

Monday, January 22, 2018

Greater Augusta Utility District Board Minutes

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

Trustees present: Ken Knight, Bob Corey, Kirsten Hebert, Cecil Munson, Pat Paradis and Bradley Sawyer

Trustees absent: Dave Bustin, Charlotte Warren and Keith Luke

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

Guests: Don and Will Cole from Trees Limited, Andrew Shultz from a. Forestry, Dan Wells and Richard Coleman from the Winthrop Utilities District

At 18:00 Chairman Ken Knight called the meeting to order.

Chairman Knight asked if there were any additions to the agenda. There were no new items.

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

The District's forester, Andy Shultz from a. Forestry addressed the Trustees. Mr. Shultz has been working on a five year harvesting plan for the District's Carleton Pond, Hatch Hill and Sanford Road sites. The Carleton Pond site is his first priority. Shultz explained that Carleton Pond is located in both Readfield and Winthrop and that both have different forestry regulations. Knight asked if public trail access could be part of the harvesting plan. Shultz stated that now would be the time to work trails into the plan but he would need to know specifics such as the area where the District wants and does not want trails. Shultz mentioned that he is planning an access road on the west side of the pond. Trustees discussed motorized and non-motorized public access at the Carleton Pond Site and the effect they would both have on the environment. Shultz informed the board that the Carleton Pond site has an invasive plant issue. Don and Will Cole from Trees Limited presented a slide show of the Carleton Pond wood lot and the positive effect selective harvesting has had. They also discussed how their machinery works and how damaged trees from the October 2017 windstorm had been recovered for pulp and saw logs.

The Central Maine Water Council application has been filed with the Internal Revenue Service. There are no further updates at this time.

Knight and Tarbuck attended the City of Augusta's annual planning session. At the session Knight discussed some of the 2018 goals and objectives set by the District's trustees which included actions and dates for the ongoing stormwater review. Corey suggested that the District move forward with the first goal as it pertains to stormwater by allowing Tarbuck to engage a consultant to review the stormwater allocations set in 2011. Tarbuck will reach out to the previous consultant used for stormwater allocations for their thoughts and estimated cost.

Representative Warren had recently submitted a placeholder bill in the legislature for changes to the District's current charter. Knight does not believe that charter changes will be complete by the time the next legislative session begins. Tarbuck will ask Warren to remove the placeholder bill.

Andy Begin presented an update on the 2017-2018 Capital Improvement Projects. The preliminary analysis from the dewatering study shows that the District has the ability to save up to \$130k annually depending on which dewatering system is purchased. Progress has been made on the CSO Four preliminary report. The placement of the tank has been decided but the logistics of placement need to be worked out. The biggest concern is the potential for differential settling of the soils beneath the proposed tank. An inch to an inch and a half of settling is expected. Progress has been made on the permit for the East Side Siphon Project. Begin is working with the City of Augusta on the placement of the storm drain on the Commercial Street Project. This will be a complicated project due to all the other utilities in Commercial Street. Oak Street and Cedar Street will also be complicated projects due to them both being very narrow streets.

The General Manager's report this month included: The rented odologgers that have been in place for the last month and are working. The District plans to return the rented odologgers and purchase new ones before odor season is in full swing. The hope is that the data will help the District to apply the correct dosage of chemicals to control the odor. The District is currently working with the Maine Public Utilities Commission (MPUC) and the Office of the Public Advocate (OPA) on changes to the District's Terms and Conditions. Kenney has been busy preparing for the District's annual audit. The District has currently employed two interns. One intern is working on stormwater data and the other is helping the instrumentation specialist on the SCADA Upgrade Project. Tarbuck recently attended a meeting of the New England Interstate Water Pollution Control Commission. A relevant focus of the meeting was how to harden up water and wastewater utilities in advance of a large wet weather event. Tarbuck will speak with the DEP to see if there is any grant funds to prepare for an event instead of using federal dollars to repair the utility after the event.

Due to the upcoming audit financial data for December, 2017 will not be presented.

Trustees were informed at the last meeting that the City of Augusta foreclosed on 29 Boothby Street due to unpaid tax liens. In the last month the property reverted back to the original owner but is once again being taken back by the city. Kenney suggest waiving automatic foreclosure on this property but keep the liens in place until the building on the property has been demolished. As soon as the City changes the deed all new stormwater fees will be invoiced to them.

The approved 2018 Capital Improvement Budget included \$350k for the purchase of a sewer inspection truck. After much researching and the specialized nature of this equipment management would like to sole source this purchase. Due to the large amount of funds being spent Knight recommended that management go through the request for proposals process to get the best pricing. Tarbuck will keep the specifications tight to make sure the District get what it needs.

At 19:11 Corey moved to approve 2 motions by consent agenda. The consent motion was seconded by Hebert. The vote to approve the consent motion was unanimous.

Motions included in the consent agenda motion:

1. Motion to accept the Board meeting minutes for December 18, 2017.
2. Motion to waive automatic foreclosure for the Augusta property located at 29 Boothby Street.

At 19:12 Sawyer moved to adjourn the meeting. The motion was seconded by Munson. The vote to approve the motion was unanimous.

Monday, February 26, 2018

Greater Augusta Utility District Board Minutes

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

Trustees present: Ken Knight, Dave Bustin, Bob Corey, Cecil Munson, Pat Paradis, Bradley Sawyer and Keith Luke

Trustees absent: Kirsten Hebert and Charlotte Warren

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

Guests: Meredith Strang-Burgess from Burgess Advertising & Marketing

At 18:00 Chairman Ken Knight called the meeting to order.

Chairman Knight asked if there were any additions to the agenda. There were no new items.

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

At 18:01 Corey moved to accept the Board meeting minutes for January 22, 2018. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

The Central Maine Water Council application was filed with the Internal Revenue Service at the end of November and could take up to six months to process. A meeting of the Central Maine Water Council should be scheduled to discuss whether or not to allow public access, how to police the property and other options. Outside help may be needed. As the Winthrop Utility District (WUD) already allows public access, and is a member of the council, they should be a great source of information.

The Stormwater Committee has not met since Frank O'Hara presented his final report to the Board in December. The committee's next step is to meet with the Charter Committee to discuss the language in the charter as it pertains to stormwater boundaries and responsibilities. It was also recommended that the District engage an outside party to review rates and allocations which will be discussed later in the meeting. District employees have been compiling data on equivalent residential units (ERUs) and catch basins to prepare for a sensitivity study on removing catch basin charges and raising ERU charges. Knight stated that recommendations on any changes should be done before the end of the year.

An overview of the sewer and stormwater rate model was discussed. The last allocation study done showed a split between sewer and storm of 63%/37% respectively for all sewer related expenses based on a flow analysis at the wastewater treatment plant. Knight warned the Trustees that a new study would most likely decrease the sewer allocation and increase the stormwater allocation. This allocation is the foundation of the District's rate and budget structure and any changes should be decided on before rates/budgets are reviewed. Tarbuck explained how the rate model worked and what the allocations (GAUD Policy #18) are based on. The allocation for sewer and stormwater of 63% sewer and 37% stormwater is currently based on wet weather and dry weather flow observed at the wastewater treatment plant. Recalculating the flow to include January 2018 indicates the percentage of dry to wet weather flow is 59% sewer and 41% stormwater. As more stormwater is captured and treated the percentage of flow from stormwater will increase. Trustees asked to have the District's rate model consultant, Raftelis, give a presentation on the rate model and an overview of how the industry handles stormwater at the next Board meeting. Tarbuck received a proposal for \$19K from Raftelis to update the rate model, allocate cost and calculate rates and impacts. Trustees will then have to make a decision to keep the allocation as is or to change the allocation which could affect the current rates. Trustees are very conscious that any changes in rates or allocations could affect customer budgets and therefore Trustees agreed that any changes to the allocations would not be implemented until 2019. Trustees discussed removing the catch basin charge and moving to ERU's only.

At 18:31 Munson moved to approve the contract with Raftelis with a cost not to exceed \$19,000. The motion was seconded by Bustin. The vote to approve the motion was unanimous.

Meredith Strang-Burgess provided a review of the 2018 communications strategy and the District's online presence. Meredith pointed out that all the minutes from the Stormwater Committee meetings as well as the final report are

posted on the District's website. She suggested that the local newspaper do a follow up article on the Stormwater Committee and that the final stormwater report be put in city councilor packages. The District can also point customers to the stormwater report by posting notices on their invoices and on social media platforms. Meredith discussed how the District's outreach program reached different demographics by using social media platforms such as Facebook and Twitter and by mailing newsletters and flyers to customers. The spring newsletter is currently being discussed along with a mailing schedule for the 2018 flyers. Meredith's report also included how many people are visiting the District's web site, Facebook page, tweets and the top six posts.

Charter Committee update. The placeholder bill to change the charter has been pulled as requested at the last meeting. The Charter Committee will meet with the Stormwater Committee to discuss stormwater boundaries and responsibilities. The outcome of this discussion could also affect the foundation of rates and allocations.

Andy Begin presented an update on the 2018 Capital Improvement Projects. There has been no movement on the Cony Street reconfiguration project. Andy is analyzing the draft report from the wastewater plant residuals dewatering study which forecasts an operation and maintenance savings of approximately \$130k annually. Andy thinks the savings will be higher than that. Rehabbing the existing system would cost approximately \$400k and a new system would cost \$2M to \$3.5M. The preliminary report on the CSO Phase IV project is being reviewed. The soils at the tank site are being reviewed. Furthermore, the environmental review process triggered the need for a Phase I Archaeology study. A draft permit for the East Side Siphon Project is being reviewed. This will most likely be a November project. Begin is working with the City of Augusta on the placement of the storm drain on the Commercial Street Project. Design on Lambard Court will be started as soon as the ground thaws. Oak Street design is 90% complete and should be out to bid in the next 4 to 6 weeks. Cedar Street will hopefully go out to bid next week.

The General Manager's report this month included: Phyllis Rand receive the Alfred E. Poliquin award at the New England Water Environment Association's annual conference. Randi Taylor gave a presentation on monthly billing at the Maine Water Utilities Association's annual conference. Randi has been asked by other Utilities to help them transition to monthly billing. The District finished the last phase of monthly billing. All Augusta customers are now being billed on the same day. Internal training on laboratory ethics was provided by Phyllis Rand. Phyllis also testified before the legislature on LD 1797. The Maine Warden Service used the District's abandoned water treatment facility for canine training. The District is trying to rent out the recently acquired property at 28 Arsenal Street.

Kenney gave an overview of the yearend financial statements. Cash at the end of 2017 totaled \$5.4 million. Cash in all divisions stayed above the acceptable limits set by the Board. Net position increased in all divisions for a total of approximately 4%. Revenue in all divisions came in slightly above budget while expenses came in 3% to 13% below budget. Audited financial statements will be presented at the next meeting. Financial reports from January 2018 were presented. Revenue in all divisions is tracking close to budget while expenses are tracking slightly below budget. The cash balances in all divisions are at acceptable levels. Due to Central Maine Power's new billing system some District accounts have not been billed. Power expense was estimated for the January financial statements.

At 19:39 Corey moved to accept the financial statements from January, 2018. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

There are no liens for review at this time.

Two new credit card payment options have been set up for large payments. Customers can call the office and the staff will process the payment.

Last fall the Board had approved the updated Terms and Conditions; however the Public Utilities Commission (PUC) rejected some of the language in the revision. Tarbuck has taken the PUC's recommendations into consideration and is presenting the second revision for Board approval. The largest change is an increase to the seasonal turn on fee. This fee will add \$120 per year to each of the District's seasonal customers. A disconnection fee has also been added. Trustees asked to see a comparison of the old fees versus the new fees before they approve the Terms and Conditions.

At 20:00 Bustin moved to table the discussion on Terms and Conditions until the next meeting. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

At 20:01 Corey moved to enter executive session to discuss a personnel matter pursuant to Title 1 Chapter 13, Section 405 6 A. The motion was seconded by Sawyer. The vote to approve the motion was unanimous. Trustees exited Executive Session at 20:18.

At 20:20 Bustin moved that this body stand adjourned. The motion was seconded by sawyer. The vote to approve the motion was unanimous.

Monday, March 19, 2018

Greater Augusta Utility District Board Minutes

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

Trustees present: Ken Knight, Dave Bustin, Bob Corey, Kirsten Hebert, Cecil Munson, and Pat Paradis

Trustees absent: Bradley Sawyer, Charlotte Warren and Keith Luke

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

Guests: Tim Gill from Runyon Kersteen Ouellette

At 18:00 Chairman Ken Knight called the meeting to order.

Chairman Knight asked if there were any additions to the agenda. There were no new items.

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

At 18:01 Munson moved to accept the Board meeting minutes for February 26, 2018. Minutes state that the percentage of dry to wet weather flow is 53% sewer and 41% stormwater. This should read 59% sewer and 41% stormwater. The motion was seconded by Corey. The vote to approve the motion was unanimous.

Timothy Gill from Runyon Kersteen Ouellette presented the District's 2017 audited financial statements. The District received an unmodified opinion and showed no material weaknesses or significant deficiencies. In 2017 cash and cash equivalents in the sewer division increased as operating revenues outpaced operating expenses. However cash and cash equivalents in the water and stormwater division decreased due to an increase in spending on capital improvement projects. Accounts receivable increased in the sewer division primarily due to large reimbursement due from the City of Augusta. Accounts payable increased in the water and stormwater division while decreasing in the sewer division. Deferred credits are amortized over the life of the loan and will continue to decline. Net pension liability decreased largely due to an increase in the value of the plan assets versus the value of the plans total liability. Capital assets decreased in the storm division as depreciation outpaced new acquisitions. New debt of \$1.6 million was incurred in the sewer division in 2017. All debt service payments were made in full and on time. Operating income exceeded operating expenses in 2017. Gill stated that in 2018 there will be a change in accounting standards pertaining to other post-employment benefits (OPEB). The District will need to show the total OPEB liability in 2018 instead of slowly bringing the liability on the books.

The Central Maine Water Council received notice from the IRS that the Council is eligible for 501 (C) 3 status. The Council should schedule their annual meeting and file an annual report. Tarbuck will discuss meeting dates and times with the Winthrop Utilities District.

Even though the Stormwater Work Group has not met the District office staff has started comparing the billing and mapping system data. This is the first step in collecting data to see if changing from a catch basin fee to an ERU fee is feasible. Tarbuck would like the board to form a subcommittee for sewer and stormwater rate modeling as there will be policy questions that will need to be discussed at the board level. Knight suggest using the same subcommittee members as the Stormwater Work Group. Tarbuck and Corey thought that using the existing committee would be too broad of a group. The Stormwater Work Group was tasked with deciding how stormwater should be handled. The new committee will deal with rates and sensitivity analysis for both stormwater and sewer. Corey and Hebert both volunteered to work with Kenney and Tarbuck on the Sewer and Stormwater Rate Modeling Committee. The Stormwater Work Group has a couple of open items to complete. They plan to meet with the Charter Committee to discuss the territory that the District covers as it pertains to stormwater. Knight would like to have a timeline for stormwater analysis at the next meeting. Tarbuck thinks that some rate models need to be run first so the Board can decide which direction to go in before there can be a time line. Other concerns that will affect the model include whether or not to base allocations on flow or just split 50/50, what territory the District is responsible for and how to handle catch basins vs. ERU's.

Charter Committee update. Charter changes will not be brought before the current Legislature. All changes should be ready by the end of this year for sponsorship in 2019. The biggest issue for the Charter Committee is the stormwater boundaries and responsibilities. The Charter Committee will meet with the Stormwater Work Group to discuss the boundaries as stated in the District's Charter. The Charter Committee will also discuss Hallowell voting rights and what constitutes basic services. The possibility of deregulating from the Maine Public Utilities Commission will be discussed later in the meeting but could affect amendments to the Charter. Knight would like a motion at the next meeting on the service area of the City of Augusta for stormwater.

Andy Begin presented an update on the 2018 Capital Improvement Projects. There has been no movement on the Cony Street reconfiguration project. An analysis report covering three options from the recent dewatering study was reviewed. The energy savings on this project should qualify for grant funding from Efficiency Maine. The District will need to borrow funds for this project in 2019 or 2020. Northeast Archaeology Research Center has been hired to do a Phase I Archaeology study at the new tank site. Grading options for the tank was discussed. Permits for the East Side Siphon Project have been submitted. A profile plan for the project was viewed. Depending on permitting the District should begin drilling this fall. There has been no forward movement on the Commercial Street Project. Cedar Street will be going out to bid this month. A pre-construction meeting is planned for next week and a neighborhood meeting will be held in May or June. Oak Street will also be bid out in the next month. Phase II of the SCADA upgrade has been going smoothly and is projected to be complete this July. The new CCTV truck has been ordered with an expected June delivery. An agreement between the District and FD Stonewater for work on Capitol Street is being written. A schedule for equipment replacement and maintenance was discussed.

A draft of the District's Terms and Conditions along with a proposed fee comparison worksheet was reviewed. Corey asked why some fees, such as the hydrant maintenance fees, were in the Terms and Conditions but not on the proposed fee schedule. Tarbuck explained that fees such as the hydrant maintenance were considered jobbing income. Customers do not need to hire us to do this work. Fees listed on the schedule include fees for services that only the District can perform. Corey questioned why the seasonal, reconnection and collection fees had increased more than 100%. Tarbuck reviewed the cost of service analysis that was done for seasonal lines. The question was asked if seasonal customers could hire their own plumbers to do the job. Tarbuck stated that the District does not allow plumbers to work on public water systems. After Board approval the fees will still need to be approved by the Maine Public Utility Commission. Tarbuck also stated that it was time to consider deregulation. Sewer and stormwater are already deregulated. Deregulation in the water division would not eliminate PUC oversight but would increase the District's accountability. Corey inquired as to what the collection fee entailed. Tarbuck stated that a collection fee is charged when a District employee is at a customer's residence or place of business to disconnect service for nonpayment but instead collects the funds due.

At 19:37 Bustin moved that the Board accept the staff recommendations as outlined in the fees comparison document to send to the Public Utilities Commissions for approval. The motion was seconded by Corey. The vote to approve the motion was unanimous.

The General Manager's report this month included: Paul Lamoreau is now certified as a licensed backflow inspector and tester. Randi Taylor celebrated 20 years with the District this month. Jason Souzer has been promoted to Assistant Operations Supervisor. In February the District held a tabletop exercise of its drinking water emergency response plan. A broader exercise will be planned for this spring. Rick Anair and Phyllis Rand recently attended a legislative breakfast. The Executive Director of the New England Interstate Water Pollution Control Commission toured the GF Laurin water treatment plant. District employees also toured the plant to see if it could be used for safety training. Begin attended an odor management meeting. The District responded to a heating oil leak in Manchester. The heating oil leaked into a Manchester residences' basement and was pumped into the sewer system by a sump pump. The oil made its way to Trunkline stations 4 and 2 where it was contained and cleaned up.

At 19:40 Bustin moved to table the motion to accept audited financial statements for calendar year 2017 and the motion to elect officers to the next meeting. The motion was seconded by Corey. The vote to approve the motion was unanimous.

Financial reports from February 2018 were presented. Revenue in all divisions is tracking close to budget while expenses are tracking slightly below budget. The cash balances in all divisions are at acceptable levels. The lowest cash balances in all division are expected to be October and November. Debt service schedules were passed out and discussed.

At 19:57 Corey moved to accept the financial statements from February, 2018. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

There is one lien for trustee review. The property is located at 4 Western Avenue and is owned by Paul and Nancy Poulin. The lien is for \$720.73 while the total account balance is \$1,888.32. Management recommended waiving automatic foreclosure since there is a mortgage holder involved.

At 19:59 Corey moved to waive automatic foreclosure on 4 Western Avenue. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

The District is planning a plumber's summit. The District would like to invite local area plumbers and code enforcement officers to discuss issues such as grease trap cleaning, backflow prevention and a number of other issues. This will help everyone put faces to names of people they deal with regularly. The cost is expected to run \$500 to \$600.

At 20:02 Bustin moved that this body stand adjourned. The motion was seconded by Hebert. The vote to approve the motion was unanimous.



Monday, April 23, 2018

Greater Augusta Utility District Board Minutes

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

Trustees present: Ken Knight, Dave Bustin, Bob Corey, Kirsten Hebert, Cecil Munson, Pat Paradis, Bradley Sawyer and Charlotte Warren

Trustees absent: Keith Luke

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

At 18:00 Chairman Ken Knight called the meeting to order.

Chairman Knight asked if there were any additions to the agenda. There were no new items.

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

At 18:01 Munson moved to accept the Board meeting minutes for March 19, 2018. The motion was seconded by Bustin. It was noted that under the Charter Committee update the minutes read, "current legislation". It should read "current Legislature". Munson moved to approve the amended minutes. The motion was seconded by Bustin. The vote to approve the motion was unanimous.

The Central Maine Water Council (CMWC) held their annual meeting on April 19, 2018. Officers were elected and a motion was made to open a checking account at Kennebec Savings Bank. Knight reminded trustees that all expenses over \$200.00 must be approved by the GAUD Board of Trustees and the Winthrop Utility District Board of Trustees. CMWC asked each utility to deposit \$1,000.00 into the checking account. Knight would like GAUD's forester to speak at the June 7th CMWC meeting.

At 18:06 Corey moved to deposit \$1,000 into the Central Maine Water Council's account. The motion was seconded by Munson. The vote to approve the motion was unanimous.

The Stormwater Work Group recently met with the Charter Committee to discuss the stormwater boundaries as stated in the charter. The committee feels that between the District's charter and the City of Augusta's charter responsibilities the ownership of stormwater infrastructure is well defined. Any clarification needed can be done with a memorandum of understanding between the COA and GAUD. The Stormwater Work Group recommends that the District's charter, as it pertains to stormwater, remain unchanged at this time. Corey stated that the Stormwater Work Group was tasked with discussing stormwater activities, cost, roles and allocations and to report the workgroup's findings to the Board of Trustees. Corey feels that the workgroup has done what it was tasked to do and should now be disbanded. Any further discussions on stormwater rates should be handled by the Rate Modeling Committee.

The District is in the process of analyzing different rate modeling scenarios. Rates can take a large swing in either direction depending on which data assumptions are used. Before sharing any scenarios with the group Kenney and Tarbuck would like to speak with Raftelis, the rate modeling consultant, about different considerations that they think should be included in the model. Knight stated that the modeling would be easier if the Board made some decisions up front such as removing the catch basin fees.

At 18:19 Corey moved to drop catch basins and move to ERU's. The motion was seconded by Knight.

Munson stated that removing catch basin fees would shift the burden from the taxpayer to the ratepayer. Munson and Bustin did not feel comfortable voting out catch basin fees until they knew the effect it would have on the rates. Tarbuck stated that removing catch basins and adding ERU's to city streets would result in approximately \$800k in lost revenue. Corey offered to amend his motion to "research the goal of dropping catch basins and going to ERU's if it is logical". Corey stated that the City of Augusta has asked the District to eliminate the catch basin fee but charge the City the same amount in ERU fees as it has been charged for catch basin fees. Hebert stated that she would be ok with giving a limited number of options to run through the rate model but she is also not ready to vote on removing catch basins. Sawyer agreed with Hebert and does not think a motion is needed to give staff direction on the rate modeling. Warren suggested that if the City of Augusta is agreeable to changing from \$1.2M in yearly catch basin fees to \$1.2M in yearly

ERU fees it should be mapped out in writing for future Trustees to understand. Trustees discussed the fact that stormwater costs are increasing while sewer costs have been decreasing. Staff will focus rate scenarios on the removal of catch basins.

The previous motion was withdrawn.

Andy Begin presented an update on the 2018 Capital Improvement Projects. The Cony Street reconfiguration project is 99% complete. The Phase I Archaeology study at the new tank site has started. The only finding so far has been a granite retaining wall. While doing test borings for the Eastside Sewer Siphon Project large boulders were found where the sheeting pits were going to be placed. Given the boulders, it will need to be an open excavation project. The Commercial Street Project is waiting on road design for final catch basin placement. Lambard Court is in the design phase. Two bids were received for the Oak Street Project. McGee Construction was the low bidder. CH Stevenson was the low bidder on the Cedar Street Project by approximately \$460k. Phase II of the SCADA upgrade is still going smoothly and is expected to be completed in July.

The Terms and Conditions accepted by the Trustees at the last meeting was submitted to the Maine Public Utilities Commission for review and approval.

The General Manager's report this month included: Isreal Colpitt was hired as a Tech 2. Isreal's primary function will be to operate the new CCTV truck. Natalie Wicks, an electrical engineering intern, has returned to complete her studies at Dalhousie. Phyllis Rand has been added to the Maine Volunteer Roll of Honor for 2017.

Paradis questioned why, as a non-profit, does the District pay taxes for the Water Treatment Plant located in Winthrop and Readfield. Tarbuck explained that based on a court case between the Town of Standish and the Portland Water District, if you own property in a different area than you service that property is taxable. Most of the District's property in Readfield and Winthrop is in "tree growth" for a reduced tax rate.

At 19:49 Corey moved to accept the audited financial statements for calendar year 2017 as presented by Runyon, Kersteen and Ouellette. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

At 19:50 Paradis moved to elect officers of the District as follows:

Chair: Ken Knight

Treasurer: Bob Corey

Clerk: Dave Bustin

The motion was seconded by Munson. The vote to approve the motion was unanimous.

At 19:52 Paradis moved to elect Brian Tarbuck, General Manager for the office of Assistant Treasurer for 2018. The motion was seconded by Munson. The vote to approve the motion was unanimous.

Financial reports from March 2018 were presented. Revenue in all divisions is tracking close to budget while expenses are tracking 3%-8% below budget. The cash balances in all divisions are at acceptable levels.

At 19:55 Corey moved to accept the financial statements from March, 2018. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

There are no liens for trustee review at this time.

A list of the 2018 Board goals and the status of those goals was presented. Knight would like this to become a regular part of the board package. Corey suggested that the goals be reviewed on a quarterly basis.

Revenue and expenses from Carleton Pond and GF Laurin was reviewed. Revenue averages approximately \$40k per year and expenses for the same period total \$13K.

At 20:04 Bustin moved that this body stand adjourned. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Monday, May 21, 2018

Greater Augusta Utility District Board Minutes

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

Trustees present: Ken Knight, Bob Corey, Cecil Munson, Pat Paradis and Bradley Sawyer

Trustees absent: Dave Bustin, Kirsten Hebert, Charlotte Warren and Keith Luke

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

Guest: Alan Burton, Human Resources Consultant, and Adam Lake from C.H. Stevenson, Inc.

At 18:00 Chairman Ken Knight called the meeting to order.

Chairman Knight asked if there were any additions to the agenda. There were no new items.

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

At 18:01 Corey moved to accept the Board meeting minutes for April 23, 2018. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Andy Begin presented an update on the 2018 Capital Improvement Projects. There are no significant updates on the Cony Street reconfiguration project. Grant paperwork has been submitted to Efficiency Maine for the biosolids dewatering project. There were no significant archaeology findings from the dig on the new tank site at 12 Williams Street. The Environmental Review document is ready for submittal and preliminary design has begun on the tank. The Kennebec River navigable way permit and the general permit for the Eastside Sewer Siphon Project have been submitted and are being reviewed. The siphon project should be ready for bid in a couple of months. Construction should begin this fall. The Commercial Street project which was scheduled for 2018 is being moved to the 2019 construction season. Lambard Court sewer replacement has been designed and will be done between other projects. McGee Construction has started on the Oak Street water, sewer and storm replacement project. Sewer and stormwater infrastructure on Capitol Street is being replaced by FD Stonewater and Sargent. SCADA upgrades are ongoing and should be complete this summer. The replacement of 340 feet of water main on Gage Street has been added to the 2018 capital improvement projects list. The Cedar Street Project was awarded to CH Stevenson. A neighborhood meeting was held concerning the construction on Cedar Street. The majority of the concerns were about landscaping. CH Stevenson will start construction as soon as Central Maine Power relocates its poles. Trustees expressed their concerns with CH Stevenson from the North Belfast project in 2017. Adam Lake from CH Stevenson addressed the trustees. Mr. Lake stated Cedar Street would be closed during construction due to the width of the street. Mr. Lake assured the Trustees that CH Stevenson would do everything they could to keep the Cedar Street residents happy. The Hallowell Water Street DOT project has been going smoothly. The District is not replacing any infrastructure but is inspecting the work and will retop manholes as needed. Stevens Commons in Hallowell is still being developed but is coming along. Approximately 360 trees were recently planted at the Riverside Drive well site to restore the former gravel pit to its native state and improve water quality. The District received \$10k in wellhead protection funds from the Drinking Water Program to purchase and plant the trees.

The Central Maine Water Council's next meeting will be on June 7<sup>th</sup>. The District's forester, Andy Shultz, will explain the ongoing forestry management program at Carleton Pond. Knight would like the water council to discuss a plan for public access to the Carleton Pond watershed to present to the Trustees.

No updates from the Charter Committee.

No updates from the Public Utilities Commission on the District's Terms & Conditions.

The Rate Committee met twice in May. The committee reviewed various rate scenarios with different flow and allocation percentages. The Board previously approved the expenditure of \$19k for Raftelis, the rate modeling company, to update and give their opinion on the current model. However Raftelis has been unresponsive to our needs so the committee would like to go in a different direction. The committee would like to hire a consultant from Maine Rural Water Association for approximately 10 hours to review the model. Corey explained how important it is to have a

third party review the model. Dropping catch basins and moving to ERU's only is still being discussed as are the allocations for the administration and customer service expenses. The committee plans to bring their recommendations to the board in July.

The General Manager's report this month included: Thanks and best wishes to Lionel Cayer and Bob Gregoire on their retirement from the City. A fire pump at the Commerce Center was left on and almost drained the North Augusta tanks. On May 7<sup>th</sup> Tarbuck met with MaineGeneral and USVA Togus to discuss drinking water outages and emergency response. There will be a follow up meeting at the end of June. There is an issue with new pump at TL3. Billing messages are continuing to be added to the monthly invoices. Masonry and foundation repairs have been done at the office on 12 Williams Street this month. New glass will be installed in the entryway at 12 Williams next month.

At 18:37 Paradis moved to enter Executive Session to discuss a personnel matter pursuant to MRS Title 1, Section 405 6 A. The motion was seconded by Corey. The vote to approve the motion was unanimous. Trustees exited Executive Session at 19:04.

Financial reports from April 2018 were presented. Revenue in all divisions is tracking close to budget while expenses are tracking 5%-10% below budget. The April CMP invoice for both sewer and stormwater was incorrect and has not been posted or estimated. CMP has been notified and is working to correct the invoice. The cash balances in all divisions are at acceptable levels.

At 19:08 Corey moved to accept the financial statements from April, 2018. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

The Board reviewed four liens. Management recommended waiving automatic foreclosure at each of the properties.

At 19:10 Corey moved to waive automatic foreclosure on 22 Prospect Street, 6 Third Avenue and 44 & 46 Gage Street. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Last week work being done by the District caused traffic to be backed up from Manchester to Greene. Numerous phone calls were made to the District. Knight applauded Tarbuck for his response to this issue. Policy and procedures have been reviewed and this issue should not happen again.

Tarbuck would like to amend the sewer leak credit policy to mirror the water policy. Tarbuck would also like to clarify the policy regarding broken private sewer services in the right of way. The current policy uses the words right of way which can vary from location to location. Tarbuck stated that the intent of the policy was to repair private services in any location that would require a road opening permit. Current and revised policies are included in the Board package. Tarbuck wanted the Board to review these matters for further discussion and action at the June meeting.

There are plans to demolish structures at 197 Northern Avenue, 79 Mount Vernon Avenue, 22 Maple Street and 118 Civic Center Drive. All sewer services will be capped off.

The quarterly digital report was included in the Board package for review.

The \$250k earmarked for storm projects requested by the City of Augusta is being expensed for projects on Penley Street, Fowler Street and Purinton Avenue.

G&E roofing will be doing maintenance and inspection work on the roof at the GF Laurin plant.

At 19:38 Sawyer moved that this body stand adjourned. The motion was seconded by Munson. The vote to approve the motion was unanimous.

Monday, June 18, 2018

Greater Augusta Utility District Board Minutes

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

Trustees present: Ken Knight, Dave Bustin, Bob Corey, Kirsten Hebert, Cecil Munson, Pat Paradis and Keith Luke

Trustees absent: Bradley Sawyer and Charlotte Warren

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

Guest: Alan Burton, Human Resources Consultant

At 18:00 Chairman Ken Knight called the meeting to order.

Chairman Knight asked if there were any additions to the agenda. There were no new items.

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

At 18:01 Corey moved to accept the Board meeting minutes for May 21, 2018. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

The Central Maine Water Council met on June 7th. The council along with the District's forester, Andy Shultz, discussed the forestry plan for the Carleton Pond area and the possibility of public access to the land. Knight asked the board if they would like to start discussions on public access. Knight stated that the District would start by opening up access to the local snowmobile clubs. Trustees were concerned about who would police the area, where the trail would be located, potential trash removal, the possibility of snowmobiles being on the pond and the extent of the District's liability as owners of the land. The trails would be part of the local ITS (interconnected trail system) trails. Trails would be self-policing with involvement from the snowmobile clubs and the Warden Service if needed. The local club would need to prove that the trail across the property would be connected to other ITS trails. Public access could be taken away at the Trustees' will. Title 14, §159-A allows private land owners to allow recreational access to their property with no liability for injuries to people or equipment.

At 18:20 Bustin moved to grant limited specific public access to the property at Carleton Pond. The motion was seconded by Corey who added "subject to hearing from the local club". Munson stated that he would like to speak with the club before voting. The vote to approve the motion was 5 to 1.

There were no updates from the Charter Committee.

Andy Begin presented an update on the 2018 Capital Improvement Projects. Begin recently attended an informational Augusta city council meeting concerning an easement across city-owned property on the western side of the Kennebec River for the Eastside Sewer Siphon Project. The easement will be on the next council meeting agenda. An easement on state property and railroad property will also be needed. CSO Phase IV is still in environmental review. Begin is hoping to have excavating and grading done this fall and ready for tank placement in the spring. The tank, including the dome top, will be somewhere between twenty and thirty feet high. This is approximately the same height as the existing metal building on District property that will be demolished to make room for the proposed tank. The old clay sewer pipe on Lambard Court is being replaced with PVC pipe. The Cedar Street project will begin as soon as the fiber and phone lines are relocated to the new poles. Electricity and cable TV wires have been relocated. Water main replacement on Oak Street is almost complete while the sewer main replacement is approximately 30% complete. Some of the work on Oak Street will be done at night for traffic considerations. The replacement of 340 feet of water main on Gage Street has been completed. Sewer and stormwater infrastructure on Capitol Street is being replaced by FD Stonewater and Sargent and should be completed in July. The equipment for the second phase of the SCADA upgrade is being ordered. Design is complete for the Purinton Avenue stormwater upgrade. McGee Construction has been hired to do stormwater work on Fowler and Penley Street. Upgrading a primary clarifier at the wastewater treatment plant at an approximate cost of \$120k has been added to the CIP list for 2018.

The District will be meeting with Public Utilities Commission and the Office of the Public Advocate on June 26<sup>th</sup>. Comments from the last submission of the Terms and Condition will be discussed. Hopefully the document will then be

submitted for approval by the full Commission. Deregulation will be researched after approval of the Terms and Conditions have been approved. Deregulation will allow the Trustees to have a more active role in decision making as they currently do for sewer and stormwater. Knight wants to make sure that the District moves very slowly on deregulation and that the rate payers are the top priority.

The District's Rate Committee has hired a consultant from Maine Rural Water Association to review the sewer and stormwater rate model. By August the committee hopes to present three to four different scenarios for Board review.

The General Manager's report this month included: The water service at Mulligan's in Manchester has been successfully completed. The Trunkline group will be discussing failed pumps at the upgraded pump station on Route 202 in Winthrop. The District tried to repurpose some old chemical storage tanks from the GF Laurin plant by donating them to the City of Augusta but the tanks are too large to remove from the building without cutting the tanks or the building itself. The ongoing odor issue in Hallowell is still being addressed by adjusting the pH levels in the water at the wastewater pump stations in hopes of suppressing the hydrogen sulfide formation. The District's drinking water operations passed its three year Sanitary Survey by the Drinking Water Program. The District currently has four summer interns with one more to start next week. Two of the interns will be working on improving the District's stormwater data.

At 18:52 Corey moved to enter Executive Session to discuss a personnel matter pursuant to Title 1, Section 405 6 A. The motion was seconded by Hebert. The vote to approve the motion was unanimous. Trustees exited Executive Session at 19:29.

Financial reports from May 2018 were presented. Revenue in all divisions is on or slightly over budget while expenses are tracking 6%-11% below budget. The cash balances in all divisions are expected to stay above the acceptable levels set by the Board.

At 19:33 Corey moved to accept the financial statements from May, 2018. The motion was seconded by Hebert. The vote to approve the motion was unanimous.

There are no liens for review at this time.

At the last meeting Trustees were presented with two amended sewer policies to review for discussion at tonight's meeting. The first amended policy would align the sewer division's leak credit policy with the water division's terms and conditions. The most significant change in the policy is the reduction in the maximum leak credit from \$1,000 to \$333 for customers that are billed monthly. Now that the District is reading meters monthly, leaks have been caught much sooner, resulting in cost savings for customers with leaks.

At 19:36 Corey moved to amend Policy 14 regarding plumbing failure abates for sewer bills as presented to the Board. The motion was seconded by Hebert. The vote to approve the motion was unanimous.

The second amended policy would clarify the policy regarding broken private sewer services in the right of way. Under the current policy the homeowner owns the sewer service from their house to the right of way which may differ in size from location to location. The amended policy changes the customer's ownership from the right of way to the traveled way. This would mean that the District would repair the portion of the private service that would require a road opening permit. The amended policy also states that the owner of the property must provide the District with CCTV inspection information. When a customer calls the District with a sewer backup complaint the District will check the main near the residence to make sure the backup is not on the District's side. If the main is running fine then the homeowner is instructed to call a plumber to have their service checked. The plumber will usually send a camera down the private service to locate the obstruction. If the obstruction is under the lawn it is the customer's responsibility, but if it is under a tarred surface it would be the District's responsibility. The amended policy would make it easier for the District to define ownership and responsibility. The District stopped working on private services approximately ten years ago due to the fact that it was taking work away from the area plumbers. It is easier to define ownership on the water side because every service has a service box at the shut off value. Trustees decided to table this issue until the next meeting.

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

At 19:51 Bustin moved that this body stand adjourned. The motion was seconded by Hebert. The vote to approve the motion was unanimous.

Monday, July 16, 2018

Greater Augusta Utility District Board Minutes

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

Trustees present: Ken Knight, Dave Bustin, Bob Corey, Cecil Munson, Pat Paradis, Bradley Sawyer, Charlotte Warren and Keith Luke

Trustees absent: Kirsten Hebert

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

Guest: Alan Burton, Human Resources Consultant

At 18:00 Chairman Ken Knight called the meeting to order.

Chairman Knight asked if there were any additions to the agenda. There were no new items.

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

At 18:01 Munson moved to accept the Board meeting minutes for June 18, 2018. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Central Maine Water Council update. Tarbuck will ask the Winthrop and Readfield snowmobile clubs to meet with the Board in August. Level of interest and possible trail locations will be discussed.

There were no updates from the Charter Committee.

Andy Begin presented an update on the 2018 Capital Improvement Projects. The District has entered into a contract with Wright-Pierce for the CSO Phase IV project. This project will be split into three contracts. One for initial earth work, one for the tank and the last one for the pump station and final earth work. Splitting the contract should save money and give the District a bigger project management role. Permits for the Eastside Sewer Siphon have been submitted and draft conditions from the Army Corps have been received. The Department of Environmental Protection still needs to sign off on the permits. The Lambard Court Sewer Replacement Project is complete. The District is still waiting for aerial utilities to relocate their infrastructure before beginning the Cedar Street project. The upper half of Cedar Street may have to wait until 2019. Ledge on Oak Street has slowed down the project. Water main replacement is 80% complete, sewer main replacement is approximately 50% complete and stormwater has not yet started. The Capitol Street project being done by FD Stonewater is complete. The District still needs to camera the line before final sign off. Highland Avenue was not scheduled for 2018 but due to a collapsed pipe and compromised sewer services the District wanted to fix the issues prior to City paving. The second phase of the SCADA upgrade is 50% complete. Wiring and programming should be complete in the next month or two. Purinton Avenue and Fowler Street stormwater upgrades have been completed. Penley Street stormwater is still under construction and should be complete in the fall. Rebuild-IT Services has been contracted to rebuild the drive system on a primary clarifier at the wastewater treatment plant. They will also be replacing the access bridge to the clarifier. Flow meters still need to be installed on the Cony Street zone reconfiguration project. The District is analyzing the feasibility of the solids dewatering project at the wastewater treatment plant. Commercial Street will be designed this year but constructed in 2019. Three new pumps were installed during the upgrade to the Trunkline Three Station. All three pumps have failed and have been rebuilt. The pump company has been working very closely with the District to assess and repair whatever is making the pumps fail.

The Public Utilities Commission (PUC) has asked the District to state the maximum amount a customer will be charged for using an online bill payment system in its Terms and Conditions. The District has provided the information to the PUC for consideration. As soon as that wording for online payments is agreed upon the Terms and Conditions will be submitted for final approval.

Cathy Robinson from the Maine Rural Water Association is reviewing the sewer and stormwater rate model. The Rate Committee will review Cathy's findings and have figures for the Board at its next meeting. This should give the Board time to discuss increasing rates before the October planning session.



Trustees reviewed the 2018 GAUD Board goals. Communication with the City of Augusta and the Maine Department of Transportation continue to improve. The MaineDOT road work on Water Street in Hallowell has been going very well. Work on the side roads off Water Street has had some unanticipated issues but the District and MaineDOT have been working together to resolve the issues. Capital Improvement plans are ongoing and constantly being adjusted. Joint projects with the District and the City of Augusta for 2019 have already been discussed. The Stormwater Work Group was formed last year and had goals set for this year. Knight reminded everyone that the Board would like public input before the October planning session. Charter review was also a goal set for 2018 but will need to wait until a decision is made regarding the stormwater rate structure which is also a goal for 2018. The Trunkline Board of Trustees has been reviewing the Intercommunity Trunkline Agreement. Communication within the District and with the public continues to improve. Public outreach in the form of social media, billing inserts and newsletters along with web updates has been strong in 2018.

Policy 17, "Replacement of sewer services pipes beneath the traveled way", was discussed and tabled at the June meeting. Customers own the sewer pipe from their residence to the sewer main. The District realized that the average customer could not physically or financially dig up the street to fix a sewer pipe. The current policy states that the District will be responsible for the sewer service from the main to the right of way. As the right of way could greatly differ from property to property and could include decorative plants, structures or walkways Tarbuck would like to limit the District's liability to the portion of the traveled way that would require a street opening permit. Tarbuck conducted a poll of other Maine utilities to see how they worked with private sewer services. Some utilities go to the right of way, some charge for work on private structures and some will not touch private structures.

At 18:35 Corey moved to amend Policy 17 regarding replacement of sewer service pipes beneath the traveled way as presented to the Board. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Meeting dates and times were reviewed for the latter half of 2018. Knight asked for location suggestions for the October planning meeting. Trustees thought that the Augusta Civic Center was the best setup for a business meeting. Warren asked for the second planning meeting to be moved to Tuesday, December 11<sup>th</sup> instead of Wednesday, December 12<sup>th</sup>.

The General Manager's report this month included: The District is working on sewer force main odor control issues. Odor complaints usually happen during the hottest part of the year between late August and early September. Odologgers (name brand of a device that logs hydrogen sulfide levels over time) have been deployed in the Manchester and Hallowell collection system to measure the amount of hydrogen sulfide which is an indicator of odor. The District has been adding sodium hydroxide to raise the pH level and keep the hydrogen sulfide levels low. However, the hydroxide impaired the performance of the wastewater treatment plant by preventing beneficial bacteria growth. Odor levels will continue to be monitored and chemicals will be added as needed. A meeting was held with Maine General to discuss how they would cope if there was a disruption in water service. Tarbuck met with employees from the Maine Water Utilities Association and WCSH to discuss how utilities and the media can work together more effectively.

Financial reports from June, 2018 were presented. Revenue in all divisions is on or slightly over budget while expenses are tracking 6%-13% below budget. The cash balances in all divisions are expected to stay above the acceptable levels set by the Board. Once invoices for catch basin cleaning are received and paid the stormwater expenses should be closer to the budgeted expense.

At 18:47 Corey moved to accept the financial statements from June, 2018. The motion was seconded by Munson. The vote to approve the motion was unanimous.

A single lien was reviewed at 9 Mayflower Road in Hallowell. The lien is for \$187 the total account balance is \$415. Key Bank holds the mortgage and typically pays before the foreclosure date. Management recommends waiving automatic foreclosure.

At 18:48 Corey moved to waive automatic foreclosure on 9 Mayflower Road in Hallowell. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

At 18:49 Bustin moved to enter Executive Session to discuss a personnel matter pursuant to MRS Title 1, Section 405 6 A. The motion was seconded by Sawyer. The vote to approve the motion was unanimous. Trustees exited Executive Session at 19:43.

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

At 19:45 Bustin moved that this body stand adjourned. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Monday, August 20, 2018

Greater Augusta Utility District Board Minutes

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

Trustees present: Ken Knight, Charlotte Warren, Bob Corey, Kirsten Hebert, Cecil Munson, Pat Paradis, Bradley Sawyer, Cary Colwell and Keith Luke

Trustees absent: None

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

Guest: Alan Burton, Human Resources Consultant

At 18:00 Chairman Ken Knight called the meeting to order.

Knight welcomed Cary Colwell to the board. Colwell will fill Dave Bustin's position as a Hallowell Board member. Colwell will be the non-voting representative for Hallowell. Warren will be the voting representative.

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

Chairman Knight asked if there were any additions to the agenda. There were no new items.

The District submitted updated Terms and Conditions to the Maine Public Utilities Commission (MPUC) in the latter part of 2017. Over the last year the District has met with the MPUC and Office of the Public Advocate (OPA) to discuss the updated Terms and Conditions. In early August the District submitted a letter to withdraw the original updated Terms and Conditions and sent a second letter with revised Terms and Conditions. The MPUC and the OPA have already reviewed the newest Terms and Conditions and are expected to approve them before their effective date of September 1, 2018. This was a long process but very educational.

The rate committee recently met with Cathy Robinson from Maine Rural Water Association. The District engaged Robinson to review the sewer and stormwater rate model that was developed by Raftelis. Robinson thought the model looked good and was well thought out. Robinson recommended condensing certain information to reduce the likelihood of unanticipated data entry errors. She also recommended that the District consider fully funding its depreciation through its rates.

The rate committee presented its findings and recommendations to the entire Board. Part of the recommendations were to change the allocation for administration expenses from 58% sewer / 42% stormwater to 50/50; and change the allocation for customer service from 84% sewer / 16% stormwater to 50/50. Corey stated that a lot of other districts split all of their sewer / stormwater costs 50/50. The committee further recommended that the flow allocation of 63% sewer / 37% stormwater be changed to 59 / 41 based on a longer range of flow data analysis at the wastewater treatment plant. The committee advised that the flow allocation should be updated at five year intervals. The final recommendation was to eliminate catch basin fees and use only equivalent residential units (ERU's) to generate all stormwater revenue. The committee advised that the switch to ERU derived fees will also require different ERU rates for different customer classes which is different from today's ERU fees in which each ERU is billed at the same amount irrespective of customer class. The committee recommended that proposed changes should not go into effect until July 1, 2019 out of consideration for the impact that the stormwater rates would have on the City of Augusta's budget. The committee stressed that this was a committee update for discussion by the full Board, not a request for action today. Knight stated his desire to discuss the committee's findings and meet with the City of Augusta (COA), before the October 30 planning session.

Discussion was energetic and wide ranging. Trustees expressed concern that the allocations between sewer and stormwater were too complicated. Tarbuck explained that most utilities simplify combined sewer and stormwater by expensing projects 50/50 between the sewer and stormwater divisions. In 2011 the District studied years of flow at the wastewater treatment plant and calculated that 63% of the flow was attributed to dry weather, predominantly sewer flow, and remaining 37% of the flow was related closely to wet weather events, therefore stormwater. The computation was updated for 2018. This showed that 59% of the flow was attributed to dry weather (predominantly sewer) and 41% was attributed to wet weather (therefore stormwater). Some of this change can be attributed to CSO work the District

has done to capture and treat the maximum amount of stormwater possible to reduce the amount of combined sewer that flows to the river.

Allocations for administrative and customer service expenses have been reviewed more thoroughly in the last 7 years. After many discussions the rate committee determined that splitting these particular expenses equally between sewer and stormwater was probably more representative than the existing allocation factors and subsequently recommended the change to the full Board.

Trustees also felt they did not have enough information at this time to make a decision on removing catch basin fees and moving to only ERU fees. Hebert stated that whether the District charges for catch basins or ERU's there will still need to be a rate increase. Hebert also reminded trustees that during the Stormwater Work Group meetings the COA requested the removal of catch basin fees and the move to only ERU fees. Munson inquired why changing the catch basins to ERU's was increasing the COA's stormwater fees. Corey stated that the COA's stormwater fees were increasing due to the same rate increase as all other customers and is not due to changing from catch basins to ERU's. Reducing the COA's fees to zero for catch basins without an equivalent increase in ERU fees charged to the City would create astronomical increase to all other stormwater customers. During the Stormwater Work Group meetings the COA suggested that it was acceptable for them to pay the same amount for stormwater as it is now but would like it to be called ERU's. Knight asked if the changes in allocations and removing catch basins as a revenue source needed to be done at the same time. The rate committee advised that it would hurt less to rip off the Band-Aid all at once meaning that changing the allocation factors and moving to ERU only revenue for stormwater was preferred to several different changes in rates at different times.

Knight inquired if there was anyone who did not think that the allocations should be changed. Paradis expressed reservations about increasing rates due to the affect it would have on the COA's budget and therefore the taxpayers. Paradis asked if he could take a closer look at revenue and expenses. He believed that the cash flow projections were inaccurate and that the Stormwater division is going to have more cash than estimated. Paradis said he would not vote for such a large increase because it would present a significant increase to the COA's budget.

Knight stated that the Board needs to know what it wants to do with rates before meeting with the COA or the public. Corey reminded the Board that when increasing stormwater rates in 2017 the District initially sought a 20% increase. The COA asked the Board to delay such a large increase, so the Board approved a 10% increase. There was no Increase in 2018. The 20% increase calculated by the rate model today includes the 10% that the District deferred in 2017 plus any increase that would have happened in 2018. Corey also reminded the Board that starting in 2017 the District has set aside \$250K annually in the capital improvement budget to do stormwater work requested by the COA. Tarbuck reminded trustees that the District's sewer and stormwater is a combined system and in order to keep up with compliance driven CSO work stormwater has to pay a percentage of that work. The rate committee's current stormwater and sewer rate forecasts will help balance the sewer and stormwater revenue to a level where the stormwater division will be able to afford its share of the compliance driven combined sewer work. As to when sewer and stormwater revenue and expenses can rise and fall at roughly equal rates depends on how often and to what magnitude sewer and stormwater rates are changed. The long term plan is to have small annual changes to rates 2% to 3% until stormwater revenue can match sewer expenses.

At 18:19 Munson moved to accept the Board meeting minutes for July 16, 2018. The motion was seconded by Warren. The vote to approve the motion was unanimous. Sawyer had left the room and therefore did not vote.

Hebert had to leave the meeting at this time and therefore did not vote on any of the following motions.

Central Maine Water Council update. Tarbuck has been in contact with the Winthrop and Readfield snowmobile clubs. Tarbuck plans to meet with both clubs and have an update at the September meeting.

There were no updates from the Charter Committee. One change that the committee has been contemplating is to revise the charter so that when the voting Hallowell trustee is absent then the non-voting Hallowell trustee can vote. Corey asked if this could be accomplished by a letter from the City of Hallowell. Warren thinks that the Mayor of Hallowell would have to appoint a voting member before every meeting. Warren also thinks that any changes should be on the District and not the City of Hallowell because it's the District's charter, not Hallowell's. The District's charter

needs other changes and will continue to keep the proposed revision to the Hallowell voting trustee on the Charter Committee agenda.

Andy Begin presented an update on the 2018 Capital Improvement Projects. Begin showed a picture of the area around the office on 12 Williams Street. The picture showed which of the structures would be removed and where any new structures, including the proposed combined sewer overflow tank would go. Wright-Pierce has been constructing some proposed site plans for an upcoming planning board presentation. Begin showed a graphic showing how the Eastside Sewer Siphon will be installed under the Kennebec River. The permitting process is almost complete and bidding documents should be finalized within the next month or so. Water mains on Cedar Street are 40% complete and sewer mains will start being replaced this week. The lower portion of Cedar Street should be completed this year but the upper half may have to wait until 2019. Oak Street is taking longer than expected due to a large amount of ledge. The street is currently being box cut and rebuilt. Stormwater upgrades on Purinton Avenue are complete. Five new catch basins have been installed on Penley Street at the COA's request to address a chronic drainage issue. The District recently purchased an inspection truck designed to use a camera to inspect and document the inside of sewer and stormwater mains. The camera will also be able to inspect private sewer services from the mains in the street without needing to enter a customer's home.

Knight hoped that everyone took the time to read the General Manager's report but wanted to mention that last month the District lost a former coworker, June Mooney. June was the District's lab technician for decades and was a great person. Tarbuck also pointed out that the report includes a hyperlink to a digital archive of documents such as the charter, bylaws, budgets annual reports and many other documents.

At 18:39 Sawyer moved to elect Pat Paradis to serve the remainder of David Bustin's term as Clerk. The motion was seconded by Warren. The vote to approve the motion was unanimous.

At 18:40 Warren moved to elect Cary Colwell to the Charter Committee. The motion was seconded by Corey. The vote to approve the motion was unanimous.

Financial reports from July, 2018 were presented. Revenue in all divisions is on or slightly greater than budgeted while expenses are tracking 7%-13% below budget. The cash balances in all divisions are expected to stay above the acceptable levels set by the Board. A motion will no longer be made to accept financial statements. The only document the Board needs to adopt is the annual auditor's report. Knight has asked that the financial report be placed on file for audit.

There were no liens to review.

At 18:44 Paradis moved to enter Executive Session to discuss a personnel matter pursuant to MRS Title 1, Section 405 6 A. The motion was seconded by Sawyer. The vote to approve the motion was unanimous. Trustees exited Executive Session at 20:05.

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

Knight reminded the Board that it is time for the General Manager's annual review. Alan Burton will contact Trustees to help with the review process.

At 20:08 Sawyer moved that this body stand adjourned. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

Monday, September 17, 2018

Greater Augusta Utility District Board Minutes

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

Trustees present: Ken Knight, Bob Corey, Kirsten Hebert, Cecil Munson, Pat Paradis, Bradley Sawyer, Cary Colwell and Keith Luke

Trustees absent: Charlotte Warren

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

Guest: Alan Burton GAUD's Human Resources Consultant, Meredith Strang-Burgess from Burgess Advertising & Marketing, William Bridgeo and Ralph St. Pierre from the City of Augusta and members from the Readfield Blizzard Busters

At 18:00 Chairman Ken Knight called the meeting to order.

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

Chairman Knight asked if there were any additions to the agenda. There were no new items.

At 18:01 Corey moved to accept the Board meeting minutes for August 20, 2018. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

The General Manager's Report gave a summary of the rate setting history and what rates are used for. For the last 30 years compliance and regulatory issues have been driving the sewer and stormwater rates. The single largest project left to bring the District into combined sewer overflow (CSO) compliance is the overflow tank the District plans to construct in its backyard next year. The last upgrades to the District's Wastewater Plant were done in 1997. More upgrades will need to be done in the next couple of years as existing systems exceed 20 years of service. A dewatering project at the plant is planned for next year. Hydrant flushing will happen at the end of the month.

There are three parts to the sewer and stormwater rate setting process: the allocations between sewer and stormwater; ERUs and catch basins; and the rates themselves. The Trustees concentrated on allocations at the meeting. Knight reviewed the history of allocations and the lawsuit by the City of Hallowell that challenged the allocations. Expenses need to be allocated if they are not 100% sewer or 100% stormwater. The rate subcommittee proposed changing the allocation for the admin department from 58% sewer, 42% stormwater to 50/50 and changing customer from 84% sewer and 16% stormwater to 50/50. The rate subcommittee further proposed changing all flow-based allocations from 63% sewer, 37% stormwater to 59% sewer and 41% stormwater. The committee suggested that the flow-based allocation be reviewed every five years. Most other utilities in Maine split all their sewer and stormwater expenses 50/50.

City Manager Bill Bridgeo and Assistant City Manager Ralph St. Pierre were asked to attend the meeting to represent how stormwater rate increases impact the City of Augusta (COA). They expressed concern that a proposed increase of 20% would cause a 1% increase in the property tax rate. The COA suggested that the District obtain stormwater revenues from other customers, especially nonprofits that do not pay taxes, and away from the city tax base by implementing a multi-tiered rate system. The COA stated that other cities pay nowhere near what the COA pays in stormwater fees. The COA is fine with paying for ERUs for parking lots located on city property but does not want to be charged for catch basins or ERUs in city streets. The COA realizes this would move fees to other customers and suggested that it be implemented over a period of years to lessen the impact. The COA does not agree with changing the allocation for customer service from 84% sewer and 16% stormwater to 50/50 and requested data to back up the need for the allocation change.

Corey stated that the District timed its July, 2017 stormwater rate increase to assist the COA's budget and reduced the total amount of increase at the request of the COA. The District also sets aside \$250K of capital improvement funds annually for stormwater work requested by the COA. The District's budget increases annually due to increases in normal expenses. Trustees asked what the allocation change in administrative and customer service expense would actually be in raw numbers and how other Districts pay for stormwater expenses. Knight stated that the stormwater is very

frustrating and switching from catch basins to ERU's would be painful to all residents. Knight asked the Trustees to consider changing the allocations so that management can have a foundation to move forward with. Trustees were reminded that the only stormwater rate related subject for discussion was to vote on changing the allocations. Removing catch basins and moving to ERUs only can be decided over the next few months. New rates will be presented after the 2019 operations and maintenance budget and the 2019 capital improvement budgets have been approved. This will give the District enough time to hold public meetings before the anticipated rate adjustments go into effect on July 1, 2019.

At 19:32 Corey moved to approve recommended changes to Policy 18 to modify sewer and stormwater allocation factors on the flow-based allocations for the Treatment Plant, Pump Stations and Sanitary pipes (CSO) from 63/37 to 59/41 and the allocation for Administration and General to go from 58/42 to 50/50. The motion was seconded by Hebert. The vote to approve the motion was unanimous.

The allocation for Customer Accounts remains unchanged at 84% sewer and 16% stormwater.

Trustees having been discussing the use of the Carleton Pond watershed by local snowmobile clubs. Two members of the Readfield Blizzard Busters snowmobile club attended to answer questions from the Trustees. Tarbuck and members of the club recently walked the land to look at where trails would go. Clubs would be responsible for signage and maintaining the trails. The District would still be in full control of the property and could close it to snowmobile use at any time. The District would not be liable for injuries that happen on the property. There will be no cost to the District unless the District wanted to put up its own signs.

At 19:49 Sawyer moved to allow the General Manager to enter into agreements with both the Winthrop and Readfield snowmobile clubs to allow access across District property for winter recreation for the 2018/2019 season. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

At 19:51 Corey moved to amend the motion on changes to Policy 18 to be effective as of January 1, 2019. The amended motion was seconded by Sawyer. The vote to approve the motion was unanimous.

There were no updates from the Charter Committee.

Andy Begin presented an update on the 2018 Capital Improvement Projects. Bids are being accepted to remove or demolish a metal building on the property at 12 Williams Street in order to make room for the proposed 1 MG combined sewer overflow storage tank. The NRPA permit for the Eastside Sewer Siphon project has been approved. The sewer main and sewer connections on lower Cedar Street are complete. The water main on Cedar Street tested fine and as soon as the bacteria test results come back service connections will be made. Cedar Street should be paved in early November. Oak Street has been base paved and finished pavement should happen this week. The Penley Street storm drain extension is complete apart from the application of loam and seed. The catwalk on the primary clarifier at the plant has been removed and will be sandblasted and painted. The drive on the clarifier will be rebuilt before the catwalk is reinstalled. The SCADA upgrade is almost complete.

Drinking water Terms and Conditions have been approved by the Maine Public Utilities Commission. Tarbuck reminded Trustees that the fee for seasonal customers will be increasing to match the cost of service and to anticipate calls from customers who might be aggrieved by the higher costs.

Financial reports from August, 2018 were presented. Revenue in all divisions is slightly greater than budgeted while expenses are tracking 9% to 13% below budget. Cash balances in all divisions are expected to stay above the acceptable levels set by the Board. Central Maine Power is still having issues with their new billing system which means that power use and cost has been estimated for the month of August.

At 20:04, on the recommendation of management Corey moved to waive automatic foreclosure at the following Augusta property locations: 29 Boothby Street, 13 Higgins Street and 25 Federal Street. The motion was seconded by Hebert. The vote to approve the motion was unanimous.

At 20:06 Sawyer moved to enter Executive Session to discuss a labor contract pursuant to MRS Title 1, Section 405 6 D. The motion was seconded by Paradis. The vote to approve the motion was unanimous. Trustees exited Executive Session at 20:18.

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

At 20:19 Sawyer moved that this body stand adjourned. The motion was seconded by Paradis. The vote to approve the motion was unanimous.



Monday, October 15, 2018

Greater Augusta Utility District Board Minutes

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

Trustees present: Ken Knight, Charlotte Warren, Bob Corey, Kirsten Hebert, Cecil Munson, Pat Paradis, Bradley Sawyer, Cary Colwell and Keith Luke

Trustees absent: None

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

Guest: Alan Burton GAUD's Human Resources Consultant

At 18:00 Chairman Ken Knight called the meeting to order.

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

Chairman Knight asked if there were any additions to the agenda. There were no new items.

At 18:01 Corey moved to accept the Board meeting minutes for September 17, 2018. The motion was seconded by Hebert. The vote to approve the motion was unanimous.

At the September meeting the Board requested additional information on the allocation of expenses related to customer service. A pie chart of the current combined sewer and stormwater budget was presented. The pie chart shows that customer service expenses are only 3% of the budget. Customer service expenses include labor, office supplies, third party billing contractors, meter readings, postage, meetings, liens and bad debt. An analysis of the 2017 data shows that the amount billed, the average number of customers and the average number of invoices is approximately the same for both the sewer and stormwater divisions. Based on the available data, the rate subcommittee and District management recommended that the allocation for customer service expenses be split 50/50 between sewer and stormwater divisions.

At 18:04 Corey moved to approve recommend changes to policy 18, in reference specifically to customer service, to modify sewer and stormwater allocation factors effective January 11, 2019. The motion was seconded by Hebert. The vote to approve the motion was unanimous.

The rate subcommittee met on the morning of October 15 and will present rate recommendations, based on the Stormwater Work Group's recommendations, after the capital improvement and the operations and maintenance budgets have been approved in December. This will allow for rate scenarios to be run on 2019 approved budgets and not estimates.

There were no updates from the Central Maine Water Council or the Charter Committee.

Andy Begin presented an update on the 2018 Capital Improvement Projects. On October 9<sup>th</sup> the planning Board voted in favor of the CSO Phase IV Sewer Improvement project. The metal building currently on the property where the new tank will be located will be removed this month. Tank design documents should be ready at the end of December. All approvals and permits for the Eastside Sewer Siphon project have been granted. Cedar Street has been box cut and will be paved in the next couple of weeks. The design and layout of the space for the new sludge dewatering equipment will be done in-house and reviewed by an outside consultant. The Oak Street water, sewer and storm replacement project is completed and looks great. The drive system and shaft for the primary clarifier at the wastewater treatment plant is ready to be installed. In 2019 the District will replace water, sewer and stormwater infrastructure on Murray Street. The survey of Murray Street is complete and preliminary design has commenced.

The General Manager's Report included the following items; completion of hydrant flushing, union contract negotiations to begin in November, Phyllis Rand received the 2019 David Anderson award and WABI Channel 5's interview with Andy and Brian regarding new CSO Tank Project.

Financial reports from September, 2018 were presented. Revenue in all divisions is slightly greater than budgeted while expenses are tracking 9% to 15% below budget. Cash balances in all divisions are expected to stay above the acceptable

levels set by the Board. Debt service payments were made in September for the October 1<sup>st</sup> due date. Capital improvement expenses in the sewer division were negative due to allocating expenses to the stormwater division.

There were no liens for Trustee review.

Tarback reminded Trustees that November 6<sup>th</sup> is Election Day. There is a \$30M bond issue on the ballot. This bond would be used to improve water quality, support the planning and construction of wastewater treatment facilities and assist homeowners whose homes are served by substandard or malfunctioning wastewater treatment systems. Approximately \$27.6M of this bond will be given to wastewater utilities. This may help the District offset some of its upcoming capital improvement costs.

At 18:32 Corey moved to enter Executive Session to discuss a personnel matter and the General Manager's performance in accordance with MRS Title 1, Section 405 6 a. The motion was seconded by Sawyer. The vote to approve the motion was unanimous. Trustees exited Executive Session at 18:58.

Chairman Knight announced that the General Manager's contract will be renewed for another year.

At 18:59 Sawyer moved that this body stand adjourned. The motion was seconded by Hebert. The vote to approve the motion was unanimous.

**NOTE: This meeting had no quorum and as a result this document was not formally adopted or approved by the Board and should not be considered official minutes. They are included to reflect updates that were provided to the Board.**

Monday, November 19, 2018

Greater Augusta Utility District Board Minutes

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

Trustees present: Charlotte Warren, Bob Corey, Bradley Sawyer, Cary Colwell and Keith Luke

Trustees absent: Ken Knight, Kirsten Hebert, Cecil Munson and Pat Paradis

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

No quorum present at this meeting but the assembled Board members agreed to hear the regular meeting information with the understanding that no actions would be taken by the Board.

At 18:00 Treasurer Corey called the meeting to order.

Treasurer Corey asked for public comments. There were no public comments.

The approval of minutes from October 15, 2018, Central Maine Water Council updates and Charter committee updates were tabled until the next meeting on December 17, 2018.

Andy Begin presented an update on the 2018 Capital Improvement Projects. The so-called "lower barn", a steel garage building at the 12 Williams Street site, has been removed to make way for the proposed CSO storage tank. The bid for earth work should be out in December and the tank should go to bid early January. Bidding documents for the Eastside Sewer Siphon beneath the Kennebec River are 90% complete. Lower Cedar Street has been box cut and paved. Upper Cedar Street and project cleanup will be done in the spring. The rebuilding of the bridge for the primary clarifier is complete and should be installed soon. The new sludge dewatering equipment is expected to be ordered in January for delivery sometime in July. Leftover funds from the Trunkline Three Upgrade project have been used to update the emergency by-pass pumping system and a valve pit at the site. Planning and design for some of the 2019 capital improvement projects have been started. This should allow us to put projects out to bid in early January.

The General Manager's Report included the following items: union negotiations have begun; the District has been working closely with the City of Hallowell to find an agreeable solution to the issues on Dummers Lane; the monthly fluoride sample for October was not collected until November 1<sup>st</sup> which is beyond the deadline and will need to be stated on the next consumer confidence report; and the wastewater treatment plant mistakenly allowed wastewater to pass through a bypass system in a low flow condition which is a violation of the District's discharge permit and was reported to the Department of Environmental Protection.

Financial reports from October, 2018 were presented. Revenue in all divisions is slightly greater than budgeted while expenses are tracking 10% to 16% below budget. Cash flow estimates have been adjusted to reflect which capital improvement projects will still happen in 2018 and which projects will be moved to 2019.

The 2019 preliminary operations and maintenance budget was reviewed. Labor and depreciation account for the largest part of the budget in all three divisions. Supplies in the water division have increased due to plans to replace old meters on summer lines and two condominium complexes. Allocations for the sewer and stormwater divisions will be changing for the upcoming fiscal year and is noticeable in the budget. The capital improvement budget for 2019 totals \$4.M with an additional \$7M in new debt. Trustees will review projects before the next meeting. After both budgets are approved rates will be reviewed.

The motion for bond approval and the executive session will be tabled until the next meeting.

Monday, December 17, 2018

Greater Augusta Utility District Board Minutes

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

Trustees present: Ken Knight, Charlotte Warren, Bob Corey, Bradley Sawyer, Cecil Munson, Pat Paradis and Keith Luke

Trustees absent: Kirsten Hebert and Cary Colwell

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

Guests: Dan Wells Winthrop Utility District

At 18:00 Chairman Ken Knight called the meeting to order.

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

Chairman Knight asked if there were any additions to the agenda. There were no new items.

At 18:02 Munson moved to accept the Board meeting minutes for October 15, 2018. The motion was seconded by Corey. The vote to approve the motion was unanimous.

Minutes from the November meeting will not be voted on as they are informational only due to having no quorum at the November meeting.

There were no updates from the Central Maine Water Council.

The Stormwater Work Group has completed its assignment and will be removed from the agenda.

Warren will submit a place holder bill in the legislature in case the board wants to make any changes to the charter. The placeholder bill will be good for two years but may be pulled by the board at any time.

Andy Begin presented an update on the 2018 Capital Improvement Projects. The bid for earthwork on the CSO Phase 4 Tank is being sent out tomorrow along with the bid for the Eastside Siphon. There are no updates on Cedar Street. The Trunkline Three bypass station has been rehabbed and is back online. There are still vibration issues with the new pumps installed during the Trunkline Three project. These issues will be addressed after the third pump is reinstalled. The rebuilt bridge for the primary clarifier did not fit and had to be taken back out to be remodified. The modified bridge should be back and installed before the end of the year. Preliminary design for the new sludge dewatering equipment is done. Equipment will be ordered in the beginning of the year. As soon as final road design on Commercial Street and Murray Street is complete utility design will be finalized.

The General Manager's Report included the following items: the District received a score of 98.75% out of a possible 100% on the last Leader Safety audit, the annual holiday pot luck lunch will be held on the 19<sup>th</sup> at noon, research on the use of solar panels is being done, two District employees are retiring this month.

Financial reports from November, 2018 were presented. Revenue in all divisions is running 5% to 7% over budgeted while expenses are tracking 12% to 18% below budget. Cash in all divisions are above the minimums set by the board.

At 18:20, on the recommendation of management, Corey moved to waive automatic foreclosure for Augusta properties located at 102 Northern Avenue and 6 Third Avenue. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

The final 2019 Operations and Maintenance Budget was presented with actuals from 2016 thru 2017 and projected 2018 figures. Charts and graphs summarizing the distribution of expenses within each division were presented. The 2019 budget is the first year with the new flow allocation of 59% sewer, 41% stormwater and both customer service and administration being allocated at 50/50. Debt service figures for the sewer and stormwater division will be changing if a SRF Loan is approved by the board for various capital improvement projects.

At 18:27 Corey moved to approve the Operations and Maintenance budgets as presented to this meeting for drinking water, sewer and stormwater for 2019. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

The 2019 Capital Improvement Budget includes \$7M in SRF loan proceeds to pay for the CSO Tank, the Eastside Siphon, the Dewatering Project, relocating/relining pipes and approximately \$848K of stormwater pipe improvements. The District will also be purchasing a Vac Truck that may also be financed if needed. Corey stated that he would like to lease the Vac Truck as long as it is a lease to buy option. Trustees like the idea of borrowing funds as it spreads the cost of large projects to future rate payers.

At 18:39 Corey moved to approve the Capital Improvement budgets as presented to this meeting for drinking water, sewer and stormwater for 2019. The motion was seconded by Cecil. The vote to approve the motion was unanimous.

At 18:41 Sawyer moved that we certify and approve the schedule of rates, for water service, sewer and stormwater service and fire protection service, which has been presented to this meeting and recorded with the minutes, for the 2019 calendar year, and continuing until such time as the schedule of rates is modified by vote of the Trustees, and I further move that the Assistant Treasurer, in addition to the Treasurer, be authorized and directed to apply the schedule of rates, along with all fees and charges otherwise authorized by the District or by State statute, 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 Paradis. The vote to approve the motion was unanimous.

At 18:42 Cory moved to allow the District to borrow up to \$7,000,000 pursuant to the language in the Board information presented this evening. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

At 18:43 Sawyer moved to authorize spending up to \$200 in 2019 for the Central Maine Regional Water Council. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

The 2019 meeting schedule was presented.

At 18:46 Munson moved to approve the 2019 Goals and Objectives. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

At 18:47 Sawyer moved that this body stand adjourned. The motion was seconded by Paradis. The vote to approve the motion was unanimous.