Auburn Water District
P.O. Box 414
268 Court Street
Auburn, ME 04212

Lake Auburn Watershed Protection Commission
Mr. Richard Burnham
Clerk
c/o City of Lewiston
Public Works Department
Engineering Division
103 Adams Avenue
Lewiston, ME 04240

Subject: Consulting Services for a Water Quality Diagnostic Study of Lake Auburn and its Watershed – Agreement

Dear Sirs:

Please find for your review and approval, the final draft contract for Consulting Services for a Water Quality Diagnostic Study of Lake Auburn and its Watershed. The proposed contract has been updated to include the review comments and discussion of our proposal during the meeting on October 4, 2012.

Per your request, below is a further breakdown of the budget proposed in the attached contract.





Lake Auburn Watershed Protection Commission

October 10, 2012

Page 2

Task	Total Hours	Total Labor	Expense	Total
1	328	\$ 50,473	\$ 9,056	\$ 59,529
2	140	\$ 13,070		\$ 13,070
3	393	\$ 37,215	\$ 6,800	\$ 44,015
4	341	\$ 39,912		\$ 39,912
5	443	\$ 56,727		\$ 56,727
6	83	\$ 15,459	\$ 942	\$ 16,401
7	181	\$ 23,956		\$ 23,956
8	148	\$ 21,171	\$ 220	\$ 21,391
Totals	2057	\$ 257,982	\$ 17,018	\$ 275,000
			Total Project Costs	\$ 275,000

The CDM Smith team looks forward to working with the Lake Auburn Watershed Protection Commission and the stakeholders on this important study.

Should you have any questions, please contact me directly at 207-232-6071 at your earliest convenience.

Very truly yours,

Daniel Bisson, P.E., BCEE
Principal/Client Service Manager
CDM Smith Inc.

cc: J. Pescatore, P.E., BCEE – CDM Smith

Lake Auburn Watershed Protection Commission
 Projected Cash Flows

	Cash Balance	Outstanding Balances			
		FY 2010	Principal	Interest	Total
2009 Ending Balance	164,872.15	MMBB	114,000.00	11,966.32	125,966.32
		White	50,770.60	3,246.36	54,016.96
		Berry	27,661.42	829.84	28,491.26
			192,432.02	16,042.52	208,474.54
2010 Cash Balance - Actual		FY 2011	Principal	Interest	Total
Contributions	252,000.00	MMBB	76,000.00	6,936.16	82,936.16
Interest	692.79	White	26,018.50	989.98	27,008.48
MMBB Debt	44,081.52		102,018.50	7,926.14	109,944.64
Sam White	27,008.48				
Berry	56,982.56	FY 2012	Principal	Interest	Total
Expenses/Demolition	1,331.24				
Lake Shore Drive	450.00	MMBB	38,000.00	2,945.40	40,945.40
Geterdone	102.16				
Sasseville	103,887.00		38,000.00	2,945.40	40,945.40
Bedette Donation	431.73				
Gendron Swap	10,801.90				
2011 Cash Balance - Actual					
Contributions	200,000.00				
Interest	432.74				
MMBB Debt	43,036.16				
Sam White	27,008.48				
James Property	45,044.14				
Easement Survey Costs	6,422.18				
Berry	28,491.26				
Legal & Misc. Expenses	753.86				
Geterdone	163.44				
2012 Cash Balance - Estimated					
Contributions	140,000.00				
Interest	444.97				
MMBB Debt	41,990.76				
Sam White	27,008.48				
Expenses/Demolition	455.50				
CMCC Easement	3,129.30				
Geterdone	171.00				
Swimmability Study - CEI	9,500.00				
CDM - Diagnostic Study Phase 1	65,539.00				
CEI - Diagnostic Study Phase 1	98,362.00				
2013 Cash Balance - Budgeted					
Contributions	250,000.00				Contribution goes from \$70,000 to \$125,000
Interest	200.00				
MMBB Debt	40,945.40				
General Expenses	10,000.00				
CDM - Diagnostic Study Phase 2	57,064.00				
CEI - Diagnostic Study Phase 2	52,960.00				
Study Imple./Land Acq. Funds	200,000.00				

<p>Lake Auburn Watershed Commission Statement of Revenues and Expenditures As of September 20, 2012</p>

	Operating Budget	Operating Account	Balance	Sinking Fund	12/31/12 Combined	12/31/11 Combined
Revenues:						
Contributions - AWD	70,607.00	52,955.27	17,651.73	52,499.98	105,455.25	154,270.01
Contributions - LWD	70,607.00	32,000.00	38,607.00		32,000.00	154,270.00
Timber Harvesting	5,300.00	5,600.04	(300.04)		5,600.04	29,725.90
Water Withdrawal Revenue	700.00	819.70	(119.70)		819.70	877.54
Intergovernmental	2,500.00	3,750.00	(1,250.00)		3,750.00	3,850.00
Interest	333.00	155.61	177.39	239.53	395.14	801.72
Total Revenues	150,047.00	95,280.62	54,766.38	52,739.51	148,020.13	343,795.17
Expenditures:						
Auburn Water Department	20,000.00	10,994.99	9,005.01		10,994.99	12,713.87
Lewiston Water Division	10,000.00	7,132.00	2,868.00		7,132.00	6,080.00
Executive Administration	7,500.00	3,673.48	3,826.52		3,673.48	6,994.17
Contingeny	250.00		250.00		-	
Forestry	5,100.00	840.02	4,259.98		840.02	6,046.43
Outside Services	3,100.00	2,286.13	813.87		2,286.13	3,090.00
Sanitary Facilities	3,360.00	2,044.00	1,316.00		2,044.00	3,208.50
Source Protection	30,700.00	15,250.00	15,450.00		15,250.00	9,322.50
Repairs to Property & Equipment	21,400.00	9,564.43	11,835.57		9,564.43	17,565.05
Public Education	10,000.00	238.31	9,761.69		238.31	4,362.55
Liability & D&O Insurance	6,250.00		6,250.00		-	6,426.50
Legal	11,000.00	301.40	10,698.60		301.40	9,426.06
Audit/Financial Services	5,892.00	4,745.63	1,146.37		4,745.63	5,791.26
Property Taxes	3,750.00	3,103.36	646.64		3,103.36	3,105.07
Interest Expense			-	4,135.26	4,135.26	7,566.48
Depreciation/Amortization Expense		22,481.97	(22,481.97)	562.71	23,044.68	45,661.55
Miscellaneous	2,245.00	444.97	1,800.03	455.50	900.47	8,957.95
Total Expenditures	140,547.00	83,100.69	57,446.31	5,153.47	88,254.16	156,317.94
Excess Revenues Over Expenditures	9,500.00	12,179.93		47,586.04	59,765.97	187,477.23
Retained Earnings/Fund Balance, 1/1		1,941,225.46		2,717,242.96	4,658,468.42	4,470,991.19
Retained Earnings/Fund Balance, 12/31		1,953,405.39		2,764,829.00	4,718,234.39	4,658,468.42

SOUTHERN MAINE FORESTRY SERVICES, INC.

STUMPAGE ACCOUNT
P.O. BOX 910 PH. 207-892-6562
WINDHAM, ME 04062-0910

NORWAY SAVINGS BANK
WINDHAM BRANCH 06
WINDHAM, ME 04062

52-7451/2112

8876

10/1/2012

PAY TO THE ORDER OF AUBURN WATER DISTRICT (RESERVOIR)

**2,364.94

Two Thousand Three Hundred Sixty-Four and 94/100*****

AUBUAUBURN WATER DISTRICT (RESERVOIR)
P.O. BOX 414
AUBURN, ME 04212

DOLLARS
Security features
included
Details on back

MEMO _____

⑈008876⑈ ⑆211274515⑆0699 0025352⑈

[Handwritten Signature]
AUTHORIZED SIGNATURE

MP

SOUTHERN MAINE FORESTRY SERVICES, INC.

8876

AUBURN WATER DISTRICT (RESERVOIR)

Date	Type	Reference	Original Amt.	Balance Due	10/1/2012 Discount	Payment
10/1/2012	Bill	1370.2430.1	2,364.94	2,364.94		2,364.94
					Check Amount	2,364.94

1070 STUMPAGE AC

2,364.94

SOUTHERN MAINE FORESTRY SERVICES

17 Sandbar Road

P.O. BOX 910

Windham, Maine 04062-0910

207.892.6562

TO: AUBURN WATER DISTRICT
 P.O. BOX 414
 AUBURN, ME 04212

FROM: Tanya J. Taft

DATE: 10/1/2012

RE: Timbersale report - Logger - BERT ROY
 Lot - RESERVOIR

This statement covers wood trucked during the week of 09/20/2012

If you have any questions, please call.

The accounting follows:

Species	Product	Volume	Grade	Units	Price	Total Price
All Species	Biomass	171.27		TONS	\$3.00	\$513.81
White Pine	Pulpwood	40.73		TONS	\$4.00	\$162.92
Hardwood	Pulpwood	65.57		TONS	\$8.00	\$524.56
White Pine	Sawlogs	7.905	Grade 1	MBF	\$200.00	\$1,581.00
Gross Stumpage						\$2,782.29
Less Fee						417.35
NET STUMPAGE						2,364.94



October 4, 2012

John Storer
General Manager
Auburn Water & Sewerage Districts
286 Court St.
Auburn, ME 04210

Dear John:

I enjoyed speaking with you recently and am pleased to respond to your request for a proposal to conduct a Compensation Study and an update of the Districts' Employee Manual.

We believe Human Resource Partners, LLC is particularly well qualified to perform this project due to our:

- Extensive experience in the water utility industry, as well as with Maine municipalities. For more than twenty years, I have completed many consulting assignments in classification and pay studies, personnel/employee handbooks, performance management programs, retained searches, employee surveys, human resource audits, and other related projects. Studies such as this one have been a particular focus of mine during this period. We are a full-service human resources firm and can assist the Districts with any and all of its needs in the challenging environment of managing the human resources function.
- Expertise in the design of tailor-made compensation programs. It is our philosophy to develop all programs and services to meet the specific needs of the client.
- Fiscal Responsibility: We are committed to making recommendations which are fiscally sound and responsive to the client's short and long term goals and interests.
- Involvement of Senior Level Staff: This project for the Districts will be assigned to and managed by only experienced, senior level staff of Human Resource Partners, LLC. I would expect to serve as the Project Manager and be the primary participant in this study.
- Methodology: We are committed to and utilize a methodology and process which assumes a primary focus on the important concepts of:
 - Internal Equity
 - Process Equity
 - External Competitiveness

John, thank you for the opportunity to submit this proposal, and I look forward to responding to your questions and meeting with you to discuss the project in further detail.

Sincerely,

Donald H. Tyler, Jr.
Principal & Executive Vice President

AUBURN WATER & SEWAGE DISTRICTS

Proposal to Update & Prepare New Employee Policy Manual

A fair and consistently applied personnel policy manual contributes greatly to an organization's success. Good employee relations require clearly defined guidelines. Thus, even the smallest organization should have an employee policy manual that spells out organization policies.

An employee policy manual, distributed to all employees, can eliminate communication problems by establishing definite and authoritative answers to employee questions. The manual documents all organization rules and policies, and serves as a guide to expected behaviors and conduct. By knowing statutes on employment policies, promotion, pay increases, transfers, behavior, and other areas affecting employees, staff will better understand their roles in the organization. Properly updated, an employee policy manual is an effective two-way communication channel between management and staff.

I propose to facilitate the update and revision of the Districts' policy manual by working with the General Manager and selected staff. Human Resource Partners will review all policies and procedures to ensure they are in compliance with applicable federal and state mandates. We will also provide the new document in both electronic and hard copy formats.

I estimate the cost to update Auburn Water & Sewerage Districts' policy manual to be in the \$1,400 - \$1,900 range, depending upon the degree of involvement.

AUBURN WATER & SEWERAGE DISTRICTS

Proposal for a Compensation Study

The Process and Proposed Sequence of Events

Phase I: Position Analysis Questionnaires

A Position Analysis Questionnaire (PAQ) will be distributed to all employees included in the study. The PAQ asks for only relevant, essential data related to position responsibilities and duties, education and experience requirements, working conditions, physical demands, supervisory responsibilities, and internal and external contacts.

Existing position documentation (provided by Auburn Water & Sewerage Districts) will also be reviewed if the information presented is current and accurately reflects the essential functions of each job.

Phase II: Individual Staff Interviews (optional and priced separately)

Upon receipt of completed PAQs and the current position descriptions, interviews with a representative incumbent of each position classification will be conducted. The purpose of the interviews is to seek clarification or expand upon the information obtained from the questionnaires. Interviews generally require about one-half hour and provision in the budget is made for up to twenty-three (23) interviews.

Phase III: Job Descriptions (optional and priced separately)

Up to 23 position descriptions will be prepared in accordance with the Americans with Disabilities Act (ADA) and other regulations. There will be an opportunity to review the draft descriptions and make necessary changes to them. Final copies of all descriptions will be prepared and submitted to the Districts, along with a diskette, if desired.

Phase IV: Position Evaluation/Internal Equity (optional and priced separately)

Using an easily understood point factor system of job evaluation, Human Resource Partners, LLC will evaluate each of the distinct positions and establish its ranking (grade level) in relation to all other positions studied. The factors typically used to evaluate positions and establish internal equity within the organization are as follows:

- Knowledge/Education
- Experience
- Scope of Activities
- Decision Making
- Accountability
- Internal and External Contacts
- Supervision
- Working Conditions

Phase V: Market Salary Survey and Development of New Salary Ranges

A customized salary survey of comparable water utilities and other organizations in the market area will be conducted. Other published surveys may also be consulted. Results of the salary survey(s) will be used as a guide in developing competitive salary ranges for these positions.

Phase VI: Project Report

A final written report will be prepared and presented to appropriate officials and to employees at the conclusion of the study. Our report will describe the methodology used, the findings, and recommended steps to implement the programs. Included in the final report may be the following deliverables, depending upon the scope of work selected by the Districts:

- Job descriptions.
- Job evaluation level of each position.
- Salary survey/market data used as a guide in constructing the salary structure.
- A formalized salary structure.
- Guidelines for implementing the programs, including the solutions to any problems uncovered during the course of the study.

In addition, we will also provide written guidelines to address the following:

- Placement in ranges at time of hire.
- Promotional increases.
- Performance increases.
- Re-evaluation process and on-going administration of the pay program.
- Other relevant guidelines including those required to update the salary program on a regular basis to ensure the salary ranges stay competitive.

AUBURN WATER & SEWERAGE DISTRICTS**Cost Proposal**

Activity	Cost
Phases I: Position Analysis Questionnaires Distribution of position analysis questionnaires. Completion of questionnaires by employees and submission to Human Resource Partners, LLC	N/A
Phase II: Employee Interviews (Optional) Interviews with up to twenty-three (23) employees to review position responsibilities.	\$1,200
Phase III: Preparation of New Descriptions (Optional) Prepare up to twenty-three (23) new position descriptions to ensure compliance with ADA.	\$1,500
Phase IV: Position Evaluations (Optional) Evaluation of up to twenty-three (23) distinct position classifications using designated point factor evaluation system.	\$600
Phase V: Market Survey and Salary Structure <ul style="list-style-type: none"> ◆ Conduct Customized Salary Survey ◆ Review and Analysis of Published Salary Survey Data ◆ Develop Competitive Salary Ranges ◆ Develop Recommendations to Place Employees in the New Structure 	\$2,900
Phase VI: Project Report - Program Guidelines Preparation and presentation of final report to the Districts' Officials including assessment of its financial impact.	\$400

Total Project Cost (Phases I, V, & VI): \$ 3,300

Total Project Cost (Phases I - VI): \$ 6,600

AUBURN WATER & SEWERAGE DISTRICTS**Estimated Project Schedule for Compensation Study**

<i>Week</i>	<i>Activity</i>
1	Distribution of employee Position Analysis Questionnaires (PAQ's)
2	Completion of PAQ's by employees
3	Preparation and distribution of project surveys
3	Interviews with employees (<i>optional</i>)
4	Preparation of draft position descriptions (<i>optional</i>)
4	Determination of initial position evaluations and grade level recommendations (<i>optional</i>)
5	Meeting with client
6	Analysis of salary survey data and construction of new salary ranges
7	Preparation of project report
8	Presentation of final report