

Monday, January 28, 2019

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, Bradley Sawyer, Cecil Munson, Pat Paradis and Cary Colwell

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. Tarbuck added two items: the October fluoride issue and a second executive session.

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

On January 26th Knight and Tarbuck attended the City of Augusta's planning meeting. Knight spoke on the environmental challenges facing the District and the teamwork between the City and the District pertaining to stormwater rates. Tarbuck discussed upcoming capital improvement projects.

At 18:03 Sawyer moved to accept the Board meeting minutes for December 17, 2018. The motion was seconded by Corey. The vote to approve the motion was unanimous.

There were no updates from the Central Maine Water Council.

On behalf of the charter committee Warren has submitted a placeholder bill in the legislature to give the District the option to submit legislation to modify the charter later in the session if needed.

Andy Begin presented an update on the 2018 Capital Improvement Projects. Begin explained that the bidding climate is non-competitive at the moment as most contractors are already eighty to ninety percent committed for the upcoming construction season.

McGee Construction was the only bidder for earthwork on the CSO tank.

The bid for the Eastside Siphon received no bidders due to concerns about environmental risks associated with drilling beneath the river. Since no public bids were received the DEP's SRF loan program allowed the District to instead negotiate scope and fee for the project.

At Trunkline 3 on route 202 in Winthrop the vendor installed and then removed the last of three pumps that were rehabilitated due to excessive vibration. The vendor will replace the impeller in the pump.

At the wastewater treatment plant, primary clarifier #1 is functional but there is still some wiring left to do to complete its rehabilitation.

A request has been submitted to DEP to sole source the sludge (biosolids) dewatering equipment at the wastewater treatment plant.

Bidding for Commercial Street should be out this week.

Design for the Murray Street project is ninety five percent complete.

The General Manager's Report mostly focused on the recently approved \$30M wastewater bond. The District will most likely not receive any funds from this bond. Eligibility is based on project need, debt, expenses and revenue relative to the median household income in the service area. There is still plenty of money available from the DEP's revolving loan fund program to borrow and the District will submit a grant application to DEP just in case the funding decision tree becomes favorable to GAUD. Trustees discussed DEP grant eligibility rules and past bond practices.

The rate committee met on Friday, January 25. The committee's goal is to eliminate catch basin fees and has run numerous scenarios to that end. The challenge is to lower the City of Augusta's stormwater fees without making all other stormwater fees astronomical. There are no numbers to share yet but there should be by the next meeting.

December financials are still too preliminary to be presented. Runyon Kersteen Ouellette will start its annual audit of the District's financial records on February 4th. The District's liability is expected to increase from \$1.4M about \$3.2M due to changes made by the Government Accounting Standards Board concerning "other post-employment benefits" and how those are represented on financial statements. While this is a non cash item it will most likely affect the District's net position. Total cash at the end of 2018 is approximately \$6M. The District's workers compensation audit will take place on February 11th.

There were no liens for the Board to discuss. On a related topic, Kenney informed the Board that the City of Augusta will demolish a building owned by Leo Monte at 29 Boothby Street. The District will most likely need to write off the balance on this property of \$15,536.

In October of 2018 the District received a violation when it failed to collect two routine monthly fluoride samples on time. The District has to provide public notice on this violation. A flyer discussing the violation has been approved by the State and will be mailed to customers with their February invoice.

On New Year's Eve there was a sewer forcemain break on the Trunkline in Route 202 in Winthrop. The District repaired the pipe by installing a clamp on the outside of the pipe. DEP was notified. DEP requested that the District attempt to do a full inspection of the leak area in the spring and update its operations and maintenance manuals for the pipes and pump stations along the Trunkline. This will be reviewed with the Trunkline group at the next meeting.

At 18:39 Sawyer moved to enter executive session to discuss a labor contract between the District and Teamsters Local 340 pursuant to MRS Title 1 section 405 6 D and to discuss an employee matter pursuant to MRS Title 1 section 405 6A. The motion was seconded by Hebert. The vote to approve the motion was unanimous. Trustees exited executive session at 19:00.

At 19:03 Sawyer moved that this body stand adjourned. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

Monday, February 25, 2019

Greater Augusta Utility District Board Minutes

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

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

Trustees absent: Kirsten Hebert and 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. Tarbuck added one item: the 2018 Digital Report from Burgess Advertising & Marketing.

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

At 18:00 Corey moved to accept the Board meeting minutes for January 28, 2019. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

There were no updates from the Central Maine Water Council.

There were no updates from the Charter Committee.

The rate committee met on Friday, February 15th. On March 6th the District will meet with the City of Augusta to discuss proposed rate changes. The proposed changes will be discussed with the Board at the March meeting and a public hearing will be set for some time in April. The committee has run scenarios that would eliminate catch basins charges to the City of Augusta. One idea being considered is to charge the City of Augusta an annual stormwater fee and leave catch basin fees as they are for all other users. The total elimination of catch basin fees would increase the equivalent residential unit (ERU) charge to an unacceptable amount. Sensitivity analysis showed that some customers would increase from \$3K a month to \$30K a month. Months of review have led the committee to favor an increase in stormwater rates and a decrease in wastewater rates. The committee will be meeting again on March 1st. The committee confirmed with the District's attorney that charging different stormwater rates for different customer classes is not prohibited by law.

Andy Begin presented an update on the 2019 Capital Improvement Projects.

McGee Construction began the initial earthwork for the installation of the new CSO tank at Williams Street. The foundation from the old metal building and numerous trees have been removed from the site. The contract for constructing the tank should go out to bid this week.

The District entered into a contract with Ranger Construction and DBU Contracting for the Eastside Siphon Project. Begin will seek a permit that allows for limited discharge of drilling fluids into the Kennebec River.

Upper Cedar Street construction will resume in April or May.

Twin Ishigaki sludge dewatering screw presses have been ordered. A contract to remove the existing presses and install the new presses is being developed.

The wastewater plant will also upgrade sludge holding tank 2. \$180K was budgeted and the District has been awarded a \$60K Efficiency Maine Grant towards this project. The bid for the work was \$120k so with the grant the work will be approximately \$120k under budget.

Final road design for Murray Street has been received and the project should go out to bid next week.

Commercial, Water and Cony Street will be combined into one project and put out to bid next week by the City of Augusta.

The last pump was installed at the Trunkline Three station. Due to excessive vibrations the supplier will be swapping out the impeller next month.

The General Manager's Report included: the 2018 audit went smoothly, Tarbuck recently spoke to the Augusta First group; the District's former employee, June Mooney, posthumously received the Sid Anthony award at the Maine Water Utilities Association annual conference; and Tarbuck visited the new solar power system being used at the Kennebec Sanitary Treatment District.

Financials from December 2018 and January 2019 were presented. Revenue from 2018 in all divisions came in at 5% to 9% over budget and expenses were 15% to 20% under budget. Labor and fringe in all divisions came in at 30% under budget. This is due to some of the District's labor being capitalized to projects but budgeted as operations and maintenance expenses. At the end of 2018, cash in the water and stormwater divisions are close to the beginning of the year estimate while cash in the sewer division is \$1.3 million greater than expected. Revenues for January 2019 are on budget while expenses are running slightly under budget. Cash flows have not been completed for 2019.

At 18:31, on the recommendation of management, Sawyer moved to waive automatic foreclosure at 5 Lincoln Street in Hallowell. The motion was seconded by Corey. The vote to approve the motion was unanimous.

A summary of changes to the Personnel Policy Manual was discussed. The most significant being moving all Human Resource functions from the City of Augusta to the District.

At 18:35 Corey moved to approve the updated Personnel Policy Manual. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Trustees discussed following Mike Hodgins, our primary legal contact at Bernstein Shur Sawyer Nelson (BSSN), to his new employer, Eaton Peabody. Munson inquired as to whether the District was under contract with BSSN. Tarbuck has never seen a contract and does not know if the District is allowed to use different legal counsel for different situations. Knight asked Trustees if they wanted legal counsel to attend board meetings. Trustees agreed to have legal counsel attend meetings only when legal advice is needed.

At 18:55 Corey moved to table the motion to allow the General Manager to engage Mike Hodgins at Eaton Peabody as the District's primary corporate counsel. The motion was seconded by Munson. The vote to approve the motion was unanimous.

Tarbuck has been asked if the District has a program where it offers free/discounted rain barrels to capture roof drain water. The Portland Water District buys barrels in bulk and sells them to their customers at cost. Tarbuck estimated that customers would need to fill a rain barrel 133 times before they saw a return on their investment. Trustees did not want to use ratepayer money to fund a program at this time but would like to put information about the use of rain barrels on our website or in a flyer.

The March 18th board meeting will be delayed one week until March 25th.

The 2018 digital media report prepared by Burgess Advertising & Marketing was reviewed.

At 19:03 Sawyer moved to enter executive session to discuss a labor contract between the District and Teamsters Local 340 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 19:11.

At 19:12 Corey moved to allow the General Manager to sign the 2019-2021 Collective Bargaining Agreement between Teamsters Local 340 and the Greater Augusta Utility District. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

At 19:13 Sawyer moved that this body stand adjourned. The motion was seconded by Munson. The vote to approve the motion was unanimous.

Monday, March 25, 2019

Greater Augusta Utility District Board Minutes

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

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

Trustees absent: None

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

Guest: Augusta City Manager, William Bridgeo and 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 additions.

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

At 18:01 Corey moved to accept the Board meeting minutes for February 25, 2019. The motion was seconded by Munson. The vote to approve the motion was unanimous.

There were no updates from the Central Maine Water Council.

There were no updates from the Charter Committee.

The rate committee met with the City of Augusta on March 7th to discuss proposed rate changes. The proposed changes include a 51% increase to ERU's, a 20% decrease to catch basins and a 25% decrease to sewer. Overall this would be a 7% monthly increase to most residential rate payers. The decrease in catch basin rates is the first step in eliminating catch basin fees. The increase in ERU's and the decrease in sewer fees will help to bring sewer and storm revenue more in line with expenses. Bill Bridgeo, City of Augusta Manager, thanked the District for working closely with the City to reduce their stormwater cost by reducing catch basin fees. The reduction to the City's cost will not mean a reduction in city taxes but will most likely decrease any city tax increase needed. The new rates will be adopted at the next scheduled board meeting. Going forward the District will continue to look at rates annually. The District will work closely with Burgess Advertising & Marketing to inform rate payers of the public hearing being held at the regularly scheduled meeting on May 20th. Inserts informing customers of the meeting and the proposed changes will be mailed with the April invoices. A separate post card will be mailed out the beginning of May. The hearing will also be mentioned in the spring newsletter, on social media, posted on the web site and advertised in the Kennebec Journal.

Andy Begin presented an update on the 2019 Capital Improvement Projects.

McGee Construction began the initial earthwork for the installation of the new CSO tank at Williams Street. There was a lot of clay material that needed to be removed and replaced with stable material. Bidding on the tank is scheduled for March 28th.

Construction on the East Side Siphon is scheduled to begin the end of July / beginning of August with drilling to be complete in the beginning of September.

Shop drawings are being reviewed for the dewatering equipment and installation contracts are being assembled.

Bids for the Murray Street project are due on April 1st. The project has been split over two construction seasons to entice more bidders.

The bid for Commercial, Water and Cony Street came in \$700k over estimate. This is a joint project with the City of Augusta and was awarded to Sargent.

At the last meeting trustees discussed changing legal counsel from Bernstein Shur Sawyer Nelson (BSSN) to Eaton Peabody. Munson inquired as to whether the District was under contract with BSSN. Tarbuck researched this matter and found that the District is not under contract with BSSN. Tarbuck also stated that the District does not need to be

bound to one legal counsel but may use different legal counsel from different legal firms depending on the specialized need. Tarbuck has authorized Mike Hodgins, from Eaton Peabody to represent the District. This does not prevent the District from seeking other legal representation.

The General Manager's Report included: The District is actively harvesting wood from Carleton Pond. Culverts and hopefully a fence will also be added to the Carleton Pond Property this year. The District is planning to connect the Willow Street Station via fiber optic cable to our office located at 12 Williams Street. Then connecting the office to the treatment plant by repurposing the failed siphon under the river. Tarbuck has made the city and the State of Maine aware of this project as they may also want to run fiber under the river. The District is looking to hire a full time instrumentation employee to ensure systems remain supported and active.

Financials from February 2019 were presented. Revenues for February 2019 are running one to two percent under budget while expenses are running five to seven percent under budget. Cash flows have not been completed for 2019. The Maine Municipal Bond Bank's board met last week and approved the District's Clean Water loan application for \$6M. The District plans to hold off closing on the loan until the Department of Environmental Protection finishes reviewing the District's application for the 2019 Wastewater Infrastructure State Grant.

There were no liens for Board discussion this month.

Policy #10, Joint Net Assets and Reserve was reviewed. The current policy states that rates are designed to be in effect for approximately 5 years or until the cash reserves of the Water division reach \$750,000 or the sum of the cash reserves of the Sewer and Storm-water divisions reach \$750,000. Management would like to change the policy to state that rates are reviewed annually and minimum cash reserves are \$750,000 in the Water division and \$750,000 calculated as the sum of the cash reserves of the Sewer and Stormwater divisions based on the 59% sewer / 41% stormwater ration set by the Board in 2018. Trustees would like the policy to be more general so as to not need to revise the policy every time the allocations are changed. Hebert would like to wait on adopting the revised policy until management has time to review other state statutes that she believes would be relevant to this policy.

Trustees discussed upcoming legislation that could impact the District. LD 1198 titled An Act to Ensure Transparency and Participation in Maine Water Districts would remove any ability for trustees to be appointed. The bill would require election of trustees for any new water districts being set up. Hebert questions if the intent is to make this change retroactively. LD 197 seeks to make the State responsible for all waters of Maine. Trustees believe that both bills are a progressive move to limit Nestles access to water. Warren stated board members from districts across the state will be testifying that neither of the before mentioned bills will work for their individual districts.

Warren has been asked if the place holder bill submitted by the District is ready to be placed on the schedule. Members from the Charter Committee stated that they want to make the non-voting member from Hallowell able to vote if the voting member is absent. They also want to add language to give the District the ability to shut off water for the failure to pay for stormwater. The last issue is the wording concerning the territory and responsibilities of the stormwater division. The general feeling is the Hallowell issue would not be a problem; the ability to shut off water for failure to pay stormwater could have to go to referendum. Warren suggest that the committee move forward with the Hallowell change, let the failure to pay stormwater issue go through the committee process and if it is decided it needs to go to a district wide vote we can pull the bill at that time if we are not ready. Meredith stated that you should go in front of the committee with all your changes at the same time and not piecemeal it. Trustees decided to hold everything for the second session. This will give the Charter Committee until December to review the issues and work on the wording of the bill. Warren will submit a carryover request.

Knight would like to modify the Charter Committee and make it a Legislative Committee as well. The committee will have the ability to help District employees convey the board's opinion when testifying in front of the Legislature. Corey suggested that another member be added to the committee. Knight suggested adding a floating member to step in when needed to avoid any quorum issues.

At 19:39 Sawyer moved that this body stand adjourned. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

Monday, April 22, 2019

Greater Augusta Utility District Board Minutes

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

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

Trustees absent: Kirsten Hebert, Bradley Sawyer and Charlotte Warren

Attendees: Brian Tarbuck and Andy Begin

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. Tarbuck asked to add a discussion relating to capital improvement projects in the water division.

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

At 18:02 Paradis moved to accept the Board meeting minutes for March 25, 2019. The motion was seconded by Munson. Corey requested to change "Going forward the District will look at rates annually" to "the District will continue to look at rates annually" and piece mail should read piecemeal. Trustees agreed with both changes. The vote to approve the motion was unanimous.

There were no updates from the Central Maine Water Council.

Knight requested a legislative update be added to the monthly agenda. Knight suggested that moving forward the Charter Committee be the Legislative/Charter Committee.

There were no updates from the Charter Committee.

Corey reviewed proposed rate changes. Monthly ERU fees will increase from \$8.30 to \$12.56 or 51%. The monthly fee for catch basins will decrease from \$50.89 to \$40.59 or 20%. Sewer rates will decrease from \$4.34 per HCF to \$3.08 or 25%.

At 18:39 Corey moved to adopt the new rate fees for sewer and stormwater as detailed at last board meeting. The motion was seconded by Paradis. Munson wanted it made clear drinking water rates would not be changing. Tarbuck wanted it made clear that the motion was not to set rates as that cannot be done before the public hearing. Knight stated that the language should be clear that the board is formally adopting the rates not setting new rates. The vote to approve the motion was unanimous.

Andy Begin presented an update on the 2019 Capital Improvement Projects.

The gravel foundation for the CSO concrete tank pad is compacted and ready for the next phase. A new stormwater pipe has been installed. The next step will be to install a 24" tank overflow pipe.

Construction on the East Side Siphon is still scheduled for late summer construction.

Cedar Street construction should resume in early May.

Bidding for Murray Street was held on April 1st. CH Stevenson was the low bidder. This is a joint project with the City of Augusta.

Other updates included: The Commercial Street project should start in June. Columbia Street has been moved to 2020. The scope of the Cony Street project has increased with bidding in 2019 and construction in 2020. Cushnoc Drive needs stormwater improvements. The District would like to start a ground water exploration project.

Timothy Gill from Runyon Kersteen Ouellette presented the District's 2018 audited financial statements. The District received an unmodified opinion and showed no material weaknesses or significant deficiencies. Four adjusting entries were proposed this year. Three of the entries relate to net pension liabilities and other post-employment benefits

(OPEB). The fourth entry concerned depreciation. In 2018 cash and cash equivalents in all division increased as operating revenues outpaced operating expenses. Accounts receivable increased in the water and stormwater division and decreased in the sewer division due to the collection of a large reimbursement from the City of Augusta for a 2017 project. Accounts payable was relatively consistent with last year. Deferred credits are amortized over the life of the loan and will continue to decline. Net pension liability and OPEB decreased in all divisions mostly due to an increase in the value of the plan assets versus the value of the plan's total liability. Capital assets decreased as depreciation outpaced new acquisitions. No new debt was incurred in 2018. All debt service payments were made in full and on time. Operating income exceeded operating expenses in all divisions in 2018.

At 18:45 Corey moved to accept the audited financial statements for calendar year 2018 as presented by Runyon Kersteen Ouellette. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

Financials from March 2019 were presented. Water revenues are at 23% of budget while expenses are at 20%. Cash in the water division is approximately \$2.5M. Sewer revenues are at 21% of budget while expenses are at 20%. Cash in the sewer division is approximately \$2.6M. Stormwater revenues are at 24% of budget while expenses are at 17%. Cash in the stormwater division is approximately \$1.4M. Construction season is upon us and we should see a rise in expenses over the next few months.

At 18:50, on the recommendation of management, Corey moved to waive automatic foreclosure for Augusta properties located at 25 Federal Street, 95 Eastern Avenue, 7 Washington Street and 13 Higgins Street as all four are under \$500 and have mortgage holders. The motion was seconded by Munson. The vote to approve the motion was unanimous.

At 18:52 Corey moved to elect officers of the District as follows:

Chair: Ken Knight

Treasurer: Bob Corey

Clerk: Pat Paradis

Assistant Treasurer: Brian Tarbuck

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

The discussion on Policy #10, Joint Net Assets and Reserve was tabled at the March meeting. Trustees reviewed changes which included that rates would be reviewed annually and the division of the minimum cash balance in the sewer and stormwater divisions.

At 18:54 Paradis moved to approve changes to Policy 10 as presented at this meeting including the changes recommended by Tarbuck. The motion was seconded by Corey. The vote to approve the motion was unanimous.

In the beginning of April four separate bills concerning water were presented to the Maine Legislature. Corey read Knight's testimony in opposition to all four bills at the legislative session. Other testimonies presented were mostly in opposition of the bills. The take away from the session was that if there is an issue with Nestle the issue should be with Nestle only and Maine water districts should not be swept up in the fight.

At 19:09 Paradis moved that this body stand adjourned. The motion was seconded by Corey. The vote to approve the motion was unanimous.

Monday, May 20, 2019

Greater Augusta Utility District Board Minutes

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

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

Trustees absent: None

Attendees: Brian Tarbuck, Andy Begin and Sherry Kenney

Guests: Alan Burton, Human Resources Consultant and 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 additions.

The meeting started with a public hearing on proposed stormwater and wastewater rate adjustments. The proposed rates would be modified as follows: Equivalent residential units (ERU) will increase from \$8.30 per unit to \$12.56 per unit; catch basins will decrease from \$50.89 to \$40.89; and wastewater rates will decrease from \$4.34 per hundred cubic feet (HCF) to \$3.26 per HCF.

Knight explained that the Trustees would not vote on the proposed rate modifications at the hearing. The hearing will consist of listening to public comments and asking clarifying questions. Trustees will discuss the proposed stormwater rate increase at the next meeting.

General Manager Brian Tarbuck gave a presentation on what stormwater is and why the District is proposing a rate increase. Tarbuck explained that stormwater is runoff from rain water and melting snow that flows into ditches or catch basins and eventually makes its way to streams, rivers or the wastewater plant. The EPA has classified stormwater as a pollutant because it contains elements harmful to the environment such as motor oil, road salt and animal waste. The District's stormwater expenses include cleaning catch basins and pipes, maintaining rights-of-way, engineering and analysis to properly locate and replace old pipes and its fair share of the District's overhead expenses. Any stormwater collected that has been combined with wastewater needs to comply with EPA regulations. Stormwater driven expenses continue to rise, even as wastewater expenses have fallen. Starting with the July invoice the District proposes to increase stormwater ERU fees by 51% and reduce fees for catch basins by 24%. The District proposes decreasing wastewater rates by 25% to offset the increase in stormwater fees. The District's rates and fees are set by the Board of Trustees which is made up of nine appointees from both Hallowell and Augusta.

Chairman Knight asked for public comments. Five people addressed the Board. The biggest concern was from residents on outer Riverside Drive and Cony Road being charged for stormwater who are not part of the public sewer system. These residents suggested that all Augusta residents be charged a stormwater fee as all residents use the roads, not just the residents who live adjacent to the road. Other suggestions included placing screens on catch basins so only water and sand enter the basin while keeping out all other debris and that the District set aside funds to help customers on fixed incomes pay their bills.

Chairman Knight ask if anyone else would like to speak. Hearing none, Knight closed the public hearing at 18:56.

At 18:59 Sawyer moved to accept the Board meeting minutes for April 22, 2019. The motion was seconded by Hebert. The vote to approve the motion was unanimous.

There were no updates from the Central Maine Water Council. The council will hold an annual meeting in June.

Legislative/Charter Committee will carry forward the charter bill that is already in and plan to have all charter changes done by January.

Andy Begin presented an update on the 2019 Capital Improvement Projects.

Waiting to install a 24" tank overflow pipe for the CSO Phase 4 Sewer Improvement project. Tank contractor should be on site in July.

Ranger Construction started earthwork on the East Side Siphon project. Drilling is estimated to start at the end of August.

The second phase of Cedar Street construction has started. A temporary water line has been installed. Utility work should be done in July with the road work to follow.

As soon as CH Stevenson is done with Cedar Street, they will start water, sewer and storm replacement on Murray Street with completion slated for next year.

Dummers Lane in Hallowell has been added to the capital improvement project list. The sewer pipe will be relocated out of the public way.

Other updates included: The Commercial Street project should start in June. Columbia Street has been moved to 2020. The scope of the Cony Street project has increased with bidding in 2019 and construction in 2020. Cushnoc Drive stormwater improvements are slated for 2021. Trustees will need to decide if a stormwater extension is needed on Cushnoc Drive and how it will be funded. The District has met with Wright Pierce to discuss the ground water exploration project for new drinking water wells.

Financials from April 2019 were presented. Water revenues were at 31% of budget while expenses were at 27%. Cash in the water division was approximately \$2.3M. Sewer revenues were at 31% of budget while expenses were at 28%. Cash in the sewer division was approximately \$2.6M. Stormwater revenues were at 35% of budget while expenses were at 23%. Cash in the stormwater division was approximately \$1.5M. Construction invoicing will increase expenses and decrease cash reserves accordingly.

There were no liens for Board review.

At 19:12 Sawyer moved to allow the Assistant Treasurer to accept a \$1.125M grant from Maine Department of Environmental Protection. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

Management recommended reducing the State Revolving Loan Fund (SRF) loan proceeds from \$6M to \$5M as an offset to the aforementioned \$1.125M grant. Management presented two allocation options for Board consideration. The first option was to allocate the total grant as a percentage of each project to the total loan. The second option was to allocate the affordability portion of the grant the same as above and allocate the total environmental portion to the siphon/tank part of the loan.

At 19:17 Sawyer moved to table the discussion on the allocation of the of the grant from Maine DEP. The motion was seconded by Munson. The vote to approve the motion was unanimous.

At 19:18 Corey moved to enter into a single executive session to discuss both the acquisition of real property and the disposition of real property pursuant to MRS Title 1 Chapter Section 405 C. The motion was seconded by Sawyer. The vote to approve the motion was unanimous. Trustees exited executive session at 19:37.

Chairman Knight asked if there was anyone here for public comments. There were no public comments.

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

Monday, June 17, 2019

Greater Augusta Utility District Board Minutes

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

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

Trustees absent: Charlotte Warren

Attendees: Brian Tarbuck, Andy Begin and Sherry Kenney

Guests: 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 additions.

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

Christopher Howard, from Augusta Estates Mobile Home Park addressed the board concerning a leak abatement request. Mr. Howard's place of business purchased two mobile home parks in Augusta. Both parks have very old water systems that were not properly maintained. After fixing leaks at the park in question water consumption decreased by 60%. Mr. Howard is asking for a 30K+ leak abatement request. District management has analyzed the data in accordance with district policy which results in an abatement amount of \$33k. An abatement credit of \$4k was previously issued which would bring the request down to \$29k. The abatement request meets all policy guidelines but Corey thought covering fourteen months was too long of a period and suggested that only 50% of the request be granted.

At 18:13 Corey moved to grant 50% of the leak abatement requested to Augusta Estates for \$14,267. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

Corey asked to review and update policy 14, Plumbing Failure Abatements for Sewer Bills, at the next meeting. Corey also stated that the last time all general policies were revised was in 2016 and would like to review all policies at the next meeting.

At 18:16 Sawyer moved to accept the Board meeting minutes for May 20, 2019. The motion was seconded by Hebert. The vote to approve the motion was unanimous.

There were no updates from the Central Maine Water Council.

There were no updates from the Legislative/Charter Committee.

Bill Bridgeo, the city manager, sent a letter to the district expressing his thanks for working with the city of Augusta on stormwater rates and helping them to avoid an increase in property taxes. The district expressed its thanks to the public for participating in the public hearing for sewer and stormwater rates held on May 20th. The rate committee met on May 22nd to discuss the rate hearing. Further areas of study will include the stormwater main extension policy, a GIS based map of city streets and sidewalks, identify parcels that benefit from sewer or stormwater infrastructure and work with the Charter committee to discuss lien language for stormwater fees. Paradis reviewed the steps the district has taken to keep the Kennebec River clean and reminded trustees and the public that this all comes with a cost.

At 18:25 Effective July 1, 2019, Corey moved to change the rate charged per equivalent residential unit (ERU) to \$12.56; the amount charged per 100 cubic feet of sewer to \$3.08; the amount charged for unmetered sewer to \$80.94; and the amount charged per catch basin to \$40.59. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

Andy Begin presented an update on the 2019 Capital Improvement Projects.

The ground is being prepared for the CSO tank which DN Tanks will begin installing in July. Howard Street has been overlaid and was left in better shape than when we started. The pump station portion of this project should be out to bid in July.

Ranger Construction has constructed a gravel pad on the east side of the Kennebec for the drilling rig to set on for the East Side Siphon project. Drilling is estimated to start in early September.

The second phase of Cedar Street construction has started. The road is a mess but is being maintained for emergency services. The sewer main has been installed and the storm main is 50% complete. Utility work should be done in July with the road work to follow in August.

Dewatering equipment has been purchased. The next step will be bidding on installation of the equipment.

The district and the city are waiting on the contractor to schedule work on Commercial and Water Street.

As soon as CH Stevenson is done with Cedar Street, they will start water, sewer and storm replacement on Murray Street with completion slated for next year.

Projects on Columbia, Cony and Cushnoc are in the design phase. The first phase of the ground water exploration project is done and pricing is being looked at for the second phase. Summer interns are working on mapping the impervious surface in all of Augusta, the eastside fiber conduit project and the Augusta Nature Center foot bridge.

The General Manager's report included the finding of a damaged stormwater main on Old Winthrop Road and new stormwater pipe that needs to be installed on Cushnoc Drive and Windsor Avenue. The board will need to decide what the districts role is on the new pipe as the current policy does not allow for stormwater main extensions.

Financials from May 2019 were presented. Water revenues were at 40% of budget while expenses were at 35%. Cash in the water division was approximately \$2.8M. Sewer revenues were at 37% of budget while expenses were at 36%. Cash in the sewer division was approximately \$2.6M. Stormwater revenues were at 42% of budget while expenses were at 31%. Cash in the stormwater division was approximately \$1.8M.

At 18:49, on the recommendation of management, Corey moved to waive automatic foreclosure at 33 Winthrop Street and 7 Spring Street, both in the City of Hallowell. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

The Department of Environmental Protection has awarded the district \$4,426 of discretionary grant funds to bring the district's total grant awarded to \$1,130,000. Management recommends allocating the need and discretionary portion of the grant based on the percentage of projects to the total loan and allocating the total environmentally ranked portion to the CSO tank. This would allocate \$458k to sewer and \$672k to storm. Trustees discussed both options.

At 18:53 Corey moved to allocate the \$1.3M DEP grant \$458,21 sewer and \$671.799 to stormwater. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

The district has noticed an excess of grease at the Hallowell pump station. This pump station used to only need to be cleaned every eighteen months to two years. It now needs to be cleaned twice a year. Restaurants with grease interceptors have a cleaning schedule but it seems to be an expense that restaurant owners think can be waived. By delaying cleaning of grease interceptors, the grease ends up at the pump station and becomes an expense for all customers instead of the expense remaining with the customers whom generate the grease. Tarbuck proposes that the district increase the cleaning frequency of all the grease inceptors in Hallowell to monthly until the district can figure out what the cleaning schedule needs to be. The district would like to provide its customers with grease interceptors, a service where the district would schedule and pay for the cleaning and customers would be billed on their monthly/quarterly invoice. Trustees had concerns with policing grease cleaning in only Hallowell and not Augusta. Tarbuck stated that there have been issues with grease in Augusta but the district was able to pin point which establishment was causing the issue and dealt with them directly. Trustees agree with the accelerated cleaning schedule for Hallowell.

Chairman Knight asked if there was anyone here for public comments. There were no public comments.

At 19:02 Sawyer moved that this body stand adjourned. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

Monday, July 15, 2019

Greater Augusta Utility District Board Minutes

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

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

Trustees absent: None

Attendees: Brian Tarbuck, Andy Begin and Sherry Kenney

Guests: Greg Smith, hydrogeologist from Wright-Pierce

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

Chairman Knight asked if there were any additions to the agenda. A presentation from Wright-Pierce concerning groundwater exploration was added to the agenda.

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

The District contracted with Wright-Pierce to locate probable sources of drinking water supply in the Augusta area. Greg Smith, a hydrogeologist from Wright-pierce, presented his findings to the Trustees. Greg explored areas in West Augusta, North Augusta, the City's sand pit on the West River Road, Carleton Pond and property near the District's wastewater treatment plant. The property in West Augusta is the most promising. North Augusta is also promising but likely to have hard water as would the Carleton Pond area. The land near the wastewater treatment plant has potential but is in a highly developed area which raises concerns of potential contaminants. The next step would be to acquire option agreements for some of these properties to conduct geophysical surveys and then do some test drilling.

At 18:17 Sawyer moved to accept the Board meeting minutes for June 17, 2019. The motion was seconded by Corey. The vote to approve the motion was unanimous.

There were no updates from the Central Maine Water Council.

There were no updates from the Legislative/Charter Committee.

The rate committee recently met to continue the ongoing rate process and to address issues brought up at the last public rate hearing. The District is in the process of mapping city streets and sidewalks to more accurately bill the City of Augusta for its impervious area. This should also identify parcels that benefit from the District's sewer and stormwater infrastructure but are not being billed. This information should be available at the next board meeting. The committee also discussed ratifying a stormwater main extension policy and modifications to the charter concerning territory, Hallowell's veto rights on sewer main extensions, Hallowell's voting rights and making stormwater a basic service. Trustees discussed the history of the territory and Hallowell's veto power as it pertains to sewer main extensions.

Andy Begin presented an update on the 2019 Capital Improvement Projects.

The earthwork for the new combined sewer overflow tank near the 12 Williams Street office is complete. DN Tanks is on site and is starting on the tank foundation. Concrete wall panels will be cast horizontally on site then placed as vertical wall sections using a crane. Bids for the pump station, control building and regulating structures are due at the end of August.

Drilling is estimated to start in early September for the East Side Siphon project. The District has been exploring the option of drilling two pipes under the river. The first pipe has a budget of \$1.3M. Adding a second pipe would mean an increase to the budget of \$385K. A second pipe would give the District a redundant drinking water pipe under the river. Trustees discussed the need and the cost of a second pipe. Trustees agreed to move forward with the installation of a second pipe contingent on a revised capital improvement budget that supports the cost.

All utility work has been completed on Cedar Street. Box cutting, paving and street restoration should be complete in four to six weeks with the majority of the work being the responsibility of the City of Augusta.

Design is being finalized on the dewatering project. A plan to phase in the equipment while maintaining existing operations is being developed.

A preconstruction meeting is scheduled this week to discuss the Commercial and Water Street project.

Construction on Murray Street is predicted to start in the beginning of August with completion slated for next year.

The summer interns have designed and will begin building a footbridge at the Augusta Nature Center.

The District is currently exploring the cost of installing a fiber optic cable from Willow Street to the wastewater treatment plant on Jackson Avenue. The District plans to install the line than maybe partner up with the city and/or the state to share future costs.

The General Manager's report included information from the State directing the District to use the \$1.13M grant awarded to offset the \$4M debt which will primarily be used on the CSO storage tank. This overrides the grant allocation voted on by the Board in June. The District has hired eight interns to do a variety of jobs during the summer construction season. A colleague and friend from the Maine PUC, Chris Simpson, recently passed away. Chris was always very helpful and patient with the District and will be sorely missed. The District has hired Steve Tirrell to take care of its information technology needs. Interviews were held to fill the vacant Assistant Engineer position.

Financials from June 2019 were presented. Water revenues were at 48% of budget while expenses were at 42%. Cash in the water division was approximately \$2.8M. Sewer revenues were at 45% of budget while expenses were at 43%. Cash in the sewer division was approximately \$2.2M. Stormwater revenues were at 50% of budget while expenses were at 37%. Cash in the stormwater division was approximately \$1.8M.

There were no liens for Trustee review.

Trustees reviewed policy #14, Plumbing Failure Abatements for Sewer bills. Trustees would like to clarify the time customers have to make an abatement request. The current policy states that leak abatement claims made more than 60 calendar days after the billing date will not be considered. Trustees would like to the policy to give customers 60 days to make a claim if the leak enters the sewer system and 180 days if it does not. The policy would be easier to read and implement if it was broken down into two parts: leaks that enter the sewer system and leaks that do not enter the sewer system. Draft policy changes will be discussed at the next meeting.

Tarbuck requested to move the purchase of two utility trucks from the 2020 capital improvement budget to the current year. Trustees approved the purchase with the contingent that a revised capital improvement budget supports the expense.

At 19:09 Sawyer moved to enter into a single executive session to discuss the acquisition of real property pursuant to MRS Title 1 Chapter 13 Section 405 C. The motion was seconded by Paradis. The vote to approve the motion was unanimous. Trustees exited executive session at 19:14.

Chairman Knight asked if there was anyone here for public comments. There were no public comments.

At 19:17 Sawyer moved that this body stand adjourned. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

Monday, August 19, 2019

Greater Augusta Utility District Board Minutes

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

Trustees present: Pat Paradis, Bob Corey, Kirsten Hebert, Cecil Munson,

Trustees absent: Ken Knight, Cary Colwell, Bradley Sawyer, Charlotte Warren and Keith Luke

Attendees: Brian Tarbuck, Andy Begin and Sherry Kenney

Guests: Alan Burton, Human Resources Consultant

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

Treasurer Corey asked if there were any additions to the agenda. There were no additions.

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

The executive session listed on the agenda to discuss the sale of real property and a personnel matter pursuant to MRS Title 1 Chapter 13 Section 405 A and MRS Title 1 Chapter 13 Section 405 C respectively will be changed to only the personnel matter being discussed in executive session. The matter concerning the sale of real property will be a separate agenda item at this meeting.

At 18:01 Munson moved to accept the Board meeting minutes for July 15, 2019. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

The Central Maine Water Council met on August 1st. The first season of recreational use by the Winthrop and Readfield snowmobile clubs at the Carlton Pond site was successful. Tarbuck was tasked with meeting with the various clubs in the area to see what other interest the site could be used for.

The Legislative/Charter Committee will be holding its next meeting on September 4th.

Bills with the new rates in effect were sent to customers last week. Feedback from the public has been minimal. The rate committee met on August 15th to discuss the analysis done on the impervious area of city streets and sidewalks. The analysis showed that city streets and sidewalks have a total impervious area of 6,464 ERUs (equivalent residential unit). The City of Augusta had previously stated that it would prefer to pay its stormwater commitment based on ERUs instead of catch basins. For the District to be able to collect the same amount of revenue from the city, the ERU rate for city streets and sidewalks would be \$13.31. This rate is only slightly higher than the District's standard ERU rate of \$12.56. Tarbuck will discuss the change with the city. If the city is amenable a motion will be held to approve the new ERU rate for city streets and sidewalks. The rate committee will continue to discuss parcels not being billed but benefiting from the District's infrastructure.

Andy Begin presented an update on the 2019 Capital Improvement Projects.

The foundation for the new CSO tank is complete. The next step will be to place the sides of the tank which is tentatively scheduled for August 28th. The dome will be cast in place on September 19th. By the end of October, the inside and outside of the tank should be finished and ready for paint

Pipe for the East Side Siphon project was delivered today. Drilling is still scheduled for early September.

Curbing and sidewalks have been installed on Cedar Street. The City should start paving the street this week.

Equipment for the dewatering project should be delivered soon.

The Water Street section of the Commercial Street project is finished and is now open to two-way traffic. The contractor will now start working on Commercial Street. Commercial Street will be open to local traffic only during construction.

Construction on lower Murray Street has started. The first 700 feet will be constructed this year with the remaining 1,500 feet to be finished next construction season.

There is a mile of failing ductile iron pipe located on the Trunkline in Winthrop that needs to be replaced. This section has experienced three repairs in the last four months. This will be a complicated and expensive project due to it being a narrow construction area with a lot of infrastructure already in the ground. The District hopes that most of the job can be accomplished using directional drilling.

The foot bridge designed and built by the District's summer interns is complete. It was great to work with the Augusta Nature Center.

The General Manager's report included information from the City concerning a stormwater project on Windsor Avenue. The City will be funding the project but the District will design and execute the work. The District recently hired two new utility workers, Kolby Peckham and Dave Robinson, and Steve Tirrell was hired as the District's new IT guy. John Cummons also recently joined the District's Engineering Department. Tarbuck is the current chair of the Maine's Board of Licensure of Water Systems Operators and a board member of the New England Interstate Water Pollution Control Commission. The District recently met with Chateau Cushnoc to review their existing billing structure.

Financials from July 2019 were presented. Water revenues were at 57% of budget while expenses were at 49%. Cash in the water division was approximately \$2.5M. Sewer revenues were at 54% of budget while expenses were at 51%. Cash in the sewer division was approximately \$2M. Stormwater revenues were at 59% of budget while expenses were at 44%. Cash in the stormwater division was approximately \$1M. Trustees also reviewed revised capital improvement budgets for each division. All three divisions showed a reduction in budget.

There are no liens for Trustee review.

The District hired Complete Energy Services (CES) to review our electricity consumption and to determine if pursuing solar power would be in the best interest of the rate payers. The analysis showed that the District could see an annual savings in electricity cost of \$40k or more. Tarbuck would like to hire CES to produce a request for proposal and to make a selection recommendation on the proposals. Even though the Waste Water Treatment Plant is the District's highest energy user the best placement for solar panels would be the Riverside Drive well site. Solar energy would run the well and the left-over energy would be sent to the grid for net metering. The board agreed to hire CES.

The District purchased 28 Arsenal Street in 2018 as part of the plan to install a CSO tank behind the District office located at 12 Williams Street. The property came with a seven-bay garage in which three bays had to be removed in order to have the correct slope on the banking behind the structure for the placement of the tank. The question now is what to do with the vacant house on the property. The options are to rent it or to demolish it. A property management company did an analysis on the house and came back with rental income of \$800 to \$1,000 monthly after some costly renovations are done. Tarbuck will check to see if demolishing the structure will reduce the ability to place another structure on the property at a later date if needed. Management will come back to the board with a recommendation on either renting or demolishing the structure.

The District needs to procure a \$1,750,000 loan to fund the replacement of a section of the Trunkline force main located on 202 in Winthrop. The loan will be taken out in the District's name but will be funded by members of the Trunkline. The District's portion of the loan will be 6.6% or approximately \$116k plus interest over the next twenty years.

At 18:46 Paradis moved to approve the Trunkline Force Main Replacement loan application to the Maine Municipal Bond Bank as described in the Proposed Vote included in the board information for this meeting, with changes. The motion was seconded by Hebert. The vote to approve the motion was unanimous.

Trustees reviewed the three proposals received for the acquisition of property on Sanford Road. McGee Construction came in at \$107k, Quirion Construction was \$200k plus \$30k of sand and Manter Construction was \$440k without test excavations and \$660K with test excavations. Tarbuck is asking for trustees to allow the District to enter into an Option Agreement with Manter Construction. Trustees present discussed waiting for all trustees to be present before voting to allow Tarbuck to enter into an Option Agreement.

At 18:57 Munson moved to table the motion on entering into an Option Agreement to sell the District's 44-acre property at 121 Sanford Road, Augusta, Maine, Map 1, Lot 92 to Manter Construction until all trustees are present. The vote to table the motion was unanimous.

At 18:58 Paradis moved to enter into executive session to discuss a personnel matter pursuant to MRS Title 1 Chapter 13 Section 405 C. The motion was seconded by Munson. The vote to approve the motion was unanimous. Trustees exited executive session at 19:16.

The first planning meeting is scheduled for October 30,2019.

Chairman Knight asked if there was anyone here for public comments. There were no public comments.

At 19:17 Hebert moved that this body stand adjourned. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

Monday, September 16, 2019

Greater Augusta Utility District Board Minutes

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

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

Trustees absent: Ken Knight and Kirsten Hebert

Attendees: Brian Tarbuck and Andy Begin

Guests: Alan Burton, Human Resources Consultant

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

Treasurer Corey asked if there were any additions to the agenda. Tarbuck added potential right-of-way maintenance along Piggery Road.

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

Sawyer amended the minutes from August 19, 2019. Changed time of motion from 19:57 to 18:57.

At 18:02 Sawyer moved to accept the Board meeting minutes for August 19, 2019, as amended. The motion was seconded by Warren. The vote to approve the motion was unanimous.

The Central Maine Water Council met on August 1st. The first season of recreational use by the Winthrop and Readfield snowmobile clubs at the Carlton Pond site was successful. The Readfield Blizzard Busters and the Winthrop Hillandalers have asked to use the trail for the upcoming season. Tarbuck met with Readfield's Trails and Conservation committee, along with Readfield's Snowmobile Club and members from a local mountain biking chapter. There is a lot of interest in using the Carlton Pond for recreational use. Tarbuck advised the group to write a proposal for the Board to review. Tarbuck asked the clubs to consider doing manual labor fixing and maintaining the access roads if the District purchases the materials. The Board was in agreement with Tarbuck's suggestions and ideas.

The Legislative/Charter Committee met on September 4th to discuss charter changes. These changes included the ability to apply liens for unpaid stormwater fees, charging customers a fee who are adjacent to sewer infrastructure but not connected, allowing the non-voting Hallowell representative to vote if the voting Hallowell representative is absent, adding stormwater language and removing Hallowell's right to veto any sewer main extension. The committee recommends that the territory section be addressed via an MOU between the City and the District. The bill title has already been submitted. The language for the bill should be submitted by January 2020.

On behalf of the rate committee, Tarbuck will meet with the City of Augusta (COA) to discuss billing the COA based on ERU's for streets and sidewalks instead of catch basins. Revenue to the District would remain the same.

Andy Begin presented an update on the 2019 Capital Improvement Projects.

The sides of the CSO tank have been constructed. The dome should be poured in place this week. The bid for the pumping station, control building and connecting pipes have been received. St Laurent was the apparent low bidder.

Drilling for the East Side Siphon project should start next week.

Cedar Street has been paved. There will be spring clean-up in 2020.

The District has hired Wright-Pierce to assist with the electrical design on the dewatering project. Dewatering equipment should start arriving in October.

The water main has been installed on Commercial Street. Individual water services and storm drain work should be starting this week.

Water and sewer mains have been installed on Murray Street. The contractor has started working on individual water/sewer services and the storm drain.

The District has received proposals for replacing one mile of pipe on the Trunkline force main in Winthrop. Bids will be reviewed but ETTI looks to be the most favorable.

The General Manager's report included information on the proposed solar project. Completive Energy Services (CES) has written a request for proposal on behalf of the District for the installation of solar panels. The City of Augusta will be meeting with CES next week and may want to enter into a joint proposal. The annual planning meeting will be held on October 30th at the Augusta Civic Center. Tim Walton will be moderating the session.

The District received three proposals for the sale of property located on the Sanford Road. McGee Construction bid \$107k, Quirion Construction bid \$200k plus \$30k in sand over the next ten years and Manter Construction bid \$440k base with an option to increase to \$660k if they are allowed to conduct test excavations. This motion was tabled at the August meeting due to only four Board members being present. The four Board members wanted more Board members to weigh in before making a decision. Trustees questioned Manter's reason for doing test excavations. Tarbuck explained that Manter's proposal stated that if they were allowed to do test excavations and found a lot of gravel, they would pay the \$660. If a little gravel was found they would like to meet with the District to discuss a sale price. If the General Manager is allowed to enter into an option agreement with Manter Construction, Manter would have thirty days to test. At the end of thirty days the District would enter into a sales agreement of \$440K or more depending on what Manter finds.

At 18:26 Sawyer moved to allow the General Manager to enter into an Option Agreement to sell the District's 44-acre property at 121 Sanford Road, Augusta, Maine, Map 1, Lot 92 to Manter Construction. The motion was seconded by Warren. The vote to approve the motion was unanimous.

The District purchased 28 Arsenal Street in 2018 as part of the plan to install a CSO tank behind the District office located at 12 Williams Street. The building on site has no value to the District. The District did research leasing the building as office space but decided that was not the business the District wanted to be in. With Trustee approval Tarbuck will work with the City of Augusta to have the building demolished. Trustees instructed Tarbuck to move forward with demolishing the building.

The District has sent out a request for proposal for right-of-way maintenance along the Piggery Road. The District has a maintenance easement with the State of Maine for its infrastructure located in the right-of-way. Clearing of the right-of-way will include the removal of some trees. This matter is being brought to the attention of the Board due to close proximity to the Arboretum.

Financials from September 2019 were presented. Water revenues were at 66% of budget while expenses were at 58%. Cash in the water division was approximately \$2.5M. Sewer revenues were at 61% of budget while expenses were at 60%. Due to the reduction in sewer rates it is expected that revenue will come in under budget this year. Cash in the sewer division was approximately \$2M. Stormwater revenues were at 70% of budget while expenses were at 54%. Cash in the stormwater division was approximately \$2.2M.

At 18:42, on the recommendation of management, Sayer moved to waive automatic foreclosure on the following Augusta properties: 6 Third Avenue, 51 Washington Street and 116 Northern Avenue. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

The first planning meeting for 2020 is scheduled for October 30th. Corey instructed Trustees to read through the 2019 Board of Trustees Annual Goals, Objectives and Operational Priorities before the October Board meeting.

At 18:45 Sawyer moved that this body stand adjourned. The motion was seconded by Warren. The vote to approve the motion was unanimous.

Monday, October 21, 2019

Greater Augusta Utility District Board Minutes

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

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

Trustees absent: none

Attendees: Brian Tarbuck, Andy Begin

Guests: Alan Burton, Human Resources Consultant

At 18:00 Board Chair Knight called the meeting to order.

Knight asked if there were any additions to the agenda. There were none

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

Sawyer moved to accept the Board meeting minutes for September 16, 2019. The motion was seconded by Corey . Corey recommended changing "presented" to "present". The vote to approve the amended motion was unanimous.

There were no changes related to the Central Maine Water Council from the prior meeting.

The Legislative/Charter Committee provided an update. No new information had been added since the last meeting. A bill title for the modified Charter has been submitted. Warren and Colwell discussed removal of the language related to the 'veto' language from the Charter. Warren indicated they are waiting to hear back from people in Hallowell but don't yet have consensus. Warren pointed out that the policies and procedures added by the District and the proposed language to permit the non-voting member to vote in the voting member's absence were noteworthy.

Tarbuck explained that the District is triple verifying the catch basin count billed to the City of Augusta. When that's verified the basin count will be presented to the City in memorandum form. The City agrees that billing for ERU instead of basins is preferable to the City. The Board discussed whether there might be different ERU rates for different customers. Kenney pointed out that the City is insulated somewhat from cost increases as the ERU count will not change but more basins may be added over time.

Begin provided project updates. Begin showed photos of the boat landing CSO tank to the Board. The tank will be completed by Thanksgiving. In the spring, a different contractor will install a new combined sewer pump station next to the tank. The siphon beneath the Kennebec River did not work as planned. Munson asked about alternatives since the drilling wouldn't work. Begin explained that alternatives are being considered with permitting agencies. Begin reviewed progress toward the installation of a screw press for dewatering solids at the wastewater treatment plant. The project is going as planned with installation anticipated in the first half of 2020. Other plant upgrades included new mixing equipment and pumps in one of the sludge holding tanks. Commercial Street is nearly complete. Murray Street will be wrapped up by Thanksgiving. About 1,100' of the 2,200' Murray Street project will be complete in 2019 with the remainder to be completed in 2020. The work to replace the Trunkline forcemain on Route 202 in Winthrop will begin in December with horizontal directional drilling by ETTI with some open-cut excavation to support drilling as needed. The southerly of the two Riverside wells has been pumped for several weeks. Hardness has dropped steadily but not rapidly from 250 mg/L to 200 mg/L. Wright-Pierce is starting geophysical work for well exploration on the east side of the river. Four sites have been secured with access permission with the goal of installing test wells to locate future water supply in north Augusta. Planned work for 2020 includes Columbia Street, Cony Street, Cushnoc Drive and Prospect Street work. Tarbuck explained a recent focus on operating valves.

Knight recognized employee anniversaries in October. Tarbuck explained that the City of Augusta and GAUD are jointly looking for solar power options. Tarbuck reinforced that lead in drinking water is really low but the State is requiring testing again due to blending concerns and how that could impact water quality. Tarbuck explained that project managers will create Google Sites for customers affected by construction near their homes.

Tarback stated that Manter Construction has opted to acquire the Sanford Road gravel pit from the District for \$444,000 in early December.

Tarback stated that 28 Arsenal Street was acquired by the District over a year ago. The former office building has no particular use and should be demolished. There was no opposition from the Board. Munson advised checking through the deed for any notable prior owners. Luke stated that the City would do that as part of their research.

Kenney explained that the water, sewer and stormwater divisions were each in good financial condition. Kenney pointed out that low cash positions would be replenished following a draw from loan proceeds. Paradis asked if the wastewater amounts would end the year slightly lower than forecast due to the rate decrease that wasn't budgeted. Kenney agreed that stormwater and wastewater budgets would both be different from the forecast due to unforecast rate changes.

There were no liens for Board review.

Corey moved to enter executive session to review the General Manager's performance pursuant to MRS Title 1 Chapter 13 § 405 6 A. The motion was seconded by Sawyer and approved unanimously.

The board returned to public session.

Motion by Sawyer: Under section 3, Term, of the January 1, 2018, employment agreement between Brian H Tarback and the Greater Augusta Utility District I move that the Board extend this agreement another two years until December 31, 2022 with the same terms and conditions. Munson seconded. The board approved the motion unanimously.

Knight reminded the board of the October 30 planning meeting at the Civic Center.

At 19:13 Sawyer moved that this body stand adjourned. The motion was seconded by Warren. The vote to approve the motion was unanimous.

Monday, November 18, 2019

Greater Augusta Utility District Board Minutes

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

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

Trustees absent: none

Attendees: Brian Tarbuck and Andy Begin

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

Knight asked for agenda additions. Tarbuck asked to add the third quarter digital report that summarizes the District's online activities in Twitter, Facebook and the website.

Knight asked for public comment but there was none.

Knight asked to review old business and asked for a motion to approve the October 21st 2019 meeting minutes. Corey moved to approve the meeting minutes and asked to show that Warren seconded the motion from the prior meeting that had been questioned in the draft minutes. Sawyer seconded the motion. The vote to approve the motion was unanimous.

Knight asked Tarbuck to provide an update relating to the Central Maine Water Council. The council did not meet but Tarbuck handed out a copy of a request from the Town of Readfield's trails committee to meet with the Board over the winter to discuss options for trails in the watershed. The Board asked Tarbuck to invite the Trails Committee to the January meeting.

Knight asked for an update from the charter and legislative committee. Knight explained that he and Tarbuck met with counsel Mike Hodgins to discuss the charter amendment process and invite Mike to the December meeting to further discuss proposed changes with the full Board. Knight asked Tarbuck to send out the current redline copy of the Charter to the Board ahead of the upcoming planning meeting for review at the planning meeting

Knight asked Treasurer Cory to provide a rate committee update. Corey stated that the Board's documents stated the committee's position well and noted the next committee meeting would be on November 26.

Knight asked Andy Begin to provide project updates. Begin reviewed the status of the boat landing CSO storage tank project, which remains on time and on budget. Begin explained that the District recently met with permitting agencies to review the current status of the District's plan to install a pipe beneath the Kennebec River to convey water from the east side to the west side. Permitting agencies have advised their work will take more than a year. The goal is to install more than one pipe beneath the bottom of the river to have redundancy and take advantage of excavating the river bed.

Begin said the sludge dewatering project at the wastewater treatment plant remains in electric design. Commercial Street improvements are complete and the street will be reopened to traffic soon. Murray Street suffered from unseasonably cold weather in early November but base paving was completed. The remainder of Murray Street will be constructed in 2020. Begin said the Trunkline forcemain replacement project on Route 202 in Winthrop would start with horizontal directional drilling by ETTI in December. The groundwater exploration effort is proceeding with some likely groundwater well candidates in North Augusta. Begin said that operating the southerly Riverside well to waste has reduced the hardness to about 160 mg/L so it will be returned to drinking water production soon. It has been as high as 220 mg/L hardness. Projects in design include Prospect, Cony Circle and Columbia Street.

Knight reviewed the general manager's report citing the concern about hydrants that had frozen due to the early, severe cold conditions in November. Tarbuck explained that this hadn't happened before and that steps had been taken

already to ensure hydrants are “pumped down” earlier in the future. Tarbuck pointed out that an inspection at Gage Street revealed that building sewers that should have been flowing into the sewer were in fact flowing untreated to the Kennebec through a stormwater pipe. DEP has been notified and a plan has been implemented to pump out the now-isolated manhole until a new pipe can be installed in the spring. Tarbuck said that an attempt to clean a double barrel siphon on the Trunkline resulted in a broken siphon pipe on Route 202 near Caparas.

Knight explained that he and Tarbuck attended a Winthrop Utilities District board meeting on Tuesday, October 29th. The board was primarily concerned about some costs relating to the new Homa pumps at the Winthrop Trunkline pump station. Knight said that we reviewed our planned charter changes with their board and said that we are open to conversations about interlocal agreements that could help both parties. Knight said the District needed to continue to improve communications with the local communities.

Paradis asked if the money we expect to generate on the sale of the Sanford Road gravel pit had been earmarked in any way. Tarbuck explained that the Board could attach conditions to the money generated by the sale but absent that it would be brought in as cash with no specific offsetting expenses.

Knight reviewed the proposed demolition of a structure the District acquired at 28 Arsenal Street. The demolition permit required a review of whether or not the structure had historic value. While the structure itself was found to lack particular historic value the research into its prior owners revealed that it was built by former Augusta Sanitary District superintendent Harry Jackson’s grandparents. Jackson served as the first superintendent of the sanitary district starting in 1961 until his retirement in 1988 when he was succeeded by Tarbuck’s predecessor, Dale Glidden, who served in that role until April, 2007. Knight pointed out that the road where the wastewater plant is located now was once known as “Britt’s Gully Road” and was renamed “Jackson Avenue” after Harry in the 1990s.

In Sherry Kenney’s absence, Tarbuck reviewed the financials for water, sewer and stormwater. Each division was tracking as expected and performing well.

Knight asked Tarbuck to review sewer backups on Murray Street. Tarbuck explained that there were a couple of sewer backups on Murray Street because the contractor connected the new sewer main to old sewer services that appeared to be active but were not. The backups were reported to the District’s insurance which expressed intent to make the customers in question whole.

Tarbuck explained that the District will take steps to better characterize active sewers in future projects and advise customers to be vigilant about basement inspection after connections are made so backups caused by construction can be addressed before any significant damage occurs.

Knight asked if there was any additional public comment. There was no additional public comment.

Knight asked for a motion to adjourn. Sawyer moved that this body stand adjourned. The motion was seconded by Paradis. The vote to approve the motion was unanimous.