

May 12, 2016

Office of

AUBURN SEWERAGE DISTRICT

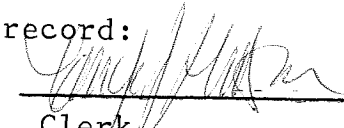
Office Telephone # 784-6469

The regular monthly meeting of the Trustees of the Auburn Sewerage District will be held at the Auburn Sewerage District, 268 Court Street, on **Tuesday, May 17, 2016 at 4:00 P.M.**

AGENDA

1. Approve Minutes of Regular Meeting of April 19, 2016.
 2. Financial Report Update - *Greg Leighton*.
 3. Ratify Payment of Bills
 4. Open Session
 5. Activity Report - *Mike Broadbent*
 6. New Business
 - Waste Discharge License Renewal
 - Touch a Truck
 - LAWPCA Apportionment & Financials
 - Website Update
 7. Old Business
 - Project Update
 - Inventory Update
 - Consolidation Report
 - Collection of past-due bills - Update
 - MMEHT Board of Trustees
 8. Executive Session per 1 M.R.S.A. § 405 (6) (D) to discuss Personnel Issue
 9. Adjourn Regular Meeting.
- Upcoming - Trustee Meeting - June 21, 2016

A true record:

Attest: 

Clerk

Memo

To: Water & Sewerage District Trustees
From: Sid Hazelton, P.E., Superintendent
CC: Files
Date: 5/12/2016
Re: Discussion of May Agenda Items

Water Trustees

Lead and Copper Testing – update

We have collected 47 of the 60 samples that need to be taken by June 30.

EPA Report

The Drinking Water Program, through conversations with the EPA, has requested that we provide them with a report on our lead program. The report is due on May 27. A copy of the request is included in the packet.

EPA Testing Program

EPA will be coming to Auburn in June to take non-compliance lead samples from Auburn Schools and Day Care facilities. They have requested our assistance to help coordinate their efforts. MJ Dillingham has had meetings and conversations with them to get the program going.

Corrosion Control Study - update

We have received a final report on the Corrosion Control Study from Wright/Pierce Engineers, Topsham, Maine. We met with the Maine Drinking Water Program on Tuesday May 3 to present the report. It was formally mailed to the DWP on May 4, two days before the deadline.

A copy of the report is included in the packet. It calls for increasing our alkalinity, maintaining a PH of 7.8 – 8.0, and switching to an orthophosphate product. We will consult with our product vendor and the engineers from Wright/Pierce as necessary during implementation.

We were recently notified by the Drinking Water Program that we were awarded a 50/50 Capacity Development Grant for \$7,500 to help pay for the study.

Capital Improvement Surcharge

This program offers an alternative capital improvement funding mechanism. Greg Leighton will review how the program works, and answer any questions. We may want to consider this in lieu of rate increases in the future.

Sewer Trustees

Great Falls Bus Station Project - Update

Upon further investigation, it appears that the Great Falls Bus station project can be serviced by a gravity sewer. This is good news, as it avoids the installation of a pump station.

Waste Discharge License Renewal

Every five years we must relicense our CSO outfalls with the DEP. We have only one CSO left in our system – CSO #001 – Riverside Drive. The renewal application was sent on Monday, May 9. The process includes publishing the notice in the newspaper, and notifying abutters, the City Manager, and the LAWPCA Treatment Plant.

Executive Session

There will be an executive session to discuss a personnel issue.

Both Boards

Consolidation Report

Included in the packets is a section of the Consolidation Report that describes the Auburn Water and Sewerage Districts.

Touch a Truck Event

On Saturday May 7, AWSD participated in the Androscoggin County United Way Touch a Truck Event that was held at the Central Maine Community College. This was our second year of participation. Over 1800 eager children got to sit in our backhoe and loader to see what it feels like to be an Equipment Operator. Thanks to Tanya Johnson, Rod Hill, and Travis Leavitt for taking the time to help at this event.

Summer Intern for GIS Development

The UM Farmington GIS Intern is scheduled to start with us the week of May 23. We are lining up several projects that will further develop our system. We are planning some future meetings with the Intern's professor as well.

Pipe and Fittings Vendor

An update will be given of the status of the transition from EJP Value Added Service to a traditional purchase program.

April 19, 2016

The regular monthly meeting of the Trustees of the Auburn Sewerage District was held at the office of the Auburn Sewer District, 268 Court Street, on Tuesday April 19, 2016 at 4:00pm.

Members present: Robert Cavanagh, Joseph DeFilipp, Raymond Fortier, Heidi McCarthy (President), Stephen Ness and Charles Sheehan (Treasurer). Also present: Sid Hazelton, Superintendent, Michael Broadbent, Assistant Sewer Superintendent and Greg Leighton of Maine Water Company.

On motion of Charles Sheehan, seconded by Stephen Ness, it was voted: **To approve the minutes of the Regular Meeting of March 15, 2016.** Heidi McCarthy abstained from the vote.

FINANCIAL REPORT –The District is anticipating a favorable LAWPCA cost apportionment adjustment of about \$36,000. The Auditor’s Report should be received in about a month. A letter from the auditors stated that there were too many people creating GL#s. It also mentioned that there are a number of employees who are beyond the maximum allowed vacation accrual. The employees will be notified to reduce their vacation accrued time to 25 days by the end of 2016.

RATIFY PAYMENT OF BILLS

On motion of Charles Sheehan, seconded by Joseph DeFilipp, it was unanimously voted: **To ratify the payment of bills in the amount of \$ 442,716.60 as shown on the printout dated March 5, 2016- April 8, 2016.**

OPEN SESSION – K.C. Geiger, Water District Trustee, was in attendance.

ACTIVITY REPORT – The March activity report was presented by Michael Broadbent. The District has gotten an early start on sewer cleaning. Preliminary work is being done in preparation for the sewer lining projects.

NEW BUSINESS

PIPE BID – The District has been with EJP for 22 years and have not gone to bid for inventory since 1994. The District received three bids. (EJP) did not submit a bid. The recommendation is that the District purchase pipe inventory from Hd Supply, Ferguson Water Works and Maine Water Works Supply and purchase meters and hydrants from EJP. There will be in-house inventory control implementing Quickbooks for control and billing. A \$5,000 yearly stipend is proposed as compensation for the added duty.

On motion of Joseph DeFilipp, seconded by Robert Cavanagh, it was voted: **To implement the above mentioned recommendation.** Charles Sheehan abstained from the vote. Raymond Fortier opposed.

PAVING BID – The District received bids from Spencer Group Paving LLC, L P. Poirier and TW Paving. The District has been satisfied with Spencer Group’s work.

On motion of Joseph DeFilipp, seconded by Raymond Fortier, it was unanimously voted: **To award the paving bid to Spencer Group Paving LLC**

SUMMER INTERN – FYI An UM Farmington student who is studying GIS systems is interested in an internship with the District and earn college credits. The District will contact his professor to develop a work plan.

HARTT TRANSPORTATION – They were getting very high water and sewer bills. It was discovered that their meter was reading in 100 cu ft instead of 1000 cu ft. The District refunded them \$11,000.

LAWPCA APPORTIONMENT & FINANCIALS – The District is tracking at a little below the projected 46% apportionment.

OLD BUSINESS

PROJECT UPDATE – The Great Falls Bus Station cannot be serviced by gravity. They need a pump station to accommodate future development. An oversized pump station would not be practical. They are trying to work out something with the Housing Authority.

Poland Spring Bottling is looking to expand in 2017 which would be a good source of increased revenue for the District.

SEWER LINING PROJECT –The South Main Street lining project was awarded to Ted Berry . A closer look at Highland Avenue indicates that it is not in any condition to be re-lined. It would be in the District's best interest to replace the main.

OTHER BUSINESS

The District's insurance denied the claim made by Erica Darling who had tripped on some uneven pavement at Roy's on Washington St. She is filing a suit against the District.

TRUSTEE EDUCATION – PUMP STATION OVERVIEW –MIKE BROADBENT

The District has 24 wastewater pump stations for elevated areas that cannot be fed by gravity. They are all connected to the SCADA System.

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

**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
FOUR MONTHS ENDED APRIL 30, 2016**

	April	2016	Y-T-D THRU APRIL 2016		
	YTD - 2015	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$1,152,365	\$3,924,641	\$1,321,889	\$1,308,214	\$13,675
Industrial Surcharge	122,766	421,487	126,392	140,496	(14,103)
Public Basins	20,696	53,892	20,696	17,964	2,732
Jobbing & Mdse.	2,645	8,189	5,481	2,730	2,751
Sewer Assessments	3,461	27,235	1,509	9,078	(7,569)
Finance Charges	5,151	15,300	4,156	5,100	(944)
Interest Income	437	1,250	329	417	(88)
Industrial Treatment Sampling	15,400	46,200	15,950	15,400	550
Capacity Fees (SDS)	2,625	23,750	1,875	7,917	(6,042)
TOTAL REVENUES	1,325,546	4,521,944	1,498,277	1,507,315	(9,037)
			33.13%	33.33%	< Standard
<u>EXPENSES:</u>					
Payroll	112,532	399,609	124,234	133,203	(8,969)
Employee Benefits	55,812	198,957	63,902	66,319	(2,417)
Maint. of Sewers	5,802	60,188	7,188	20,063	(12,875)
Lift Stations	30,738	93,949	36,999	31,316	5,682
Maint. of Buildings	13,711	34,001	12,037	11,334	704
Maint. of Trucks	(2,161)	18,700	3,246	6,233	(2,987)
Office Expense	12,826	32,039	9,650	10,680	(1,030)
Collection Expense	(735)	(824)	471	(275)	745
General Expense	1,692	9,697	3,904	3,232	672
Insurance	24,860	57,886	23,597	19,295	4,302
Legal & Accounting Fees	8,888	32,025	8,006	10,675	(2,669)
Billing Expense	28,962	66,542	7,775	22,181	(14,406)
L.A.W.P.C.A.	517,284	2,268,241	627,332	756,080	(128,748)
SUB-TOTAL	810,211	3,271,010	928,338	1,090,337	(161,998)
Interest	34,268	77,094	25,746	25,698	48
TOTAL EXPENSES	844,479	3,348,104	954,085	1,116,035	(161,950)
			28.50%	33.33%	< Standard
Bonds - Principal Payments	88,625	487,870	28,915	162,623	(133,708)
SURPLUS FROM OPERATIONS	392,442	685,970	515,278	228,657	286,621

**AUBURN SEWERAGE DISTRICT
BALANCE SHEET
PERIOD ENDING - APRIL 30, 2016**

	<u>4/30/2016</u>	<u>12/31/2015</u>		<u>4/30/2016</u>	<u>12/31/2015</u>
Property, Plant and Equipment:					
Plant in Service	31,914,607.19	31,914,607.19	Equity Capital	15,599,246.36	15,354,441.27
Less: Accumulated Depreciation	(13,755,855.50)	(13,428,370.81)	Long Term Debt	3,986,465.97	4,015,380.97
	<u>18,158,751.69</u>	<u>18,486,236.38</u>			
Construction Work In Progress	42,408.09	0.00	Capital Lease (Vacuum Truck)	67,977.52	134,300.74
Current Assets:			Current Liabilities:		
Cash	831,465.40	579,088.00	Current Portion of LTD	487,870.47	487,870.47
Accounts Receivable	583,932.49	400,352.48	Accounts Payable	84,628.33	164,171.32
Construction Assessments	34,418.51	34,802.97	Accrued Interest & Other	40,033.99	33,507.29
City of Auburn Debt	538,104.74	558,801.08	Customer Deposits	6,570.00	7,550.00
PrePays	7,187.50	21,563.50	Other Miscellaneous	35,200.00	0.00
Total Current Assets	<u>1,995,108.64</u>	<u>1,594,608.03</u>	Total Current Liabilities	<u>654,302.79</u>	<u>693,099.08</u>
Deferred Charges	111,724.22	116,377.65	Deferred Credits	0.00	0.00
Total Assets	<u><u>20,307,992.64</u></u>	<u><u>20,197,222.06</u></u>	Total Equity & Liabilities	<u><u>20,307,992.64</u></u>	<u><u>20,197,222.06</u></u>

Auburn Sewer District Accounts Payable Check Register April 9, 2016 thru May 6, 2016

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
4376	4/15/2016	4	American Concrete Industries	3/30/2016	base, manhole invert, boot RELINING ACADEMY ST/2016	671.80
						<u>671.80</u>
4377	4/15/2016	4	Andros. Registry Of Deeds	4/13/2016	release liens Lien Release Fees	352.00
						<u>352.00</u>
4378	4/15/2016	3	Constellation NewEnergy, Inc.	3/26/2016	Bradman St power ACCRUED POWER	140.98
						<u>140.98</u>
4379	4/15/2016	4	Gagne & Sons	4/6/2016	latex gloves-Academy St RELINING ACADEMY ST/2016	23.55
						<u>23.55</u>
4380	4/15/2016	5	Group Dynamic, Inc.	4/12/2016	May ins deductible fee EMPLOYEE BENEFITS	24.00
						<u>24.00</u>
4381	4/15/2016	3	Vantagepoint Transfer Agent-30	3/31/2016	ICMA 457-March ACCRUED DEFERRED COMP	1,569.51
						<u>1,569.51</u>
4382	4/15/2016	3	Vantagepoint Transfer Agent-10	3/31/2016	ICMA 401-March EMPLOYEE BENEFITS	2,022.33
						<u>2,022.33</u>
4383	4/15/2016	3	Vantagepoint Transfer Agent-70	3/31/2016	Roth IRA-March IRA/ICMA	217.45
						<u>217.45</u>
4384	4/15/2016	4	Treasurer, State of Maine	4/12/2016	Desjardins w/e 4/10 ACCRUED OTHER DEDUCTIONS	82.00
						<u>82.00</u>
4385	4/15/2016	4	Craig Millett	4/11/2016	clothing allow EMPLOYEE BENEFITS	158.24
						<u>158.24</u>
4386	4/15/2016	3	Morrison & Sylvester Inc.	3/31/2016	replace hose #35 Truck #35 (2013 Vacuum Truck)	156.63
						<u>156.63</u>
4387	4/15/2016	3	Petro's Ace Hardware	3/23/2016	carbina for tripod EQUIPMENT MAINTENANCE	2.49
						<u>2.49</u>
4388	4/15/2016	4	St Lawrence & Atlantic RR Co	4/5/2016	S-4038-A pipeline MISC EXP-MAINT OF MAINS	100.00
4388	4/15/2016	4	St Lawrence & Atlantic RR Co	4/5/2016	S-8030-A pipeline MISC EXP-MAINT OF MAINS	110.00
4388	4/15/2016	4	St Lawrence & Atlantic RR Co	4/5/2016	S-7801-A pipeline MISC EXP-MAINT OF MAINS	50.00

Auburn Sewer District
Accounts Payable Check Register
April 9, 2016 thru May 6, 2016

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
						<u>260.00</u>
4389	4/15/2016	4	Traction	3/15/2016	oil filler caps Truck #35 (2013 Vacuum Truck)	29.94
						<u>29.94</u>
4390	4/15/2016	3	UNITIL ME	4/1/2016	Gr Turtle nat'l gas GREEN TURTLE	62.01
						<u>62.01</u>
4391	4/15/2016	4	USA Bluebook	3/28/2016	adapter #35 Truck #35 (2013 Vacuum Truck)	33.03
						<u>33.03</u>
4392	4/22/2016	4	Andros. Registry Of Deeds	4/21/2016	release liens Lien Release Fees	44.00
						<u>44.00</u>
4393	4/22/2016	4	Constellation NewEnergy, Inc.	4/6/2016	Worthley Brook power ACCRUED POWER	422.99
4393	4/22/2016	4	Constellation NewEnergy, Inc.	4/12/2016	Lewiston Jct -2 mos power ACCRUED POWER	625.23
4393	4/22/2016	4	Constellation NewEnergy, Inc.	4/12/2016	River Station 2 mos power ACCRUED POWER	1,050.47
4393	4/22/2016	4	Constellation NewEnergy, Inc.	4/13/2016	Merrow Rd 2 months power ACCRUED POWER	38.49
						<u>2,137.18</u>
4394	4/22/2016	4	Howard P. Fairfield	4/1/2016	water gauge-trailer jetta EQUIPMENT MAINTENANCE	150.88
						<u>150.88</u>
4395	4/22/2016	4	Keller America Inc.	4/1/2016	transducer, bellows assembly W-7	664.17
						<u>664.17</u>
4396	4/22/2016	4	L.A.W.P.C.A.	4/1/2016	April bill LAWPCA	113,909.80
4396	4/22/2016	4	L.A.W.P.C.A.	3/31/2016	2 vac loads& 1 for So Main St. LAWPCA	370.00
4396	4/22/2016	4	L.A.W.P.C.A.	3/31/2016	2 vac loads& 1 for So Main St. RELINING SOUTH MAIN ST/2016	185.00
						<u>114,464.80</u>
4397	4/22/2016	4	Industrial Automation Supply	4/11/2016	coil, relays-River pump statio RIVER STATION	163.02
						<u>163.02</u>
4398	4/22/2016	4	Treasurer, State of Maine	4/19/2016	Desjardins w/e 4/17 ACCRUED OTHER DEDUCTIONS	82.00
						<u>82.00</u>

Auburn Sewer District Accounts Payable Check Register April 9, 2016 thru May 6, 2016

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
4399	4/22/2016	4	Maine Municipal Assoc.	4/1/2016	worker comp W/C INSURANCE	3,916.80
						<u>3,916.80</u>
4400	4/22/2016	4	Paul's Clothing Store	4/11/2016	Farris clothing EMPLOYEE BENEFITS	79.99
						<u>79.99</u>
4401	4/22/2016	4	E.J. Prescott, Inc.	3/31/2016	sewer pipe & lube RELINING ACADEMY ST/2016	2,449.20
						<u>2,449.20</u>
4402	4/22/2016	4	Skelton, Taintor & Abbott	4/19/2016	March administrative LEGAL SERVICES	330.00
						<u>330.00</u>
4403	4/22/2016	4	Ted Berry Co., Inc.	3/31/2016	clean sewer pipe RELINING SOUTH MAIN ST/2016	8,968.00
						<u>8,968.00</u>
4404	4/29/2016	4	Andros. Registry Of Deeds	4/26/2016	release sewer mtg Lien Release Fees	22.00
						<u>22.00</u>
4405	4/29/2016	3	Auburn Water District	4/14/2016	March I/I Remediation Projects	600.00
4405	4/29/2016	3	Auburn Water District	4/14/2016	March ACCRUED PENSION W/H	32.47
4405	4/29/2016	3	Auburn Water District	4/14/2016	March WAGES-MAINT OF MAINS	4,984.38
4405	4/29/2016	3	Auburn Water District	4/14/2016	March EMPLOYEE BENEFITS	3,244.15
4405	4/29/2016	3	Auburn Water District	4/14/2016	March PUR POWER-BUILDING	367.56
4405	4/29/2016	3	Auburn Water District	4/14/2016	March PUR POWER-OFFICE	183.76
4405	4/29/2016	3	Auburn Water District	4/14/2016	March MAT/SUP-MAINT/BLDG	1,386.50
4405	4/29/2016	3	Auburn Water District	4/14/2016	March MAT/SUP-MAINT/MAINS	1,210.50
4405	4/29/2016	3	Auburn Water District	4/14/2016	March OFFICE SUPPLIES	47.40
4405	4/29/2016	3	Auburn Water District	4/14/2016	March ACCOUNTING SERVICES	1,100.00
4405	4/29/2016	3	Auburn Water District	4/14/2016	March Truck #35 (2013 Vacuum Truck)	357.57

Auburn Sewer District Accounts Payable Check Register April 9, 2016 thru May 6, 2016

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
4405	4/29/2016	3	Auburn Water District	4/14/2016	March Truck #37 (2015 GMC Sierra)	90.94
4405	4/29/2016	3	Auburn Water District	4/14/2016	March MAT/SUP-MAINT/BLDG	20.15
4405	4/29/2016	3	Auburn Water District	4/14/2016	March W/C INSURANCE	120.00
4405	4/29/2016	3	Auburn Water District	4/14/2016	March MISC BUILDING EXPENSE	743.57
4405	4/29/2016	3	Auburn Water District	4/14/2016	March MISC EXP-MAINT OF MAINS	446.71
4405	4/29/2016	3	Auburn Water District	4/14/2016	March MISC BILLING & ACCTG	790.94
4405	4/29/2016	3	Auburn Water District	4/14/2016	March MISC OFFICE EXPENSE	754.93
4405	4/29/2016	3	Auburn Water District	4/14/2016	March TEL-BUILDING	258.56
4405	4/29/2016	3	Auburn Water District	4/14/2016	March TEL-OFFICE	121.78
4405	4/29/2016	3	Auburn Water District	4/14/2016	March OFFICE EQUIP MAINT	67.50
						<u>16,929.37</u>
4407	4/29/2016	4	Coastal T-Shirts	2/11/2016	Hamann clothing EMPLOYEE BENEFITS	13.75
						<u>13.75</u>
4408	4/29/2016	4	Constellation NewEnergy, Inc.	4/13/2016	Moose Brook power ACCRUED POWER	351.29
						<u>351.29</u>
4409	4/29/2016	4	Curry Printing #4317	4/13/2016	salmon work cards OFFICE SUPPLIES	121.03
						<u>121.03</u>
4410	4/29/2016	4	Treasurer, State of Maine	4/26/2016	Desjardins w/e 4/24 ACCRUED OTHER DEDUCTIONS	82.00
						<u>82.00</u>
4411	4/29/2016	5	Maine Municipal Emp.Hlth.	4/12/2016	May health ins EMPLOYEE BENEFITS	7,739.57
4411	4/29/2016	5	Maine Municipal Emp.Hlth.	4/12/2016	May health ins ACCRUED LIFE INSURANCE	126.90
4411	4/29/2016	5	Maine Municipal Emp.Hlth.	4/12/2016	May health ins ACCRUED IPP W/H	274.70

Auburn Sewer District Accounts Payable Check Register April 9, 2016 thru May 6, 2016

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
4411	4/29/2016	5	Maine Municipal Emp.Hlth.	4/12/2016	May health ins ACCRUED DENTAL	579.51
4411	4/29/2016	5	Maine Municipal Emp.Hlth.	4/12/2016	May health ins ACCRUED HEALTH INS W/H	1,365.79
						<u>10,086.47</u>
4412	4/29/2016	4	Norlab, Inc.	4/15/2016	tracing dye MISC TOOLS & SUPPLIES	222.00
						<u>222.00</u>
4413	4/29/2016	4	E.J. Prescott, Inc.	4/12/2016	vas usage So Main St RELINING SOUTH MAIN ST/2016	704.54
						<u>704.54</u>
4414	5/6/2016	5	Frank Roma	5/5/2016	customer refund A/R SEWER CUSTOMERS	32.96
						<u>32.96</u>
4415	5/6/2016	4	Constellation NewEnergy, Inc.	4/20/2016	Washington St power ACCRUED POWER	194.37
						<u>194.37</u>
4416	5/6/2016	4	Gagne & Sons	4/27/2016	Hydraulic plugs RELINING ACADEMY ST/2016	214.05
						<u>214.05</u>
4417	5/6/2016	4	Gilman Electrical Supply	4/28/2016	silicone, plugs, ties RT 122 PUMP STATION	70.52
						<u>70.52</u>
4418	5/6/2016	5	Treasurer, State of Maine	5/3/2016	Desjardins w/e 5/1 ACCRUED OTHER DEDUCTIONS	82.00
						<u>82.00</u>
4419	5/6/2016	4	Petro's Ace Hardware	4/8/2016	stone dust-Leachate LEW. JCT RD	75.98
						<u>75.98</u>
4420	5/6/2016	4	Portland Plastic Pipe	4/20/2016	bushings, adapters LEW. JCT RD	387.49
4420	5/6/2016	4	Portland Plastic Pipe	4/22/2016	adapters LEW. JCT RD	31.22
4420	5/6/2016	4	Portland Plastic Pipe	4/26/2016	nipples LEW. JCT RD	56.78
						<u>475.49</u>
4421	5/6/2016	5	Water Environment Federation	4/13/2016	membership renewal MISC BUILDING EXPENSE	174.00
						<u>174.00</u>
<u>Grand Total</u>						<u>169,107.82</u>

VENDOR	REF	AWD G/L #	ASD G/L #	Amount
Auburn Water District	shared employees benefit allocation	1604-000	2604-000	\$ 1,118.91
Auburn Water District	shared employees wage allocation	1685-000	2601-600	\$ 2,486.47
Auburn Water District	petty cash - postage	1142-300	2620-800	\$ 0.78
Auburn Water District	petty cash -labels	1142-300	2620-800	\$ 6.50
Auburn Water District	petty cash -mileage, supplies	1142-300	2675-800	\$ 25.37
Amazon.com	12' power chord for flusher	1142-300	2620-500	\$ 14.48
Amazon.com	SCADA Maintenance - resistors	1142-300	2620-500	\$ 15.09
Beltone Answering Service	answering service	1142-300	2675-800	\$ 27.50
Beltone Answering Service	answering service - panic buttons	1142-300	2675-800	\$ 4.98
Bisson Enterprises, Inc.	office cleaning	1142-300	2675-500	\$ 282.50
Budget Document Tech	copier lease 4/22 to 7/21	1142-300	2675-800	\$ 116.83
Central Maine Power	power @ 268 Court Street	1142-300	2615-500	\$ 124.53
Central Maine Power	power @ 268 Court Street	1142-300	2615-800	\$ 62.25
Constellation NewEnergy	energy charge @ 268 Court Street	1142-300	2615-500	\$ 239.08
Constellation NewEnergy	energy charge @ 268 Court Street	1142-300	2615-800	\$ 119.52
Corson GIS Solutions	work order consult	1142-300	2105-063	\$ 150.00
Curry Printing	receipt books	1142-300	2620-800	\$ 128.76
D&N Sales	rolls paper towels for shop	1142-300	2675-500	\$ 17.38
Dig Safe System, Inc.	monthly bill	1142-300	2675-600	\$ 325.56
DirigoNet	domain fee - email spam	1142-300	2675-800	\$ 25.00
Dube Gravel	sand, rock for sewer maintenance	1142-300	2620-600	\$ 342.00
Dube Gravel	gravel & loam for manholes	1142-300	2620-600	\$ 108.00
Eastern Fire Services	calibrate sapphire meter	1142-300	2675-500	\$ 57.50
Eastern Fire Services	calibrate target meter	1142-300	2675-500	\$ 57.50
Easy Rental	rent sweeper for dirt at Court St	1142-300	2675-500	\$ 110.00
Fastenal	brass connectors	1142-300	2620-500	\$ 5.47
D. Fortin Lawncare	spring lawn clean up	1142-300	2675-500	\$ 200.00
Gilman Electric	conduit strap for Lewiston Jct	1142-300	2620-203	\$ 20.86
Great American Financial	Konica Digital Copier - lease	1142-300	2675-800	\$ 107.61
Hazelton, Sid	April mileage	1142-300	2675-500	\$ 175.00
Home Depot	paint, gloves	1142-300	2620-500	\$ 13.70
Home Depot	tk # 42 paint, sealer	1142-300	2105-886	\$ 20.26
Home Depot	flex plug	1142-300	2620-600	\$ 12.28
KL Jack	hex washers	1142-300	2620-500	\$ 6.66
Laliberte, Josh	website updates 5/2015 to 5/2016	1142-300	2675-800	\$ 245.00
City of Lewiston	wages and benes - Dan Rodrigue - February	1142-300	2601-600	\$ 1,488.15
City of Lewiston	wages and benes - Dan Rodrigue - February	1142-300	2604-000	\$ 294.78
City of Lewiston	wages and benes - Dan Rodrigue - February	1142-300	2658-000	\$ 105.65
City of Lewiston	wages and benes - Dan Rodrigue - March	1142-300	2601-600	\$ 47.56
City of Lewiston	wages and benes - Dan Rodrigue - March	1142-300	2604-000	\$ 44.24
City of Lewiston	wages and benes - Dan Rodrigue - March	1142-300	2658-000	\$ (8.81)
City of Lewiston	wages and benes - Dan Rodrigue - April	1142-300	2601-600	\$ 1,850.00
City of Lewiston	wages and benes - Dan Rodrigue - April	1142-300	2604-000	\$ 245.00
City of Lewiston	wages and benes - Dan Rodrigue - April	1142-300	2658-000	\$ 120.00
Maine IT	computer tech support	1142-300	2675-800	\$ 100.00
Maine State Retirement System	retirement contribution - health	1142-300	2604-000	\$ 1,382.25
Maine State Retirement System	retirement contribution - life	1142-300	2241-030	\$ 32.47
Maine State Retirement System	retirement contribution - Apr - D Hamann	1241-070	2241-070	\$ 88.64
Maine State Retirement System	retirement contribution - Apr - D Hamann	1241-065	2241-065	\$ 62.16
Maine Water Company	accounting services - Greg Leighton	1142-300	2632-800	\$ 2,145.00
WB Mason	5" binders	1142-300	2620-800	\$ 72.08
WB Mason	ink-postage mach, markers, elastics	1142-300	2620-800	\$ 28.28
WB Mason	tissues	1142-300	2620-500	\$ 4.00
Ness Oil	gas for month of - #27	1142-300	2650-121	\$ 88.84
Ness Oil	gas for month of - #37	1142-300	2650-124	\$ 96.97
Ness Oil	gas for month of - gas diesel cans	1142-300	2620-500	\$ 51.00
Ness Oil	gas for month of - #35	1142-300	2650-123	\$ 283.55
Northern Data Systems	customer billing	1142-300	2675-700	\$ 1,057.23
Northern Data Systems	software license for Invoice Cloud renew	1142-300	2675-700	\$ 341.50
Oxford Networks	telephone service	1142-300	2676-800	\$ 121.52
Petro's	grass seed	1142-300	2620-500	\$ 32.50
Pine Tree Waste	bulk waste	1142-300	2675-500	\$ 65.55
Pitney Bowes	meter rental 5/1 to 7/31	1142-300	2675-800	\$ 52.50
Power Products	Court St generator maintenance	1142-300	2677-000	\$ 82.50
Sensus	autoread software 5/29/16 to 5/28/17	1142-300	2675-800	\$ 808.73
ShirtWholesaler.com	t-shirts for crews	1142-300	2604-000	\$ 75.65
Simply Put LLC	class meeting for employees	1142-300	2604-000	\$ 399.57
Spiller's	green marking paint	1142-300	2620-600	\$ 72.30
Tessco	2 way radio antennas	1142-300	2620-500	\$ 119.09
Tri-State Steel	HR flat	1142-300	2620-500	\$ 6.10
UPS	Hill gloves shipped for test	1142-300	2675-500	\$ 4.22
U.S. Cellular	cell phones	1142-300	2676-500	\$ 258.47
Unitil	268 Court Street	1142-300	2620-500	\$ 474.45
Win-911 Software	Scada software	1142-300	2675-800	\$ 300.00

\$ 19,667.02

AUBURN SEWERAGE DISTRICT
MONTHLY ACTIVITY REPORT
April 2016

MAINS

Location	Ck'd	Comments	OK	Plug	Maint.	Misc.	New	on owner
Drummond & Main	1	Installed flow monitoring equipment			1			
So. Main Street	1	Sewer re-line project			1			
Center and Bradman	1	Gathered invert elevations		1				
Coachman & Heritage	1	Clean mains			1			
Main & miller	1	Down load sewer flow data			1			
Valerie Circle-Broadview	1	Clean Mains			1			
Martin Dale	1	Clean Mains			1			
Academy Street	1	Cave-in sewer main failed					1	
Harvard, lake Auburn ave, broadview	1	Clean Mains			1			
Highland & Court	1	Sewer re-line project			1			
Newell Street	1	Cean Sewer			1			
bi weekly sewer main checks	1	checks			1			
Blackmer, andrea,newell, Alpha	1	Clean mains			1			
Royal Oaks, aron, Broadview	1	Clean mains			1			
Monthly Totals	14		0	1	12	0	1	0
2015 Monthly Totals	3		0	0	3	0	0	0
YTD Totals	42		10	2	25	2	3	1
2015 YTD Totals	23		0	3	14	0	0	0

MANHOLES

Location	Ck'd	Comments	OK	Cover	Misc.	Frame & Cover	New
Charter Way	1	inspected manhole and cleared inve	1				
Coachman	1	removed tree branches	1				
Heritage	1	installed gravel pad to access manh			1		
Monthly Totals	3		2	0	1	0	0
2015 Monthly Totals	2		0	1	0	0	1
YTD Totals	13		3	0	7	2	1
2015 YTD Totals	12		0	1	4	0	1

SERVICES

Location	Ck'd	Comments	New	OK	Misc.	Cut	on owner
493 Center	1	Service back-up					1
Monthly Totals	1		0	0	0	0	1
2015 Monthly Totals	10		1	1	8	0	n/a
YTD Totals	13		0	12	1	0	4
2015 YTD Totals	30		1	8	10	0	n/a

LIFT STATIONS

Location	No.	Comments
Great Falls Plaza	1	Wrote spec for wastewater stations
River Pumpstation	1	Trouble shoot pump alternation issues
Lewiston Junction	1	Prepped leachate tank
E-2	1	Pump failure
River Station	1	Replaced pump start relays
Rt 122	1	Level display failure, replaced
Merrow rd	1	Miltronics failure, new electrical service entrance
River Station	1	Odor complaint
Station Checks	1	Preventative Maintenance
Washington	1	Generator repairs
Rt 122	1	relocate antenna
Evergreen	1	replace enzyme block
River, lewiston jct, evergreen	1	clean wet wells
Monthly Totals	13	
2015 Monthly Totals	7	
YTD Totals	58	
2015 YTD Totals	31	

OVERFLOWS

Item		Comments
Harvard	1	Sanitary Sewer Over flow
Martin Dale	1	Sanitary Sewer Over flow
Monthly Totals	2	
YTD Totals	5	

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	47.6	3.62	1504	3.26	11	46	-13	17	2.5
February	20.0	5.00		3.17	8	37	16	26	5
March	8.0	3.89		4.14	11	45	27	36	6
April	2.9	2.64		4.19	8	53	29	41	-2
May									
June									
July									
August									
September									
October									
November									
December									
YTD Totals	78.50	15.15							
2015 YTD Totals	89.10	9.53							

DIG SAFE

Month	Total	Contractors	MDOT	AHD	School Dept.	Lewiston Water	Fairpoint	AWD	CMP	ASD	GAS	MTA
January	36	20	0	0	0	0	0	4	12	0	0	0
February	66	11	0	1	0	0	1	7	46	0	0	0
March	95	35	3	20	0	0	1	5	28	1	2	0
April	134	78	0	13	0	0	0	5	27	0	3	0
May												
June												
July												
August												
September												
October												
November												
December												
YTD Totals	331	144	3	34	0	0	2	21	113	1	5	0
2014 Totals	229	108	3	14	0	1	3	39	42	6	12	1

DUTY FOREMAN CALLS

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	0	0	0	0	0	0	0	0	0	0	0
Water District	4	0	1	1	0	1	0	1	0	0	0
Monthly Totals	4	0	1	1	0	1	0	1	0	0	0
2015 Monthly Totals	9	0	1	0	2	1	5	0	0	0	0
YTD Totals	35	0	1	2	2	7	13	7	1	0	2
2015 YTD Totals	51	1	1	12	4	9	20	3	0	0	1

OTHER ACTIVITIES

1. Vactor Truck coolant leak
2. Vactor reel issues, electrical
3. Start-up leachate feed at Lewiston Junction Station
4. Hydro excavate sewer main on Highland, maintenance

Lewiston - Auburn Water Pollution Control Authority

Cost Apportionment Summary - First Half of 2016											
Lewiston Sewer Division						Auburn Sewerage District					
Month	Initial %	Initial \$	Op Data	Op Data \$	Difference \$	Initial %	Initial \$	Op Data	Op Data \$	Difference \$	CMR 5/6/2016
January	54.00%	\$133,720.22	54.28%	\$134,413.58	(\$693.36)	0.0	\$113,909.81	45.72%	\$113,216.45	\$693.36	0
February	54.00%	\$133,720.22	55.90%	\$138,425.19	(\$4,704.97)	0.0	\$113,909.81	44.10%	\$109,204.84	\$4,704.97	0
March	54.00%	\$133,720.22	55.38%	\$137,137.51	(\$3,417.29)	0.0	\$113,909.81	44.62%	\$110,492.52	\$3,417.29	0
April	54.00%	\$133,720.22	55.32%	\$136,988.93	(\$3,268.72)	0.0	\$113,909.81	44.68%	\$110,641.10	\$3,268.72	0
May	54.00%	\$133,720.22	53.36%	\$132,135.38	\$1,584.83	0.0	\$113,909.81	46.64%	\$115,494.65	(\$1,584.83)	0
June	54.00%	\$133,720.22	51.03%	\$126,365.60	\$7,354.61	0.0	\$113,909.81	48.97%	\$121,264.43	(\$7,354.61)	0
Six Month Adjustment			54.21%		(\$3,144.90)			45.79%		\$3,144.90	0
Cost Apportionment Summary - Second Half of 2015											
Lewiston Sewer Division						Auburn Sewerage District					
Month	Initial %	Initial \$	Op Data	Op Data \$	Difference \$	Initial %	Initial \$	Op Data	Op Data \$	Difference \$	
July	53.00%	\$131,243.92	53.20%	\$131,739.18	(\$495.26)	0.0	\$116,386.11	46.80%	\$115,890.85	\$495.26	0
August	53.00%	\$131,243.92	55.46%	\$137,335.61	(\$6,091.70)	0.0	\$116,386.11	44.54%	\$110,294.42	\$6,091.70	0
September	53.00%	\$131,243.92	51.97%	\$128,693.33	\$2,550.59	0.0	\$116,386.11	48.03%	\$118,936.70	(\$2,550.59)	0
October	57.00%	\$141,149.12	58.18%	\$144,071.15	(\$2,922.03)	0.0	\$106,480.91	41.82%	\$103,558.88	\$2,922.03	0
November	57.00%	\$141,149.12	55.29%	\$136,914.64	\$4,234.47	0.0	\$106,480.91	44.71%	\$110,715.39	(\$4,234.47)	0
December	57.00%	\$141,149.12	56.30%	\$139,415.71	\$1,733.41	0.0	\$106,480.91	43.70%	\$108,214.32	(\$1,733.41)	0
Six Month Total Adj			55.07%		(\$990.52)			44.93%		\$990.52	0
Average to date			55.22%					44.78%			0
Adjustments to date					(\$12,084.35)					\$12,084.35	0
Average / Adjustments year end			54.64%		(\$4,135.42)			45.36%		\$4,135.42	0

All data in large font are 2016 data. Data shown in smaller, italicized font are 2015 data used for estimation/illustration purposes only.

Baseline Services and Financial Overview
Cities of Lewiston and Auburn, Maine

April, 2016

PRELIMINARY DRAFT FOR REVIEW AND DISCUSSION



Promising Solutions

Government & Education | Economics & Public Finance | Health & Human Services | Nonprofits & Communities

Baseline Services and Financial Overview

Cities of Lewiston and Auburn, Maine

April, 2016

Prepared for:

Lewiston and Auburn Joint Charter Commission

PRELIMINARY DRAFT FOR REVIEW AND DISCUSSION



© CGR Inc. 2016 – All Rights Reserved

1 South Washington Street, Suite 400, Rochester, New York 14614
(585) 325-6360 • info@cgr.org

www.cgr.org

services from both cities, finance administration services from Lewiston and human resources from Auburn.

The Center is located in the basement of Auburn's Central Fire Station. There is no designated backup center and it is questionable as to whether the Androscoggin Sheriff's Office would be able to handle call volume in a crisis situation, as the L/A volume would increase the County's by fivefold.

The radio system is about 20 years old and both cities are discussing how to replace it. There is also consideration for new center being built, but there are no active plans at this time.

(Note: Auburn's proposed 2016-17 city budget contains funding reductions for 911 communications that, if adopted and implemented, may result in changes in how the service is delivered and governed.)

Public Works and Public Services

Lewiston and Auburn approach the delivery of public works / public services in different manners, although there is substantial similarity in how the services are actually provided to both cities. In both, the public works departments maintain public thoroughfares, provide for refuse and recycling collection, manage storm water and care for public spaces. Additionally, Lewiston is directly involved in the provision of water, sewer and lighting services through city government; by contrast, Auburn's water and sewer services are administered by a separate entity (Auburn Water and Sewerage District), its traffic signals are overseen by a separate office within planning and codes (Electrical Division) and its streetlights are handled by both the Electrical Division and Central Maine Power Co.

Lewiston has 105 full-time employees, as well as two that are shared with the Auburn Water and Sewerage District (AWSO). Public works employees are allocated across six divisions (plus the municipal garage) that align with the primary services of the department, which is the city's largest. The divisions are as follows.

- The **Highway Division** is staffed by 42 employees. In addition to maintaining 187 centerline miles of road, 80 miles of storm drains and 6,000 catch basins, it performs repairs on roadways and sidewalks, maintains trees and plantings in public spaces, and maintains cemeteries and highway signs.
- The **Municipal Garage** is staffed by 11 employees, including seven licensed mechanics. The unit maintains all city vehicles (including those of the school

department) as well as the County Sheriff's Office. This division also operates the fueling station and bills users accordingly.

- The **Solid Waste Division** is staffed by 5 full-time employees that are primarily responsible for the solid waste management of the city. Services include curbside single stream recycling and curbside waste collection from residential units and eligible multi-unit buildings. The division manages a site for hazardous waste collection for all of Androscoggin County and receives ash from the Mid-Maine Waste Action Corporation in return for their acceptance of its municipal solid waste. Residential solid waste is funded as part of Lewiston's property tax, with larger units paying for the service through a dedicated fund.
- The **Water and Sewer Division** has 18 full-time employees, plus two shared with the AWSD. Employees operate and maintain the potable water distribution system and the waste water collection system serving the city. The waste water treatment plant is managed by the Lewiston-Auburn Water Pollution Control Authority (LAWPCA), and a lab with three employees and a water treatment manager are shared with AWSD. As needed, employees in this division will assist the department's highway division in snow removal operations.
- The **Engineering Division** has 8 full-time employees, three-quarters of whom are licensed engineers. The division also houses the city's GIS coordinator. The division both designs projects in-house and oversees external design contracts, and reviews plans for developments that have been submitted to the Planning and Code Enforcement Department. It also maintains plans for infrastructure in the city.
- The **Electrical Division** has 7 employees that operate the city's streetlights, traffic signals, and water / sewer pumps. Staff also assist the Planning and Code Enforcement Department by conducting inspections as required.
- The **Public Building Division** has 5 full-time employees and one part-time staff member. It is responsible for maintaining 13 city-owned buildings and 5 parking garages.

Lewiston also has staff that provide dispatch services for the entire public works department, and stockroom personnel that manage equipment and supply stores for all divisions. The department is continuously working with the City Council to identify, plan and fund capital projects during the year, particularly regarding street repairs and maintenance of the department's rolling stock.

Lewiston's Recreation Division, while technically part of the department, is discussed separately in the "Recreation" section of this report.

The department participates in the Androscoggin Valley Storm Water Working Group on implementing a federally mandated storm water management plan.

In Auburn, the Public Services Department has 65 full-time employees across four primary divisions. As in Lewiston, the department is the city's largest.

- The **Highway Division** is the department's largest. Its role is to maintain 525 lane miles of public streets and the storm water system. The division has a comprehensive winter operations plan that optimizes routes and prioritizes roadways to ensure prompt response during storms. The division is capable of 24-hour operation as needed, using two scheduled shifts and overtime to travel on 26 plow routes citywide.
- The **Parks Division** includes 7 employees and is responsible for managing over 500 acres of land in fourteen parks and other greenspaces in the city. Roles include caring for grounds and routine building maintenance. The division maintains special use facilities for festivals, baseball and other fields. Actual operation of parks activities is managed by the Recreation Department (discussed separately in the "Recreation" section of this report). The city's arborist is included within the Parks Division.
- The **Fleet Division** has 9 employees and is responsible for repair and maintenance of all vehicles owned and operated by the city, with the exception of larger fire apparatus. The city's maintenance facility has six repair bays and can handle nearly all types of repairs. Much of the division's work is accomplished during the evening (or second) shift. Workers in this division will also assist when the city responds to a snow event.
- The **City Engineering Division** has 5 employees, three of which are licensed engineers. There is also a dual-role GIS specialist and excavation technician that handles any needed markings prior to excavations. The engineers plan / review all city construction projects and capital improvements, and assist the planning and codes unit with the review of submitted projects.
- The **Buildings Division** has 4 employees that maintain city-owned properties and oversee the city's contracted custodial staff.

Department administration consists of a director, deputy director, office manager, administrative assistant and information technician. Among its responsibilities is overseeing the contract for the solid waste and single stream recycling programs. Auburn is a founding partner of the Mid-Maine Waste Action Corporation and has its waste trucked to this facility.

A ten-year capital improvement plan has been developed to keep Auburn's roads and essential equipment in proper repair. The plan has not been fully funded, but there are adequate funds to handle essential repairs and replacements.

Water and Sewerage Authority (Auburn Only)

The Auburn Water Authority and Auburn Sewerage Authority were separately chartered nearly a century ago to provide services to certain areas of the city. A single superintendent serves as the leader for both authorities. There are two separate boards of trustees, each with seven members serving staggered three year terms. The trustees are appointed by the Auburn City Council, except for the Mayor who serves as a trustee by charter. The city has little day to day influence on the operations of the authority but has to approve the issuance of any debt.

The water system provides water to 6,800 households in the city, concentrated in the more densely populated portions of the community. The sewer system collects waste from about 5,300 customers and transports it to the Lewiston-Auburn Water Pollution Control Authority (LAWPCA) water treatment plant.

The water for Auburn and Lewiston is drawn into a single facility from Lake Auburn. Because of the high quality of the water, it does not need to be filtered, but only treated with ultraviolet light and chlorine.

There are 6 employees dedicated to the sewer operation and 19 to the water operation (two of the water employees are shared with Lewiston.) The workforce is not unionized. Employees will work across disciplines when needed. The workforce is stable with little turnover.

The authority is concerned about development pressures around Lake Auburn and views keeping the lake in excellent condition will reduce the chance that a filtering plant will be needed in the future.

On the sewer side, they continue to work to separate the sanitary sewers from the storm sewers, but the large interconnections have been eliminated. Sewer customers' rates increased 9 percent in 2014 and 15 percent in 2016, driven by a reduction in industrial users. However, the rates are still in the lower third when benchmarked to the rest of the state.

Lewiston-Auburn Water Pollution Control Authority (LAWPCA)

In 1972, Lewiston and Auburn jointly formed the Lewiston-Auburn Water Pollution Control Authority (LAWPCA) to build a single treatment plant. The plant is governed by

a board of seven trustees representing each community. It serves more than 35,000 domestic users, 23 significant industrial users and also receives waste from septic systems in neighboring communities. By permit, it can process 32 million gallons of sewage each day.

LAWPCA employs 18 treatment plant employees and 3 compost plant employees. The workforce is unionized. The total operating budget is about \$5.5 million. About 14 percent of the revenue comes from outside sources and remainder is split between Auburn and Lewiston based on the amount of effluent flowing into the treatment plant. The current split is 54 percent to Lewiston and 46 percent to Auburn.

LAWPCA operates two anaerobic digesters to help reduce the amount of sludge and to produce biogas that is then used to help perpetuate the cycle. The anaerobic digesters have been a cost effective solution by generating additional revenue and reducing costs by providing fuel for a cogeneration facility. LAWPCA also produces class A and B compost material that is sold to the public.

Social Services

Lewiston's Social Services Department administers a General Assistance Program (GA funds) that assists residents with short-term, basic needs via a voucher and reimbursement system. Basic needs are defined to include rent, utilities, food, hygiene and household supplies, medication, uncovered health needs, and work-related costs, among others. Eligibility is determined by income, household size, and other guidelines as set forth by state and federal law. Because state law requires that eligibility determinations be made within 24 hours, the department accepts calls 24 hours per day, seven days per week. The state reimburses the municipality for GA funds at a rate of 70 percent.

The Department also administers a small Case Management program to assist with identifying and accessing a wide variety of support services to assist clients with moving towards comprehensive self-sufficiency. Only clients who have health insurance plans that cover the cost of case management are eligible to receive this service.

Additionally, the Department administers a Workfare Program whereby clients who are able to work do so in exchange for the GAP funding they receive. The intent of this program is to assist clients with learning job skills and move them towards permanent employment. Finally, some clients who receive SSI and / or SSD benefits are eligible for assistance with finances and other case management services that ensure their basic needs are met.