

June 13, 2017

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, July 19, 2017 at 4:00 P.M.**

AGENDA

1. Approve Minutes of Regular Meeting of June 21, 2017.
2. Financial Report Update - *Greg Leighton*.
3. Ratify Payment of Bills
4. Open session
5. Activity Report - Mike Broadbent
6. New Business
 - Water Quality Update
 - Gull Management Presentation
 - Project Update
 - LAWPC Commissioner Assignment
 - Measuring of the Lake
7. Old Business
 - 911 Communications Tower Update
 - New Credit Card Payment Option Update
 - Modified Office Hours Proposal
8. Executive Session regarding negotiations of potential property transaction in accordance with 1 M.R.S.A. § 405(6)(C).
9. Adjourn Regular Meeting.

Upcoming: - Water Trustee Meeting, August 16, 2017

A true record:

Attest: 

Clerk

Memo

To: Water & Sewerage District Trustees
From: Sid Hazelton, P.E., Superintendent
CC: Files
Date: 7/13/2017
Re: Discussion of July Agenda Items

Water Trustees

Water Quality Update

Proposals for the LAWPC funded Townsend Brook study will be opened on July 14. We will enter into a contract with the chosen consultant, and plan to start the investigation soon.

Dr. Steve Norton from the University of Maine presented his preliminary findings on the deep core sample project to the management group on June 30. A more formal presentation will be made in the near future.

Gull Management

Ben Nugent, Wildlife Biologist with the USDA, will be at the meeting to give a brief presentation on our Gull Management Program, and give trustees an opportunity to ask questions.

Project Updates

Once the sewer replacement between Shepley and Fern is done, water main replacement will begin between Davis and Haskell Street.

Longchamps and Son has completed the 750' water main replacement project on Cook Street.

Assignment of LAWPC Commissioner

Trustees will assign a Commissioner to the Lake Auburn Watershed Protection Commission (LAWPC)

Modified Office Hours

A proposal and recommendation to modify front office hours will be presented to the board for consideration. This item was tabled at the last meeting. An updated graph and recommendation are included in the packet.

Sewer Trustees

Project Updates

Lake Street – Replacement of 600' of sewer main between Shepley and Fern is underway.

Lining Projects - Layne liner is returning on 7/10 to complete work on Cook Street, 19th, 16th, 8th, as well as investigating the possibility of lining 900' of sewer on Washington Street .

Green Turtle Pump Station Elimination – We have met on-site with the Airport Manager to move this project forward. We are still in the planning phase, and will most likely complete the project in phases starting this late fall/winter. An important part of this project will be installing HDPE sleeves through the Ductile Iron Pipes that are under the runways.

Pipe Bursting Project – Auburn Mall Apartments to Coburn Street – this project involves 1500' of pipe replacement by the Ted Berry Company. Prep work will begin on July 11. Actual pipe bursting will begin on July 17, and be completed by July 21. As mentioned at the last meeting, this is the first pipe burst project we have undertaken. I encourage trustees to witness this project first hand. A construction schedule is included in the packet for those who are interested in seeing the crew in action.

Both Boards

New Credit Card Payment Update

This program began on July 1. We anticipate a steady increase in usage as customers become more aware of it as a payment option.

New L/A 911 Communications Tower

L/A 911 has submitted a draft “Shared Communication Facility Lease” for our comment. It has been submitted to our Attorney for review.

Work Order System

We continue to develop our electronic work order system, and will update both boards on our progress to date

Executive Session

There will be an executive session for both boards concerning a potential property transaction.

June 21, 2017

The regular monthly meeting of the Trustees of the Auburn Water District was held at the office of the Auburn Water District, 268 Court Street, on Wednesday June 21, 2017 at 4:00pm.

Members present: Dan Bilodeau, Robert Cavanagh, Preston Chapman, Tizz Crowley (Treasurer) K. C. Geiger (President), Mary Sylvester (arrived at 4:08pm) and Andrew Titus (Mayor's Representative). Also present: Sid Hazelton, Superintendent and Michael Broadbent, Assistant Superintendent.

Absent: Greg Leighton, Finance Manager

On motion of Tizz Crowley, seconded by Bob Cavanagh, it was voted: **To accept the minutes of the Regular Meeting of May 17, 2017 as amended. Vote: 6-0** Mary Sylvester was not present for the vote.

FINANCIAL REPORT UPDATE - Sid Hazelton presented the Financial Report Update.

There were several discussions on how the financial report is presented to the Trustees. Several of the Trustees would like to see more information and in a different format.

On motion of Mary Sylvester, seconded by Tizz Crowley, it was voted: **To form a sub group of the Trustees to meet with Greg Leighton and Sid Hazelton to develop a supplemental financial report that provides Trustees with the information they want. Vote: 7-0**

RATIFY PAYMENT OF BILLS

On motion of Preston Chapman, seconded by Tizz Crowley, it was unanimously voted: **To ratify the payment of bills in the amount of \$393,448.69 as shown on the printout dated May 12, 2017 – June 12, 2017.**

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

ACTIVITY REPORT – The May activity report was presented by Assistant Superintendent Broadbent. The City notification process for public meetings is not reaching constituents. If the Auburn Water District is aware of a public meeting conducted by the City, it was suggested that the Trustees be notified.

NEW BUSINESS

NEW 911 COMMUNICATION TOWER - Superintendent Hazelton showed the Trustees a plan that LA911 developed to replace the existing antennas at Goff Hill Reservoir with one 180' tower that will host antennas for the Water and Sewer Districts, LA911, the Sheriff's department and Public Works. The location of this proposed Tower will be on Auburn Water District land. An agreement letter will be generated. Superintendent Hazelton will have the District's attorney review the proposed agreement prior to execution.

WATER QUALITY UPDATE - Superintendent Hazelton reported that there is an algae bloom that is occurring in Lake Auburn. The bloom is confined to the Lake Shore Drive area and has been identified as Mougeotia. This is a healthy algae and is not known to be toxic, however, the presence of this algae indicates that there is available phosphorus. LAWPC recently voted to fund a study later in July to identify sources of phosphorus in the Townsend Brook Watershed.

PROJECT UPDATE. Mike Broadbent reported that the District has replaced nearly 1857' of water main on Lake street and Longchamps & Sons has replaced over 200' on Cook Street. The District is working closely with Longchamps & Sons to coordinate shutdowns, set up temporary services and test the new mains before they go online.

NEW CREDIT CARD PAYMENT OPTIONS . The District is in the process of implementing a new credit card payment system offered by Androscoggin Bank. Customers will be able to swipe cards when they visit the office to pay their bills.

MODIFIED OFFICE HOURS PROPOSAL -. Superintendent Sid Hazelton asked the Trustees to consider a change in office hours. The current office hours are 8:00am-4:30pm. The office staff would like to mirror the hours of the outside crews and work 7:30am-3:30pm. Sid presented several options for the Trustees to consider. The Trustees tabled this conversation until Sid has a clear plan for alternate office hours.

MEASURING OF THE LAKE - This event was discussed. Superintendent Hazelton will find out the availability of the caterer and propose dates to the Trustees.

OLD BUSINESS

WATER SYSTEM HYDRAULIC MODEL - Wright-Pierce has been hired to conduct the study. An initial meeting was held and several tasks will be completed by the end of July.

DRAFT COMMUNICATION PLAN - A copy of the draft communication plan was given to all of the Trustees in their agenda packets. It is still a working document. Trustees offered comments to be incorporated into the plan.

MAINTENANCE OPERATOR VACANCY - . The District still has a vacant position. Interviews will start tomorrow . The District hopes to have the position filled by next month

LEAD SAMPLING UPDATE . Auburn has passed its second consecutive lead and copper sampling. With the passage of this latest round of sampling we will be able to revert to regular compliance monitoring which is once every three years.

EXECUTIVE SESSION REGARDING NEGOTIATIONS OF POTENTIAL PROPERTY TRANSACTION IN ACCORDANCE WITH 1 M.R.S.A. § 405 (6) (C).

On motion of Tizz Crowley, seconded by Preston Chapman, it was voted: **To move into EXECUTIVE SESSION REGARDING NEGOTIATIONS OF POTENTIAL PROPERTY TRANSACTION IN ACCORDANCE WITH 1 M.R.S.A. § 405 (6) (C).**

A vote was taken to move into Executive Session.

The meeting came out of Executive Session

The meeting adjourned.

Respectfully submitted,

Michael Broadbent

**AUBURN WATER DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
SIX MONTHS ENDED JUNE 30, 2017**

	June	2017	Y-T-D JUNE 2017		
	YTD - 2016	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Water Sales	\$1,145,283	\$2,515,574	\$1,135,858	\$1,257,787	(\$121,929)
Rent income	34,917	66,216	33,119	33,108	11
Interest Income	3,870	8,044	3,935	4,022	(87)
Mdse. & Jobbing - NET	8,755	31,386	7,862	15,693	(7,831)
Hydrant Rental	305,747	647,618	317,789	323,809	(6,020)
Private Fire Prot.	153,161	341,678	169,714	170,839	(1,125)
Misc. Op. Revenue	49,789	101,383	47,389	50,692	(3,302)
TOTAL REVENUES	1,701,522	3,711,899	1,715,666	1,855,950	(140,284)
			46.22%	50.00%	< Standard
<u>EXPENSES:</u>					
Payroll	360,671	735,753	364,032	367,877	(3,844)
Treatment:					
UV Treatment Plant	140,502	284,620	128,742	142,310	(13,568)
Chloramine Facility	3,610	4,383	2,869	2,192	677
Laboratory	16,282	61,028	18,765	30,514	(11,749)
Trans & Dist Maint:					
Maint of Mains	12,362	54,447	24,893	27,224	(2,331)
Dist System	53,400	98,584	50,682	49,292	1,390
Other	7,249	21,662	11,285	10,831	454
Administration:					
Employee Benefits	190,589	368,063	175,759	184,032	(8,272)
Legal & Accounting	23,834	37,084	21,032	18,542	2,490
Customer Billing	10,709	20,600	10,315	10,300	15
Insurances	42,368	65,085	39,275	32,543	6,732
Other	28,320	57,587	24,981	28,794	(3,812)
Vehicles	37,350	70,012	48,645	35,006	13,639
Gull Management	43,770	86,489	43,260	43,245	16
Lake Auburn Watershed	74,231	107,000	56,679	53,500	3,179
SUB-TOTAL	1,045,247	2,072,397	1,021,214	1,036,199	(14,985)
			49.28%	50.00%	< Standard
Interest	88,931	166,577	83,031	83,289	(257)
TOTAL EXPENSES	1,134,178	2,238,974	1,104,245	1,119,487	(15,242)
Bonds - Principal Payments	112,081	786,805	112,382	393,403	(281,021)
SURPLUS FROM OPERATIONS	455,263	686,120	499,039	343,060	155,979

Auburn Water District Accounts Payable Check Register June 13 , 2017 thru June 30, 2017

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Reference</u>	<u>Amount</u>
11427	6/16/2017	6	Androscoggin Registry Of	6/15/2017	release lien Misc Expense-Collections	22.00
						<u>22.00</u>
11428	6/16/2017	6	Analytical Services, Inc.	6/12/2017	water test Outside Services - Lab Tests	197.00
11428	6/16/2017	6	Analytical Services, Inc.	6/12/2017	A/R - Lewiston	197.00
11429	6/16/2017	7	Anthem Blue Cross& Blue Shie	6/1/2017	July health ins Employee Benefits	27,746.13
11429	6/16/2017	7	Anthem Blue Cross& Blue Shie	6/1/2017	ACCRUED HEALTH INSURANC	4,896.33
11429	6/16/2017	7	Anthem Blue Cross& Blue Shie	6/1/2017	A/R - Auburn Sewer	10,243.70
						<u>42,886.16</u>
11430	6/16/2017	5	Bell/Simons Companies	5/5/2017	acuator-boiler-Court St Supplies - T&D - Ops	77.28
11430	6/16/2017	5	Bell/Simons Companies	5/5/2017	A/R - Auburn Sewer	77.28
11431	6/16/2017	6	Easy Rent-All Corp.	6/7/2017	saw blades Labor - Equipment Maint	32.50
11431	6/16/2017	6	Easy Rent-All Corp.	6/7/2017	A/R - Auburn Sewer	32.50
11432	6/16/2017	6	Dube Gravel Company, Inc.	6/6/2017	Cook St A/R - Auburn Sewer	150.00
11432	6/16/2017	6	Dube Gravel Company, Inc.	6/6/2017	sand, gravel, trucking-Lake Lake Street-Main Replace-2017	10,741.00
11433	6/16/2017	6	EZ Automation	6/2/2017	bill Pol Spr Inn Expenses - Jobbing	353.88
						<u>353.88</u>

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11434	6/16/2017	6	FirstLight	6/7/2017	June phones Telephone-A&G Office	123.66
11434	6/16/2017	6	FirstLight	6/7/2017	UV Treatment Plant - O&M	62.50
11434	6/16/2017	6	FirstLight	6/7/2017	Chloramine Facility - O&M	62.50
11434	6/16/2017	6	FirstLight	6/7/2017	A/R - Lewiston	137.64
11434	6/16/2017	6	FirstLight	6/7/2017	Telephone - Treatment	12.64
11434	6/16/2017	6	FirstLight	6/7/2017	A/R - Auburn Sewer	123.66
						<u>522.60</u>
11435	6/16/2017	6	FedEx	6/5/2017	ship-MJ Outside Services - Lab Tests	26.12
11435	6/16/2017	6	FedEx	6/5/2017	A/R - Lewiston	26.13
11435	6/16/2017	6	FedEx	6/5/2017	ship-sewer bonds A/R - Auburn Sewer	21.12
						<u>73.37</u>
11436	6/16/2017	5	General Alum New England Co	5/25/2017	caustic soda Chemical Expense	3,127.22
						<u>3,127.22</u>
11437	6/16/2017	6	Gilman Electrical Dist.	6/14/2017	plugs, recepticles Supplies - T&D - Ops	63.70
11437	6/16/2017	6	Gilman Electrical Dist.	6/14/2017	A/R - Auburn Sewer	63.70
						<u>127.40</u>
11438	6/16/2017	6	Horizon Solutions, LLC	6/1/2017	input modules Labor - Poland Tank	1,428.00
						<u>1,428.00</u>
11439	6/16/2017	6	IAS	6/1/2017	ethernet switch Labor - Poland Tank	91.82

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11439	6/16/2017	6	IAS	6/2/2017	ethernet switch Labor - Poland Tank	158.35
						<u>250.17</u>
11440	6/16/2017	6	K. L. Jack & Co., Inc.	6/7/2017	#43-diamond blade Transportation Expense	239.25
						<u>239.25</u>
11441	6/16/2017	5	Northeast Pump & Instrument	5/30/2017	lab supplies Supplies - Treatment - Ops	31.13
						<u>31.13</u>
11441	6/16/2017	5	Northeast Pump & Instrument	5/30/2017	A/R - Lewiston	31.13
						<u>62.26</u>
11442	6/16/2017	6	Petro's	6/13/2017	gravel-water leak Supplies - Mains	47.98
						<u>47.98</u>
11443	6/16/2017	6	Pine Tree Waste	6/1/2017	bulk waste-Court St Outside Services - T&D - Ops	69.51
						<u>69.51</u>
11443	6/16/2017	6	Pine Tree Waste	6/1/2017	A/R - Auburn Sewer	69.51
						<u>38.03</u>
11443	6/16/2017	6	Pine Tree Waste	6/1/2017	bulk waste-UV UV Treatment Plant - O&M	38.03
						<u>38.04</u>
11443	6/16/2017	6	Pine Tree Waste	6/1/2017	A/R - Lewiston	38.04
						<u>215.09</u>
11444	6/16/2017	6	Portland Plastic Pipe	5/31/2017	parts-dry tank UV Treatment Plant - O&M	50.83
						<u>50.83</u>
11444	6/16/2017	6	Portland Plastic Pipe	5/31/2017	A/R - Lewiston	50.83
						<u>101.66</u>
11445	6/16/2017	5	E.J. Prescott, Inc.	5/19/2017	tap clamp Supplies - Mains	631.63
						<u>391.65</u>
11445	6/16/2017	5	E.J. Prescott, Inc.	5/22/2017	bill Hammond Expenses - Jobbing	391.65

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11445	6/16/2017	5	E.J. Prescott, Inc.	5/25/2017		3,665.93
					pvc pipe, saddles Eighth Street-Main Replace-201	
11445	6/16/2017	5	E.J. Prescott, Inc.	5/25/2017		3,108.34
					pipe, saddles Cook Street-Main Replace-2017	
11445	6/16/2017	5	E.J. Prescott, Inc.	5/25/2017		827.20
					bill Hammond Expenses - Jobbing	
11445	6/16/2017	5	E.J. Prescott, Inc.	5/26/2017		430.98
					bill Hammond Expenses - Jobbing	
						<u>9,055.73</u>
11446	6/16/2017	5	Rent-It Of Maine, Inc.	6/2/2017		934.85
					excavator Lake Street-Main Replace-2017	
						<u>934.85</u>
11447	6/16/2017	6	Spencer Group	6/12/2017		757.25
					Center @ Turner Supplies - Mains	
						<u>757.25</u>
11448	6/16/2017	6	Super Shoe Stores, Inc.	6/2/2017		234.95
					Bragg,Don clothing Employee Benefits	
11448	6/16/2017	6	Super Shoe Stores, Inc.	6/2/2017		295.34
					Cole, Craig clothing A/R - Auburn Sewer	
						<u>530.29</u>
11449	6/16/2017	5	Univar, USA Inc	5/26/2017		2,668.64
					sodium hypo Chemical Expense	
						<u>2,668.64</u>
11450	6/23/2017	6	Androscoggin Registry Of	6/21/2017		22.00
					place lien Misc Expense-Collections	
						<u>22.00</u>
11451	6/23/2017	6	Chadwick-BaRoss	5/25/2017		4,200.00
					excavator 5/25 to 6/21 Lake Street-Main Replace-2017	
						<u>4,200.00</u>
11452	6/23/2017	6	Constellation NewEnergy, Inc.	6/5/2017		504.69
					Court St power Accrued Power	
						<u>504.69</u>
11453	6/23/2017	5	Curry Printing #4317	5/30/2017		342.93
					annual water report Supplies - Customer Accounting	

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11453	6/23/2017	5	Curry Printing #4317	5/30/2017		50.95
					Supplies - Services	
11453	6/23/2017	5	Curry Printing #4317	5/30/2017		50.95
					A/R - Auburn Sewer	
						<u>444.83</u>
11454	6/23/2017	6	Dead River Company	6/12/2017		107.90
					tank#5 propane Propane Exp - UV	
11454	6/23/2017	6	Dead River Company	6/12/2017		107.90
					A/R - Lewiston	
						<u>215.80</u>
11455	6/23/2017	6	Gagne & Sons	6/6/2017		61.22
					shovel TRUCK #41 (2016 CHVY SILVR	
11455	6/23/2017	6	Gagne & Sons	6/6/2017		54.00
					grade A ring A/R - Auburn Sewer	
						<u>115.22</u>
11456	6/23/2017	6	Hammond Tractor Company	6/13/2017		6,350.00
					sweeper for loader Broom Attachment for Loader	
						<u>6,350.00</u>
11457	6/23/2017	5	Bisson Enterprises, Inc. DBA	5/31/2017		282.50
					Court St-May clean Outside Services - T&D - Mnt	
11457	6/23/2017	5	Bisson Enterprises, Inc. DBA	5/31/2017		282.50
					A/R - Auburn Sewer	
11457	6/23/2017	5	Bisson Enterprises, Inc. DBA	5/31/2017		206.00
					UV clean-May UV Treatment Plant - O&M	
11457	6/23/2017	5	Bisson Enterprises, Inc. DBA	5/31/2017		206.00
					A/R - Lewiston	
						<u>977.00</u>
11458	6/23/2017	7	Maine Municipal Emp.Hlth.	6/13/2017		16.50
					Policy#39020 Employee Benefits	
11458	6/23/2017	7	Maine Municipal Emp.Hlth.	6/13/2017		16.50
					ACCRUED LIFE INS W/H	
11458	6/23/2017	7	Maine Municipal Emp.Hlth.	6/13/2017		881.24
					ACCRUED IPP W/H	

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11458	6/23/2017	7	Maine Municipal Emp.Hlth.	6/13/2017		1,586.85
					ACCRUED DENTAL	
						<u>2,501.09</u>
11459	6/23/2017	5	Maine Water Company	5/31/2017		1,760.00
					Leighton-May Accounting & Audit	
11459	6/23/2017	5	Maine Water Company	5/31/2017		1,760.00
					A/R - Auburn Sewer	
						<u>3,520.00</u>
11460	6/23/2017	6	Northern Data Systems, Inc.	6/5/2017		70.00
					Qrtly h/w maint Maintenance-Office Equipment	
11460	6/23/2017	6	Northern Data Systems, Inc.	6/5/2017		70.00
					A/R - Auburn Sewer	
						<u>140.00</u>
11461	6/23/2017	6	Petro's	6/15/2017		129.95
					calcium flake Lake Street-Main Replace-2017	
11461	6/23/2017	6	Petro's	6/19/2017		43.98
					stone dust Supplies - Services	
						<u>173.93</u>
11462	6/23/2017	6	EIC., Inc. (prompto)	6/19/2017		44.75
					oil change, air filter TRUCK #39 (2015 FORD F250)	
						<u>44.75</u>
11463	6/23/2017	6	Redlon & Johnson	6/12/2017		46.51
					hose adapters, washers Supplies - Services	
						<u>46.51</u>
11464	6/23/2017	6	Spencer Group	6/20/2017		151.05
					water svcs Supplies - Services	
11464	6/23/2017	6	Spencer Group	6/20/2017		114.00
					A/R - Auburn Sewer	
						<u>265.05</u>
11465	6/23/2017	6	Traction - Genuine Parts Co.	6/21/2017		162.59
					light bar TRUCK #25 (2005 CHEVY C150)	
11465	6/23/2017	6	Traction - Genuine Parts Co.	6/21/2017		192.25
					led&utility light A/R - Auburn Sewer	

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11465	6/23/2017	6	Traction - Genuine Parts Co.	6/21/2017	feature light TRUCK #31 (2010 Ford Transit)	69.00
						<u>423.84</u>
11466	6/23/2017	6	United States Plastic Corp.	6/5/2017	storage bins Inventory	223.23
						<u>223.23</u>
11467	6/23/2017	7	UNUM Life Insurance	6/15/2017	July life ins Employee Benefits	221.04
11467	6/23/2017	7	UNUM Life Insurance	6/15/2017	A/R - Auburn Sewer	50.64
						<u>271.68</u>
11468	6/30/2017	6	City of Auburn	6/7/2017	street permits Supplies - Services	10.00
11468	6/30/2017	6	City of Auburn	6/7/2017	Supplies - Mains	500.00
11468	6/30/2017	6	City of Auburn	4/3/2017	fire alarm box #19-Court St Misc Expense-T&D Ops	212.50
11468	6/30/2017	6	City of Auburn	4/3/2017	A/R - Auburn Sewer	212.50
						<u>935.00</u>
11469	6/30/2017	6	Petty Cash	6/29/2017	miles,office supplies Misc Expense-A&G Office	122.99
11469	6/30/2017	6	Petty Cash	6/29/2017	A/R - Auburn Sewer	122.81
11469	6/30/2017	6	Petty Cash	6/29/2017	tolls Misc Expense-T&D Ops	13.65
11469	6/30/2017	6	Petty Cash	6/29/2017	A/R - Auburn Sewer	13.46
11469	6/30/2017	6	Petty Cash	6/29/2017	NGWD bleach Expenses - Jobbing	16.84
						<u>289.75</u>
11470	6/30/2017	7	Bel-Tone Answering Service	6/21/2017	July bill Misc Expense-A&G Office	27.50

Auburn Water District Accounts Payable Check Register June 13 , 2017 thru June 30, 2017

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Reference</u>	<u>Amount</u>
11470	6/30/2017	7	Bel-Tone Answering Service	6/21/2017		27.50
					A/R - Auburn Sewer	
11470	6/30/2017	7	Bel-Tone Answering Service	6/21/2017	July panic button Misc Expense-A&G Office	4.97
11470	6/30/2017	7	Bel-Tone Answering Service	6/21/2017		4.98
					A/R - Auburn Sewer	
						<u>64.95</u>
11471	6/30/2017	6	Corson GIS Solutions	6/28/2017	work orders GIS Work Order System	600.00
11471	6/30/2017	6	Corson GIS Solutions	6/28/2017		600.00
					A/R - Auburn Sewer	
						<u>1,200.00</u>
11472	6/30/2017	7	Group Dynamic Inc	6/19/2017	July ins deductible fee Employee Benefits	76.00
						<u>76.00</u>
11473	6/30/2017	6	Hach Company	6/13/2017	lab supplies Supplies - Treatment - Ops	264.26
11473	6/30/2017	6	Hach Company	6/13/2017		264.26
					A/R - Lewiston	
						<u>528.52</u>
11474	6/30/2017	6	Harcros Chemicals, Inc.	6/12/2017	hypo Chemical Expense	2,863.42
						<u>2,863.42</u>
11475	6/30/2017	6	Horton,McFarland & Veysey	6/15/2017	2016 Audit Accounting & Audit	8,150.00
						<u>8,150.00</u>
11476	6/30/2017	6	Lance's Auto & Truck Repair	6/22/2017	injector repair TRUCK #42 (2006 Volvo)	275.00
						<u>275.00</u>
11477	6/30/2017	6	City of Lewiston	5/31/2017	Rodrigue-April Labor - Stores	1,934.06
11477	6/30/2017	6	City of Lewiston	5/31/2017		56.84
					UV Treatment Plant - O&M	

Auburn Water District Accounts Payable Check Register June 13 , 2017 thru June 30, 2017

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Reference</u>	<u>Amount</u>
11477	6/30/2017	6	City of Lewiston	5/31/2017		553.52
					Employee Benefits	
11477	6/30/2017	6	City of Lewiston	5/31/2017		113.46
					Insurance - Workers Comp	
11477	6/30/2017	6	City of Lewiston	5/31/2017		2,282.49
					A/R - Auburn Sewer	
11477	6/30/2017	6	City of Lewiston	6/2/2017		15,286.76
					USDA -April Misc Accrued Other	
11477	6/30/2017	6	City of Lewiston	6/2/2017		58.80
					copier-April UV Treatment Plant - O&M	
11477	6/30/2017	6	City of Lewiston	6/8/2017		1,944.43
					Rodrigue-May Labor - Stores	
11477	6/30/2017	6	City of Lewiston	6/8/2017		35.50
					UV Treatment Plant - O&M	
11477	6/30/2017	6	City of Lewiston	6/8/2017		234.51
					Employee Benefits	
11477	6/30/2017	6	City of Lewiston	6/8/2017		115.80
					Insurance - Workers Comp	
11477	6/30/2017	6	City of Lewiston	6/8/2017		2,294.74
					A/R - Auburn Sewer	
11477	6/30/2017	6	City of Lewiston	6/8/2017		82.77
					vials, copier-May UV Treatment Plant - O&M	
						<u>24,993.68</u>
11479	6/30/2017	6	Lowe's Business Account	6/17/2017		386.64
					2x4's-Park Ave Supplies - Services	
						<u>386.64</u>
11480	6/30/2017	6	O'Connor Motor Co.	6/16/2017		2,315.30
					2 injectors TRUCK #42 (2006 Volvo)	
11480	6/30/2017	6	O'Connor Motor Co.	6/22/2017		-600.00
					return 2 cores TRUCK #42 (2006 Volvo)	
						<u>1,715.30</u>

Auburn Water District Accounts Payable Check Register June 13 , 2017 thru June 30, 2017

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Reference</u>	<u>Amount</u>
11481	6/30/2017	6	Maine Volunteer Lake Monitor	6/16/2017		87.09
					portable depth sounder Misc Expense-Treatment	
11481	6/30/2017	6	Maine Volunteer Lake Monitor	6/16/2017		87.09
					A/R - Lewiston	
						<u>174.18</u>
11482	6/30/2017	6	Petro's	6/27/2017		6.36
					wire rope clip Lake Street-Main Replace-2017	
						<u>6.36</u>
11483	6/30/2017	6	Power Products	6/5/2017		2,241.83
					lightning repairs-bill Pol Spr Expenses - Jobbing	
						<u>2,241.83</u>
11484	6/30/2017	6	E.J. Prescott, Inc.	6/8/2017		171.65
					MXU Inventory	
11484	6/30/2017	6	E.J. Prescott, Inc.	6/2/2017		180.00
					declor Supplies - Services	
11484	6/30/2017	6	E.J. Prescott, Inc.	6/2/2017		362.00
					Clamps Inventory	
11484	6/30/2017	6	E.J. Prescott, Inc.	6/2/2017		139.40
					couplings Inventory	
11484	6/30/2017	6	E.J. Prescott, Inc.	6/1/2017		243.80
					couplings Lake Street-Main Replace-2017	
11484	6/30/2017	6	E.J. Prescott, Inc.	6/5/2017		2,134.08
					box cover, tops Inventory	
11484	6/30/2017	6	E.J. Prescott, Inc.	6/8/2017		5,394.58
					plug,cvrs,cplgs,srvc box Inventory	
						<u>8,625.51</u>
11485	6/30/2017	6	U.S. Cellular	6/16/2017		30.00
					June cell phones Telephone - Treatment	
11485	6/30/2017	6	U.S. Cellular	6/16/2017		210.81
					Dig Safe	
11485	6/30/2017	6	U.S. Cellular	6/16/2017		210.81
					A/R - Auburn Sewer	

Auburn Water District Accounts Payable Check Register June 13 , 2017 thru June 30, 2017

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Reference</u>	<u>Amount</u>
11485	6/30/2017	6	U.S. Cellular	6/16/2017		40.00
					A/R - Lewiston	
						<u>491.62</u>
11486	6/30/2017	6	United States Treasury	6/28/2017		38.42
					720-V pmt Employee Benefits	
						<u>38.42</u>
11487	6/30/2017	6	USA Blue Book	6/15/2017		76.89
					hydrant lifter Supplies - T&D - Ops	
11487	6/30/2017	6	USA Blue Book	6/15/2017		76.89
					A/R - Auburn Sewer	
						<u>153.78</u>
11488	6/30/2017	6	V W R Scientific	6/9/2017		55.80
					lab supplies Supplies - Treatment - Ops	
11488	6/30/2017	6	V W R Scientific	6/9/2017		55.81
					A/R - Lewiston	
						<u>111.61</u>
<u>Grand Total</u>						<u>148,669.55</u>

AUBURN WATER DISTRICT
MONTHLY ACTIVITY REPORT
June, 2017

MAINS

Location	Ck'd	Comments	Leak Check				Misc.	New
			PT/Cl ₂	Leak	On Owner	OK		
Lake Street	478	Water Main replacement						1
Park Ave	88	Move service boxes						3
Washington Street	40	sewer main failure					1	
Eighth Street	2	Main replacement						
Minot Ave	1	assist with Private main extension			1			
Turner @ Union	1	Main leak		1				
Park Ave	1	Contractor pulled out water service line		1				
Hampshire Street	1	Contractor hit water service		1				
Cook Street	121	main replacement						1
French's Lane	2	Repair shoulder		1				
Hampshire Street	39	replace water services, long side						11
Eighth Street	5	Main replacement						
Monthly Totals	22		0	4	1	0	1	16
2016 Monthly Totals	8		0	1	0	2	5	0
YTD Totals	45		0	11	2	6	6	20
2016 YTD Totals	42		0	5	3	13	20	1

GATES

Location	Ck'd	Comments	Adjust	Leak	New	Misc.
19 Horizon	1	Lower gate box	1			
Park Ave	1	Adjust Gate box tops	3			
Turner Street	1	Adjust Gate box tops, sidewalks	2			
South Main Street	1	Adjust gates for paving	6			
Park Ave	1	contractor hit gate box top	1			
So. Main Street	20	Raise Gates for paving	25			
Monthly Totals	38		38	0	0	0
2016 Monthly Totals	7		4	0	2	1
YTD Totals	44		40	0	0	4
2016 YTD Totals	21		7	2	3	9

HYDRANTS

Location	Ck'd	Comments	Broken	Cap	Misc.	New	Frozen
Spring Hydrant Flushing	141	System wide			1		
Set Hydrant Meter	2	MMWAC			1		
Lake at Sherman	3	repaired fire hydrant	1				
Monthly Totals	3		1	0	2	0	0
2016 Monthly Totals	7		1	0	6	0	0
YTD Totals	35		12	1	21	1	0
2016 YTD Totals	43		6	0	37	0	0

NEW SERVICES

Location	No.	Comments	No Meter	Meter	Meter Size
Monthly Totals	0		0	0	
2016 Monthly Totals	2		0	2	
YTD Totals	6		1	5	
2016 YTD Totals	0		1	5	

SERVICES

Location	No.	Comments	Leak Check					
			OK	Leak	On Owner	Frozen	Box	Misc.
396 Turner	1	Raise Service box	1					
Minot Ave	1	New main extension						1
120 Mill Street	1	Verify sprinkler main size	1					
21 Buttercup	1	met with home owner, meter pit issue			1			
108 Seventh	1	lower service box	1					
9 Willow	1	Raise Service box						1
60 Maple point	1	lower service box						1
144 Mill	1	locate water service box	1					
785 Court	1	repair lawn						1
23 Coolidge	1	Lower service box	1					
60 academy	1	repaired water service box	1					
13 Dee Street	1	Pressure check	1					
1744 Hotel	1	repair service box					1	
91 W. Dartmouth	1	Activate service						
Jay-Lynne Park	1	leak			1			
785 Court	1	repair lawn, service box repair	1					
Monthly Totals	15		8	0	2	0	1	4
2016 Monthly Totals	19		6	0	3	0	5	5
YTD Totals	75		22	2	16	0	27	8
2016 YTD Totals	83		30	1	14	0	27	11

METERS

Activity	Comments	Test/Repair	Changed	Misc.	Read Hours	Special Reads	Delinquent	
							Notify	Turn off
Test meters								
Test meters								
Test meters								
Test meters		3						
Test meters								
Repair MXU.'s.			2					
Meters In/out			4					
Dead								
Frozen								
Terminate Service			3					
Activate Service			22					
Summer In								
Winter Out								
Temporary Meter								
Turn off & on for repairs				5				
Reading Meters	cycle 3, Book 80, cycle 1				15.0			
Final Reads	Ownership Transfer					25		
Recheck Readings	High or low reading.					4		
Red Tags	Notify for non-payment.						12	
Turn off for non-payment	(25) reinstated)							25
Monthly Totals		3	31	5	15	29	12	25
2016 Monthly Totals		0	15	1	8.5	59	28	31
YTD Totals	124	41	143	16	97	135	102	125
2016 YTD Totals		32	127	17	71.25	215	110	181

STATION CHECKS

Location	Ck'd	Comments
Drain and re-fill Poland Tank	1	Water Quality
Poland Booster Station	1	Station struct by lightening, Fried PLC, radio
Poland Tank	1	Drain tank, WQ
Poland Tank	1	set tank drain as bleeder
Ipswich	1	trouble shoot radio communications
Monthly Totals	5	
2016 Monthly Totals	3	
YTD Totals	13	
2016 YTD Totals	27	

WATER QUALITY CALLS

Location	Comments	Dirty	Color	Odor	Taste	Misc.
Monthly Totals		0	0	0	0	0
2016 Monthly Totals		0	0	0	0	0
YTD Totals		0	1	0	0	0
2016 YTD Totals		4	3	1	1	0

LABORATORY

Month	Dist. Sys. Tests	Temp (°C)		Avg. NaOH gal/MG	Avg. Cl mg/l	Avg. FL mg/l	Avg. Turb. (ntu)	SWTR Tests
		Air	Water					
January	51	0.0	2.7	24.76	2.70	0.71	0.42	31
February	46	0.0	3.9	26.41	2.20	0.71	0.36	27
March	56	0.0	4.1	27.73	2.10	0.70	0.33	31
April	50	0.0	5.1	27.86	2.20	0.70	0.52	30
May	56	0.0	10.6	28.05	2.20	0.68	0.59	31
June	49	0.0	18.8	28.19	2.60	0.71	0.66	30
July								
August								
September								
October								
November								
December								
YTD Avg				27.17	2.33	0.70	0.48	
2016 Avg				18.39	2.53	0.67	0.518	
YTD Totals	308							180
2016 YTD	307							182

LAKE AUBURN

Month	No. Patrols	Withdrawals *			Elevations **					
		AWD	LWD	Total	1st	High	Yr.	Low	Yr.	2014
January	Daily	2.31	3.42	5.73	259.45	261.40	1974	257.20	2002	260.71
February	Daily	2.33	3.44	5.77	260.04	261.70	1996	257.10	2002	260.60
March	Daily	2.38	3.45	5.83	260.45	261.41	2010	257.40	2002	261.32
April	Daily	2.29	3.38	5.67	260.62	262.40	1953	258.20	2002	260.02
May	Daily	2.48	3.83	6.31	261.53	261.71	2012	258.78	2007	260.40
June	Daily	2.59	4.56	7.15	260.75	261.80	1984	259.49	2007	260.21
July										
August										
September										
October										
November										
December										
Avg. Daily	Daily	2.40	3.68	6.08						
YTD Totals	0	14.38	22.08	36.46						
2016 YTD Totals		15.85	23.35	39.2						

* 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	7.7	2.05		3.16	11	35	17	26	8
February	49.8	3.63		3.04	8	37	16	27	6
March	20.2	2.27		4.14	10	35	17	26	-4
April	6.0	3.99		4.1	12	56	36	46	3
May	0.0	4.88		3.69	15	62	44	53	-2
June	0.0	1.56		3.96	12	75	52	64	-2
July									
August									
September									
October									
November									
December									
YTD Totals	83.70	18.38							
2016 YTD Totals	78.50	19.16							

* From www.wunderground.com

DIG SAFE

Month	Total	Contractors	MDOT	AHD	School Dept.	Lewiston Water	Fairpoint	AWD	CMP	ASD	GAS	MTA
January	46	20	0	0	0	0	0	4	21	0	1	1
February	34	6	0	0	0	0	1	1	21	5	0	0
March	47	22	0		0	0	1	13	6	1		4
April	121	67	2	26	0	0	1	2	4	4	11	4
May	141	95		1	0	0	0	6	30	0	8	1
June	122	65	1	28	0	0	1	5	12	2	7	1
July												
August												
September												
October												
November												
December												
YTD Totals	511	275	3	55	0	0	4	31	94	12	27	11
2016 Totals	543	273	5	85	1	0	2	33	126	1	13	4

DUTY FOREMAN CALLS

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	4			4	0	0	0	0	0	0	0
Water District	3	0	0	1		1	0	1	0	0	0
Monthly Totals	7	0	0	5	0	1	0	1	0	0	0
2016 Monthly Totals	3	0	0	0	0	1	2	0	0	0	0
YTD Totals	32	0	1	13	3	5	6	3	0	0	1
2016 YTD Totals	47	2	2	5	2	9	16	8	1	0	2

OTHER ACTIVITIES

1. East Auburn Dam, repair level sensor
2. Adjust Lake Auburn Watershed signs
3. replaced faulty outlet in office
4. Inventory 8
5. e-mail server issues
6. Truck 25 Maintenance
7. Watershed Signs
- 8.

Poland Spring Inn Booster Station

1 5

NEW GLOUCESTER

1. 9
- 2.
- 3.
- 4.

AWSD Modified Office Hours Proposal

For consideration at the 7/19/17 AWD Trustee Meeting

Background

Currently the front office is fully staffed and open to the public from 8:00AM to 4:30PM M-F. Two fifteen minute breaks are combined with a half hour lunch to afford a one hour break. The breaks are staggered among the four employees so there are always two in the office.

Recommendation

We recommend changing the office hours to 7:30AM to 4:00PM M-F

Justification

- As seen in the accompanying spreadsheet, we tracked customer transactions over a 9-day period, and only 3 of the 94 customers (around 3%) came in after 4:00PM.
- We anticipate seeing more customer transactions by opening a half hour earlier than we currently do.
- This new schedule would more closely mirror the crew, who work from 7:30AM to 3:30PM
- This new schedule will not reduce the number of hours the office is open

AWSD - Alternate Office Hours

	<u>Open</u>	<u>Close</u>	<u>Lunch</u>	<u>Comment</u>
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Current	8:00	4:30	1 hour	We pool our two 15 minute breaks for 1 hour lunch
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Option 1	7:30	3:30	1/2 hr	combine our two 15 minute breaks
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Option 2	8:00	4:00	1/2 hr	combine our two 15 minute breaks
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<u>Option 3</u>	<u>7:30</u>	<u>4:00</u>	<u>1 hr</u>	<u>pool two 15 minute breaks for 1 hour lunch</u>
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Option 4	7:30	3:30	1/2 hr	1 day/week open until 6:00PM
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	14-Jun	15-Jun	16-Jun	19-Jun	7/3/2017	7/5/2017	7/6/2017	7/7/2017	7/10/2017
8:00									
9:00									
10:00									
11:00									
12:00									
1:00									
2:00									
3:00									
4:00									
5:00									
tot:	15	5	4	10	9	7	4	16	24

Out of 94 customer visits over 9 days tracked, only three transactions occurred after 4:00PM