

Monday, January 13, 2014
Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

Trustees present: Ken Knight, Lesley Jones, Steve Roberge, Don Roberts, Dave Smith, Sukey Sikora, Dave Bustin

Trustees absent: Charlene Hamiwka, Andy McPherson

Employees: Brian Tarbuck, Andy Begin, Randi Taylor, Mike Grove

Guests: Jon Beekman, Mike Hodgins, Al Godfrey

Ken Knight called the meeting to order at 1700.

Additions to the agenda: Dave Smith requested that the City's plan for Riggs Brook Village be added.

Randi Taylor reviewed the abatement request from Leo Monte Real Estate. Liens exist for this account in the amount of \$10,363 and neither the water or wastewater accounts have been at a zero balance since 2008. The account does not meet the District's rules and regulations to qualify for abatement. Brian Tarbuck will be writing the owner a letter stating the District's position.

At 1715 David Smith moved to enter Executive Session to discuss mediation talks concerning the CSO3B project pursuant to MRSA 405 6 E. Ken noted for the record that Mike Hodgins, Al Godfrey, Jon Beekman and Mike Grove participate in Executive Session. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

The Board exited Executive Session at 1806.

At 1810 Dave Smith moved to enter Executive Session to discuss land acquisition related to the new drinking water wells pursuant to MRSA 405 6 C. Ken noted for the record that Mike Hodgins, Al Godfrey, Jon Beekman and Mike Grove participate in Executive Session. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

The Board exited Executive Session at 1830.

At 1831 Dave Smith moved to authorize the General Manager to execute a purchase and sale agreement in the amount of \$708,000 for the reclaimed gravel pit from MainEx. The motion was seconded by Sukey Sikora. Discussion ensued concerning permitting requirements with the city. Brian informed the Board that the City is well aware of the District's plans and the process will start immediately. The vote to approve the motion was unanimous.

Brian informed the Board that the auditors started today and are actively engaged.

Ken informed the Board that the advertisement for Finance Director position will be published on Wednesday.

David Smith informed the Board about the renewed interest by the City and Board of Trade in Riggs Brook Village. Brian stated there are plans for providing sewer service and water but that a developer would have to cover the costs of the extension just like the hospital did per District policy.

At 1902 David Smith moved to accept the minutes from the December 16, 2013 meeting. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

At 1903 David Smith moved to adjourn the meeting. The motion was seconded by Steve Roberge. The vote to approve the motion was unanimous.

Monday, February 24, 2014
Greater Augusta Utility District Board Minutes
Joyce's, Hallowell, Maine

Trustees present: Ken Knight, Lesley Jones, Steve Roberge, Don Roberts, Dave Smith, Sukey Sikora, Dave Bustin, Charlene Hamiwka, and Andy McPherson

Trustees absent: none

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Meredith Strang Burgess

Ken Knight called the meeting to order at 1700.

Brian Tarbuck reviewed mediation results concerning the CSO 3B project informing the Board that our legal fees were approximately \$12,000 and that the final settlement agreement should be signed today. The actual costs of the project came in \$500,000 under budget leaving approximately \$1,000,000 unspent on the Clean Water State Revolving Loan Fund loan. The monies can be expended on CSO related projects if the Board desires.

Tarbuck reviewed the status of land acquisition for the new wells on Riverside Drive:

1. The MainEx property final cost including reclamation at \$711,683.08. The reclamation work will be monitored by the District to insure compliance with the Holdback Agreement.
2. The Bonenfant property is now owned by the District.
3. The Foss property has encumbrances which BSSN and TMSI are working on to remedy with the family.
4. The Stevenson should be executed shortly and going smoothly.

Tarbuck informed the Board that the auditors submitted a draft on February 17th with two findings. The first concerned certain journal entries not being double-checked. This has been addressed to make sure all journal entries are reviewed by two people every month. The second finding concerned having the District allocate expenses to sewer or stormwater on the balance sheet at the end of the year instead of the auditors. This is an evolutionary step and will be done internally going forward.

Tarbuck advised the Board that the financial statements for the months of January and February will be provided at the March 17th, 2014 Board meeting.

Tarbuck reviewed the end-of-year financial statements. Each divisions was within acceptable projected budgets except for sanitary "Other" expenses where the auditors expensed a 2005 project that had been carried on the books to 2013. Tree harvesting income had not been budgeted so that appeared as greater than anticipated income. Furthermore, Maine General opted to pay their 2014 connection fee in 2013 which was also unbudgeted revenue.

Tarbuck reviewed the status of interviews for the Finance Director position. Four interviews will happen this week with the intent to have the person on board on or about April 1, 2014.

Tarbuck informed the Board that because the City of Augusta changed zoning in the Riverside Drive area from Planned Development to Planned Development 2 on January 1, 2014 the District is required to participate in a public hearing before the Planning Board and City Council action for the two new wells and treatment building. The District met with local residents of Sunrise Circle. The meeting went very well with no obvious opponents to the project.

Tarback updated the Board on the Haskell Street (Malta) tank replacement project and the need to acquire 12,715 square feet of property from the City of Augusta because of the location of the existing security fence. Andy Begin is working with the City's Matt Nazar to execute the transaction.

At 1729 Dave Smith moved to accept the financial report. The motion was seconded by Charlene Hamiwka. The vote to approve the motion was unanimous.

At 1932 Dave Smith moved to accept the minutes from the December 16, 2013 meeting as amended by replacing Ken Knight with Dave Smith in the 1715 motion to enter Executive Session. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

At 1933 Dave Smith moved to adjourn the meeting. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

Monday, March 17, 2014
Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

Trustees present: Steve Roberge, Don Roberts, Dave Smith, Sukey Sikora, Charlene Hamiwka, and Andy McPherson

Trustees absent: Ken Knight, Lesley Jones, Dave Bustin

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Al Godfrey, Jr., Lee Bragg, Stan Koski

Dave Smith called the meeting to order at 1708.

Brian Tarbuck informed the Board that there are no additional findings on our 2013 audit. The presentation of the audited financial statements will be made at the April 28th Board meeting.

Tarbuck informed the Board that Sherry Kenney has been hired as the District's Finance Director and will be starting Monday, March 31st.

Tarbuck updated the Board on the need to ask for a zoning variance from the Augusta Planning Board because the zoning in the Riverside Drive area was changed from Planned Development to Planned Development 2. Planned Development 2 does not allow utilities to be constructed. The change took effect on January 1st of this year and requires public hearings before both the Planning Board and City Council. Tarbuck stated they we have met with the local residents on February 18th then with the Planning Board on February 25th. The next step will be with the City Council for approval of the variance.

Tarbuck informed the Board of the need to acquire 12,715 square feet of property from the City of Augusta for construction of a new concrete tank at the end of Haskell Street. Coffin Engineering determined that the District's existing security fence has been located on City of Augusta for over 50 years. Al Godfrey from TMSI determined the value of the property to be approximately \$3,500. Steve Roberge noted that the survey submitted state that the survey is not a boundary survey. Tarbuck said the final survey would be include appropriate notation to ensure proper recording of property interests at the Registry of Deeds.

At 1722 Don Roberts moved to allow the General Manager to formally offer \$3,500 to the City of Augusta in accordance with the analysis completed by TMSI to acquire a certain portion of land behind Hodgkins School for the purpose of constructing a new drinking water storage tank. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

Tarbuck informed the Board that the new drinking water storage tank at the end of Haskell Street will also require Planning Board approval. There are variances needed for the storage tank that the Planning Board must review as the rules for permitting structures were not written with water storage tanks in mind.

Tarbuck informed the Board that the next major sewer / stormwater project is the update of the District's Long Term Control Plan required by the District's permit to discharge to the Kennebec River (MEPDES). The intent is not to take on significant additional debt until after retiring the WWTF 1997 bond. As one debt recedes new debt can be implemented with minimal financial impact to the ratepayers.

Tarbuck informed the Board that the contract with Ken Knight to assist the District with its radio upgrades for the SCADA system is set to expire on February 17, 2014. The project is taking longer than anticipated. Tarbuck requested the term of Knight's contract be extended to July 1, 2014 with no change in the maximum compensation of \$10,000.00

AT 1738 Sukey Sikora moved to allow the General Manager to extend the duration of Ken Knight's consulting agreement with the District from February 17, 2014 to July 1, 2014. The motion was seconded by Steve Roberge. The vote to approve the motion was unanimous.

Steve Roberge asked Tarbuck what the status of the District's stormwater policy was related to getting away from catch basins charges. Tarbuck stated that Jon Beekman is working on the policy but any significant changes would likely require a rate modification. Tarbuck said he would bring information relating to discussions about stormwater policy to the April Board meeting.

Tarbuck informed the Board that the proposed land acquisition for the new wells on Riverside Drive from the Foss family has deed encumbrances which prevent a clean sale of the parcel by the Fosses to the District. Al Godfrey from TMSI worked with Bernstein, Shur, Sawyer & Nelson to develop a document that will allow the District to acquire the parcel for an amount equal to \$24,000 via eminent domain and free of any legal encumbrances. The purchase amount was determined through negotiations with the Fosses over the course of several weeks. The use of eminent domain gives the District clear title to the property and meets the 300 foot buffer required by the Maine Drinking Water Program. The owners understand the reason why the District is using eminent domain and does not contest the acquisition amount or the method used to acquire the parcel.

At 1805 Don Roberts moved that the Board of Trustees of the Greater Augusta Utility District:

- a. approve a Condemnation Order dated March 17, 2014 that takes by eminent domain a certain parcel of land located in Augusta, Maine, as more particularly set forth in the Condemnation Order attached hereto; and
- b. approve an award of damages in the amount of \$24,000 as just compensation for the property being taken.

The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

Tarbuck informed the Board that mediation on CSO3B was completed on January 14, 2014 and the project will be closed out by the end of April. Tarbuck wanted the Board to know that because of the hard work done by District employees Andy Begin and Rick Anair that the District saved over \$1 million dollars on the project.

Tarbuck presented the February, 2014 financial reports to the Board.

At 1823 Don Roberts moved to accept the financial reports from February, 2014. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

At 1824 Don Roberts moved to accept the minutes from the February 24, 2014 meeting. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

Charlene Hamiwka requested the status of the formation of committees discussed at the February planning meeting concerning, among other topics, the disposition of the GF Laurin drinking water treatment facility, use of Carleton Pond in Readfield, and stormwater fees. It was decided that the proposed committees will be reviewed at the April, 28, 2014 Board meeting.

At 1828 Don Roberts moved to adjourn the meeting. The motion was seconded by Steve Roberge. The vote to approve the motion was unanimous.

Monday, April 28, 2014
Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

Trustees present: Steve Roberge, Don Roberts, Dave Smith, Sukey Sikora, Charlene Hamiwka, Ken Knight, Lesley Jones, and Dave Bustin

Trustee absent: Andy McPherson

Employees: Brian Tarbuck, Andy Begin, Sherry Kenney, Mike Grove

Guests: Hank Farrah, Al Godfrey, Jr., Jake Maier, Will Cole, Don Cole, Augusta Mayor William Stokes, Meredith Strang-Burgess

Ken Knight called the meeting to order at 1702.

Ken introduced Sherry Kenney, the District's Finance Director.

Hank Farrah of Runyon Kersteen Ouellette reviewed the 2013 audit with the Board. Hank stated that the District received an unmodified opinion and clean report with only two minor items which were promptly addressed by the District. Hank then reviewed the financials of the District's Sewer, Stormwater and Water divisions.

At 1725 Dave Smith moved to accept the 2013 financial statements presented to the Board by Runyon, Kersteen and Ouellette. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

Ken Knight informed the Board that as a result of statements made by Councilor Pat Paradis at last Thursday's City Council workshop that Steve Roberge has submitted his resignation as a Trustee. Augusta Mayor William Stokes informed the Trustees that remarks said at the meeting were out of frustration and the expressed views of just one person. Mayor Stokes stated that the City has a good relationship with GAUD and regrets that it happened. Discussion ensued concerning misstatement of facts, that the televised workshop was broadcasted and continues to be broadcasted and the potential existed for real damage to be done to the General Manager, Board of Trustees and the District's reputation as a whole. Questions followed concerning what actions that Mayor Stokes may take as a result of Councilor Paradis' statements. Mayor Stokes stated he did not want this to become a public fight but would rather handle the issue in a private matter. After further discussion Mayor Stokes departed. The Board continued its discussion. The Board ultimately agreed that a letter written on behalf of the Board to the Mayor stating the District's position and further requesting that the letter be entered into the public record and read at the next City Council meeting would be an appropriate response to the controversy.

At 1802 Dave Smith moved to create a joint / collective letter to the Mayor and Council condemning the April 24, 2014 remarks of Councilor Paradis that disparaged our General Manager Brian Tarbuck. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

Upon request of the Board members, Steve agreed to rescind his recent resignation as a Trustee for one more month or longer depending on the resolution outcome with the City Council.

Al Godfrey Jr. informed the Board that a tentative agreement has been reached concerning the Meadowlands easement in the amount of \$8,000. Godfrey reviewed the negotiations with the Board and stated the original request by the owner was for \$15,000. Godfrey indicated that the amount agreed upon was reasonable.

At 1816 Sukey Sikora moved to acquire the easement necessary from Home Construction and Finance Inc. in the amount of \$8,000 to install a new 12" water main to serve the existing Meadowlands development to remedy a critically low fire

protection condition in this neighborhood. The motion was seconded by Dave Smith. The vote to approve the motion was unanimous.

Jake Maier (forester), Will Cole, and Don Cole (harvesters) made a presentation of work done at forests owned by the District located near Carleton Pond and Summerhaven gravel pit in Augusta. Stumpage for Carleton Pond was \$84,000 and Summerhaven was \$63,000. Jake informed the Board that he will have a forest management plan for the entire Carleton Pond property within the next couple of months that will likely reflect what was being done now. Will Cole said he had positive responses concerning the site from the public and that educational opportunities are best done in October for school age children.

The Board agreed to table Item e. Annual review of General Manager's performance, until next month when Kristy Gould would be available.

Tarback informed the Board that City Manager Bill Bridgeo advised him the City Council had accepted the District's offer of \$3,500 for land needed for the construction of a new concrete tank (Malta) at the end of Haskell Street and that the payment has been made.

Ken informed the Board that District's Charter and Bylaw's require that officers be elected annually.

At 1900 Dave Smith moved to elect the following people for the following offices in accordance with the Charter and the District's bylaws.

Chair: Ken Knight

Vice-Chair: Dave Smith

Treasurer: Charlene Hamiwka

Secretary: Steve Roberge

Assistant-Treasurer: Brian Tarback

The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

Tarback reviewed GAUD projects on City roads with the Board. Ken requested that a 5-year plan be put on the District's website. Tarback also reviewed the history of the 8" and 16" water mains on Mt. Vernon Avenue and difficulties Maine DOT is having with designing the rebuild road project. The lower portion of Mount Vernon Avenue is a very difficult and complicated construction area with failing under drains, retaining walls, drainage issues, property issues and construction site constraints. There is a meeting scheduled for tomorrow with the City and DOT to go over the project.

Andy Begin report that the two new wells on Riverside are combined pumping 2 million gallons per day and samples for water quality have been taken.

Sherry Kenney informed that Board that the District's financial records are in excellent shape especially taken into consideration that the District has not had their own financial director. Sherry stated that the District is in great financial shape and reviewed the financial reports. Sherry plans on developing a RFP for banking to improve our return on funds, bring all accounting back into house and analyze our SRF loans to see if commercial loans would reduce costs.

At 1942 Sukey Sikora moved to accept the financial reports from March, 2014. The motion was seconded by Charlene Hamiwka. The vote to approve the motion was unanimous.

At 1943 Charlene Hamiwka moved to accept the minutes from the March 17, 2014 meeting. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

It was agreed that Dave Smith and Charlene Hamiwka would serve as the Committee to determine disposition of the drinking water plant and Carleton pond with the assistance of Tarbuck.

It was agreed that Steve Roberge and Sukey Sikora would serve as the Committee to review the District's stormwater practices with the assistance of Jon Beekman.

At 1953 Charlene Hamiwka moved to adjourn the meeting. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

Monday May 19, 2014

Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

Trustees present: Ken Knight, David Smith, Dave Bustin, Lesley Jones, Andy McPherson, Sukey Sikora, Don Roberts

Trustee absent: Charlene Hamiwka

Employees: Brian Tarbuck, Sherry Kenney, Andy Begin

Guests: Jon Beekman, Kristy Gould

At 17:02 Chairman Knight called the meeting to order.

At 17:05 Smith moved to enter Executive Session pursuant to MRSA Title 1, §405, 6 A to evaluate the General Manager's performance. The motion was seconded by Roberts. The vote to approve the motion was unanimous. The Board asked Tarbuck and Gould to participate in the executive session.

At 17:43 the Board exited executive session.

At 17:45 Smith moved to increase the General Manager's annual salary by 1.5% consistent with other employees of the District and provide a one-time \$1,000.00 payment to the General Manager in recognition of past performance. The motion was seconded by Sikora. The vote to approve the motion was unanimous. Kristy Gould left the meeting at this time.

At 17:47 Smith moved to elect the Andy McPherson to the office of Secretary (Clerk) in accordance with the District's Charter and bylaws. The motion was seconded by Roberts. The vote to approve the motion was unanimous.

At 17:48 Tarbuck reported that the Meadowlands easement matter had been remedied and did not require eminent domain action by the Board.

At 17:49 Smith moved to authorize the General Manager to enter into a contract with Preload, Incorporated in the amount of \$2,213,772.00 to construct a 2.6 million gallon concrete drinking water storage tank at the existing Malta tank site off Haskell Street in Augusta, Maine on the recommendation of Wright-Pierce. The motion was seconded by Sikora. The vote to approve the motion was unanimous.

At 17:50 Tarbuck reported that the District's updated website would replace the current website on or about Friday, May 23rd.

At 17:57 Tarbuck reported that on Friday, June 13th the YMCA would be setting off fireworks behind their building adjacent to the wastewater plant. The District is providing access to the launching site through the wastewater plant parking lot.

At 17:59 Tarbuck and Begin reviewed permitting for the drinking water wells and the proposed water treatment station at the end of Sunrise Circle. The well building will be reviewed at the Planning Board's meeting in June. Smith advised that the Planning Board would have concerns about the appearance of the building, noise caused by the emergency generator, and how the public may view the proposed structures fit in the neighborhood.

At 18:03 Kenney gave a financial update. She pointed out that the revenues and expenses for sanitary accounts were tracking as anticipated. Water expenses for supplies are higher than anticipated for this point in the year and will be

tracked accordingly. She reviewed several options for financing the \$2.2M Malta tank replacement. The least cost option appears to be a 10 year loan via the Maine Municipal Bond Bank's General Resolution loan program. The Trustees agreed that this was likely the best option based on the information provided. Kenney said that the District would apply for the loan by the August deadline which will require further Board action at that time. Kenney explained that despite the District's robust cash position there were a number of large projects to complete that will rapidly drain down the District's cash reserves. The Board discussed funding options for the wells, Stone Street and the Malta tank.

At 18:15 Smith moved to accept the financial statements from April, 2014. The motion was seconded by Sikora. The motion was approved unanimously.

At 18:15 Begin presented updates related to District projects. Begin reviewed the well installation progress and shared his concerns that the sitework at the Bonenfant and MainEx sites was not going as quickly as anticipated leading to concerns about MainEx meeting its August 30, 2014 reclamation deadline. The Patterson street project is out to bid and construction will begin in June. Work is progressing on Mount Vernon Avenue in anticipation of Maine DOT's 2015 paving, stormwater and retaining wall project. The Board expressed concerns about the politics around the Mount Vernon Avenue project and how that impacts businesses.

At 18:43 Tarbuck said that TC Schofield was hired on May 19th as the new engineering technician. Tim Wade will start as the District's Operations Supervisor on May 27th.

At 18:45 Smith moved to accept the minutes from the April 28, 2014 Board meeting. The motion was seconded by Sikora. Sikora noted that the minutes regarding the formation of a stormwater committee didn't accurately reflect the intent and suggested that they be amended to include the language from the Board information provided at the April meeting. Tarbuck said he'd make the changes. The Board voted unanimously to approve the corrected minutes.

At 18:47 Knight reiterated that Steve Roberge did formally resign from the Board with his last meeting having taken place in April. Knight thanked Roberge for his years of service and pointed out that Board members who knew of a person interested in filling the position should pass suggestions to the Mayor for consideration.

At 18:48pm Smith moved to adjourn the meeting. The motion was seconded by Sikora. The vote to approve the motion was unanimous.

Monday June 16, 2014

Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

Trustees present: Ken Knight, David Smith, Dave Bustin, Lesley Jones, Sukey Sikora, Don Roberts, and Charlene Hamiwka

Trustee absent: Andy McPherson

Employees: Brian Tarbuck, Sherry Kenney, Andy Begin, Mike Grove

Guests: Jon Beekman, Meredith Strang-Burgess

At 17:03 Chairman Ken Knight called the meeting to order.

David Smith requested that the water treatment facility / Carleton Pond and District email be added to the agenda.

Sherry Kenney reviewed the District's financial statements. Sherry stated that revenues and expenses are tracking well compared to budgeted amounts. The only exception was supplies as a result of \$117,300 in water meters being moved from capital expenses to O&M. Adjusting the budget for water meter expense does bring supplies more into line.

At 17:05 David Smith moved to accept the financial statements from May, 2014. The motion was seconded by Charlene Hamiwka. The vote approve the motion was unanimous.

Brian Tarbuck reviewed the repair of 140 Capitol Street erosion caused by stormwater exiting an outfall pipe. It was determined by Maine DOT that the repair was "maintenance" and therefore the District's responsibility. Tarbuck estimated the cost to be in the \$60,000 range. As the repair is unbudgeted Tarbuck will bring this expenditure back for Board approval.

Ken Knight stated that the Board needs to set a date in July or August to meet with Mayor and Council members. It was suggested to request the meeting with City Manager and if possible schedule for a Monday early evening.

Andy Begin reviewed the status of the building and piping for the new wells. There is a concern that the final completion will not be until next year. The District has an approved building permit from the City of Augusta and the reclamation of the pit area is going much better. There was a concern raised by one citizen about public access to the new well area. Discussion ensued concerning potential issues surrounding trespass and public perception. Tarbuck informed the Board that he had discussed the issue of certain recreation activities on District owned property with attorney Lee Bragg.

Andy Begin reviewed projects. Patterson Street bids came in high because of the need of a deeper excavation and the additional removal of several combined catch basins which benefit the District's Phase 4 CSO project. CH Stevenson won the bid at \$357,000. Windsor Street is out to bid now with an opening date of June 19, 2014. Worke is being done to get the Stone Street / Hospital Street project out to bid. This is a water and sewer project that Maine DOT is planning on repaving in 2015. The Mount Vernon Avenue is winding down with services that should be completed next week.

Mike Grove reviewed the status of the WWTF projects stating the sludge handling, bar rack; chemical storage and treatment are complete. The first PSA compressor replacement startup will happen next week. Grove stated that Jane Carroll had done an excellent job overseeing the projects.

Meredith Strang-Burgess updated the Board on outreach projects. The new website is up and being tweaked as needed. The new logo, business cards, email addresses and letterhead are done. Burgess Advertising is working on developing a

2013 annual report for elected officials in the communities served by the District. Strang-Burgess suggested a newsletter be done 2 or 3 times per year which could either be mailed or go on the website. She suggested the Board should consider using Augusta's City Council Chamber once or twice a year as a location for Board meetings.

Tarback reviewed the status of Carleton Pond and the water treatment facility. A discussion ensued about the possibility of turning the unused facility into a training center with assistance of state and federal groups.

At 18:01 David Smith moved to accept the minutes from the May 19, 2014 Board meeting. The motion was seconded by Charlene Hamiwka. The vote approve the motion was unanimous.

David Smith asked the Board members if they had received any official emails with their new addresses yet. The members said they had not.

Ken Knight informed the Board that work was being done to fill the vacant Board position.

At 18:05 David Smith moved to adjourn. The motion was seconded by Don Roberts. The vote approve the motion was unanimous.

Monday July 21, 2014

Greater Augusta Utility District Board Minutes
Augusta Civic Center, Fort Western Room

Trustees present: Ken Knight, David Smith, Lesley Jones, Sukey Sikora, Don Roberts and Andy McPherson

Trustees absent: Charlene Hamiwka, Dave Bustin

Employees: Brian Tarbuck, Sherry Kenney, Andy Begin, Mike Grove

Guests: Jon Beekman, Meredith Strang-Burgess

At 16:45 Chairman Ken Knight called the meeting to order.

Sherry Kenney reviewed the District's financial statements. Kenney stated that revenues and expenses are tracking well compared to budgeted amounts when the exception of capital expenses that had been shifted to drinking water non-capital expenses as they did not meet capitalization criteria.

Brian Tarbuck updated the cash flow positions of the drinking water and sanitary divisions stating the funds for drinking water will run very low this fall for a short period of time because large payments are due before loan funds are received. Discussion followed concerning the District's cash position. The final outcome was that the District could temporarily transfer funds from one division to another until the loan proceeds were available for disbursement. Tarbuck said the District would do this as a last resort. By explaining the timing issue to its contractors Tarbuck said a slight delay in payment would negate the need to transfer funds between divisions.

At 16:55 Don Roberts moved to accept the financial statements from June, 2014. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

Tarbuck presented the bid results for the Riverside Well project. Tarbuck recommended awarding the contract to CH Stevenson at \$1,764,011.

At 16:58 Sukey Sikora moved to allow the General Manager to award the Riverside Well contract to CH Stevenson for an amount not to exceed \$1,764,011. The motion was seconded by Andy McPherson. The vote to approve the motion was unanimous.

Tarbuck reviewed the District's loan applications to the Maine Municipal Bond Bank for both the Malta tank project and the Riverside well project. The \$5.5 million debt was built into the 2011 drinking water rates. The actual cost of the individual parts of the project shifted but the total did not change. A formal commitment will be needed from the Board at its September meeting.

At 17:05 Sukey Sikora moved to allow the General Manager to submit two General Resolution loan applications to the Maine Municipal Bond Bank for the purposes of applying for loans to fund the Malta tank project in the amount of \$2.4 million and the Riverside Well project in the amount of \$2.1 million. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

Tarbuck explained that the District needed to move expenses from the capital improvement budget to the operations and maintenance budget because certain expenses did not meet the District's depreciation criteria.

At 17:19 Sukey Sikora moved to allow the General Manager to move \$117,300 for the purchase of drinking water meters from the capital improvement budget to the operations and maintenance budget. Sikora further moved to allow the General Manager to move \$30,000 for the purchase of computers from the capital improvement budget to the operations and maintenance budget. The motion was seconded by Andy McPherson. The vote to approve the motion was unanimous.

Tarback reviewed capital budget changes resulting from current market pricing, unanticipated work and repairs. The effect is that money has been reallocated within the CIP budgets without exceeding the totaled budgeted amount. Discussion followed concerning cash flow and the ability to transfer funds by means of due-to / due-from transactions.

Sukey Sikora reviewed progress made by the Stormwater rate review subcommittee. Sikora said that converting catch basin (CB) revenue to Equivalent Residential Units (ERUs) was the most equitable way to proceed. If all catch basin fees just shifted to ERUs it would result in an unacceptable increase of 58% to all customers. If residential CB fees were equally transferred to ERU's for all residential customers there would be a small increase. There would be no increase to the City nor would the City incur additional costs if they add new CB's. For non-residential, non-City accounts, the impacts are as follows:

- 13 largest customers would see an increase of \$5,000 or more per year
- 10 would see an increase of \$4,000 or more per year
- 9 would see an increase of \$3,000 or more per year
- 38 would see an increase of \$2,000 or more per year

Many commercial customers hire contractors to clean their basins even though the District is annually cleaning them. There is the possibility that commercial users' increase would be smaller if they didn't hire their own contractors. It also would allow developers to add basins without additional costs. Sikora expressed her opinion that good progress had been made by the subcommittee and further discussion is needed as alternatives are considered. Tarback referred to the Charter that requires a public hearing for any rate modification should the Board come to the conclusion that a catch basin fee change needs to be made.

Tarback reviewed the 2015 MDOT projects for Stone Street/Hospital Street and Western Avenue which had been scheduled for 2016. The projects are "mill and fill" which means that on Western Avenue the District has to lower and then raise over 100 structures. Furthermore, the District will CCTV inspect sewer services along Western Avenue because once the paving is done Maine DOT has a 5-year moratorium on excavations.

Tarback reviewed the Mount Vernon Avenue project. There are some stormwater issues with pipes that flow into the Maine DOT system. The delays in repaving Mount Vernon Avenue this year had to do with finding a qualified paver and that the plants only operate during the day. It was poor planning on the District's part regarding the difficulty in procuring a paving contractor. Tarback emphasized that the City was very patient with the District's pavement restoration efforts.

Andy Begin reviewed the gravel pit reclamation, new treatment building, Patterson Street, Windsor Avenue, tank removals at Malta and Riverside and the Stone Street/Hospital Street projects.

At 17:58 David Smith moved to accept the minutes from the June 16, 2014, Board meeting. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

At 18:00 David Smith moved to adjourn. The motion was seconded by Sukey Sikora. The vote approve the motion was unanimous.

Monday, August 25, 2014

Greater Augusta Utility District Board Minutes
Wastewater Treatment Plant, Jackson Avenue, Augusta, ME

Trustees present: Ken Knight, Dave Bustin, Lesley Jones, Sukey Sikora, Don Roberts, Charlene Hamiwka, Andy McPherson and Kirsten Hebert

Trustees absent: David Smith

Employees: Brian Tarbuck, Sherry Kenney, Andy Begin, Mike Grove

Guests: Jon Beekman

At 17:00 Chairman Ken Knight called the meeting to order.

Ken introduced new Trustee Kirsten Hebert stating that she had been nominated by acting Mayor Mark O'Brien and approved by a unanimous vote of the Augusta City Council on August 22nd. Hebert's term expires on July 31, 2016.

Sherry Kenney reviewed the District's financial statements. Kenney stated that revenues and expenses are tracking well compared to budgeted amounts. Cash positions are solid. Cash reserves are lower than last year at this time because last year's cash was impacted by a Clean Water SRF drawdown on the sanitary division and unspent proceeds from the TD Bank bond existed on the water division.

At 17:05 Don Roberts moved to accept the financial statements for July, 2014. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

Tarbuck reviewed two motions relating to the application to the Maine Municipal Bond Bank for two separate loans. The first loan in the amount of \$1.1M to fund the Riverside well building and the second loan in the amount of \$2.4M for the new drinking water storage tank at Malta Hill.

At 17:10 Don Roberts moved that the Board approve the proposed votes for the Riverside Drive Well Project and Malta Hill Tank Project in the form contained in the Board's agenda packet and as presented to this meeting, which votes authorized funding for both Projects through the Maine Municipal Bond Bank's fall issue. The motion was seconded by Charlene Hamiwka. The vote to approve the motion was unanimous.

Tarbuck reviewed the proposed \$1,200.00 Maine DOT right of way compensation for access to repair the Bond Brook bridge foundations using property owned by the District. Sikora stated that the District should accept the compensation as presented by Maine DOT as the District is required to pay for right of way over its projects and the additional revenue benefits the ratepayers.

At 17:14 Don Roberts moved to allow the General Manager to sign the Maine DOT property rights agreement contained in the Board's agenda packet and as presented at this meeting to permit Maine DOT to perform certain construction activities on Mount Vernon Avenue at the Bond Brook Bridge. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

Tarbuck reviewed the 5-year copier lease agreement which was solicited in conjunction with the City of Augusta.

At 17:16 Don Roberts moved that the Board approve the proposed vote for the 5-year copier agreement in the form contained in the Board's agenda packet and as presented to this meeting, which votes authorize funding said 5-year lease agreement. The motion was seconded by Andy McPherson. The vote to approve the motion was unanimous.

Tarbuck reviewed the forestry presentation by the Maine chapter of the Society of American Foresters that will be held at Carleton Pond watershed on September 11th.

Andy Begin reviewed the status of the following projects; Riverside Drive wells, Malta tanks, Patterson Street, Western Avenue, Hospital Street, North Belfast Avenue and the CSO Long Term Control Plan.

At 17:40 Don Roberts moved to amend the July 21, 2014 minutes by inserting the words "or more" after the section describing the number of accounts resulting in increases greater than \$4,000, \$3,000 and \$2,000. The motion was seconded by Charlene Hamiwka. The motion passed 6-0 with Kirsten Hebert abstaining.

At 17:41 Don Roberts moved to accept the amended minutes for the July 21, 2014 meeting. The motion was seconded by Charlene Hamiwka. The motion passed 6-0 with Kirsten Hebert abstaining.

At 17:42 Don Roberts moved to adjourn. The motion was seconded by Charlene Hamiwka. The vote approve the motion was unanimous.

Monday, September 15, 2014

Greater Augusta Utility District Board Minutes
Wastewater Treatment Plant, Jackson Avenue, Augusta, ME

Trustees present: Ken Knight, David Smith, Lesley Jones, Sukey Sikora, Don Roberts, Charlene Hamiwka, Andy McPherson and Kirsten Hebert

Trustees absent: Dave Bustin

Employees: Brian Tarbuck, Sherry Kenney, Andy Begin, Mike Grove

Guests: Jon Beekman

At 17:00 Chairman Ken Knight called the meeting to order.

Sherry Kenney reviewed the District's financial statements. Sherry stated that revenues and expenses are tracking as anticipated. Cash positions have decreased as expected because of planned payment for projects. Loan agreements have been signed with the Bond Bank for the Malta tank and Riverside Drive well projects. Interest rate is expected to fall in the 1.3% to 1.8% range.

At 17:02 David Smith moved to accept the financial statements for August, 2014. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

Brian Tarbuck reviewed a motion related to last month's vote on the application to the Maine Municipal Bond Bank for the \$1.1M to fund the Riverside well project to allow the funds to be spent on additional items related to this project.

At 17:04 David Smith moved that the Board approve the proposed vote for the Riverside Drive Well Project in the form contained in the Board's agenda packet and as presented at this meeting, which vote authorizes funding for both through the Maine Municipal Bond Bank's fall issue. Seconded by Hebert. The vote to approve the motion was unanimous.

At 17:06 David Smith moved to enter Executive Session pursuant to MRSA Title 1, §405, 6 A to discuss a personnel matter. Seconded by Roberts. The vote to approve the motion was unanimous.

At 17:44 the Board exited Executive Session.

Kirsten Hebert discussed with Board members the Maine PUC Docket No.12014-0051 which concerns the partial deregulation of Public Utility Commission (PUC) regulated drinking water utilities. Kirsten distributed copies of the Docket and the proposed draft for Chapter 615. It appears that Portland Water District will be the first test case. PUC assessment fees would still have to be paid in full under the current proposal.

Tarbuck reviewed the need to purchase a new jet truck as the 1990 equipment is reaching the end of its reliable life. It is intended to keep the old unit but it is not reliable. The 2015 capital improvement plan includes funds to purchase a new jet truck at an estimated cost of \$200,000. A request for proposals for a replacement unit could be developed and distributed with a lead time of 4 to 5 months.

Ken discussed the Board meeting schedule including meeting with the Augusta City Council and Hallowell City Council twice per year. Discussion ensued covering using the Augusta City Council's chambers to televise and how often meetings with each council should be held.

Andy Begin reviewed the status of the following projects; Riverside Drive well, Malta Tank, Patterson Street, Windsor Avenue water main, Hospital Street sewer replacement, Mount Vernon Avenue sewer rehab, School Street, North Belfast Avenue, Mill Street and the CSO Long Term Control Plan.

At 18:13 David Smith moved to accept the minutes from the August 25, 20147, Board meeting. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

Charlene asked about the water leak on Ridgewood Drive. Brian said there was a small leak that District personnel have been trying to locate but to date the location of the leak itself has been elusive.

Tarbuck informed the Board that the District had collected, analyzed and reported drinking water samples from thirty different customers' homes to comply with the Safe Drinking Water Act's Lead and Copper Rule. The District is on reduced monitoring for lead and copper due to historically low levels of both elements in the drinking water. The 90th percentile testing results for lead in drinking water was 3.8 parts per billion which is well below the action level for lead at 15 parts per billion. The 90th percentile testing results for copper in drinking water was 340 parts per billion which is well below the action level for copper at 1,300 parts per billion. Tarbuck stated that the State of Maine's Drinking Water Program (which enforces the EPA Safe Drinking Water Act in Maine) has proposed a new round of monitoring for lead and copper next year coincident with the activation of the two new wells. Early conversations suggest the State monitoring will require 120 tests next year compared to 30 tests every 3 years for the existing wells. Tarbuck said the discussions were ongoing to see if the state will consider a reduction in the total number of testing given that the water quality in the Riverside wells is chemically similar to that of the Bond Brook wells.

At 18:34 David Smith moved to adjourn the meeting. The motion was seconded by Sikora. The vote to approve the motion was unanimous.

Tuesday, October 7, 2014

Greater Augusta Utility District Board Minutes

Office of Bernstein Shur Sawyer Nelson, 140 Capitol Street, Augusta, ME

Trustees present: Ken Knight, David Smith, Lesley Jones, Sukey Sikora, Don Roberts, Charlene Hamiwka, Andy McPherson, Dave Bustin and Kirsten Hebert

Trustees absent: Don Roberts

Employees: Brian Tarbuck, Andy Begin

Guests: Kristy Gould (Human Resources), Linda McGill (Bernstein Shur Sawyer Nelson)

At 18:30 Chairman Ken Knight called the meeting to order.

At 18:30 David Smith moved to enter Executive Session pursuant to MRSA Title 1, §405, 6 A to discuss a personnel matter. The motion was seconded by Charlene Hamiwka. The vote to approve the motion was unanimous.

At 19:30 the Board exited Executive Session.

At 19:31 the meeting was adjourned.

Monday, October 20, 2014
Greater Augusta Utility District Board Minutes
Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: Ken Knight, David Smith, Lesley Jones, Sukey Sikora, Don Roberts, Andy McPherson, Dave Bustin and Kirsten Hebert

Trustees absent: Charlene Hamiwka

Employees: Brian Tarbuck, Andy Begin and Sherry Kenney

Guests: Jon Beekman, Stan Koski and Lucien Labbe

At 17:00 Chairman Ken Knight called the meeting to order.

Mr. Lucien Labbe addressed the board concerning his property at 25 Monroe Street. Due to the property having two separate sewer services the District invoices Mr. Labbe under two separate accounts. Mr. Labbe has stated that one of the sewer services is no longer being used and he should not be charged for two separate ERU's. The board's decision was to have district employees investigate the issue and report back to the board.

Sherry Kenney reviewed the District's financial statements. Kenney stated that revenues and expenses are tracking as anticipated. Cash positions have decreased as expected because of planned payments for projects. Bond proceeds from the Maine Municipal Bond Bank's 2014B issue will be available on October 23rd at 1:00 PM. The loan has a term of 20 years and a variable interest rate ranging from 0.430% to 3.786%.

At 17:17 David Smith moved to accept the financial statements for September, 2014. The motion was seconded by Andy McPherson. The vote to approve the motion was unanimous.

Tarbuck explained that he had been in contact with the Maine Department of Environmental Protection (DEP) regarding designating the appropriate regulatory authority to a District employee. Based on this conversation, Tarbuck was advised by DEP to be appointed as the duly authorized representative of the Greater Augusta Utility District for all DEP reporting and issues. Lesley Jones expressed her concern that Brian was already spread too thin. Tarbuck stated that he would be reviewing reports prepared by others and he was effectively responsible if something went wrong regardless of the name on the submittal.

At 17:20 David Smith moved that pursuant to 06-096 CMR Chapter 521, Section 5 the Board designates Brian Tarbuck as a duly authorized representative of the Greater Augusta Utility District. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

The proposed list of meeting dates for 2015 was reviewed. Ken Knight stated that regular meetings in 2015 would likely be held at Augusta City Center and would be recorded and televised. Knight also stated that meeting times could change from 5:00 PM to 6:00 PM. The location for the Board's annual planning meeting was discussed but no decision was made.

Knight discussed the National Rural Water Association's (NRWA) interest in using the GF Laurin drinking water treatment plant in East Winthrop as an educational facility via a public / private partnership. All board members expressed positive opinions. Knight stated that he would prepare a memorandum of understanding to NRWA starting that the Greater Augusta Utility District was amenable to further discussions to formally repurpose the facility and consider a long term agreement for its reuse. All details and legal obligations will be discussed as proposals are reviewed.

Tarback discussed the need to set a 2015 budget amount for trustee training opportunities. All board members expressed their desire to attend different training seminars. It was suggested that Tarback post a list of workshops available on a monthly basis. No budget for trustee training was set.

Tarback reviewed the possibility of purchasing a tax acquired property from the City of Augusta located at 4 Chase Avenue in Augusta. Tarback discussed the complex sewer and stormwater management issues in this area. The existing pipe is at a depth of approximately 20' and spans numerous properties. The District has no easements on any of the properties. The thought is to buy this property from the City and sell it with an easement over the pipe. The Board's concern was that we would be paying top dollar for this one piece of land that would only solve the issue for a small portion of the pipe. Other possibilities discussed were to wait for the property to be put up for public bid and either purchase the property or acquire an easement from the new owner. No Board members felt they had enough information to make a decision. Tarback said he would discuss this the city manager and check into acquiring easements on all properties.

Smith introduced new business not on the agenda concerning Riggs Brook Village. The Planning Board is reviewing changes to zoning requirements in this area to make it more consistent with other zones within Augusta. Having access to public sewer and water systems would make this area more attractive to potential businesses. Tarback stated that it would cost approximately four to five million dollars to expand water and sewer services to that area. The District has no plans to do this unless an anchor development or group of developers finances the main extensions needed to bring water and sewer to this area. Tarback had suggested to the Augusta Board of Trade that options to public water and sewer are to install common wells and sewer systems. This issue will be a continuing discussion.

Andy Begin reviewed the status of the following projects; Riverside Drive well, Malta Tank, Patterson Street, Windsor Avenue water main, Hospital Street sewer replacement, Stone Street sewer rehabilitation, Mount Vernon sewer rehabilitation, North Belfast Avenue, CSO Long Term Control Plan, wastewater plant upgrades and pumping station generator installations.

At 18:25 the motion to approve the minutes from the September 15th and the October 7th Board meeting was tabled. Notes from the Board needed to be reviewed to confirm who had seconded certain motions and the language from the September 15th review of the lead and copper sampling was confusing as written. Tarback said he'd make the changes as recommended and present them in November.

At 18:27 David Smith moved to adjourn the meeting. The motion was seconded by Andy McPherson. The vote to approve the motion was unanimous.

Monday, November 17, 2014

Greater Augusta Utility District Board Minutes

Council Chambers, City Center, 16 Cony Street, Augusta, Maine

Trustees present: Ken Knight, David Smith, Lesley Jones, Sukey Sikora, Don Roberts and Kirsten Hebert

Trustees absent: Charlene Hamiwka, Andy McPherson and Dave Bustin

Employees: Brian Tarbuck, Andy Begin, Sherry Kenney and Tim Wade

Guests: Jon Beekman and Meredith Strang-Burgess

At 17:00 Chairman Ken Knight called the meeting to order.

Chairman Ken Knight asked if anyone had any additions to the agenda. There were no additions.

Chairman Ken Knight asked for public comments. There were no public comments.

At 17:05 David Smith moved to accept the financial statements for October, 2014. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

Sherry Kenney reviewed the District's financial statements. Kenney stated that revenues and expenses are tracking as anticipated. Cash in the Sewer and Stormwater divisions is slightly below last year's figures and the Water division is tracking slightly higher. On October 23rd the district received loan proceeds of \$3.5M: \$2.4M for the Malta Tank project and \$1.1M for the Riverside Drive Well project. The term on both loans is 20 years with a true interest cost of 3.09%.

Brian Tarbuck presented the draft 2015 O&M Budget to the Board. Discussion covered increased labor and fringe cost, with the Water Division increasing by 13% and the Sanitary decreasing by 3%. Tarbuck stated that all employees are both water and sanitary employees and that wages are allocated by work performed. It is assumed that due to the new well the percent of wages allocated to water will be higher than the wages allocated to sanitary. Tarbuck also stated that CMP rates were expected to increase around 35%. Most if not all of our CMP accounts are under contract so we should not see the 35% increase due to increased rates but due to the new well our power cost should increase significantly. Tarbuck ended the discussion with plans to revisit both items discussed above before the board approves the budget at the next meeting.

Tarbuck presented the draft 2015 Capital Improvement Plan (CIP) budget. Ken Knight questioned if the CIP project list was coordinated with the Maine Department of Transportation's and the City of Augusta's CIP plans. Brian assured the board members that the District has done its due diligence with all concerned parties so projects would be planned in accordance with everyone's best interest in mind. Ken Knight also questioned if the District was keeping up with its plan of replacing 1% of water and 1% of sanitary pipe per year. Tarbuck stated that the CIP budget for 2015 was close to the 1% or one mile of pipe but not quite there. Tarbuck's concern was that the pipe we are replacing is due to MDOT and the City's projects and not the oldest or highest risk pipe in the system. Knight then asked if more funds were available would the District be able to reach the 1% annual pipe replacement goal. Tarbuck stated that even with more funds it would be extremely hard to manage more projects and the availability of contractors would also be a factor. Ken Knight wants it to be clear that the 2015 CIP budget will not allow for the 1% of pipe per year. David Smith asked if we have been reaching the 1% goal in previous years. Andy Begin replied that last year we replaced 1.5 miles and the year before that we replaced 1 mile. Tarbuck finished talking about the projects budgeted for next year and how the cost estimates could change drastically depending how much ledge is found on some of these projects and the fact that we now need to work around natural gas pipes. Don Roberts opened a conversation on the impact of natural gas lines on the District's operation. He asked if the publicity and the PUC fines levied on certain companies has helped the situation. Lesley Jones responded that she thinks things are improving, that there is still a learning curve and the future will mean that

utilities, electric, fiber optics and gas lines will have to share a small right away and work closely together. The 2015 CIP budget will be voted on at the next meeting. Trustees who wanted more details regarding budget items were advised to contact Kenney or Tarbuck directly.

At 18:02 David Smith moved that the Board approve the proposed vote to purchase a used 2006 VacCon vacuum truck from New England Municipal Equipment to include a one year warranty for an amount not to exceed \$90,800. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

Ken Knight updated the Board on the proposed plan to use the GF Laurin drinking water treatment plant as an educational facility. A letter of understanding was sent to the trustees of the National Rural Water Association expressing our interest in moving forward with this project. Ken will have another update at the next meeting.

Kirsten Hebert discussed the District's eligibility for USDA Rural Development funding options. The District's customer base exceeds the maximum population eligibility requirement of 10,000 which makes the District ineligible. It was also looked at on a community by community bases and the fact that all our rate payers in all the communities served pay the same rates there is no way to offset the rates of one community by a grant. The third option was to look at the average household income by community. It was determined that all the communities served exceed the median household income eligibility guidelines. Kirsten did suggest that the District could apply on a project by project basis but an income survey of the area within the community where the work was being completed would be needed.

Tarbuck discussed two requests he received from the Readfield Trails Committee and the Readfield Blizzard Busters Snowmobile Club to allow four season access to the District's property around Carleton Pond in Readfield and Winthrop. As both clubs have a very good reputation in the Readfield area Tarbuck suggested allowing a test run this coming season. Both Sukey Sikora and David Smith expressed concern of motorized vehicles on the property and the liability of snowmobiles going through the ice. Lesley Jones expressed concerns that if we let the public in to snowmobile and to use the trails for hiking that next people will want to use the pond for swimming and fishing. The Board decided that it needed more information before it could vote on this matter. The District will contact other communities that let the public use their watershed areas to see what pros and cons they have experienced.

Andy Begin reviewed the status of the following projects; Riverside Drive well, Malta Tank, Patterson Street, Windsor Avenue water main, Hospital Street sewer replacement, Stone Street sewer rehabilitation, Mount Vernon sewer rehabilitation, North Belfast Avenue, CSO Long Term Control Plan, wastewater plant upgrades and pumping station generator installations.

At 18:57 David Smith moved to accept the minutes from the September 15th, the October 7th and the October 20th Board meetings. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

At 18:59 David Smith moved to adjourn the meeting. The motion was seconded by Kirsten Hebert. The vote to approve the motion was unanimous.

Monday, December 15, 2014

Greater Augusta Utility District Board Minutes

Council Chambers, Hallowell City Hall, 1 Winthrop Street, Hallowell, Maine

Trustees present: Ken Knight, Lesley Jones, Sukey Sikora, Don Roberts, Andy McPherson, Dave Bustin, Charlene Hamiwka and Kirsten Hebert

Trustees absent: David Smith

Employees: Brian Tarbuck, Andy Begin, and Sherry Kenney

At 17:00 Chairman Ken Knight called the meeting to order.

Chairman Knight asked if any Board members had any additions to the agenda. There were no additions.

Chairman Knight made changes to the agenda. The executive session, item #11, was deleted from the agenda and the request for access to the Carleton Pond watershed was moved from item #2 to item #1.

Chairman Knight asked for public comments. There were no public comments.

Knight opened the meeting with a discussion on the recent requests for access to Carleton Pond watershed area. Ken's opinion was that the requests by the Readfield Trails Committee and the Readfield Blizzard Busters Snowmobile Club be treated as two separate issues and that a subcommittee be formed to research the issues. David Bustin and Kirsten Hebert volunteered to be on the subcommittee. Sukey Sikora expressed her concerns that the cost to maintain the trails should not use any rate payer funds. Milt Wright and Gary Keilty from the Readfield Trails Committee expressed their eagerness to work with the subcommittee and to answer all concerns. Ken stated that the Board would re visit this issue in the spring.

At 17:20 Sukey Sikora moved to accept the financial statements for November, 2014. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

Sherry Kenney reviewed the District's financial statements. Kenney stated that revenues and expenses are tracking as anticipated. Cash in the Sewer and Stormwater divisions is slightly below last year's figures and the Water division is tracking slightly higher. The District's annual audit of its financial statements will commence on January 26, 2015. Sherry also stated that the District is being separately audited by the Maine Revenue Services Sales and Use Tax division.

Tarbuck presented the draft 2015 O&M Budget to the Board. Discussion covered increased labor and fringe costs, with the Water Division increasing by 13% and the Sanitary increasing by 1%. Tarbuck stated that all employees are both water and sanitary employees and that wages are budgeted in anticipation of work to be performed. It is assumed that due to the new well the percent of wages allocated to water will be higher than the wages allocated to sanitary. Ken Knight asked if there was any room for merit increases in the labor and fringe budget and if we are maintaining any reserves anywhere in the budget. Brian stated that we have not budgeted for any merit increases in years and that the only reserves maintained was a Board policy requiring a minimum cash balance of \$750k per division. Sukey asked if we need to maintain the \$40k budget for public awareness issues. Ken said that he thought that the District still had a long way to go with public awareness and just because it is budgeted does not mean we have to spend it all.

At 17:25 Sukey Sikora moved to accept the Operations and Maintenance budget. The motion was seconded by Kirsten Hebert. The vote to approve the motion was unanimous.

Tarbuck presented the draft 2015 Capital Improvement Plan (CIP) budget. Tarbuck stated that these were estimates and that some projects could not be accurately estimated until we start digging and know how much ledge we will need to

deal with. Tarbuck also stated that this would be the first year of having to work around natural gas lines and that no one could predict the extra cost that will be incurred. Lesley Jones expressed her concern of the rate payer income not being enough to cover costs of completing all of the listed projects. Tarbuck stated that we would be using the cash reserves on hand to fund to extra project cost. Tarbuck also stated that he thought we would be at our minimum cash reserves sometime in 2016.

At 17:55 Don Roberts moved to approve the 2015 Capital Improvement budget. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

At 17:57 Sukey Sikora moved to certify and approve the schedule of rates for water service, sewer and stormwater service and fire protection service, which was presented at this meeting and recorded with the minutes, for the 2015 calendar year, and continuing until such time as the schedule of rates is modified by vote of the Trustees. Sikora further moved that the Assistant Treasurer be authorized and directed to apply the schedule of rates to all persons, entities and property receiving services from the District, and to thereafter collect the sums due from said persons and entities and to take all appropriate action related to the collection of said sums, including the preparation and filing of notices and liens and allowed by the District's Charter and State law. The motion was seconded by Kirsten Hebert. The vote to approve the motion was unanimous.

At 17:59 Don Roberts moved to approve a 1.5% increase in salaries and wages for both non-union and union employees. The motion was seconded by Andy McPherson. The vote to approve was unanimous.

Ken Knight updated the Board on the proposed plan to use the GF Laurin drinking water treatment plant as an educational facility. Ken and Kirsten will be attending a meeting on December 16th, 2015, at Senators King's office with representatives from Susan Collins office, the Department of Labor, the Department of Economic and Community Development, The Maine Chamber of Commerce, The University of Maine, Thomas College and others. Ken will have another update at the next meeting.

Tarbuck presented the Board a draft copy of Grease Trap and Grease Interceptor Standards to be reviewed and approved in January and February.

Tarbuck presented a look-ahead for 2015. The annual planning meeting will be held on January 12th, 2015. Knight and Tarbuck will be presenting information to the City Council at the City of Augusta's annual planning meeting on Saturday, January 24th, 2015. The Kennebec Valley Chamber of Commerce annual awards banquet will be held on January 23rd, 2015. Items that need review in 2015 include finalizing the Stormwater Terms and Conditions policy. The need for a rate increase in 2016 needs to be discussed. The grease trap policy needs to be implemented. All existing policies already endorsed by the board should be reviewed.

Tarbuck asked the board to consider closing the office on Friday, December 26th. There are only two employees scheduled to work in the office and a skeleton crew for the rest of the operation. Office personnel would use vacation time to allow the office to close. The Board decided that the office needed to remain open for its regularly scheduled time.

Andy Begin reviewed the status of the following projects; Riverside Drive well, Malta Tank, Hospital Street sewer replacement, Stone Street sewer rehabilitation, Mount Vernon sewer rehabilitation, wastewater plant upgrades and pump station generator installations.

At 18:27 Don Roberts moved to accept the minutes from the November 17th Board meeting. The motion was seconded by Andy McPherson. The vote to approve the motion was unanimous.

At 18:28 Don Roberts moved to adjourn the meeting. The motion was seconded by Kirsten Hebert. The vote to approve the motion was unanimous.