

April 12, 2017

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, April 18, 2017 at 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of March 21, 2017.
2. Financial Report Update - *Greg Leighton*.
3. Ratify Payment of Bills
4. Open Session
5. Activity Report - *Mike Broadbent*
6. New Business
 - CSO #005
 - Communications Plan
 - LAWPCA Apportionment & Financials
7. Old Business
 - Project Planning Update
 - Reorganization Update
 - Salary Survey Update
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 - Trustee Meeting - May 16, 2017

A true record:

Attest: 

Clerk

Memo

To: Water & Sewerage District Trustees
From: Sid Hazelton, P.E., Superintendent
CC: Files
Date: 4/12/2017
Re: Discussion of April Agenda Items

Water Trustees

Fluoride Removal Petition

We have been notified that an individual has requested a petition form from the Secretary of State to remove fluoride from our drinking water. The next available vote opportunity must coincide with the next Governor election, which takes place in November 2018. In order for the petition to get on the ballot, signatures totaling 10% of the last Governor election must be collected. That equates to 969 in Auburn. Because we serve portions of Poland, the same rules apply there. Poland needs 272 signatures. The completed petition must be submitted to the State by July 2018. Only water customers can vote on the removal.

This issue is complicated because we have a joint treatment facility with Lewiston. Separating fluoride from the Auburn system would require extensive capital upgrades and additional treatment, as fluoride raises the pH. We are working with the Maine Drinking Water Program to get some guidance.

Project Planning

We have ordered materials for the Lake Street Water Main Replacement Project, and will be starting soon. We plan to have this project completed by the end of June.

Lead Sampling Update

We have now collected 43 of the 60 necessary lead samples from residents. 3 have not passed. We can only afford two more failures in the remaining samples to allow us to return to compliance monitoring.

Trustee Education

As time allows, we would like to present information on the history of our meter reading program, and how we have taken advantage of technology to save time and improve efficiency. There will also be discussion about a minor change that will be required moving forward. This item was to be discussed at the last meeting, but it was postponed due to time constraints.

Sewer Trustees

CSO #005

The Festival Plaza CSO was re-opened last fall in response to overflows that occurred during large rain events. Through recent correspondences with Matt Riley, DEP CSO coordinator, we will be re-licensing the CSO in order to avoid future violations of our discharge permit. Part of re-licensing will involve a plan for how we will address its closure. We plan to use a new flow monitoring device called an ADS ECHO in order to discover sources of storm water inflow up stream of the CSO. The potential purchase of two ADS ECHOs will be discussed at the meeting.

Project Update

The Cook Street Sewer Relining Project began on April 10. The crews have been busy locating dead-end sewer lines and installing manholes in preparation for the lining project.

Both Boards

Communications Plan

In response to recent negative press, we will be developing a Communications Plan for both Districts. The first part of the plan will involve contacting the Sun Journal to publish stories (hopefully a series) about the Districts. The second part will be a new Facebook page that will be used as a clearing house of information. The American

Water Works Association offers a sample plan that we may adopt for our use. A copy is included in both packets.

Reorganization Update

At the February Trustee meetings, some modifications to the organizational structure were introduced. An update of the plan will be presented to both boards.

Executive Session

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

March 21, 2017

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, March 21, 2017 at 4:00pm.

Members present: Robert Cavanagh, Joseph DeFilipp, Raymond Fortier, Heidi McCarthy (President) Stephen Ness, Charles Sheehan (Treasurer) and Andrew Titus (Mayor's Representative). Also present: Sid Hazelton, Superintendent.

Absent: Michael Broadbent, Assistant Superintendent
Greg Leighton, Maine Water Company

On motion of Stephen Ness, seconded by Robert Cavanagh, it was unanimously voted: **To approve the minutes of the Regular Meeting of February 21, 2017.**

FINANCIAL REPORT – The industrial surcharge is dependent on how the industries are doing. Payroll is favorable. The District has over \$1 million cash on hand.

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 \$230,669.92 as shown on the printout dated February 11, 2017- March 10, 2017.**

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

ACTIVITY REPORT – The February activity report was presented by Sid Hazelton. The annual report to DEP on the District's CSO efforts has been sent. A decision has to be made as to whether or not to re-license the CSO at Festival Plaza. The vector truck is now back on the road.

NEW BUSINESS

ELECTION OF OFFICERS -

On motion of Stephen Ness, seconded by Joseph DeFilipp, it was unanimously voted: **To re-elect the current full slate officers:**

PRESIDENT:	Heidi McCarthy
TREASURER:	Charles Sheehan
SUPERINTENDENT:	Sid Hazelton
AUDITORS:	Horton, McFarland & Veysey
CLERK:	Tanya Johnson

PROJECT PLANNING UPDATE – The Green Turtle pump station replacement has been put on hold. Test pits will be dug to determine the feasibility of installing a gravity main across the airport. If a gravity line will not work, the new station will not happen until next year.

Layne Inliner will begin re-lining sewer mains on Cook St. and Lake St. on April 10th. The crews will be raising/installing manholes as the project moves along.

COLLECTION OF PAST DUE BILLS – The graph included in the Trustee packet shows a good trend in the reduction of past due bills. Receivables are in the amount of \$389,000. It was requested that Greg Leighton provide clarity on that number.

LAWPCA APPORTIONMENT & FINANCIALS –LAWPCA trustees agreed to adjust the cost apportionment from 60%(Lewiston)40%(Auburn) to 64%/36%. The adjustment will reflect actual costs and help to balance the budget.

OLD BUSINESS

LAWPCA LINER – There is nothing new to report on the leaking bio-filter liner.

SALARY SURVEY - Don Tyler of Human Resource Partners, LLC. submitted a Proposal at a cost of \$3900. It was agreed that the results of the Survey would be discussed in Executive Session.

On motion of Stephen Ness, seconded by Charles Sheehan, it was unanimously voted:
To move forward with the Salary Survey.

On motion of Joseph DeFilipp, seconded by Charles Sheehan, it was unanimously voted: **To move into Executive Session per 1 M.R.S.A. § 405 (6) (C) to discuss negotiations of a potential property transaction.**

On motion of Joseph DeFilipp, seconded by Charles Sheehan, it was unanimously voted: **To come out of Executive Session.**

TRUSTEE EDUCATION -

On motion of Joseph DeFilipp, seconded by Stephen Ness, it was unanimously voted:
To adjourn the meeting.

Respectfully submitted,



Diane Drinkwater

**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
THREE MONTHS ENDED MARCH 31, 2017**

	March	2017	Y-T-D THRU MARCH 2017		
	YTD - 2016	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$989,662	\$3,805,780	\$928,678	\$951,445	(\$22,767)
Industrial Surcharge	95,725	73,507	8,809	18,377	(9,568)
Public Basins	0	53,892	0	13,473	(13,473)
Jobbing & Mdse. - NET	5,300	9,788	1,787	2,447	(660)
Sewer Assessments	479	22,935	280	5,734	(5,454)
Finance Charges	2,874	11,693	3,093	2,923	170
Interest Income	235	1,397	694	349	345
Industrial Treatment Sampling	11,550	51,150	13,200	12,788	413
Capacity Fees (SDS)	1,125	19,798	0	4,950	(4,950)
TOTAL REVENUES	1,106,950	4,049,940	956,542	1,012,485	(55,943)
			23.62%	25.00%	< Standard
<u>EXPENSES:</u>					
Payroll	93,181	431,697	90,276	107,924	(17,648)
Employee Benefits	47,654	196,089	38,741	49,022	(10,282)
Maint. of Sewers	6,334	55,347	8,180	13,837	(5,657)
Lift Stations	27,013	94,454	18,755	23,614	(4,859)
Maint. of Buildings	9,703	34,380	10,571	8,595	1,976
Maint. of Trucks	2,714	20,200	1,670	5,050	(3,380)
Office Expense	7,175	18,696	6,598	4,674	1,924
Collection Expense	75	1,313	374	328	46
General Expense	3,539	3,111	380	778	(398)
Insurance	16,350	58,113	13,753	14,528	(776)
Legal & Accounting Fees	5,531	33,464	6,667	8,366	(1,700)
Billing Expense	6,374	71,143	8,188	17,786	(9,598)
L.A.W.P.C.A.	513,052	1,931,438	399,131	482,860	(83,729)
SUB-TOTAL	738,695	2,949,445	603,281	737,361	(134,080)
Interest	19,724	79,004	20,909	19,751	1,158
TOTAL EXPENSES	758,419	3,028,449	624,190	757,112	(132,922)
			20.61%	25.00%	< Standard
Bonds - Principal Payments	28,915	493,110	29,206	123,278	(94,072)
SURPLUS FROM OPERATIONS	319,616	528,381	303,146	132,095	171,050

Auburn Sewer District Accounts Payable Check Register March 11, 2017 thru April 12, 2017

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
4847	3/21/2017	3	Alere eScreen	2/28/2017	drug testing Misc Expense-Mains-Mnt	62.00
						<u>62.00</u>
4848	3/21/2017	2	Constellation NewEnergy, Inc.	2/25/2017	Bradman St power Misc Accrued Other	123.35
						<u>123.35</u>
4849	3/21/2017	3	Eastern Fire Services, Inc.	2/28/2017	calibrate emmet saphire Misc Expense-Buildings	115.00
						<u>115.00</u>
4850	3/21/2017	3	Treasurer, State of Maine	3/14/2017	Member #20248486 Accrued Other Deductions	82.00
						<u>82.00</u>
4851	3/21/2017	3	Maine Municipal Bond Bank	2/21/2017	2009FS bond& int Bonds - 2009FS - Principal	29,206.00
4851	3/21/2017	3	Maine Municipal Bond Bank	2/21/2017	Accrued Interest	3,600.23
4851	3/21/2017	3	Maine Municipal Bond Bank	2/21/2017	2004FS bond&int Accrued Interest	4,348.88
4851	3/21/2017	3	Maine Municipal Bond Bank	2/21/2017	2001FSFR bond int Accrued Interest	5,196.40
						<u>42,351.51</u>
4852	3/21/2017	4	Maine Municipal Emp.Hlth.	3/10/2017	April Employee Benefits	28.80
4852	3/21/2017	4	Maine Municipal Emp.Hlth.	3/10/2017	Accrued Life Insurance	86.40
4852	3/21/2017	4	Maine Municipal Emp.Hlth.	3/10/2017	Accrued IPP Withheld	279.30
4852	3/21/2017	4	Maine Municipal Emp.Hlth.	3/10/2017	Accrued Dental	596.90
						<u>991.40</u>
4853	3/21/2017	3	Heidi McCarthy	3/21/2017	2017 officer stipend Misc Expense-A&G Office	150.00
						<u>150.00</u>

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4854	3/21/2017	3	Charles Sheehan	3/21/2017	2017 officer stipend Misc Expense-A&G Office	150.00
						<u>150.00</u>
4855	3/21/2017	2	UNITIL ME	2/27/2017	natural gas Expense-Green Turtle PS	62.38
						<u>62.38</u>
4856	3/21/2017	3	US Bank Corporate Trust Bosto	2/23/2017	2003A&C bond int Accrued Interest	3,977.63
						<u>3,977.63</u>
4857	3/24/2017	3	Andros. Registry Of Deeds	3/21/2017	place 8 liens Lien Release Fees	176.00
						<u>176.00</u>
4858	3/24/2017	2	L.A.W.P.C.A.	2/28/2017	pre treatment license fee Misc Accrued Other	50,400.00
4858	3/24/2017	3	L.A.W.P.C.A.	3/2/2017	March bill LAWPCA	98,164.67
4858	3/24/2017	3	L.A.W.P.C.A.	3/3/2017	2010LTD bond LAWPCA	4,500.12
4858	3/24/2017	3	L.A.W.P.C.A.	3/3/2017	2003A -LTD bond LAWPCA	806.33
4858	3/24/2017	3	L.A.W.P.C.A.	3/3/2017	2015LTD bond LAWPCA	66,521.41
4858	3/24/2017	3	L.A.W.P.C.A.	3/3/2017	2011LTD bond LAWPCA	22,980.54
4858	3/24/2017	3	L.A.W.P.C.A.	3/3/2017	2008LTD bond LAWPCA	4,333.39
4858	3/24/2017	3	L.A.W.P.C.A.	3/3/2017	2001LTD bond LAWPCA	3,104.45
4858	3/24/2017	3	L.A.W.P.C.A.	3/3/2017	2005LTD bond LAWPCA	3,490.69
						<u>254,301.60</u>

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4859	3/24/2017	3	Treasurer, State of Maine	3/21/2017	Member #20248486 Accrued Other Deductions	82.00
						<u>82.00</u>
4860	3/24/2017	3	E.J. Prescott, Inc.	3/2/2017	sewer pipe & cplgs Inventory	795.36
4860	3/24/2017	3	E.J. Prescott, Inc.	2/28/2017	flex cplgs Inventory	213.12
						<u>1,008.48</u>
4861	3/31/2017	2	Auburn Water District	3/9/2017	Feb billing New Volvo Dump Truck	40,750.00
4861	3/31/2017	2	Auburn Water District	3/9/2017	A/R - Customer Accts Rec	7,549.44
4861	3/31/2017	2	Auburn Water District	3/9/2017	United Way	24.00
4861	3/31/2017	2	Auburn Water District	3/9/2017	Accrued Pension	31.03
4861	3/31/2017	2	Auburn Water District	3/9/2017	Accrued Health Insurance	1,267.76
4861	3/31/2017	2	Auburn Water District	3/9/2017	Labor - Mains - Maintenance	2,523.58
4861	3/31/2017	2	Auburn Water District	3/9/2017	Employee Benefits	8,668.45
4861	3/31/2017	2	Auburn Water District	3/9/2017	Power - Buildings	363.48
4861	3/31/2017	2	Auburn Water District	3/9/2017	Power - Office	181.74
4861	3/31/2017	2	Auburn Water District	3/9/2017	Supplies - T&D - Ops	3,234.37
4861	3/31/2017	2	Auburn Water District	3/9/2017	Supplies - Mains - Mnt	4,408.37

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4861	3/31/2017	2	Auburn Water District	3/9/2017		642.93
					Supplies - A&G - Office	
4861	3/31/2017	2	Auburn Water District	3/9/2017		2,090.00
					Accounting & Audit	
4861	3/31/2017	2	Auburn Water District	3/9/2017		621.00
					Legal Expenses	
4861	3/31/2017	2	Auburn Water District	3/9/2017		113.72
					Truck #37 (2015 GMC Sierra)	
4861	3/31/2017	2	Auburn Water District	3/9/2017		230.51
					Truck #40 (2016 Ford F350)	
4861	3/31/2017	2	Auburn Water District	3/9/2017		1,436.76
					Misc Expense-Buildings	
4861	3/31/2017	2	Auburn Water District	3/9/2017		467.37
					Misc Expense-Mains-Mnt	
4861	3/31/2017	2	Auburn Water District	3/9/2017		1,522.36
					Misc Expense-Customer Accts	
4861	3/31/2017	2	Auburn Water District	3/9/2017		1,051.66
					Misc Expense-A&G Office	
4861	3/31/2017	2	Auburn Water District	3/9/2017		190.49
					Misc Expense-Bldg Phones	
4861	3/31/2017	2	Auburn Water District	3/9/2017		121.88
					Misc Expense-Office Phones	
						<u>77,490.90</u>
4863	3/31/2017	3	Constellation NewEnergy, Inc.	3/8/2017		431.08
					Worthley Brook power Accrued Power	
4863	3/31/2017	3	Constellation NewEnergy, Inc.	3/12/2017		21.37
					Merrow Rd power Accrued Power	
4863	3/31/2017	3	Constellation NewEnergy, Inc.	3/13/2017		374.18
					River Station power Accrued Power	

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4863	3/31/2017	3	Constellation NewEnergy, Inc.	3/13/2017	Lewiston Jct power Accrued Power	73.48
4863	3/31/2017	3	Constellation NewEnergy, Inc.	3/14/2017	Moose Brook power Accrued Power	310.85
						<u>1,210.96</u>
4864	3/31/2017	3	Gilman Electrical Supply	3/23/2017	misc supplies Replace Main-Lake St-2017	199.50
						<u>199.50</u>
4865	3/31/2017	4	Group Dynamic, Inc.	3/15/2017	Apr ins deductible fee Employee Benefits	24.00
4865	3/31/2017	3	Group Dynamic, Inc.	3/24/2017	Mar ins deductible fee Employee Benefits	24.00
						<u>48.00</u>
4866	3/31/2017	3	Treasurer, State of Maine	3/28/2017	Member#20248486 Accrued Other Deductions	82.00
						<u>82.00</u>
4867	3/31/2017	3	Petro's Ace Hardware	3/24/2017	caution tape-oil spill Expense-Washington St PS	19.98
						<u>19.98</u>
4868	4/7/2017	4	Andros. Registry Of Deeds	4/5/2017	release liens Lien Release Fees	88.00
						<u>88.00</u>
4869	4/7/2017	3	Constellation NewEnergy, Inc.	3/18/2017	Washington St power Accrued Power	194.61
						<u>194.61</u>
4870	4/7/2017	3	Vantagepoint Transfer Agent-30	3/31/2017	Policy #304412 Accrued Deferred Comp	1,458.73
						<u>1,458.73</u>
4871	4/7/2017	3	Vantagepoint Transfer Agent-10	3/31/2017	Policy #109636 Employee Benefits	1,519.20
						<u>1,519.20</u>
4872	4/7/2017	3	Vantagepoint Transfer Agent-70	3/31/2017	Policy #705328 Accrued IRA/ICMA	159.44
						<u>159.44</u>

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March 11, 2017 thru April 12, 2017**

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4873	4/7/2017	4	Treasurer, State of Maine	4/4/2017	Member #20248486 Accrued Other Deductions	82.00
						<u>82.00</u>
4874	4/7/2017	3	Occupational Health Centers	3/30/2017	drug test Misc Expense-Mains-Mnt	51.00
						<u>51.00</u>
<u>Grand Total</u>						<u>386,237.67</u>

3/31/2017

VENDOR	REF	AWD G/L #	ASD G/L #	Amount
Anthem	Mar health ins	1142-300	2604-000	\$ 7,184.04
Anthem	Mar health ins	1142-300	2241-070	\$ 1,267.76
Auburn Water District	shared employees benefit allocation	1604-000	2604-000	\$ 1,009.25
Auburn Water District	shared employees wage allocation	1685-000	2601-600	\$ 2,242.77
Auburn Water District	Washington St fuel spill - tolls for delivery	1142-300	2620-207	\$ 17.65
Auburn Water District	miles, office supplies	1142-300	2675-800	\$ 97.09
Bad Elf	GNSS surveyor for GPS	1142-300	2620-500	\$ 301.49
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
Central Maine Power	power @ 268 Court Street	1142-300	2615-500	\$ 142.97
Central Maine Power	power @ 268 Court Street	1142-300	2615-800	\$ 71.49
Central Maine Power	inspect electrical gloves	1142-300	2675-500	\$ 9.29
Constellation NewEnergy	energy charge @ 268 Court Street	1142-300	2615-500	\$ 215.67
Constellation NewEnergy	energy charge @ 268 Court Street	1142-300	2615-800	\$ 107.83
Critical Alert	paggers March to May	1142-300	2675-600	\$ 146.15
CPRC Group	cleanup at pump staion Rt100 / 202	1142-300	2620-207	\$ 494.52
Dig Safe System, Inc.	monthly bill	1142-300	2675-600	\$ 353.39
DirigoNet	domain fee - email spam	1142-300	2675-800	\$ 25.00
Dube Gravel	gravel-Cook St	1142-300	2105-902	\$ 234.00
East Coast Sign	decals truck #42	1142-300	2105-905	\$ 105.00
Firesafe Equipment	fire extinguisher inspects-bldg & trucks	1142-300	2620-500	\$ 72.75
Firesafe Equipment	extinguisher refills	1142-300	2620-500	\$ 55.15
Gilman Electric	cover, ring	1142-300	2620-500	\$ 8.54
Gilman Electric	lighting repairs-foreman's office	1142-300	2620-500	\$ 89.76
Gilman Electric	barn lighting repairs	1142-300	2620-500	\$ 136.39
Gilman Electric	wire -barn	1142-300	2620-500	\$ 10.52
Gilman Electric	return barn lights	1142-300	2620-500	\$ (25.00)
Gilman Electric	barn lighting repairs	1142-300	2620-500	\$ 2.83
Goodman Wiper	rags for shop	1142-300	2620-500	\$ 41.25
Great American Financial	Konica Digital Copier - lease	1142-300	2675-800	\$ 107.61
Hazelton, Sid	March mileage	1142-300	2675-500	\$ 175.00
Home Depot	big gap filler	1142-300	2620-500	\$ 56.64
Home Depot	water heater supplies	1142-300	2620-500	\$ 12.43
Home Depot	measuring wheel #35	1142-300	2650-123	\$ 59.47
KL Jack	gloves	1142-300	2620-500	\$ 8.92
Maine State Retirement System	retirement contribution - health	1142-300	2604-000	\$ 114.27
Maine State Retirement System	retirement contribution - life	1142-300	2604-000	\$ 31.03
Maine Water Company	accounting services - Greg Leighton	1142-300	2632-800	\$ 1,265.00
WB Mason	pen, refills	1142-300	2620-800	\$ 14.38
WB Mason	facial tissues	1142-300	2620-500	\$ 8.99
WB Mason	trash bags, paper towels, multi towels	1142-300	2620-500	\$ 105.98
WB Mason	file folders & post it notes	1142-300	2620-800	\$ 16.49
McMaster Carr	hard hat rack & screws truck #42	1142-300	2105-905	\$ 22.53
My Motif	website updates	1142-300	2675-800	\$ 250.00
Napa	Washington St fuel spill -pad & oil dry	1142-300	2620-207	\$ 288.34
Napa	oil for trucks	1142-300	2620-500	\$ 21.70
Ness Oil	gas diesel truck #35	1142-300	2650-123	\$ 180.53
Ness Oil	gas diesel truck #40	1142-300	2650-125	\$ 339.47
Ness Oil	gas diesel truck #37	1142-300	2650-124	\$ 114.56
Ness Oil	gas diesel Court St generator	1142-300	2620-500	\$ 49.95
Ness Oil	gas diesel-Washington St generator	1142-300	2620-207	\$ 116.58
Ness Oil	gas diesel-Moose Brook generator	1142-300	2620-206	\$ 243.21
Ness Oil	gas diesel-Worthley Brook generator	1142-300	2620-201	\$ 146.73
Ness Oil	gas diesel-River Station generator	1142-300	2620-204	\$ 152.76
Northern Data Systems	customer billing	1142-300	2675-700	\$ 787.85
Northern Data Systems	yearly software license renewal	1142-300	2675-700	\$ 3,489.50
Northern Data Systems	quarterly H/W	1142-300	2677-840	\$ 70.00
Oxford Networks	telephone service	1142-300	2676-800	\$ 117.95
Petro's	nozzles	1142-300	2620-500	\$ 8.99
Pine Tree Waste	bulk waste	1142-300	2675-500	\$ 69.83
Pitney Bowes	postage machine rent- 3/1 to 5/31	1142-300	2675-800	\$ 230.00
Sensus	autoread software yearly renew	1142-300	2675-800	\$ 832.99
Sign Store	truck #42 numbers	1142-300	2105-905	\$ 7.50
Sign Store	truck #42 numbers	1142-300	2105-905	\$ 5.48
Skelton, Taintor, & Abbott	legal services for February	1142-300	2633-800	\$ 409.50
Spiller's	green marking paint & 200ft measure tape	1142-300	2620-600	\$ 68.00
Spiller's	spray applicator	1142-300	2620-500	\$ 9.98
Supershoes	Hamann clothing allowance	1142-300	2604-000	\$ 53.98
Traction	chrome nut covers	1142-300	2105-905	\$ 22.49
Traction	chrome covers	1142-300	2105-905	\$ 21.47
U.S. Cellular	cell phones	1142-300	2676-500	\$ 227.77
United Way	employee contributions -March	1142-300	2241-000	\$ 24.00
Unitil	268 Court Street	1142-300	2620-500	\$ 816.68
Unum	March life insurance	1142-300	2604-000	\$ 70.56
UPS	ship CMP- inspect electrician gloves	1142-300	2675-500	\$ 6.45
Work Area Protection Corp	safety cones	1142-300	2620-550	\$ 633.00

\$26,619.07

AUBURN SEWERAGE DISTRICT

MONTHLY ACTIVITY REPORT

March 2017

MAINS

Location	Ck'd	Comments	OK	Plug	Maint.	Misc.	New
Bennet Ave	1	Worked on clearing cross country M			1		
Miller St Cso	1	Inspected structure	1				
Cook Street	105	Identified location of gas main withi				1	
Summit @Court	1	Cleaned Main			1		
bi-monthly	1	system inspections			1		
Gill Street	1	Service backing up, jet main			1		
6th Street	1	investigate sink Hole	1				
Gill, 5th, Lake, Cook	1	Video sewer mains, Ted Berry			1		
Monthly Totals	8		2	0	5	1	0
2016 Monthly Totals	18		5	0	10	1	2
YTD Totals	21		6	0	14	1	0
2016 YTD Totals	23		10	1	13	2	2

MANHOLES

Location	Ck'd	Comments	OK	Cover	Misc.	Frame & Cover	New
Center Street	1	Cold Patch low manholes			1		
Monthly Totals	1		0	0	1	0	0
2016 Monthly Totals	3		0	0	0	2	1
YTD Totals	6		0	1	1	3	1
2016 YTD Totals	12		1	0	12	2	1

SERVICES

Location	Ck'd	Comments	New	OK	Misc.	on owner
88 Cove Rd	1	Service back-up, faulty check valve				1
58 Madison	1	Broken sewer service, running into Washir				1
1 Weaver	1	plugged service				1
132 Fifth St	1	Service back-up				1
Monthly Totals	4		0	0	0	4
2016 Monthly Totals	7		0	3	1	3
YTD Totals	10		0	2	0	8
2016 YTD Totals	2		0	12	1	3

LIFT STATIONS

Location	No.	Comments
Station Checks	1	Inspected all stations
River Pump Station	1	alternate pump rotation
River Pump Station	1	PLC programming to automate pump rotation
LAPS	1	Test alarms
Moose Brook P.S	1	Flow calculations
Ash Landfill P.S review	1	Review City of Auburn Proposal
Washington Street P.S	1	Oil Tank failure, spill response
Lewiston Junction	1	Radio failure
Moosebrook	1	trouble shoot level control issues
Monthly Totals	7	
2016 Monthly Totals	19	
YTD Totals	17	
2016 YTD Totals	45	

OVERFLOWS

Item		Comments
Monthly Totals		
YTD Totals		

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									
May									
June									
July									
August									
September									
October									
November									
December									
YTD Totals	77.70	7.95							
2016 YTD Totals	75.60	12.51							

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	0	1	13	6	1	0	4
April												
May												
June												
July												
August												
September												
October												
November												
December												
YTD Totals	127	48	0	0	0	0	2	18	48	6	1	5
2016 Totals	197	66	3	21	0	0	2	16	86	1	2	0

DUTY FOREMAN CALLS

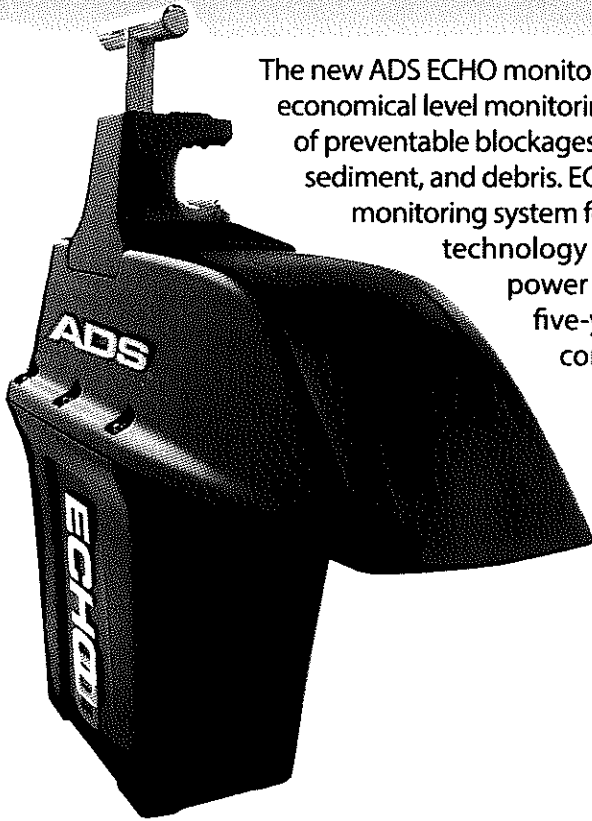
(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	3			2	1	0	0	0	0	0	0
Water District	4	0	1	1		1	1	0	0	0	0
Monthly Totals	7	0	1	3	1	1	1	0	0	0	0
2016 Monthly Totals	8	0	0	1	0	0	4	0	0	0	0
YTD Totals	22	0	1	7	3	2	6	2	0	0	1
2016 YTD Totals	31	0	0	1	2	6	13	6	1	0	2

OTHER ACTIVITIES

1. sewer re-line bid opening
2. Clean Truck 40
3. fire extinguishers
4. Helped LAWPCA, vactor out grease tank during line cleaning.
5. Push camera repair
6. Confined Space, respirator protection training
- 7 Fabricate sewer bypass station, lake street project

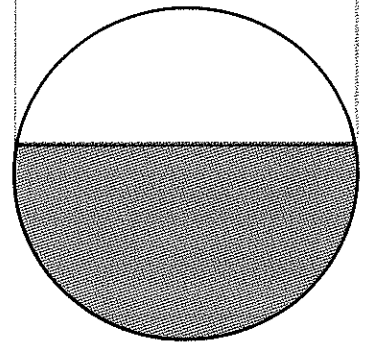
ADS LEVEL MONITOR



The new ADS ECHO monitor provides utilities with an economical level monitoring solution to provide early warning of preventable blockages, such as FOGs, root intrusion, silt/sediment, and debris. ECHO is a cost effective, easy-to-use monitoring system for overflow prevention. ECHO technology is designed for ultra low power consumption, yielding up to a five-year battery life based on modem configuration.

ECHO™

- Continuous collection system monitoring, from the earliest detection of blockages to overflow notification
- Deploy a fleet of dozens or hundreds of level monitors with the flexibility to move units to multiple locations, such as problem sites where overflows occur or areas that require regular cleaning and maintenance
- Easy installation in less than 10 minutes with no manhole descent required
- Intrinsically safe for use in hazardous areas

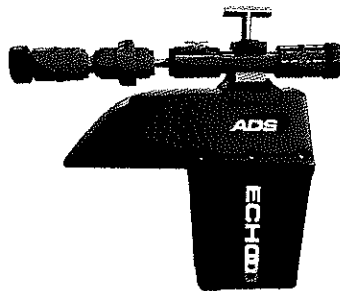
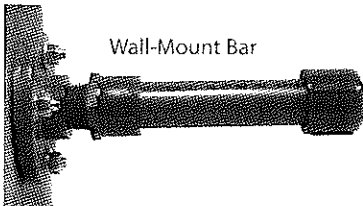


Mounting Options

Installation Bar



Wall-Mount Bar

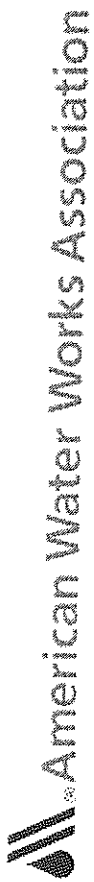


ECHO with installation bar attached



ECHO with installation bar mounted on manhole frame

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Home > Resources & Tools > Public Affairs > Communications Tools > Public Communications Toolkit > Sample Utility Communications Plan

ADVER US

SAMPLE UTILITY COMMUNICATIONS PLAN

SITUATION ANALYSIS

Water utilities have a mandate and duty to provide safe drinking water to their communities.

The effective and consistent delivery of safe water requires aggressive programs to protect sources of supply, regular investments to replace and renew infrastructure to enhance water quality and service delivery, as well as diligent treatment operations. In order to accomplish these multiple goals, more funds must be collected from customers than is currently provided under the existing rate structure.

Therefore, the long term key to financial viability and public health protection and safety, is to acquire public support by communicating with local media and stakeholders, and making them partners in a safe community water supply. This communications program is designed to gain the support of utility's stakeholders.

OBJECTIVES

Gain the support of the political body, customers and other stakeholders to enable the utility to successfully increase rates to provide the funds for additional investments needed to renew its aging infrastructure.

Communicate the benefits the new infrastructure will provide to customers in terms of improved water quality and enhanced service delivery.

Provide the necessary communication support to allow for the successful increase in water service rates.



TARGET AUDIENCES

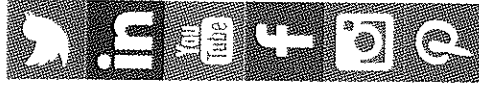
- Customers
- Utility staff
- Service clubs (volunteer community leaders)
- Youth (future customers; influence current customers)
- Professional organizations
- Media (all local only; section PAC will address State/Provincial/Territorial outlets)
- Public advocacy groups
- Elected & appointed government officials

CORE MESSAGES

Refer to section modified Core Messages to suit specific State/Provincial/Territorial issues

Adapt the Core Messages to suit local issues and needs

Always use the words “public health” as part of your message. Use phrases like “drinking water is a public health issue” or “for public health and safety” to emphasize and make relevant your core messages.



MODES OF DELIVERY

- Designate and train utility spokesperson
- Generate news stories in the local broadcast and print media to communicate key messages
- Meet with editorial boards to generate favorable editorials on issues
- Direct mail with customers to communicate key messages
- Place advertisements in the local newspapers outlining the issue, benefits to customers, etc.
- Modify section generic speeches to suit specific local audience/groups and generate speaking engagements
- Modify section talking points and core messages to suit local issues
- Brief elected officials in one-on-one or small group meetings
- Create a section Consumer Water Center on utility and/or section website, with link to DrinkTap.org.

LEARN	AT WORK	CONNECT	EXPLORE	JOBS
Journal AWWA	Opflow	Join AWWA	AWWA Store	Find a job
eLearning	Standards	Renew Membership	Sourcebook	Post a job
Webinars	Manuals of Practice	Sections: Your Local AWWA	Press Room	
ACEOnline	Benchmarking	Volunteer	Policy Statements	ADVERTISE WITH US
CEUs/PDHs	Partnership for Safe Water	Conferences	DrinkTap.org	EXHIBITOR ZONE
Scholarships	Partnership for Clean Water	Resource Communities	Drip Calculator	
How Water Works	Total Water Solutions	Community Engineering Corps	AWWAIndia	DONATE
		Sharepoint for Committees		

Lewiston - Auburn Water Pollution Control Authority												
Monthly Cost Apportionment Summary												
Cost Apportionment Summary - First Half of 2017												
Month	Lewiston Sewer Division			Op Data % Op Data \$			Difference \$			Auburn Sewerage District		
	Initial %	Initial \$	Op Data %	Op Data \$	Op Data %	Op Data \$	Difference \$	Initial %	Initial \$	Op Data %	Op Data \$	Difference \$
January	60.00%	\$147,247.07	64.46%	\$158,192.43	0.0	40.00%	(\$10,945.37)	35.54%	\$98,164.71	35.54%	\$87,219.35	\$10,945.37
February	60.00%	\$147,247.07	64.88%	\$159,223.16	0.0	40.00%	(\$11,976.09)	35.12%	\$98,164.71	35.12%	\$86,188.62	\$11,976.09
March	60.00%	\$147,247.07	64.71%	\$158,805.96	0.0	40.00%	(\$11,558.89)	35.29%	\$98,164.71	35.29%	\$86,605.82	\$11,558.89
April	54.00%	\$132,522.36	55.32%	\$135,761.80	0.0	46.00%	(\$3,239.44)	44.68%	\$112,889.42	44.68%	\$109,649.98	\$3,239.44
May	54.00%	\$132,522.36	53.49%	\$131,270.76	0.0	46.00%	\$1,251.60	46.51%	\$112,889.42	46.51%	\$114,141.02	(\$1,251.60)
June	54.00%	\$132,522.36	53.42%	\$131,098.97	0.0	46.00%	\$1,423.39	46.58%	\$112,889.42	46.58%	\$114,312.81	(\$1,423.39)
Six Month Adjustment			59.38%				(\$35,044.80)	40.62%				\$35,044.80
Cost Apportionment Summary - Second Half of 2016												
Month	Lewiston Sewer Division			Op Data % Op Data \$			Difference \$			Auburn Sewerage District		
	Initial %	Initial \$	Op Data %	Op Data \$	Op Data %	Op Data \$	Difference \$	Initial %	Initial \$	Op Data %	Op Data \$	Difference \$
July	54.00%	\$132,522.36	56.42%	\$138,461.33	0.0	46.00%	(\$5,938.97)	43.58%	\$112,889.42	43.58%	\$106,950.45	\$5,938.97
August	54.00%	\$132,522.36	56.23%	\$137,995.04	0.0	46.00%	(\$5,472.68)	43.77%	\$112,889.42	43.77%	\$107,416.74	\$5,472.68
September	59.00%	\$144,792.95	61.11%	\$149,971.14	0.0	41.00%	(\$5,178.19)	38.89%	\$100,618.83	38.89%	\$95,440.64	\$5,178.19
October	59.00%	\$144,792.95	63.45%	\$155,713.77	0.0	41.00%	(\$10,920.82)	36.55%	\$100,618.83	36.55%	\$89,698.01	\$10,920.82
November	59.00%	\$144,792.95	65.96%	\$161,873.61	0.0	41.00%	(\$17,080.66)	34.04%	\$100,618.83	34.04%	\$83,538.17	\$17,080.66
December	59.00%	\$144,792.95	62.94%	\$154,462.17	0.0	41.00%	(\$9,669.22)	37.06%	\$100,618.83	37.06%	\$90,949.61	\$9,669.22
Six Month Total Adj			61.02%				(\$54,260.54)	38.98%				\$54,260.54
Average to date			64.68%					35.32%				0.0
Adjustments to date							(\$34,480.36)					\$34,480.36
Average / Adjustments year end			60.20%				(\$89,305.35)	39.80%				\$89,305.35

Note: figures in larger font are current (2017) data, figures in smaller italicized font are last years (2016) data shown here for comparison purposes. Data in parentheses and in red are negative numbers