

January 26th, 2009 4:00 PM

Greater Augusta Utility District Board minutes

Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Don Roberts, David Smith, Tom Sotir, Dick Bachelder, John Charest, and Jim Simpson

Trustees absent: none (1 currently vacant position left by Lisa Haskell's resignation)

Staff present: Brian Tarbuck, Harold Wood

Guests: Greg Leighton (AquaMaine), Ellen Blair (City of Augusta), Dan Wells (Winthrop)

Meeting called to order at 4:00 PM by Ken Knight.

Ken Knight asked if there were agenda additions. Three items were added. Discussion relative to the proposed interconnection w/ Winthrop Utility District, water availability from Hallowell Water District and a broken sewer service at 26 Tracy Street.

Ken Knight took a moment to recognize the City of Hallowell's new members on the Greater Augusta Utility District board of trustees. Richard Bachelder has been appointed by the mayor of Hallowell to serve as the City's voting member and Jim Simpson has been appointed to serve as the City's non-voting member. The two provided brief bios and introduced themselves to the Board.

On a motion by Tom Sotir, seconded by Don Roberts, the Board voted unanimously to approve the minutes of December 29th, 2008 as presented.

The Board discussed Brian Tarbuck's employment contract with Ellen Blair, the District's human resources manager. On a motion by Don Roberts, seconded by Steve Roberge, the Board voted unanimously to appoint a contract review committee made up of Ken Knight, David Smith and Tom Sotir to review the contract with Tarbuck.

The Board discussed a proposal from AquaMaine to provide accounting services to the District over 2009 at a total cost of approximately \$60,000. On a motion by Tom Sotir, seconded by Steve Roberge, the Board voted unanimously to approve the contract as presented.

Tarbuck presented a proposed amendment to the District's Capital Improvement Plan (CIP). Tarbuck explained that there were two parts to the request for amendment. The first was a revenue shift from the City of Augusta and the second was an error Tarbuck made on the 2009 CIP that was approved on 12/29/2008. The Board listened as Tarbuck explained the reasoning behind the decision on the part of the City of Augusta to terminate additional capital spending for stormwater on Winthrop Street due to difficult financial times. Tarbuck explained that the Board had previously approved capital spending to replace the water division's SCADA system in 2008 but the project had not been completed as desired in 2008 and it was forgotten on the 2009 CIP. On a motion by Tom Sotir, seconded by Don Roberts, the Board voted to approve the amendment to the 2009 CIP as presented. The vote was 5 in favor with Ken Knight abstaining.

The Board discussed the District's investment policy. There was general agreement that the existing policy (GAUD policy 29, April 24, 2006) was satisfactory but the existing practice of renewing 6 month certificates of deposit with Savings Bank of Maine should be reviewed to identify whether or not more competitive rates of return exist. The Board postponed any decision on the matter until it could confer with Ralph St. Pierre.

The Board listened to an explanation of the internal methods used by the District to allocate costs across divisions where it is not otherwise intuitive to do so. The practice of using best professional judgment to allocate costs was met with general approval as was the practice of using a default 50% water, 25% sewer, 25% stormwater split for costs that were assumed to generally benefit all divisions equally. The Board did not vote formally on this matter.

Ken Knight next called for nominations for positions on the Board concurrent with Annual Meeting proceedings. David Smith, seconded by Tom Sotir, nominated Ken Knight for re-election to the position of President of the Board. The Board voted unanimously to elect Knight to this position with Knight abstaining. Knight called for nominations for the position of Vice President. Don Roberts, seconded by Tom Sotir, nominated David Smith for the position. On a unanimous vote the Board elected David Smith as Vice President with Smith abstaining. Knight called for nominations for the position of Treasurer. Tom Sotir, seconded by David Smith, nominated Don Roberts for the position. On a unanimous vote the Board elected Don Roberts as Treasurer with Roberts abstaining. Knight called for nominations for the position of Clerk. David Smith, seconded by Tom Sotir, nominated Steve Roberge for the position. On a unanimous vote the Board elected Steve Roberge as Clerk with Roberge abstaining.

Tarback provided the new Board members with an overview of the CSO3 and Togus projects and conversation led into water source development. Dan Wells from /Winthrop discussed the availability of water from WUD.

The Board discussed the proposed revisions to the Trunkline Agreement. Tom Sotir identified two elements that could benefit from clarification. Tarback said he'd incorporate the suggested language into the Agreement and email it to affected parties for review.

The Board discussed a few bills that are under consideration at the Legislature. The first was LD 55 which seeks to prohibit commercial sale of water by water utilities. The Board requested that Tarback generate a letter that would be sent to the District's water division representatives to encourage them to vote against this proposal. Other bills discussed included general support for LD 10 which seeks to fund the State Revolving Loan Fund's state match dollars. Another bill of note was one that sought public water and sewer for projects greater than 20 acres.

The Board discussed a recent request for proposals by Hallowell and Gardiner Water Districts for engineering services for a comprehensive water supply plan. The Board expressed curiosity relative to the lack of notice given to GAUD about this project. Dick Bachelder said that he'd look into it on the Hallowell side and Tarback said he'd contact Gardiner to see about going to a trustees meeting there.

The Board reviewed a proposed easement policy. There were some elements that required fine tuning, specifically which steps would be take that could lead to land acquisition using the District's eminent domain powers. Dick Bachelder volunteered his time to help flesh the document out a bit further.

The Board asked Greg Leighton of AquaMaine about draft December, 2008 financials. The Board requested a copy of the 2009 Trunkline budget and a quarterly update relative to collections at the District.

The Board discussed the sewer service policy that had been enacted in February, 2008. The policy change was made to reflect the common practice the majority of wastewater utilities that stated the ownership and maintenance of sewer services was by the property owner, not the utility. Tarback explained that a customer at 26 Tracy Street had a failed service that was located underneath the paved road owned by the City of Augusta. The customer asserted that he could neither afford to repair the pipe nor could he be reasonably be expected to excavate a street that was not his. Discussion ensued. On a motion by Steve Roberge, seconded by Tom Sotir, the board discussed "changing the policy to make service lines the responsibility of the District from the main to the right of way". Tarback pointed out that this was not the utility standard and would increase average fees to all ratepayers. An argument was made that most ratepayers

would expect the utility to do this service and not the contrary. Don Roberts moved the question, seconded by Tom Sotir. The vote to approve was 5 in favor, David Smith opposed.

On a motion by Tom Sotir, seconded by Don Roberts, the Board voted unanimously to adjourn the meeting at 7:33 PM.

February 5th, 2009 1:30 PM

Greater Augusta Utility District Board minutes

Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Don Roberts, Tom Sotir, Dick Bachelder, and Jim Simpson

Trustees absent: none (1 currently vacant position left by Lisa Haskell's resignation)

Staff present: Brian Tarbuck, Mike Grove

Guests: Lee Bragg (BSSN)

Meeting called to order at 1:30 PM by Ken Knight.

The meeting was called to discuss revisions to the existing Trunkline Agreement. There were no other items on the agenda.

On a motion by Tom Sotir, seconded by Don Roberts, the Board voted unanimously to amend section 3.7 of the proposed Trunkline Agreement with the following language: "The budget shall not be subject to the dispute resolution provisions of this agreement provided the Trunkline budget is based on actual cost of services and materials incurred by the District."

On a motion by Don Roberts, seconded by Tom Sotir, the Board voted unanimously to delete section 8.4 of the proposed Trunkline Agreement in its entirety.

On a motion by Tom Sotir, seconded by Steve Roberge, the Board voted unanimously to adjourn at 15:20.

February 23rd, 2009 4:00 PM

Greater Augusta Utility District Board minutes

Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Don Roberts, Tom Sotir, Dick Bachelder, and Jim Simpson

Trustees absent: Charlene Hamiwka and John Charest

Staff present: Brian Tarbuck, Mike Grove, Harold Wood

Guests: Ralph St. Pierre (City of Augusta)

Meeting called to order at 4:00 PM by Ken Knight.

The Board discussed making a contribution to the upcoming reception for Libby Mitchell. The Board indicated it would be good to make a contribution of no more than \$100.

The Board discussed a recent meeting of the Hallowell and Gardiner Water Districts and a proposed intercommunity comprehensive plan relative to drinking water needs. The Board will continue to participate where possible to help encourage regional partnerships that can keep rates stable.

The Board reviewed the General Manager's report.

The Board discussed a proposal from the General Manager to extend the existing contract with Longchamps Construction to complete the second phase of the Winthrop Street project. The Board suggested that due to the cost of the project and the depressed economy that the District bid the work out with the caveat that the execution of the contract is contingent upon the City of Augusta committing to rebuild that portion of Winthrop Street. On a motion by Tom Sotir, seconded by Dick Bachelder the Board voted 5 for and Smith against at motion to direct staff to put the upper Winthrop Street project out to bid for construction in the spring of 2009.

The Board discussed reviewing prequalifying vendors and wished to discuss this in more detail at a point in the future.

The Board reviewed the District's current CD investments and had some questions about the current rates. The Board directed the General Manager and Ralph St. Pierre to discuss the matter with Savings Bank of Maine to review the current relationship and return to the Board with their findings.

The Board reviewed the most recent Trunkline Agreement with changes made by Lee Bragg after the February 5, 2009 Board meeting. On a motion by Tom Sotir, seconded by Don Roberts, the Board voted unanimously to approve the Trunkline Agreement as presented.

The Board discussed the annual audit of the District's financial statements and then reviewed financial reports for January. Tarbuck and St. Pierre explained that though the financial system is up and running as intended, reports are under development because of the need to first close out 2008 and import that information into the new system. The Board requested that future financial reports look as similar as possible to those presented in 2008.

On a motion by David Smith, seconded by Steve Roberge, the Board voted unanimously to adjourn at 17:47.

March 23rd, 2009 4:00 PM

Greater Augusta Utility District Board minutes

Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Don Roberts, Tom Sotir, Jim Simpson, Charlene Hamiwka and John Charest

Trustees absent: Dick Bachelder

Staff present: Brian Tarbuck, Mike Grove, Harold Wood

Guests: Ralph St. Pierre (City of Augusta)

Meeting called to order at 4:02 PM by Ken Knight.

On a motion by David Smith, seconded by Tom Sotir, the Board voted unanimously to accept the minutes of February 23, 2009 as written.

The Board signed a signatory document for the Trunkline Agreement that was approved at the 2/23 meeting.

The Board listened to a financial presentation by Ralph St. Pierre. The Board requested the following reports in addition to a monthly balance sheet and income statement:

- Report of outstanding investments
- Report of capital project costs compared to budget;
- Report of monthly water sales.

The Board discussed the status of the American Tissue Mill. The City does not own the mill. However, it has received a demolition bid which will be imminent following the City's 45 day notice of foreclosure which should happen on April 27th. There will be a public auction to sell off personal property within the mill. The mill will be demolished by the end of August, 2009.

The Board asked if there were water or sewer liens on the property. Tarbuck indicated that water was paid in full but there were debts owed to the District by the mill and that he'd email the Board with the total amount of any outstanding liabilities. St. Pierre indicated that whatever the mill owed the District would need to be written off.

The Board reviewed the General Manager's report. Upon review of the proposed Arsenal Street project extension from Eastern Avenue the Board requested a follow-up meeting on 3/30 to discuss the project in more detail.

The Board discussed the receipt of stimulus dollars for Eastern Avenue and how the award impacted the District's drinking water capital improvement plan. The Board also discussed the Maine DOT's proposed replacement of a box culvert under Riverside Drive on Riggs Brook and how this would postpone planned pipe installation on Riverside Drive for 2009. The Board discussed the USVA Togus wastewater pipeline project and conflicts with neighborhood residents relative to trees located in the Maine DOT right of way. The Board also discussed the estimates for repair of the wastewater plant's aeration tank compared to final pricing to complete this work. The District's estimates of project cost were lower than the resultant costs which may push installation of necessary upgrades back to 2010.

On a motion by Tom Sotir, seconded by Don Roberts, the Board voted unanimously to adjourn at 17:47.

Monday, March 30th, 2009 4:00 PM
Greater Augusta Utility District Board minutes
Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Don Roberts, Tom Sotir, Jim Simpson, Charlene Hamiwka and John Charest

Trustees absent: Dick Bachelder

Staff present: Brian Tarbuck, Mike Grove, Harold Wood

Guests: n/a

Meeting called to order at 16:01 by Ken Knight.

The Board met for the purpose of discussing changes to the drinking water division's capital improvement plan.

Tarbuck first reminded the Board that Mr. and Mrs. Fish would make their annual presentation to the Lincoln School in Augusta on April 1 at 9:30 AM. The District provides the financial support to this educational presentation each year.

Tarbuck also provided a short update on the CSO3 project. CSO3a is progressing well and should be out to bid in May for work to be done at the plant on the grit chamber, chlorine contact tank and CSO tank. The valve that will control flow in the West Side Interceptor will not be bid in May due to design timing issues but will be completed by the late summer.

Tarbuck detailed the capital improvement projects approved on January 26th and compared those to what will likely get constructed in 2009.

The receipt of stimulus dollars for the Eastern Avenue project made cash available to do a replacement of 1,250' of drinking water pipes on Arsenal Street located roughly between Brooks Street south to the gate to the Arsenal.

The Maine DOT's decision to replace an existing box culvert over Riggs Brook on Riverside Drive caused the District to postpone its 3,400' main replacement project on Riverside Drive due to concerns related to traffic management on Riverside Drive.

The Board discussed whether there was some section of Riverside Drive that could be done this summer or some other smaller project that could be done in lieu of replacing pipe on Riverside Drive to help the District meet its 1% annual pipe replacement goal. Tarbuck indicated that there were no additional substantial 'shovel-ready' projects available at this point in time but the District would look at upcoming projects and determine if time was available to get one out to bid in mid or late summer.

On a motion by Tom Sotir seconded by David Smith the Board voted unanimously to add the Arsenal Street project as proposed to the 2009 drinking water CIP and postpone the Riverside Drive project to 2010.

On a motion by Tom Sotir, seconded by Don Roberts, the Board voted unanimously to adjourn at 16:55.

Monday, April 27th, 2009 4:00 PM

Greater Augusta Utility District Board minutes

Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Don Roberts, Tom Sotir, Jim Simpson, Charlene Hamiwka, Dick Bachelder and John Charest

Staff present: Brian Tarbuck, Mike Grove, Harold Wood

Guests: Ralph St. Pierre (City of Augusta), Ellen Blair (City of Augusta), Dan Wells (Winthrop UD), Hank Farrah (RKO / auditing firm)

Meeting called to order at 16:00 by Ken Knight.

On a motion by Tom Sotir, seconded by Don Roberts the board unanimously voted to accept the minutes as presented from meetings on March 23, 2009 and March 30, 2009.

Hank Farrah from the accounting firm of Runyon, Kersteen and Ouellette (RKO) presented the draft 2008 audited financial statements of the District. Mr. Farrah presented a graphical presentation of the audited statement findings made by his firm. Mr. Farrah indicated that the audit was "clean". He pointed out that the District should improve its review of the quarterly receipt of money from Hallowell Water District for sewer payments. He indicated that a new procedure has been developed since the audit which should improve this process and improve the transparency of that transaction.

At 16:27 Ralph St. Pierre presented the District's monthly and year to date financial statements to the Board. The Board had some questions about the current interest rate received on the checking account (0.75%) versus recent CD interest rates (about 1.75%). The District will look for improved CD interest rates from other institutions upon renewal and pursue the highest interest rate. If the gap between the daily checking rate and the CD rate increases then the District will look into moving funds into CD's from daily checking. Tom Sotir recommended that future CD's be laddered to stagger the renewal periods more evenly.

At 16:57 there was discussion about retiree health. There is an OPEB liability statement that arrived in draft form at the District on 4/27. This is a draft document which is being prepared by Maine Municipal Association. More information about the dollar amount associated with this liability and how the District will fund it will be presented at the next Board meeting in May provide the information is available at that time.

At 17:02 the Board discussed recent bid results for work that will be done on upper Winthrop Street to replace existing water, sewer and stormwater infrastructure. The low bid was submitted by Eastwood Construction in the amount of \$224,874. Dan Wells from Winthrop UD was present and the Board asked if he would comment on their performance. When asked if WUD would rehire Eastwood to perform work he suggested they would. The Board asked if Eastwood had proper bonding and Harold Wood indicated they met the criteria and were bonded. On a motion by Tom Sotir, seconded by Steve Roberge, the board unanimously voted to award the contract for infrastructure replacement on Winthrop Street to Eastwood Construction in the amount of \$224,874.

At 17:05 David Smith made a motion to enter Executive Session to discuss the General Manager's contract pursuant to MRSA Title 1 §405 6 A. The motion was seconded by Don Roberts and unanimously approved by the Board.

At 17:50 the Board resumed the regular meeting. On a motion by Tom Sotir seconded by Dick Bachelder the Board voted unanimously to approve the salary action for the General Manager that had been discussed in Executive Session. The Board directed Tarbuck to meet with HR Director Ellen Blair to proceed with appropriate documentation.

At 17:52 the Board discussed the Drinking Water Program's award of 'stimulus funds' to the District. There was some discussion about how stimulus funds were different from regular funding. Tarbuck explained that the fundamental difference had nothing to do with stimulus funding but had to do with structural differences between the drinking water and wastewater State Revolving Loan Fund (SRF) programs. The drinking water SRF requires that wages are Davis-Bacon Act compliant where the clean water SRF does not have the same requirement. The stimulus award will reduce the amount of money that the District will borrow and the amount that it needs to borrow will be paid back over 20 years at 0% interest. On a motion by Tom Sotir seconded by David Smith the Board voted unanimously to execute the language prepared by Lee Bragg shown on page 12 of the Board packet titled, "Proposed Vote – Drinking Water Project, Eastern Avenue, DWSRF".

At 17:59 Tom Sotir made a motion to authorize a new policy titled, "Identity Theft Protection Program / FTC Red Flag Rule Compliant". The motion was seconded by Dick Bachelder and the vote to approve it was unanimous.

At 18:00 Tarbuck provided updates on water sales and the USVA Togus sewer main extension project. There was also an update on the Arsenal Street project that was driven by the USVA Togus sewer main project. The Arsenal Street water main is complete.

Tarbuck explained the CSO3A project that will be implemented very soon. Work will happen at the plant to improve grit capture and disinfection systems for combined sewer overflows (CSO's) and secondary effluent. Work will begin later in the summer to install a remote operated valve in the West Side Interceptor that will force flow to back up into the West Side Consolidated Conduit during heavy rain events.

Tarbuck explained the CSO3B project along Bond Brook and Mount Vernon Avenue and stated that all options are on the table as the existing pipe that needs to be replaced is in a difficult location with scarce easements. The Board requested an update at the next meeting on the proposed easement policy so this could be reviewed soon in anticipation of upcoming easement negotiations. The Board also asked for a plan regarding how a project of this magnitude would be managed concurrent with other projects. The Board also asked for a plan regarding communications to the public regarding the planning and ongoing implementation of the project.

Tarbuck explained that there is stormwater work necessary on Viles Street near the new Hannaford store. The District has worked with the contractor to provide most of the materials and all of the labor to perform work on Viles Street that will separate 3 catch basins and help alleviate flow issues at the wastewater plant. The District will provide the rock required for bedding the pipe. Tarbuck requested that the savings in the bid price realized on Winthrop Street be applied to this project and there was general agreement that this was acceptable.

Tarbuck discussed the planned painting of the twin Malta storage tanks near Haskell Street. The District had budgeted \$600,000 to repaint them both, inside and outside. Recent increases in coatings have driven that price to approximately \$800,000. The cost to replace the tanks with a new concrete tank will be about \$2.5 to \$3.0 million. The District will work with Wright Pierce to conduct several hydraulic models of proposed tank options but the net result is that the tank will likely be replaced instead of repainted.

At 18:37 David Smith made a motion to adjourn the meeting. Steve Roberge seconded the motion and the vote to approve was unanimous.

On a motion by David Smith, seconded by Steve Roberge, the Board voted unanimously to adjourn at 18:37.

Monday, May 18th, 2009 4:00 PM

Greater Augusta Utility District Board minutes

Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: David Smith, Steve Roberge, Don Roberts, Tom Sotir, Jim Simpson, Charlene Hamiwka, Dick Bachelder and John Charest

Trustees absent: Ken Knight

Staff present: Brian Tarbuck, Mike Grove, Harold Wood

Guests: Ralph St. Pierre (City of Augusta)

Meeting called to order at 16:03 by David Smith. Ken Knight had a planned absence.

On a motion by Tom Sotir, seconded by Don Roberts the board unanimously voted to accept the minutes as presented from the meetings of April 27, 2009.

At 16:08 Ralph St. Pierre presented the financial report for the previous month. The Board questioned a higher than anticipated expense for three valves at the wastewater plant. Tarbuck explained that the valves were intended to be purchased over 3 years but suffered simultaneous failures necessitating immediate repair.

There were many questions about a recent actuarial analysis of the district's OPEB (Other Post Employment Benefits) / GASB (Governmental Accounting Standards Board) 45 retirement benefits liability. St. Pierre explained that virtually all government entities are wrestling with both the amount determined by the actuarial analysis and the appropriate funding mechanism to ensure that this liability is properly funded. At the time of this meeting, there was insufficient time to study the options and make an appropriate recommendation. The total liability identified at the end of 2008 was approximately \$3.1 million. The next steps will determine how this money is allocated between the water and sanitary divisions of the District and report back to the board with some options.

At 16:52 the Board discussed a recent discussion the District had with InforME relative to the pros and cons of online and credit / debit card payments. The Board indicated that these options were worth continued discussion. Tarbuck and St. Pierre will continue to research options for online and credit / debit card payment and come back to the Board with recommendations.

At 17:07 the Board discussed the draft Consumer Confidence Report. The Board recommended inclusion of the names of standing Board members. The Board suggested adding some detail regarding the timing of the start and anticipated completion dates of projects. The Board also requested some clarification on lead and copper testing.

At 17:20 the Board discussed the proposed revisions to part 2.3 of the Sewer Use Ordinance. The language as presented was not clear enough for adoption and it was suggested that it be reworked to clarify the intent of the Board.

At 17:30 the Board discussed a cost overrun on a gaseous oxygen skid at the wastewater plant. The original estimated cost neglected to include the cost of installing equipment. As proposed the \$75,000 budget item has expanded to \$140,000 for the pressure swing adsorption skid.

At 17:35 the Board discussed monthly water sales. Sales are down as people conserve water.

At 17:50 the Board discussed capital projects in the General Manager's report. There were no significant issues identified with the ongoing projects.

At 18:05 David Smith asked Tarbuck to come up with a few dates to go out and tour the water treatment plant and watershed in East Winthrop so the Board members who were unfamiliar with these sites could see them first hand.

On a motion by Tom Sotir, seconded by Don Roberts, the Board voted unanimously to adjourn at 18:07.

Monday, June 9th, 2009 1:00 PM

Greater Augusta Utility District Board minutes

Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Jim Simpson, Charlene Hamiwka, and Dick Bachelder

Trustees absent: Don Roberts, Tom Sotir, John Charest

Staff present: Brian Tarbuck

Guests: none

The Board met at the wastewater plant at Jackson Avenue and left for the water plant at 48 Carleton Pond Road at 13:00.

The Board toured the plant then toured the dam area at Carleton Pond.

There was no formal business of any kind conducted at the meeting as it was informational only.

The Board returned to the plant at 14:40 and the meeting was concluded.

Monday, June 29th, 2009 4:00 PM

Greater Augusta Utility District Board minutes

Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Jim Simpson, Don Roberts, Tom Sotir, John Charest and Dick Bachelder

Trustees absent: Charlene Hamiwka

Staff present: Brian Tarbuck

Guests: Ralph St. Pierre, Mike Stein

Ken Knight called the meeting to order at 16:00.

On a motion by David Smith seconded by Tom Sotir, the Board voted unanimously to accept prior meeting minutes from May 18, 2009 and June 8, 2009 as presented.

Ralph St. Pierre reviewed the current financial condition of the utility reporting that at the end of May, expenses were slightly under budget. Revenues were also slightly under budget. St. Pierre explained that the OPEB / GASB 45 liability was being finalized by the auditors. They indicated that 80% of the liability falls on the sewer and stormwater divisions while the remaining 20% is allocated to the drinking water division. There should be a more concrete evaluation of this liability at the July Board meeting.

On a motion by Tom Sotir seconded by David Smith, the Board voted unanimously to accept the Treasurer's Report as presented.

At 16:25 Mike Stein from Woodard & Curran (engineering firm) presented the current status of the CSO3A and CSO3B projects. CSO3A is broken up into two contracts with 4 sub-projects. The installation of baffles in the CSO disinfection tank at the plant, installation of baffles in the grit collection system at the headworks of the plant and a mechanical sluice gate on the west side interceptor will be bid as one package this fall. The fourth sub-project is the rebuild of the secondary disinfection tank at the tail of the plant. This project will be bid in January 2010 for the summer construction period. All CSO3A projects will be complete by autumn, 2010.

Mr. Stein explained the CSO3B project in detail. CSO3B involves replacing existing sewer pipes that are located on the north side of Bond Brook. The project as proposed will replace existing pump station 1 and upgrade pump station 2 near Rockingham Electric to accommodate anticipated sewer and stormwater flow from the Bond Brook area.

Mr. Bachelder excused himself from the meeting at 18:10. Votes subsequent to his departure were made by Trustees Knight, Roberge, Roberts, Smith and Sotir.

Mr. Stein completed his presentation at 18:23. The Board thanked Mr. Stein for his time and explanation of the projects.

On a motion by Tom Sotir seconded by David Smith the Board voted unanimously to expand the CSO3 engineering budget by \$50,000 to conduct a flow study as requested by the engineers to refine the Bond Brook wastewater hydraulic model. This work will be done in September to capture high flow events that have typically occurred in the early fall.

On a motion by Tom Sotir seconded by David Smith the Board voted unanimously to approve additional research on hydraulic behavior of the drinking water system at a cost not to exceed \$7,500 to facilitate the potential replacement of

storage tanks on Haskell Street and Riverside drive. Tarbuck indicated this work would be done by Wright Pierce Engineers.

The Board reviewed a request for a vote by Tarbuck to allow execution of a contract with Wyman & Simpson to relocate an existing water main on Riverside Drive to accommodate a stream crossing project by Maine DOT. The Board declined to vote as they believed this was within the general manager's scope of work to sign the contract on their behalf.

On a motion by Don Roberts seconded by Steve Roberge, the Board voted unanimously to approve Tarbuck's request to use a 2002 pickup truck as his assigned work vehicle. The 2002 Tahoe currently assigned to Tarbuck will be sold and a new truck will be purchased to replace the 2002 pickup.

Due to the late hour, the Board asked for a quick review of the proposed easement policy. There were no decisions made at that point but the Board generally agreed with the approach presented by Tarbuck relative to acquiring easements and didn't object to Tarbuck's proposal to discuss easement acquisition techniques with TMSI from Gardiner, Maine.

On a motion by David Smith seconded by Steve Roberge, the Board voted unanimously to adjourn the meeting at 18:52.

Monday, July 20th, 2009 4:00 PM
Greater Augusta Utility District Board minutes
Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Jim Simpson, Don Roberts, and Dick Bachelder

Trustees absent: Charlene Hamiwka, Tom Sotir and John Charest

Staff present: Brian Tarbuck, Mike Grove and Harold Wood

Guests: Ralph St. Pierre

Ken Knight called the meeting to order at 16:00.

On a motion by David Smith seconded by Don Roberts, the Board voted unanimously to accept prior meeting minutes from June 29th, 2009 as presented.

Ralph St. Pierre reviewed the current financial condition of the utility. Mr. St. Pierre reviewed the effect of the GASB45 actuarial analysis of the District's OPEB retirement / health care liabilities and how to account for them. No action was required at the meeting on the Board's behalf. In the near future a decision will be made concerning how to fund future liabilities defined by the actuarial analysis. The \$173,000 liability on the sewer and stormwater divisions is approximately 3.3% of today's revenue. For the water division, the \$34,000 liability is approximately 1.5% of today's revenue.

Mr. St. Pierre reviewed the financial reports for June for the water, sewer and stormwater divisions.

On a motion by Don Roberts, seconded by Steve Roberge, the Board voted unanimously to accept the financial report as presented.

At 17:00 the Board discussed the water and sewer abatement policies as they exist today and reviewed a proposed modification by Mr. Tarbuck that would combine the two policies into a single policy. On a motion by David Smith, seconded by Dick Bachelder, the Board voted unanimously to approve the abatement policy as presented.

At 17:15 the Board discussed an amendment to the capital improvement plan to reflect the need for approximately \$4,000 to upgrade the District's two-way radios. David Smith echoed his desire to have increased interoperability of local radio systems for improved communications in emergencies. It appears that the new radios will allow this to some degree though the public safety radios are on a separate 'network'. Mr. Tarbuck assured Mr. Smith that his concerns will be voiced and efforts to make radios work together will be implemented if possible.

At 17:28 the Board discussed water issues at East Winthrop and Manchester. Mr. Tarbuck presented a means to deliver higher pressure and fresher water down route 202 in Manchester. Water age, water mixing and providing service to existing customers on Prescott and Puddledock Roads are issues that need to be considered with any improvement to flow that doesn't include the existing 24" transmission main. The Board expressed concern over any solution that could abandon existing customers. The Board indicated that due to the complexities associated with solutions to this problem that the District hire some outside assistance to compile the various proposed solutions and options and present them in a cost / benefit analysis to help with that decision making process.

At 17:50 the Board discussed ongoing capital improvement projects on Winthrop Street and the Togus sewer project.

At 18:07 the Board discussed the CSO3 project.

At 18:15 the Board discussed the award of a bid for two small sewer main replacement projects on Fairview and Purinton Avenues in Augusta. On a motion by Don Roberts, seconded by David Smith the Board approved the low bid award to Eastwood Construction in the amount of \$128,329 to complete the sewer replacement work on Fairview and Purinton Avenues in Augusta as a change order to their current Winthrop Street contract with the District.

On a motion by David Smith seconded by Don Roberts, the Board voted unanimously to adjourn the meeting at 18:32.

Monday, August 24th, 2009 4:00 PM

Greater Augusta Utility District Board minutes

Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Jim Simpson, Don Roberts, Dick Bachelder, Charlene Hamiwka, Tom Sotir and John Charest

Staff present: Brian Tarbuck, Mike Grove and Harold Wood

Guests: Ralph St. Pierre, Ellen Blair, Jeff Musich (Wright Pierce)

Ken Knight called the meeting to order at 16:00.

On a motion by David Smith seconded by Don Roberts the Board voted unanimously to go into executive session pursuant to discuss both union and non-union labor needs as a result of depressed water sales pursuant to MRSA Title 1 §405 6 A.

The Board exited Executive Session at 17:09.

Tarbuck introduced Jeff Musich from Wright Pierce Engineers who proceeded to explain how Wright Pierce would combine several existing reports into a single document for review by staff and the Board to help guide future work in East Winthrop and Winthrop relating to drinking water improvements. On a motion by Don Roberts seconded by David Smith the Board voted unanimously to proceed with a contract with Wright Pierce not to exceed \$7,500 to perform engineering services as described in a memo to the District dated August 10, 2009.

Ralph St. Pierre presented the financial report. On a motion by David Smith seconded by Tom Sotir the Board unanimously voted to accept the financial report as presented. The Board discussed financial services and how funds are secured at Savings Bank of Maine. Ralph St. Pierre will investigate how the District's cash is collateralized through government securities. The Board advised that for future certificates of deposit that the District should seek optimal rates even if the best rates are provided by institutions located in other states. The Board preferred that Savings Bank of Maine was not offered an opportunity to renew the certificate of deposit which is maturing on 8/27/2009. The Board would like to review a request for proposals for financial services at its October meeting.

The Board reviewed minutes from July 20, 2009. The Board recommended changing "Treasurer's Report" to "financial report" as noted in the minutes. On a motion by David Smith seconded by Tom Sotir the Board unanimously approved the minutes for July 20, 2009, as amended.

The Board reviewed an issue identified during the excavation of Fairview Avenue during its replacement of an existing sewer system. A private stormwater system was discovered. The District was advised that some 30 years ago the District had installed a drain manhole on a property owned by a Mr. O'Connor. In return for the abandonment of any future district liability for the drain manhole, the District would intercept the private stormwater pipe and connect it to the local stormwater system. On a motion by Tom Sotir seconded by David Smith the Board voted unanimously to approve a change order to Eastwood Construction for \$25,100 to install new catch basins and pipe; and another approximately \$5,000 for repaving the trench for the stormwater pipe.

The Board listened to a presentation of bid results received by the District to do drinking water pipe replacement at Cony Road, Ridgewood Drive and South Belfast Avenue. The bid results came in over budget by approximately \$45,500. The District will award the project to the low bidder, St. Laurent, in the amount of \$125,995. Additional project costs

including \$5,994 in road opening fees to the City of Augusta and \$9,642 in testing and disinfection by the District will be paid separately.

The Board listened to a presentation regarding procurement of easement negotiating services for the upcoming CSO3b project along Bond Brook. On a motion by David Smith seconded by Tom Sotir the Board voted unanimously to enter into an agreement with TMSI in Gardiner, Maine, to complete tasks as described in a memo to the Board dated July 31, 2009 for a cost not to exceed \$67,873.50.

The Board requested a presentation of the District's legal and or financial exposure if particular deadlines related to the CSO project are not met.

The Board discussed upcoming project costs and debt retirement by the water division and the subsequent impacts that each would have on rates. The Board requested that Tarbuck solicit requests for proposals for an updated rate study to include water, sewer and stormwater operating costs and revenue streams by the end of 2009.

The Board discussed a CSO overflow repair project at the pump station in Hallowell. The District will bid this work out this fall.

On a motion by Tom Sotir seconded by Steve Roberge, the Board voted unanimously to adjourn the meeting at 19:00.

DRAFT

Thursday, September 10, 2009 4:00 PM

Greater Augusta Utility District Board minutes

Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Jim Simpson, Don Roberts, Dick Bachelder, Tom Sotir and John Charest

Trustees absent: Charlene Hamiwka

Staff present: Brian Tarbuck

Guests: Ellen Blair, Lee Bragg

Ken Knight called the meeting to order at 16:00.

The Board discussed its current relationship with Savings Bank of Maine and exposure to risk related to its current holdings.

Don Roberts moved that "Ralph St. Pierre, CFO for the City of Augusta who because of a contractual agreement between GAUD and the City is essentially responsible for the administration of the District's finances with the General Manager, is hereby authorized to sign on behalf of the District, all documents necessary and to take immediate action to remove all moneys and accounts belonging to GUD from Savings Bank of Maine. After closing the account at SBM, St. Pierre is instructed to immediately open whatever accounts are necessary for GAUD at TD Banknorth. It should be noted that St. Pierre has been and is currently responsible for directing the General Manager and the Trustees on choice of bank, checking and money market account and certificates of Deposit. The Board directions and actions shall be carried out by Ralph St. Pierre on behalf of GAUD no later than tomorrow Friday AM, September 11." The motion was seconded by Steve Roberge.

After lengthy discussion about relative risk factors, disaster recovery concerns and day to day needs of the utility District, the motion was withdrawn by Don Roberts, seconded by Steve Roberge.

Discussion continued until 17:32 when the following motion was made by Tom Sotir. "Moved that the General Manager be instructed, with the assistance of the Chief Financial Officer of the City of Augusta, to transfer all accounts and assets from Savings Bank of Maine to TD Banknorth as expeditiously as possible and specifically authorize the General Manager to be the sole signatory on any and all new accounts." The motion was seconded by Dick Bachelder. The vote to approve the motion was unanimous.

At 17:35 Don Roberts asked the Board to accept his resignation as Treasurer. Knight accepted his resignation. David Smith asked that the record reflect Don's good service to the District in his role as Treasurer and requested that a discussion relative to the duties and selection of a successor to Mr. Roberts be added to the next Board agenda.

On a motion by David Smith seconded by Tom Sotir the Board voted unanimously to go into executive session pursuant to discuss both union and non-union labor needs as a result of depressed water sales pursuant to MRSA Title 1 §405 6 A at 17:42.

The Board exited Executive Session at 18:27.

At 18:28, on a motion by Tom Sotir seconded by Steve Roberge, the Board voted unanimously to adopt the Early Exit Incentive Program presented to the Board on 9/10/2009. For the record, Mr. Bachelder and Mr. Knight had earlier left the meeting and did not vote on this matter.

On a motion by Tom Sotir seconded by Don Roberts, the Board voted unanimously to adjourn the meeting at 18:29.

DRAFT

Monday, September 21st, 2009 4:00 PM
Greater Augusta Utility District Board minutes
Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Jim Simpson, Don Roberts, Dick Bachelder, Charlene Hamiwka, Tom Sotir and John Charest

Staff present: Brian Tarbuck, Mike Grove and Harold Wood

Guests: Ralph St. Pierre, Lee Bragg (BSSN), Greg Chabot (RKO), Al Godfrey, Jr. (TMSI)

Ken Knight called the meeting to order at 16:00.

The Board reviewed minutes from August 24, 2009 and September 10, 2009. On a motion by David Smith seconded by Don Roberts the Board unanimously approved the minutes for both meetings.

The Board discussed the renewal of the financial services agreement with the City of Augusta. On a motion by Tom Sotir seconded by Dick Bachelder the Board voted unanimously to approve Ralph St. Pierre to be an authorized additional signatory on required accounts with financial institutions.

On a motion by Tom Sotir seconded by David Smith, the Board approved extending the financial services agreement indefinitely until language is modified to reflect the intent of the contract. The vote to approve was unanimous.

The Board reviewed the Letter of Credit provided by TD Bank as security for its outstanding holdings with Greg Chabot, Lee Bragg and Ralph St. Pierre.

Tom Sotir requested that a discussion of any exposures related to failure to meet CSO schedules happen at the next Board meeting.

The Board discussed the Treasurer position. On a motion by Don Roberts seconded by David Smith the Board voted unanimously to elect Charlene Hamiwka the Treasurer.

On a motion by Don Roberts seconded by David Smith the Board voted unanimously to accept the financial report as presented.

The Board discussed easement negotiations for the CSO3b Bond Brook project and reviewed and commented on an outline to define an easement policy at a later date. Al Godfrey, Jr and Lee Bragg participated in the discussion.

On a motion by David Smith seconded by Charlene Hamiwka the Board voted unanimously to adjourn at 18:32.

Monday, October 19th, 2009 4:00 PM
Greater Augusta Utility District Board minutes
Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Jim Simpson, Don Roberts, Dick Bachelder, Charlene Hamiwka, Tom Sotir and John Charest

Staff present: Brian Tarbuck, Mike Grove and Harold Wood

Guests: Ralph St. Pierre (City of Augusta), Ellen Blair (City of Augusta)

Ken Knight called the meeting to order at 16:00.

Ralph St. Pierre presented the financials noting that water sales were down 7.6% compared to last year at this time reflecting a net reduction in water revenue of 2.5%. On a motion by Don Roberts, seconded by David Smith, the Board voted unanimously to accept the financial report as presented.

The Board reviewed minutes from September 21, 2009. On a motion by Tom Sotir seconded by David Smith the Board unanimously approved the minutes for the meeting.

At 16:32 Dave Smith made a motion to go into executive session pursuant to MRSA Title 1 §405 6 A to discuss a non-union personnel matter. The motion was seconded by Charlene Hamiwka and the vote to approve the motion was unanimous.

At 17:20 the Board exited executive session.

The Board reviewed proposed modifications to the Financial Services Agreement with the City of Augusta. On a motion by Tom Sotir, seconded by Dick Bachelder, the modifications were unanimously adopted.

On a motion by Tom Sotir seconded by David Smith, the request to modify the CIP, water division, to purchase a vacuum trailer unit in the amount of \$33,000 was unanimously approved. Funds will come out of savings from purchasing a used generator instead of a new one.

The Board reviewed a document prepared by Mike Grove that explained the Clean Water Act requirements driving the CSO3 project. The Board thanked Mike for an excellent presentation and commented that this document answered a lot of questions related to the need for the project. The Board requested copies of any future correspondence with MDEP relating to scheduling of the CSO3 project.

The Board discussed the proposed policy on easement acquisition titled, "Right-of-way Acquisition Policy and Procedure (Major Projects)". After lengthy debate, Tom Sotir made a motion to approve the proposed policy as presented. The motion was seconded by David Smith. 5 voted in favor of the motion, 2 were opposed (Bachelder, Roberge). The motion carried.

The Board discussed the need to improve communications with the general public relating to the CSO3b project along Bond Brook. Don Roberts made a motion to "acquire the services of a communications consultant to develop and implement a communication plan for CSO3b". The cost was capped at \$15,000. The motion was seconded by Tom Sotir and the vote to approve it was unanimous. The Board asked Tarbuck to get a proposal within the next two weeks for a special meeting of the Board on Monday, November 2, 2009.

On a motion by Tom Sotir seconded by David Smith, the Board voted unanimously to allow the General Manager to relinquish two easements that were acquired but ultimately not required by the project back to the property owners. The vote to approve was unanimous.

On a motion by David Smith seconded by Charlene Hamiwka the Board voted unanimously to adjourn at 18:49.

Monday, November 2nd, 2009 4:00 PM
Greater Augusta Utility District Board minutes
Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Jim Simpson, Don Roberts, Dick Bachelder, Charlene Hamiwka, Tom Sotir and John Charest

Staff present: Brian Tarbuck and Mike Grove

Guests: n/a

Ken Knight called the meeting to order at 16:00.

The Board reviewed a recent notice of bid for the CSO3a1 project. That project consists of upgrades to the grit collection system at the wastewater plant, the CSO disinfection tank at the wastewater plant and the installation of a new slide gate on the West Side Interceptor to force flow into the West Side Consolidation Conduit when necessary.

The Board discussed the need for public relations consulting on the CSO3b project. At the last meeting the Board directed Tarbuck to acquire the services of a communications consultant. Tarbuck contacted Bernstein Shur Government Solutions (BSGS). BSGS developed a proposal and some estimated completion times with a total cost of approximately \$15,000.

The Board discussed the proposal and the general impression was that the work was well thought out and there was appreciation for the document as it generated good conversation.

David Smith moved to "authorize the General Manager to engage in an agreement with BSGS to develop a community relations strategy with a cost not to exceed \$20,000." The motion was seconded by Don Roberts. The board voted to reject the motion 5 against, 2 in favor.

The Board developed a subcommittee consisting of Hamiwka, Simpson and Sotir that could work on public relations issues as they dealt with the CSO3 project.

Tom Sotir moved to authorize a contingency fund for \$5,000 to assist the General Manager in public relations communications. The motion was seconded by Charlene Hamiwka. After some discussion Mr. Sotir withdrew the motion.

The Board suggested that the subcommittee meet soon and develop a communications plan or an RFP for public relations services that could be solicited on a broader basis.

On a motion by David Smith seconded by Steve Roberge the Board voted unanimously to adjourn at 17:50.

Thursday, November 5th, 2009 4:00 PM

Greater Augusta Utility District Board minutes

Wastewater Treatment Plant, Jackson Avenue, Augusta, Maine

Trustees present: David Smith, Steve Roberge, Jim Simpson, Don Roberts, Dick Bachelder, Charlene Hamiwka, and Tom Sotir

Trustees absent: Ken Knight, John Charest

Guests: none

David Smith called the meeting to order at 16:00.

David Smith explained that Ken Knight had asked him to chair the meeting on his behalf as he was away on business and could not attend.

David explained that a recent opportunity to work with the City of Augusta to apply for a Community Development Block Grant (CDBG) had come up and that action was required of the Board to support the City's application for funds on the District's behalf.

At 16:10 Charlene Hamiwka arrived thereby creating a quorum of voting members.

At 16:12 Dick Bachelder arrived.

The Board discussed the CDBG application and its impacts on the District. The CDBG application can only be filed by a municipality. On Tuesday Tarbuck met with City of Augusta personnel to discuss the project. The CDBG opportunity was only recently made available to the City of Augusta. If received, the grant provides a 4:1 match to participant funds. In this specific case, the District would use \$125,000 in its own funds to receive \$500,000 in CDBG funding for a total project amount of \$625,000. The deadline for the application for funds is December 4, 2009. Mike Duguay at the City of Augusta is taking lead on the application process. Part of the application process involves the need for immediate public hearings and project notification. The City of Augusta would conduct income surveys in the impacted neighborhood to determine whether or not the area qualifies based on income levels.

The Board discussed some concern over the speed of the communications required as they had only recently been made aware of the preliminary design report for CSO3 and hadn't had an opportunity to formulate a communications plan based on that report. There was some concern that the public hearings required for the CDBG process would also come before the District's planned meeting with the City Councils of Augusta and Hallowell.

The consensus was that the public relations effort would be accelerated accordingly in the interest of reducing total project cost to ratepayers. The Board expressed appreciation for the efforts that the City was taking to help reduce the cost of the CSO3 project to its ratepayers.

Tom Sotir made a motion that the District move forward with a process to seek a CDBG for the CSO3 project. The motion was seconded by Steve Roberge and the vote to approve the motion was unanimous.

On a motion by Tom Sotir seconded by Charlene Hamiwka the Board voted unanimously to adjourn at 16:55.

Thursday, November 12th, 2009 5:00 PM
Greater Augusta Utility District Board minutes
City Center, Augusta, Maine, Conference Room A

Trustees present: David Smith, Steve Roberge, Jim Simpson, Don Roberts, Dick Bachelder, Charlene Hamiwka, and Tom Sotir, Ken Knight, John Charest

Trustees absent: none

Guests: Mike Stein

Ken Knight called the meeting to order at 17:20.

The Board discussed recent events. Knight wanted to ensure that all Board members had an opportunity to review documents that would be provided to the City Council before the Council heard the CDBG presentation.

Tarback reviewed recent events and meetings that had led up to the CDBG presentation on 11/12.

Knight explained that the CDBG application hearings would focus on the westerly portion of the CSO3B project on Mt. Vernon Avenue. The Board will meet with the City Council in early December. At the time of the meeting, the Board / Council meeting had not been scheduled.

The meeting adjourned at 18:18.

Monday, November 16th, 2009 4:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: David Smith, Steve Roberge, Jim Simpson, Don Roberts, Dick Bachelder, Charlene Hamiwka, and Tom Sotir, Ken Knight, John Charest

Trustees absent: none

Guests: Al Godfrey Jr. (TMSI)

Ken Knight called the meeting to order at 16:00.

Knight noted that Charlene Hamiwka would be arriving a bit late.

On a motion by Tom Sotir, seconded by David Smith, the Board voted unanimously to approve the minutes from October 19, November 2, November 5 and November 12, 2009.

Al Godfrey Jr from TMSI provided an update on the easement acquisition process to the Board.

Ralph St. Pierre presented monthly financial statements for October, 2009. The Board asked for easement costs to be tracked as a defined project within the general ledger system. The Board asked for a review of engineering costs to date and a prediction of 2010 CIP expenses for the December 7, 2009 meeting.

On a motion by Steve Roberge seconded by David Smith the Board voted unanimously to approve TMSI's easement acquisition methodology along with standard and maximum values described in the spreadsheet.

The Board discussed upcoming rate modifications to water and stormwater in terms of timing and options for financing debt.

On a motion by Tom Sotir, seconded by Steve Roberge the Board voted unanimously to adjourn the meeting at 18:16.

Monday, December 7, 2009 4:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Don Roberts, Dick Bachelder, Charlene Hamiwka, Tom Sotir, and John Charest

Trustees absent: Jim Simpson

Guests: Andy Fisk (Maine DEP), Ellen Blair, Ralph St. Pierre, Harold Wood, Mike Grove, Dan Wells (Winthrop UD), Mike Stein (Woodard & Curran)

Ken Knight called the meeting to order at 16:00.

Andy Fisk, Director, Bureau of Land & Water Quality, Maine DEP, discussed the District's combined sewer overflow project and how the District might be able to meet its legal obligations to comply with the Clean Water Act.

On a motion by David Smith, seconded by Don Roberts, the Board voted unanimously to approve the minutes from November 16, 2009.

At 16:47 Steve Roberge provided a brief update from the Easement Subcommittee.

At 16:48 Steve Roberge and David Smith left for other commitments leaving a voting quorum.

At 16:50 Ralph St. Pierre and Tarbuck presented the 2010 operating budget. The 2010 CIP was not presented.

At 17:15 Tom Sotir made a motion, seconded by Don Roberts, to award the low bid for the CSO3A1 project in the amount of \$419,491 to TBuck Construction once approved by the Maine DEP. The vote to approve the motion was unanimous.

Mike Stein from Woodard & Curran explained the CSO3A1 project, its costs and the costs of services that Woodard & Curran would provide to the District during the construction period.

Shortly thereafter, Tom Sotir made a motion, seconded by Don Roberts, to approve the proposal by Woodard and Curran for construction services for both CSO3A1 and CSO3A2 for an amount not to exceed \$280,000. The vote to approve was unanimous. The Board requested that the minutes show that this work was to be done at the plant and on the West Side Interceptor in 2010 and that the total amount of both projects would be approximately \$2,000,000. Tarbuck and Stein indicated they would work to find ways to reduce engineering costs by transferring work to GAUD when appropriate to do so.

At 17:32 Don Roberts moved, seconded by Charlene Hamiwka, to enter executive session pursuant to MRSA Title 1 §405 6 A to discuss a personnel matter. The vote to authorize was unanimous.

At 18:12 the Board exited executive session.

At 18:20 Tom Sotir moved to adjourn, seconded by Charlene Hamiwka and the vote to approve was unanimous.

Monday, December 21, 2009 4:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Don Roberts, Dick Bachelder, Tom Sotir, Jim Simpson and John Charest

Trustees absent: Charlene Hamiwka

Guests: Ellen Blair, Ralph St. Pierre, Harold Wood, Mike Grove, Mike Stein (Woodard & Curran)

Ken Knight called the meeting to order at 16:00.

At 16:05 the Board discussed the 2010 operating budget with Tarbuck and Ralph St. Pierre.

Tom Sotir motioned to approve the 2010 CIP at 2009 CIP levels on the premise that 2009 expenses would not exceed income. The motion and the second were withdrawn after subsequent discussion and clarification of the 2010 CIP.

At 17:10 Tom Sotir moved to accept the 2010 O&M Budget as presented. The motion was seconded by Don Roberts and the vote to approve the motion was unanimous.

At 17:12 Don Roberts moved to accept the minutes of November 16, 2009. The motion was seconded by David Smith and the vote to approve the motion was unanimous.

The Board discussed the importance of the capital improvement plan for 2010 and their need to have a meeting dedicated to that discussion. A request for a meeting to discuss the CIP was made for early January. No date was set at the meeting.

At 17:20 Don Roberts moved to allow any open CIP projects that had been approved in 2009 but not completed into 2010. The motion was seconded by Tom Sotir and the vote to approve was unanimous.

At 17:21 Tom Sotir moved to reaffirm the water, sewer and stormwater rates as follows: "I move 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 2010 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 be authorized and directed to apply the schedule of rates to all persons, entities and property receiving services from the District, and to thereafter collect the sums due from said persons and entities and to take all appropriate action related to the collection of said sums, including the preparation and filing of notices and liens and allowed by the District's Charter and State law."

The motion was seconded by Don Roberts and the vote to approve was unanimous.

Tom Sotir asked to have the language of the motion verified to ensure that it didn't exclude the District from performing any of its daily duties including shutting off water service for failure to pay rates.

At 17:25 Mike Stein from Woodard & Curran reviewed a final engineering proposal for the CSO3 project.

At 18:04 on a motion by David Smith, seconded by Tom Sotir, the Board voted unanimously to approve the CSO3 final engineering plan as shown on the Woodard & Curran proposal dated December 17, 2009 and to authorized the General Manager to execute the contract in an amount not to exceed \$985,000.

At 18:06 the Board discussed the best approach to protect ratepayers from any asbestos cement pipe that may be left in the ground but out of useful service as a result of the new CSO3 pipe proposed along Bond Brook in the Mt. Vernon Avenue corridor. The Board directed Tarbuck to obtain a legal opinion from the District's counsel regarding whether or not the pipe should be left undisturbed in the ground with or without an easement. The Board considered a resolution on a motion by Don Roberts, seconded by Tom Sotir that the Board did not intend to excavate any abandoned AC pipe unless it was necessary to do so. The resolution passed unanimously.

At 18:21 David Smith made a motion to enter executive session pursuant to MRSA Title 1 §405 6 A to discuss a personnel matter. The motion was seconded by Tom Sotir. The vote to authorize was unanimous.

At 18:45 on a motion by Don Roberts, seconded by David Smith, the Board voted to end executive.

At 18:46 Dave Smith moved to approve merit pay boundaries for affected non-union personnel in an amount not to exceed \$10,500. The motion was seconded by Tom Sotir and the vote to approve was unanimous.

At 18:46 Dave Smith moved to accept the financial reports presented for the month of November, 2009. The motion was seconded by Don Roberts and the vote to approve was unanimous.

At 18:47 Steve Roberge provided a brief update from the Easement Subcommittee. The CSO3 project requires easements from approximately 33 distinct landowners to complete the work necessary to comply with the Clean Water Act.

The Board discussed the need to meet with the City Council in Augusta. Ken Knight indicated that he and Tarbuck had been asked to make a brief presentation at the City of Augusta's goal setting session on January 9th. A joint meeting with the GAUD Board and the Augusta City Council has not been scheduled. There was discussion about whether or not it was necessary at this point to meet with the City of Hallowell for the same reason. The impacts of the CSO3 project will be lower on the City of Hallowell but will impact its residents who are sewer ratepayers. The Board took no action on the matter.

The Board determined that the location for the public hearing required for the CSO3 project should be held at the City of Augusta's lecture hall and asked to inquire about the availability of that space sometime after January 9th.

On a motion by Don Roberts, seconded by David Smith, the Board voted unanimously to adjourn at 19:10.