

Monday, January 28, 2013
Greater Augusta Utility District Board Minutes
Senator Inn, Western Avenue, Augusta, Maine

Trustees Present: Dave Smith, Lesley Jones, Charlene Hamiwka, Steve Roberge, Andy McPherson

Trustees Absent: Ken Knight, Dave Bustin, Don Roberts

Employees: Brian Tarbuck, Andy Begin, Jane Carroll

Guests: Jennifer Dimond, Meredith Strang-Burgess, Greg Leighton, Jon Beekman

1704 Dave Smith called the meeting to order

Tom Sotir has resigned from the Board for personal reasons effective immediately. The Mayor of Augusta is aware and will appoint a new board member can be appointed. The Board expressed thanks for Mr. Sotir's work on the board and wished him well.

Brian Tarbuck stated that the water division of the District has been charging new customers for drinking water meters per our Terms and Conditions for many years. Residential 5/8" meters are changed out every 12 years at no cost to the customer. The meter is not the property of the home owner. The PUC is happy with the language in our terms and conditions but recommended that the Board go on record as reinforcing the practice with a formal vote as there has not been any discoverable record of such a vote from a review of past minutes.

Charlene Hamiwka made a motion to continue the practice of charging customers for the initial installation of drinking water meters and required appurtenances necessary to facilitate meter installation. The motion was seconded by Steve Roberge and approved. 3 in favor, Andy McPherson opposed.

Tarbuck reported that he had corresponded with the District's attorney regarding the City of Hallowell's legal challenge to the District's changes in sewer rates. There was no new information to report concerning this matter.

Tarbuck explained the process of acquiring land purchase options for groundwater exploration. The District is securing signed purchase options before entering a property to drill test wells and characterize the resource. Groundwater was located on one property with a good yield. More land is needed to secure approval from the State to demonstrate sufficient wellhead protection.

The District is negotiating with MainEx on a second parcel of property for the purposes of testing for the availability and quality of groundwater. One of the conditions of the Option Agreement is that the owner needs to insure the property for \$2,000,000 to insure the District is protected against the owner doing any environmental damage to property that will deem it unsuitable for a drinking water supply for the district.

Tarbuck recommended approving Option to purchase the 10 acres MainEx parcel for subsequent testing and wellhead protection. MainEx will have a spill prevention plan to make sure the area near the well site is not contaminated. The District will have continuous monitoring of the water quality to monitor for contamination. Initial tests have been done to provide a baseline. There is a limit of material that the gravel pit owner can remove from the area. A contract will be written to stipulate the limits the owner has to abide by.

MDOT will repave Riverside Drive in 2014 so the District needs to install any water mains needed to support a new water supply in this area in 2013 ahead of the MDOT's 5 year paving moratorium.

Due to insurance questions, mineral extraction permits and other concerns the Board has declined to make a motion on this item until Mr. Tarbuck provides additional insurance and contract information. The Board agreed to meet on short notice after receiving the information to finalize this issue.

Greg Leighton from Maine Water company presented financial reports from December, 2012. At 1755 Steve Roberge moved that we accept the financial statements for December, 2012. The motion was seconded by Andy McPherson. The vote to approve was unanimous.

At 1810 Andy Begin provided the Board with a detailed update of the CSO3B project at Mill Park. Contractor SE MacMillan submitted a letter to Woodard & Curran, the District's engineer on the project, asserting that the District was in breach of its Contract with him. The District asserts that it is not in breach of the Contract. There are many quantities submitted by the Contractor that do not match the District's construction monitoring records. MacMillan has billed the District \$600,000 for dewatering Treatment that did not take place. The Contractor has billed for \$336,000 for precast structures that have not been approved to date.

The Board questioned if this letter puts Stan in position for future legal action against the District. The District's legal advisors don't believe Stan has any basis for a lawsuit. The District has been cutting checks as sufficient documentation is provided to prove that the work has been completed.

The Board thanked Andy Begin and Rick Anair for doing a great job managing the CSO project. Their efforts have saved the District money and for the most part the project has progressed very smoothly.

Charlene Hamiwka moved to accept the minutes for December 17, 2012. The motion was seconded by Steve Roberge and the vote to approve was unanimous.

Tarback pointed out that negotiations with Teamsters Local 340 have are going to mediation. Teamsters brought in all new people so the District is working with a new team.

Dave Smith invited anyone attending from the public to speak. No comments.

At 1900 the regular business meeting adjourned.

At 1900 the Board engaged in a Planning Session with Burgess Advertising and Marketing from Portland, Maine.

Meredith Strang-Burgess explained that the Planning Session would cover three issues:

- Conversation about communication challenges concerning Hallowell litigation
- Recap of 2012
- 2013 planning

Strang-Burgess asked for feedback concerning how to best communicate with the public concerning the Hallowell litigation to make sure customers are properly informed. Customers will want to know what the decision means to them. Ken Knight will be the spokesperson for the board for the litigation response to the media. Strang-Burgess emphasized that it was important to send appropriate messages to the appropriate audience and not muddy the waters by crossing messages. For example, it is important to communicate drinking water messages to drinking water customers. Sending drinking water messages to sewer-only customers creates unwanted confusion. Stay on point for the target audience.

Tarback listed off some of the work completed in 2012 that he believed was noteworthy.

- The CSO III B project has moved along steadily with limited difficulty given the scope of the work.
- Cleaning drinking water storage tanks and including Togus in that effort to reduce their costs and improve water quality.
- A new forestry management plan for Carleton Pond was completed to facilitate tree harvesting in 2013.
- The District completed a regional drinking water project which led to find groundwater on Riverside Drive so we have a source on the east side of the Kennebec.

- Fire services and catch basins are now billed each month, in arrears. This streamlines cash flow and makes month-end and year-end simpler. It also leverages the radio-read meters for increased surveillance of water consumption making it easier to spot unwanted leaks at customer sites.
- iPads are now being used to track catch basin cleanings. This uploads data from inspections in real time to the GIS while eliminating the need for paper maps and post-processing the data.
- The office implemented online bill payment. Though only a few customers are using it now it is expected to become more popular.
- The District worked with Land Lease Ventures to help address a payment issue that stretched over many months and consumed a lot of staff time.
- The 2011 audited financial statements were clean.
- An enormous amount of time was spent researching documents, meeting and preparing for the Hallowell litigation.
- The Comprehensive Performance Evaluation of the wastewater treatment plant was begun. This will help define capital improvement projects in the future.
- The budgets were all completed on time
- The District abandoned lawn mowing due to poor past performance and higher than desired costs.
- The District participated in a FEMA national level exercise regarding a mock cyberterrorism event that included impacts on public utilities.
- Participated in Touch a truck during Whatever Week to get public exposure for the District.

Tarbuck listed off the anticipated highlights for 2013.

- CSO3B Project should be completed.
- Assuming land negotiations can be worked out it could be possible to have a new well online in 2013.
- If new wells are installed on Riverside Drive, the District can eliminate the old Riverside Drive tanks and the valve pit that feeds them and consolidate storage at Malta Hill.
- The School Street Project coordinates with the City of Augusta to install new pipe during the reconstruction of the road.
- The Western Avenue Project coordinates with Maine DOT to take advantage of reduced costs during road reconstruction.
- The Riverside Drive Project will upgrade old main with a history of leaks to new main that will facilitate the transmission of water from the wells to the center of the distribution system.
- Timber Harvesting at Carleton Pond keeps up with ongoing growth while supporting forest health, improving quality of the pond and generating some revenue to pay taxes and other costs associated with maintaining the property around Carleton Pond.
- Improving communication to key GAUD stakeholders is going to happen to help put some past issues behind us and move forward.

Suggestions for better exposure for the District

- Make the newsletter more appealing so people want to read it. Some of the information is required by law but other information can be more relevant.
- Consider adding billing inserts to promote online payment and bill viewing options.
- Improve marking of District vehicles.
- Tweak the website to improve customer friendliness.
- Hold a few meetings in Hallowell.

Need to put the 100 year planning cycle in perspective for customers. The timeframe is outside their lifespan, so they don't care but they need to understand the District's 100 year planning strategy so they understand the importance of appropriate rates to care for the infrastructure.

At 2030 the meeting was adjourned by Dave Smith.

Monday, February 25, 2013
Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

Trustees Present: Ken Knight, Dave Smith, Lesley Jones, Steve Roberge, Andy McPherson, Andy McPherson, Sukey Sikora

Trustees Absent: Charlene Hamiwka, Dave Bustin

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Meredith Strang-Burgess, Jon Beekman, Gary Smith, Greg Smith, David Braley, Al Godfrey Jr., Mike Dufour

Ken Knight called the meeting to order at 1700

Ken Knight introduced new Board member Sukey Sikora

Dave Smith reminded Board members of the Chamber of Commerce Business After Hours event in Hallowell.

Brian Tarbuck provided the Board with background information concerning the option agreements on the MainEx parcel and a 30 acre site on the Wade Road on the west side of the Kennebec River. These properties appear suitable for a public water supply well. Gary Smith, hydrogeologist from Wright-Pierce, David Braley, hydrogeologist the State of Maine's Drinking Water Program, Mike Dufour from Cross Insurance and Al Godfrey Jr. from TMSI responded to numerous questions from the Board regarding ongoing gravel mining operations near a public water supply well, the need for pit reclamation, erosion control requirements, recharge of the aquifer, spring flooding, potential railroad impacts, water quality at each site, liability insurance needs, and the estimated timeline to install a new public water supply well.

At 1808 Dave Smith moved to allow the General Manager to approve the purchase of an option agreement to acquire land for the development of a public water supply on MainEx property. The motion was seconded by Don Roberts. The motion passed unanimously.

At 1813 Dave Smith moved to allow the General Manager to approve the purchase of an option agreement to acquire land for the development of a public water supply well on a 30 acre site on the Wade Road. The motion capped option acquisition costs at \$5,000 and allowed a negotiating range of \$110,000 to \$130,000 for the purchase of the land. The motion was seconded by Don Roberts. The motion passed unanimously.

At 1821 Dave Smith moved to go into executive session to discuss collective bargaining negotiations pursuant to Title 1, Section 405.6 D. The motion was seconded by Don Roberts. The motion passed unanimously.

At 1826 the Board exited Executive Session.

Meredith Strang-Burgess discussed with the Board communication plans once the Judge's decision is rendered on the Hallowell lawsuit. Strang-Burgess also discussed ideas regarding the District's website, quarterly newsletters and using 1-page bill stuffers as a way to keep customers updated. Board members Sukey Sikora and Don Roberts will meet with Strang-Burgess to review public relations issues.

Tarbuck informed the Board on the need to adjust depreciation for the sewer/stormwater 2013 budget as a result of a review of the year-end financials by financial consultant Greg Leighton.

AT 1900 Dave Smith moved, on the recommendation of the District's financial consultant, to adjust the sewer and stormwater depreciation figure in the 2013 budget from \$1,473,003 to \$1,850,000. The motion was seconded by Andy McPherson. The motion passed unanimously.

At 1907 Dave Smith moved to approve the meeting minutes for January 28, 2013 as corrected with Don Roberts listed as absent. The motion was seconded by Steve Roberge. The motion passed unanimously.

Brian Tarbuck presented the financial reports.

At 1909 Dave Smith moved to accept the financial reports for January, 2013. The motion was seconded by Steve Roberge. The motion passed unanimously.

Brian Tarbuck present draft Terms & Conditions for sewer and stormwater divisions. The draft has gone through legal review and was presented for the Board's review with the intent of a vote to approve the document at the March meeting.

Andy Begin reviewed the progress on Phase III B project. Begin reviewed work progress to date, described certain dewatering costs that were in dispute with SE MacMillan, reviewed retainage amounts and described ongoing leak testing of the Mill Park storage facilities.

At 1945 Dave Smith moved to adjourn. The motion was seconded by Steve Roberge. The motion passed unanimously.

Monday, March 18, 2013
Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

Trustees Present: Ken Knight, Dave Smith, Lesley Jones, Steve Roberge, Andy McPherson, Sukey Sikora, Don Roberts

Trustees Absent: Charlene Hamiwka, Dave Bustin

Employees: Brian Tarbuck, Andy Begin

Guests: Al Godfrey Jr. (TMSI), Meredith Strang-Burgess (BAM), Jennifer Dimond (BAM), Jon Beekman, Lee Bragg (BSSN), Mike Hodgins (BSSN), Sonny Barry (EC Barry), Phyllis Weeks (EC Barry)

Ken Knight called the meeting to order at 1700. Knight mentioned that the judgment from Superior Court had been finalized and would be provided at the meeting when the attorneys get it.

At 17:04 Lee Bragg from Bernstein, Shur, Sawyer & Nelson (BSSN) reviewed an option to pay off a \$1.725M drinking water bond. The bond can be "called". A review by financial advisers from BSSN, Gorham Savings Bank and Maine Water Company recommended that the District pay off the bond now to avoid future interest charges. The interest rate on the bond is approximately 6%. The amount of interest to be saved is approximately \$216,000 over the remaining life of the bond. David Smith moved to allow the General Manager to be authorized and directed to redeem the nine outstanding bonds from the Augusta Water District's 2001 Issue of Series A Revenue Bonds, said redemption to include the principal balance of \$790,000, the accrued interest through the date of redemption and other costs related thereto. Sukey Sikora seconded the motion. The vote to approve the motion was unanimous.

At 17:10, Al Godfrey Jr. from TMSI reviewed the option agreement for two additional parcels that may contain sand and gravel suitable for a public water supply well. The subject parcels are located on the Wade Road in Augusta. Godfrey requested permission from the Board to approach the landowners on behalf of GAUD to negotiate an option agreement and an ultimate purchase price. David Smith moved to allow TMSI to initiate option negotiations with the Gagne family for two parcels on Wade Road in Augusta for a purchase price offer range of \$145,000 to \$180,000 and an option consideration payment range of \$3,000 to \$10,000. Steve Roberge seconded the motion. The vote to approve the motion was unanimous.

At 17:29 Lee Bragg provided a brief update regarding the lawsuit to be followed later by a more detailed description.

At 17:31 the Board discussed Tarbuck's request to modify the existing drinking water capital improvement budget to be more representative of current needs. David Smith made a motion to adjust the 2013 drinking water capital improvement budget to reduce the "Land for new wells / option agreements" from \$250,000 to \$100,000 and to create a new budget item in the amount of \$150,000 to allow for "Well development and testing". The motion was seconded by Steve Roberge. The vote to approve the motion was unanimous.

At 17:35 Sonny Barry from EC Barry and Sons discussed his concerns regarding the 2012 catch basin cleaning contract. Mr. Barry won last year's contract but found that changes in certain contract details reduced his profit substantially. District staff explained that Mr. Barry had been very honest in his dealings with the District and would entertain an extension of the contract as provided by the contract. The Board asked Mr. Barry if he would be willing to negotiate a second year of the contract with Mr. Tarbuck. Mr. Barry agreed and Mr. Tarbuck said that he would set up a meeting to review the contract to see if a reasonable agreement could be achieved.

At 17:59 the Board took a brief recess.

At 18:03 the Board reconvened. David Smith moved to go into executive session to discuss the Hallowell lawsuit pursuant to Title 1, Section 405.6.E. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

At 18:59 the Board exited executive session.

At 19:00 the Board discussed a recent energy audit of the wastewater treatment plant.

At 19:01 Knight discussed the audit of the District's 2012 financial statements. The audit was conducted in the prior week. Knight reported on his discussion with the auditors from RKO. The audited financial statements for 2012 should be ready to be presented to the Board at its meeting in May.

At 19:10 Tarbuck reported that the Collective Bargaining Agreement with Teamsters Local 340 had been signed by both parties after a single mediation session. The Agreement will end on December 31, 2015.

At 19:11 David Smith moved to approve the meeting minutes for February 25, 2013. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

At 19:11 David Smith moved to accept the financial reports for February, 2013. The motion was seconded by Steve Roberge. The vote to approve the motion was unanimous.

At 19:11, Andy Begin reviewed the status of the CSO3B project. Begin explained that there are certain pay items in dispute between the Contractor (SE MacMillan) and the District. The District has been working with Woodard & Curran and one of BSSN's contract attorneys to seek a resolution.

At 19:35 David Smith moved to adjourn the meeting. The motion was seconded by Steve Roberge. The vote to approve the motion was unanimous.

Monday, April 22, 2013
Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

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

Trustees Absent: Charlene Hamiwka, Andy McPherson

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Al Godfrey Jr. (TMSI), Diane Scott

Ken Knight called the meeting to order at 1700.

Knight introduced Diane Scott who had a request for the Board. Ms. Scott stated she was attending the meeting on behalf of her mother who owns and lives at an apartment building located at 232 Eastern Avenue in Augusta. Ms. Scott explained that the septic system for the apartment building had failed and cannot be rebuilt. The cost of connecting to the public sewer was estimated at approximately \$25,000. Ms. Scott asked if there was any way that the District could reduce or waive the connection fee of \$750 per unit? There are five units in the building. The General Manager was directed to determine the average daily flow based on the connection fee of \$10 per gallon to compare that to the \$750 cost per unit. The General Manager was asked to determine if a repayment schedule over time would be appropriate.

Al Godfrey Jr. from TMSI submitted a memo to the Board on the land price purchases for the new wells.

Steve Roberge moved to approved TMSI's recommended pricing range for the Foss property, Map 55 Lot 8. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

Tarbuck discussed the liquidation of the Summerhaven gravel pit which is an asset of the sewer/stormwater division of the District. The Board directed that an appraisal be performed for the value of the timber and gravel on the parcel using Jake Meier for the timber valuation.

Don Roberts moved to authorize the General Manager to extend the land purchase Option Agreement with Bonenfant Construction Corporation in the amount of \$2,000 for the purpose of evaluating the property's suitability for a public water supply well. The motion was seconded by Steve Roberge. The vote to approve the motion was unanimous.

The Terms and Conditions for sewer and stormwater were presented by the General Manager for approval. Discussion followed concerning how the District based some of its policies and what studies to we have to back them up. The General Manager was directed to talk with long time District consultant Steve Freeman to review how the polices were developed. The motion to approve the Terms and Conditions was tabled.

Dave Smith moved to increase the budget for the development of a public water supply well from \$150,000 to \$200,000 by transferring funds from the cash reserves. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

Steve Roberge moved to increase the drinking water capital improvement budget by \$30,000 to provide for the replacement of fire hydrants. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

Steve Roberge moved to increase the operating budget of the Sewer division to pay for an inflow and infiltration study to be conducted in the city of Hallowell in an amount not to exceed \$50,000. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

At 18:50 Don Roberts moved to go into executive session to discuss the General Manager's employment contract pursuant to Title 1, Section 405.6.A. The motion was seconded by Steve Roberge. The vote to approve the motion was unanimous.

At 17:40 the Board exited executive session.

The Board discussed LD 1342 "An Act to Ensure Just and Reasonable Sewer Utility Rates". The District will present written testimony in opposition. Brian Tarbuck, Ken Knight and Meredith Strang-Burgess (BAM) will attend the public hearing on behalf of the District.

David Smith moved to approve the meeting minutes for March 18, 2013. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

David Smith moved to accept the financial reports for March, 2013. The motion was seconded by Steve Roberge. The vote to approve the motion was unanimous.

At 19:55 David Smith moved to adjourn the meeting. The motion was seconded by Steve Roberge. The vote to approve the motion was unanimous.

Monday, May 20, 2013
Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

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

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Steve Freedman, Roland Lapointe, Meredith Strang-Burgess, Andrew Burgess, John Beekman

Ken Knight called the meeting to order at 1700.

Meredith Strang-Burgess updated the Trustees on the meeting with Hallowell Mayor Charlotte Warren and City Manager Mike Starn that was held last week. Hallowell is very interested in the inflow and infiltration(I&I) study and the impact of the Water Street project. A joint workshop with members of Hallowell's City Council will be held before their next Council meeting.

Strang-Burgess updated the Trustees on ideas to make the District's web site more user friendly including changing the URL, adding faces to the various Trustee and management positions, creating email addresses for each Trustee and changing the logo.

Tarbuck updated the Trustees on the Hallowell I&I study. At the April 22 Board meeting the District's budget was amended to include \$50,000 for the study. A RFQ was published and Wright-Pierce was selected. Wright-Pierce has a history of working with Hallowell on its sewage system and the project team is highly qualified.

At 17:25 Dave Smith moved to go into executive session to discuss the General Manager's employment contract pursuant to Title 1, Section 405.6.A. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

At 18:00 the Board exited executive session.

At 18:02 Dave Smith moved to accept the General Manager's employment contract. The motion was seconded by Charlene Hamiwka. The vote to approve the motion was unanimous.

Steve Freedman of AECOM discussed the history of the District's stormwater system and related customer revenue development to finance and manage the system. Freedman informed the Trustees that EPA and DEP are working on proposed regulations that may list Augusta as a MS4 (EPA Separate Storm Sewer System discharge regulations) community and the potential impacts of those regulations on the District. Additional concerns include a lack of cohesive written policies on how and when catch basins and ERUs are charged, the four tributaries to the Kennebec River being in non-compliance with water quality standards, watershed versus urban compact areas and the direction the District should be considering for future stormwater matters. The Trustees directed Brian to work with Steve and John Beekman to develop bullets that needed addressing by the Trustees for the next meeting.

Tarbuck informed the Trustees that the roof on the Hallowell sewer pump station needs replacement this year instead of waiting for the 2014 CIP budget. Three proposals were obtained with the low bidder being CO Beck & Sons at \$6,575.

At 18:45 Dave Smith moved to increase the sewer capital improvement budget by \$7,000.00 to provide for the replacement of the roof at Hallowell Pump Station. The motion was seconded by Charlene Hamiwka. The vote to approve the motion was unanimous.

Andy Begin reviewed the project list with the major discussion revolving around the two gas companies and their impact on staff time. The District does not have a mechanism to charge for staff time to cover this work and it is having a huge

impact on staff time. The other major issue with the gas lines will be the adverse impacts of excavating in streets that have gas service. Begin informed the Trustees about the status of the CSO3B project, North Augusta storage tank, Riverside Drive water main, new well testing and land requirements, outer Western Avenue sewer and water project, CCTV work on Mt. Vernon Avenue for DOT, School Street /School Street Place water, sewer and stormwater project, and purchasing seven flow meters for monitoring of the east side prior to the Long Term Control Plan for Phase 4 CSO.

At 17:25 David Smith moved to approve the meeting minutes for April 22, 2013. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

Tarback informed the Trustees that the auditors reported last Friday by email that they identified a “significant deficiency” in their annual review of the District’s finances. The single deficiency listed two distinct issues. The first dealt with how costs were proportioned between water and sewer and the second dealt with fixed assets. Trustee Don Roberts expressed his that this was very serious and wants an explanation of how it happened. Chair Ken Knight said that a meeting with Ralph is scheduled for tomorrow and Tarback will provide a written report. Tarback took full responsibility for any errors and explained that the reporting has already been corrected by journal entries. The auditors will make their presentation at the next regular meeting.

Tarback reviewed the status of the District financial reports for April, 2013 stating that both water and sanitary are doing very well.

At 20:05 David Smith moved to accept the financial reports for April, 2013. The motion was seconded by Steve Roberge. The vote to approve the motion was unanimous.

At 20:10 David Smith moved to adjourn the meeting. The motion was seconded by Steve Roberge. The vote to approve the motion was unanimous.

Tuesday, June 4, 2013
Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

Trustees Present: Dave Smith, Lesley Jones, Steve Roberge, Sukey Sikora, Don Roberts, Charlene Hamiwka, Andy McPherson

Trustees Absent: Ken Knight, Andy McPherson, Dave Bustin

Staff: Brian Tarbuck, Mike Grove

Dave Smith called the meeting to order at 1701.

Tarbuck informed the Trustees the bids for Riverside Drive water main replacement ranged from \$1,234,565 to \$1,820,580 to install 6,500 linear feet of 16" water line. The apparent low bidder was CH Stevenson Inc. at \$1,234,565. Tarbuck recommended awarding the project to CH Stevenson.

Tarbuck informed the Trustees that the bids for the North Augusta 700,000 gallon storage tank ranged from \$920,524 to \$1,240,000. The apparent low bidder was Lajoie Brothers Construction with a price of \$920,524. Tarbuck recommended awarding the project to Lajoie Brothers.

Tarbuck explained that the Water division has approximately \$3,000,000 in cash but other projects would cause cash reserves to be depleted without some level of borrowing this year. Current rates support several borrowing issues. Tarbuck recommended borrowing \$2,000,000 to pay for these two projects.

Steve Roberge requested tabling the financials until the next regular meeting. Roberge voiced concern on calling a special meeting on items such as these when the regular meeting is only three weeks away.

Tarbuck explained that staff workload was dictating the need for a special meeting. Tarbuck's hope was to get these projects moving along now as other projects will come online later. Tarbuck explained that there will be a lot of topics to discuss at the next Board meeting and he was trying not to expand that agenda. Tarbuck informed the Trustees that he cannot sign a contract that is over budget without Board approval and that he was not asking for finance approval at this time. Tarbuck said he wanted to discuss the various financing options with the Trustees to get a feel for their comfort level for each borrowing option.

Brian said the District was informed by DOT either late December, 2012 or early January, 2013 about their project schedule concerning Riverside Drive in 2014. That schedule change required advancing the Phase 5 Riverside Drive work to 2013 instead of in 2017. Moving the project up resulted in the total project cost exceeding the 2013 Riverside Drive project budget.

At 17:20 Charlene Hamiwka moved to authorize the General Manager to sign the contract for the Riverside Drive water main replacement with CH Stevenson for the amount of \$1,234,565. The motion was seconded by Sukey Sikora. The motion passed unanimously.

At 1722 Don Roberts moved to authorize the General Manger to sign the contract for the North Augusta storage tank with Lajoie Brothers Construction for the amount of \$920,524. The motion was seconded by Steve Roberge. The motion passed unanimously.

Lee Bragg discussed the various financing options for using the Maine Bond Bank, commercial banks or a public sale. The Trustees asked Lee to solicit loan options from commercial banks and have that information for the next Board meeting.

Brian said that the next two Trustee meetings are scheduled are June 24th and July 15th.

Don Roberts asked how the meeting at City Hall went concerning the audit. Tarbuck informed the Trustees that the auditors would be at the June 24th meeting. Tarbuck said he would be requesting having another firm review our internal financial practices and that he would be requesting authorization to hire a full time controller.

At 1800 Don Roberts moved to adjourn. The motion was seconded by Charlene Hamiwka. The motion passed unanimously.

Monday, June 24, 2013
Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

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

Staff: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Meredith Strang-Burgess, Jon Beekman, Greg Leighton, Hank Farrah, Tim Gill

Ken Knight called the meeting to order at 1702.

Brian Tarbuck informed the Board that Runyon, Kersteen and Ouellette's (RKO) audit of the District's 2012 financials identified a significant deficiency. Hank Farrah of RKO reviewed the audit letter covering the Auditor's responsibilities. Mr. Farrah stated that there were no disagreements with management and they were satisfied with management's responses to questions asked during the audit process.

Tim Gill of RKO reviewed the financial statements and charts for the water and sanitary divisions for the Board. Don Roberts asked about how the fixed asset spreadsheets were created. It was explained that they were created years ago and cleaned up by Mike Osborne. In early 2013 the District hired Diane White to import the fixed asset spreadsheets into the Munis (financial software) Fixed Assets module. There were questions about certain financial processes and who performed certain functions. Tarbuck explained that Greg Leighton and Linnay Wathen are primarily responsible for the majority of general ledger entries. From time to time Carolyn Henderson and the City of Augusta's Tracy Roy also make entries. Roberts stated that it appears too many people are involved in this. Ken Knight stated the need for a controller and that previous Board decisions had helped to create the current process used to manage the District's finances. Mr. Farrah agreed with Knight's opinion about the District's system. Mr. Farrah explained that the significant deficiency was caused by back dating journal entries after the sewer / stormwater allocation had been done plus not looking at the year-to-date totals for allocations. Tarbuck stated that processes have been implemented to prevent this from reoccurring.

Andy McPherson stated that the cash position of the District's sanitary division was growing and that it might have an adverse impact on Hallowell customers. Brian stated that the position will be reduced once project costs start to accumulate. Many projects remain in design or early construction.

At 1755 David Smith moved to accept the audited financial statements for 2012 as presented by Runyon, Kersteen and Ouellette. he motion was seconded by Charlene Hamiwka. The motion passed unanimously.

Tarbuck stated that the Board is required by Charter and bylaws to elect officers annually as presented on page 7 of the Board package.

At 1757 Don Roberts moved to elect the following people for the following offices in accordance with the Charter and the District's bylaws.

Chair: Ken Knight
Vice-chair: David Smith
Treasurer: Charlene Hamiwka
Secretary: Steve Roberge
Assistant Treasurer: Brian Tarbuck

The motion was seconded by Andy McPherson. The motion passed unanimously.

Tarback explained that to meet current IRS regulations the Board need to approve the “post issuance compliance policy” as presented by Bernstein, Shur, Sawyer and Nelson (BSSN).

At 1759 David Smith moved to approve the “post issuance compliance policy” as presented by BSSN. The motion was seconded by Don Roberts. The motion passed unanimously.

Tarback informed the Board the bond bid for the well and North Augusta storage tank was opened today and in Lee Bragg’s opinion the lowest responsible bidder was Camden National Bank. Other bidders had the potential penalty for early repayment of the bond. Lee will provide the Board with a memo on the bid results. Due to a disparity in the specifics of the bond proposals the Board decided to put the bonds out for a second bid with additional clarity in the request to minimize disparities.

Tarback informed the Board that an easement on the Robinson property on Eastern Avenue that was acquired for the Togos force main was not needed and has no future value to the District. The Board instructed Brian to vacate the easement.

Meredith Strang-Burgess updated the Board on the outreach efforts including changes to; water quality report, web page, that Trustees have their own email accounts with the District, developing a newsletter and presented possible new logos. The Board approved a new logo.

Ken Knight informed the Board that the presentation to Hallowell’s City Council meeting went extremely well and that the presentation made by Wright-Pierce on the I&I study was well received. It was suggested that the Board hold some monthly meetings in Hallowell to assist in improving relations.

A subcommittee met with three Hallowell Council members and Hallowell City Manager Mike Starn to review the I&I study. A communications plan is being created. The plan includes using the Kennebec Journal, cable TV, the District’s web page, letters and door hangers. It was suggested to see if Hallowell would provide a link on their web page for the project.

At 1830 David Smith moved to approve the minutes of the May 20th, 2013 and June 4th, 2013 Board meetings. The motion was seconded by Sukey Sikora. The motion passed unanimously.

Tarback and Leighton reviewed the financial reports with the Board.

At 1847 Don Roberts moved to accept the financial statements for May, 2013. The motion was seconded by Charlene Hamiwka. The motion passed unanimously.

At 1848 David Smith moved to increase the drinking water operations and maintenance budget by an amount not to exceed \$20,000 for the purposes of routine drinking water storage tank cleaning and maintenance. The motion was seconded by Don Roberts. The motion passed unanimously.

Tarback discussed having the Water division purchase the Sanitary division’s gravel pit on Sanford Road for the purpose of assisting in property acquisition negotiations to help the development and protection of a new well near Vassalboro. The item was tabled so more data on the potential value of the pit can be gathered. Tarback was directed to expend funds to dig tests pit at the District pit.

Tarback advised the Board that Linnay Wathen will be retiring in less than a year. Tarback said he would like to hire an accounting firm to review office financial means and methods and improve written procedures. Tarback’s preference is to hire a Controller and a part-time person for less complex jobs which would allow for a smooth transition when Linnay leaves. Tarback was directed to write an RFP and have a proposal from an accounting firm for the Board to review in August.

Tarback updated the Board on the landlocked property the District owns at 14 Blaine Avenue. The District's tank was removed and the neighboring owner offered \$600 for the property. The Board directed Brian to counter offer \$2,000.

Andy Begin reviewed the status of the new well project including that the water quality samples are at the lab and the 7-day pump test will begin tomorrow. The site still looks very good to support a large capacity well or wells. However there is some concern about particulate matter which can easily be treated should it be an issue. Results from tests done during well pumping will help indicate the final status of the wells.

Begin informed the Board that the Riverside Drive water main project will start next week and there will be some disruption of commercial businesses. There will be two-way traffic allowed and the customers will be notified about the project via an upcoming mailing.

Begin informed the Board that the School Street / School Street Place project is underway along with the new 700,000 gallon storage tank at the North Augusta site.

Begin stated CSO3B is substantially complete but there is a significant discrepancy with the Contractor (SE MacMillan) over monies that may need to go to mediation for resolution. The amount of the discrepancy is in excess of \$700,000.

At 1945 Steve Roberge moved to adjourn. The motion was seconded by Charlene Hamiwka. The motion passed unanimously.

Monday, July 15, 2013
Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

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

Trustee Absent: Dave Smith

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

Guests: Meredith Strang-Burgess, Jon Beekman, Lee Bragg

Ken Knight called the meeting to order at 1700

Lee Bragg reviewed the 10-year bond bid pricing results. Skowhegan Bank offered a 2.95% rate with no prepayment penalty. TD Bank offered a 2.79% rate with a prepayment penalty. Maine Bond Bank rates get locked in during the first week of October. Discussion ensued over the best financial option for the District. Given the likelihood that rates will not be lower in the future, Lee recommended the TD Bank option with the pre-payment penalty. The bond will pay for work on the wells and North Augusta storage tank.

At 1730 Andy McPherson moved to accept the TD Bank bid. The Motion was seconded by Charlene Hamiwka. The motion passed unanimously.

Randi Taylor and Tarbuck explained to the Board that the District has 29 sewer customers who are not water customers who therefore do not have District water meters. Of the 29 customers, 12 have their own meters with the remaining 17 being charged a flat rate for sewer. There are numerous issues with the 12 self-metered customers ranging from not being able to get their meter readings in a timely manner to the accuracy of the meters. The District does not have the right to go on private property to inspect the meters and a new meter would cost \$380 plus installation costs. It is the recommendation to convert the 12 self-metered customers to flat rate.

At 1748 Don Roberts moved to convert existing sewer customers that measure flow using private well water meters to flat rate customers. The motion was seconded by Sukey Sikora. The motion passed unanimously.

Tarbuck explained that there are three motions for Al Godfrey Jr. of TMSI to continue land acquisition for the wells located near the Vassalboro town line. Discussion ensued over potential impact on water quality by the railroad and controls that will protect the groundwater. The MainEx site is a very productive site but *E Coliform* was detected. The District is working with DHHS Drinking Water Program staff on the bacteria issue and how that will affect preliminary new well approval.

At 1815 Sukey Sikora moved to authorize the General Manger to sign a land purchase Option Agreement with Stevenson in the amount of \$12,500 with an initial payment of \$250. The motion was seconded by Don Roberts. The motion passed unanimously.

At 1817 Steve Roberge moved to renew the land purchase Option Agreement with MainEx for an additional six months for \$2,000. The motion was seconded by Charlene Hamiwka. The motion passed unanimously.

At 1819 Sukey Sikora moved to authorize TMSI to negotiate a buy-it-now price with MainEx. The motion was seconded by Charlene Hamiwka. The motion passed unanimously.

Meredith Strang-Burgess updated the Trustees on planned public relations efforts concerning smoke testing in Hallowell and Augusta. Included in the outreach will include advertisements in the Kennebec Journal, utilizing the District's

webpage, an information postcard to every customer, and door hangers on customers potentially impacted by smoke testing.

Tarback explained the need to hire a GIS coordinator to work under the supervision of Alina Taus.

At 1825 Don Roberts move to allow the General Manager to hire a GIS coordinator at pay scale 4. The motion was seconded by Sukey Sikora. The motion passed unanimously.

Tarback and Begin explained the issue with sink holes forming in Mill Park as a result of two very large underground aqueducts that were discovered during the Phase III B project. The District has hired S.W. Cole to look into possible geotechnical solutions. The City is aware of the problem and Brian will talk with City Manager Bill Bridgeo to keep him aware about potential solutions and a timeline to implement solutions.

Ken requested the formation of a subcommittee to review concerns over the CSO3B project raised by general contractor SE MacMillan. The committee members will be Andy McPherson, Steve Roberge and Lesley Jones. The committee will review the project with Tarback and Begin and then meet with Stan to discuss his concerns.

Tarback updated the Board on the RFP for review of our financial practices and procedures and staffing needs.

Tarback informed the Board that MDOT is not doing the Mount Vernon Avenue project this year but that the Western Avenue project will happen in the fall of 2013. Therefore Tarback will redirect the Mount Vernon Avenue funds to the Western Avenue project.

Begin updated the Board on the following projects: CSO3B, WWTF CPE, North Augusta tank, Riverside Drive drinking water pipe, School Street and Bangor Street work, impact of Western Avenue work, and the new wells.

At 1940 Don Roberts move to approve the minutes of the June 24th, 2013 meeting as corrected. The motion was seconded by Charlene Hamiwka. The motion passed unanimously.

Tarback reviewed the District's financial statements through June. Ken said that starting the next meeting the minutes and financial reports will be the first two items on the agenda.

At 1949 Don Roberts moved to accept the financial reports for June, 2013. The motion was seconded by Charlene Hamiwka. The motion passed unanimously.

At 1952 Don Roberts moved to adjourn. The motion was seconded by Andy McPherson. The motion passed unanimously.

Monday, August 26, 2013
Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

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

Trustee Absent: none

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

Guests: Meredith Strang-Burgess, Jon Beekman, David Ray (BSSN), Stan MacMillan (SE MacMillan), Al Godfrey Jr (TMSI)

Ken Knight called the meeting to order at 1505.

At 1506 Brian Tarbuck reviewed the financial reports with the Board. Tarbuck reported that cash had increased on the drinking water accounts because the \$2.0M loan from TD Bank was added to the available 'cash' though it is earmarked for the Riverside Drive water main replacement project and the construction of an additional 700,000 gallons of storage at the North Augusta site. Sanitary cash grew due to the timing of a drawdown request related to payments needed for the CSO3B project. No other anomalies were reported and the District remains on solid financial footing.

At 1510 David Smith moved to accept the financial statements for July, 2013. The motion was seconded by Charlene Hamiwka. The vote to approve the motion was unanimous.

At 1511 David Smith moved to enter Executive Session to discuss negotiations with SE MacMillan and Woodard & Curran regarding the CSO3B project pursuant to MRS 405 6 E. Knight noted for the record that Jon Beekman and David Ray would participate in Executive Session.

At 1525 Andy McPherson arrived.

At 1613 the Board exited Executive Session.

Stanley MacMillan from SE MacMillan and Meredith Strang-Burgess from Burgess Advertising and Media joined the meeting at 1613.

At 1613 Knight explained that the Board recognized that there are certain issues with the CSO3B matter that require resolution. The Board decided that the best means to resolve outstanding differences was to proceed with mediation.

At 1614 Stan MacMillan asked if he could speak. Knight allowed MacMillan's request. MacMillan asked if the Board had seen correspondence from Foresight Engineering regarding the shop drawing review of certain precast concrete structures. The Board stated that it had seen the correspondence. MacMillan wanted to know the status of three outstanding items, specifically: 1) the Doyon wall; 2) Mill Park sinkholes; and 3) manhole rehabilitation. Knight responded that he was not aware of the particulars with these items but assured MacMillan that the Board would look into them with management.

At 1618 MacMillan left the meeting.

At 1618 Meredith Strang-Burgess presented an option to develop a new website for the District. Strang-Burgess' proposal for \$20,000 would include redeveloping the website in a way to make it easier to edit and more user-friendly for the District's customers. The site will be designed in such a way that it can be readily consumed on multiple formats e.g. tablets, mobile phones or computer screens.

At 1631 David Smith moved to authorize the General Manager to sign a contract with Burgess Advertising in an amount not to exceed \$20,000 to rebuild the GAUD website. The motion was seconded by Charlene Hamiwka. The vote to approve the motion was unanimous.

At 1636 Tarbuck discussed hiring an external accounting firm to review the District's procedures and policies. Tarbuck explained that Gibson LeClair is a local firm that has done work for the District in the past. Both Tarbuck and Greg Leighton were pleased with the approach to the work that Gibson LeClair had proposed.

At 1644 David Smith moved to authorize the General Manager to sign a contract with Gibson LeClair in an amount not to exceed \$15,000 to review the District's financial policies and practices and make recommendations for improvements. The motion was seconded by Charlene Hamiwka. The vote to approve the motion was unanimous.

At 1645 Tarbuck explained the need for an additional entry level full time Utility Worker. Tarbuck explained that the District is falling behind on meter replacements and sewer pipe cleaning. An additional person should help relieve the backlog.

At 1647 Don Roberts moved to allow the General Manager to hire an additional full time utility worker. The motion was seconded by David Smith. The vote to approve the motion was unanimous.

At 1647 Tarbuck explained that the two existing 250 horsepower air compressors used at the pressure swing adsorption skid at the wastewater treatment plant had reached the end of their useful lives and needed to be replaced. The District's mechanical consultant recommended purchasing twin 150 horsepower Atlas Copco single screw compressors as replacements.

At 1649 David Smith moved to authorize the General Manager to purchase two (2) Atlas Copco air compressors with integrated aftercoolers for the wastewater treatment plant in an amount not to exceed \$250,000. The motion was seconded by Charlene Hamiwka. The vote to approve the motion was unanimous.

At 1650 Tarbuck explained the need to improve characterization of the soils at the District's gravel pit on Sanford Road in Augusta. Local geotechnical firm SW Cole provided a proposal to complete geotechnical work to drill 3" borings to a depth of 80 feet at three different locations on the property.

At 1650 David Smith moved to authorize the General Manager to execute a contract with SW Cole in an amount not to exceed \$5,400 to improve characterization of the soils at the Sanford Road gravel pit. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

At 1651 Tarbuck and Begin explained the status of the inflow and infiltration study in Hallowell. Smoke testing has been completed and the next phase of the work requires CCTV inspection of gravity sewer pipes. The CCTV contractor will record the condition of the pipes with video and provide written condition reports of each pipe in the network.

At 1659 David Smith made a motion to authorize the General Manager to execute a contract with Ted Berry Company in an amount not to exceed \$20,000 to CCTV inspect 19,792 feet of sewer in Hallowell. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

At 1700 Andy Begin reviewed current District projects.

At 1702 Dave Bustin arrived.

At 1707 Al Godfrey Jr. from TMSI arrived.

At 1714 Al Godfrey Jr explained several options related to the purchase of land from Mike Chick, owner of MainEx. MainEx owns an active gravel extraction operation that tests have shown is suitable for a high volume public water supply well. The Board reviewed different options relating to the timing of purchasing land from Mr. Chick and the need for an additional public water supply well. Mr. Godfrey was given guidance for negotiating with Mr. Chick. Mr. Godfrey will report back to the Board regarding negotiations in the near future.

At 1731 Begin and Tarbuck explained the current status of the development of two new public water supply wells at the Bonenfant and MainEx sites. The final effort required from the engineers is to complete permitting the wells and produce a bid-ready document to allow for the bidding and construction of finished wells, pipe and a treatment building.

At 1733 David Smith moved to authorize the General Manager to execute a contract with Wright-Pierce in an amount not to exceed \$165,000 to complete Phase III of groundwater development and engineering to get the new well and treatment station prepared for bidding and construction. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

At 1734 Tarbuck presented the final draft of the Sewer Terms and Conditions. The Sewer Terms and Conditions follow the format used by the drinking water division to show customers their rights and responsibilities as sewer customers of the District.

At 1736 David Smith moved to approve the Sewer Terms and Conditions. The motion was seconded by Charlene Hamiwka. The vote to approve the motion was unanimous.

At 1736 David Smith moved to approve the minutes of the June 24th, 2013 Board meeting. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

At 1737 Don Roberts moved to adjourn the meeting. The motion was seconded by David Smith. The vote to approve the motion was unanimous.

Monday, September 16, 2013
Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

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

Trustee Absent: none

Employees: Brian Tarbuck, Andy Begin

Guests: none

Ken Knight called the meeting to order at 1700.

At 1700 the Board reviewed Dave Bustin's recent decision to resign as Hallowell's non-voting representative of the GAUD board. Mr. Bustin was asked to fill a vacant seat on the City Council and he opted to resign from the GAUD board. The District's charter allows for city councilors or city employees to be non-voting members of the District's board of trustees. The Board wished him luck and expressed a desire for Mr. Bustin to resume his seat on the GAUD board if and when he is ready to do so. There has been no official appointment of another person to fill the vacant non-voting Hallowell position.

At 1708 David Smith arrived.

At 1710 Tarbuck reviewed the District's finances. Tarbuck explained that the District's revenue is supporting its expenses and that there was nothing unusual to report for the sewer, stormwater or water divisions. The District's cash position is healthy.

At 1720 David Smith moved to accept the financial statements for August, 2013. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

At 1721 the Board recapped some of the conversation regarding Mr. Bustin's resignation for David Smith's benefit.

At 1730 Tarbuck reviewed the Maine DOT (MDOT) project on Western Avenue. The District's estimates of the costs to do the work were lower than the actual bids received by MDOT so adjustments needed to be made to the water and sewer budgets.

At 1732 David Smith moved to adjust the budgets for the Western Avenue water, sewer and stormwater project to reflect \$440,000 for water, \$190,000 for sewer and \$16,000 for stormwater. Stormwater will be reimbursed in full by a private party. The motion was seconded by Charlene Hamiwka. The vote to approve the motion was unanimous.

At 1733 Tarbuck presented the Statement of Intent document required for the District's \$2.0M drinking water loan. Tarbuck explained that this document is a requirement by the IRS to formally declare the purpose for the borrowing.

At 1733 David Smith moved to execute the declaration of official intent as it relates to the Drinking Water division's \$2.0M loan for Riverside Drive water main replacement and the construction of a new drinking water storage tank at North Augusta. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

At 1734 Begin and Tarbuck reviewed the status of several different ongoing projects. The Board was updated on the status of the two new wells to be installed at the northerly end of Riverside Drive near the Vassalboro town line. For now these wells are referred to as the MainEx and Bonenfant wells after the properties that they will be located on. The

well drilling work is out to bid now and will be approved by the end of next week. Issues regarding regrading the land, option agreement timing and the cost to be paid for the land were reviewed. Tarbuck said that the cost of regrading had not yet been calculated but the District is on track in terms of estimated budget and was fortunate to find good sources of water so early in the process.

Tarbuck discussed forestry operations that had been done earlier in the year at Carleton Pond. Knight indicated that the harvesting effort looks great. Knight expressed a desire to repair sections of damaged fence around the watershed. Tarbuck said that the watershed area had been surveyed and blazed to help prevent against timber trespass. The District is also harvesting trees from its property on Sanford Road in Augusta under the supervision of Jake Meier. This harvest should be done by late fall.

Tarbuck and Begin explained that the natural gas installations by Maine Natural Gas and Summit Natural Gas have continued at a rapid pace. This is testing the District's ability to manage its own projects and meet the needs of the two gas companies. The high pressure steel lines are being installed now. Then the lower pressure plastic lines will be installed to distribute gas to homes and businesses.

Begin discussed the Hallowell inflow and infiltration study. No obvious sources of stormwater inflow into the sewer have been found. Preliminary television inspections (CCTV) of some of the the sewer mains have found them to be in good condition. Clear water has been observed seeping into many of the mains which could be the result of sump pump discharges or leaky privately owned sewer service pipes. CCTV work will continue and meters will also be installed at key locations to help model flow and identify likely sources of inflow.

At 1755 Lesley Jones arrived.

At 1802 David Smith moved to adjourn the meeting. The motion was seconded by Steve Roberge. The vote to approve the motion was unanimous.

Wednesday, October 16, 2013
Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

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

Trustee Absent: Andy McPherson, Charlene Hamiwka

Employees: Brian Tarbuck, Mike Grove

Guests: Al Godfrey Jr. (TSMI), David Ray (BSSN)

Ken Knight called the meeting to order at 0702.

At 0703 Don Roberts moved to go into Executive Session to discuss land purchase options for new public water supplies pursuant to MRSA Title 1, Section 405 6 C. The motion was seconded by Dave Smith. The vote to approve the motion was unanimous.

At 0732 the Board exited Executive Session.

At 0733 Dave Smith moved to enter Executive Session to discuss contract negotiations with Woodard & Curran pursuant to MRSA Title 1, Section 405 6 E. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

At 0753 the Board exited Executive Session.

At 0753 David Smith moved to adjourn the meeting. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

Monday, October 28, 2013
Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

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

Trustee Absent: Andy McPherson

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Meredith Strang-Burgess, Al Godfrey Jr., Les Wilkinson

Ken Knight called the meeting to order at 1700.

At 1701 Dave Smith moved to enter Executive Session to discuss negotiations with Woodard & Curran regarding the CSO3B project pursuant to MRSA 405 6 E. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

At 1705 The Board exited Executive Session.

At 1707 Dave Smith moved to enter Executive Session to discuss property acquisition negotiations for new water supply wells with TMSI pursuant to MRSA 405 6 C. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

At 01740 The Board exited Executive Session.

Brian Tarbuck and Al Godfrey Jr. discussed option agreements for development of the two public water supply wells off of Riverside Drive.

At 1743 Dave Smith moved that the Board authorize the General Manager to exercise the option agreements for the Foss, Bonenfant and Stevenson properties and sign and all documents necessary to close the transactions. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

Tarbuck updated the Board on the need for installing a water main to the Meadowlands development because of substandard fire protection. The developer has not been able to reach an agreement with the District back to the 1990's and Brian would like Al Godfrey to have the authority to use eminent domain as part of the negotiations with the owner to obtain an easement.

At 1750 Dave Smith moved to allow TMSI to use eminent domain as a potential remedy for negotiations to allow installation of a water main at the Meadowlands development to repair a critical fire protection condition with a price not to exceed \$7,000. The motion was seconded by Sukey Sikora. The vote to approve the motion passed was unanimous.

Tarbuck and Ken Knight explained to the Board that Ken has been providing free advice to the District through a City contract concerning the District's FAA compliance needs for narrow-banding our SCADA radios. The City contract was awarded through a bid process and has been in place for up to 5 years. The District was offered by the City to use infrastructure they developed through the contract and Ken is a subject matter expert on the system. Brian felt that Ken should be paid for his assistance to the District, although not through the City to help make these proposed transactions more transparent.

The District's attorney, Lee Bragg, reviewed the proposal to pay for Knight's service to the District and determined that an arrangement of this sort was not prohibited by the District's Charter or State Statute. In Lee's absence BSSN attorney

Les Wilkinson agreed with the determination that Ken could be hired to perform services to the District. Discussion ensued concerning going out to RFP for these services. It was evident that with the existing City of Augusta radio system and FAA requirements that Knight was in the best position to provide these services at a reasonable cost that had been publicly and competitively awarded. Tarbuck and Knight agreed they would develop a contract for the Board to review at a subsequent meeting to include a not-to-exceed amount.

AT 1833 Dave Smith moved that the Board make the following findings in response to the General Manager's explanation and recommendations:

1. That the Chair is not disqualified by the District's Charter or State statute from receiving compensating for technical services provided to the District;
2. That the services to be provided, and the compensation arrangement for those services, have been fully disclosed by the Chair on the record;
3. That the General Manager is authorized to obtain the technical services of the Chair on a paid basis, as discussed with the Board;
4. That the Chair is not disqualified from participating in budget discussions or from voting on the budget, given the transparency of the Chair's personal benefit and the relatively small amount of compensation that may inure to the Chair; and
5. Subject to the District's standard purchasing policy.

The motion was seconded by Charlene Hamiwka. The vote to approve the motion passed was unanimous.

Meredith Strang-Burgess presented the Board an update and beta version of the District's new website. The goal is to release the site early next year.

Tarbuck informed the Board that the bids for removing a CSO on North Belfast Avenue came in over \$57,000 higher than the estimated budget of \$100,000. The project is part of the District's ongoing CSO compliance program and needs to be done this year.

At 1852 Dave Smith moved that the Board increase the budget for the sewer and stormwater divisions for the North Belfast Avenue CSO project from \$100,000 to \$157,000. The motion was seconded by Sukey Sikora. The vote to approve the motion passed was unanimous.

Tarbuck informed the Board a single bid for \$165,000 was received from Layne to install production wells in the Bonenfant and MainEX pits. The estimated cost by Wright-Pierce was between \$180,000 and \$200,000.

At 1854 Dave Smith moved that the Board allow the General Manager to sign a contract with Layne to install two production wells for \$165,000. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

At 1855 Don Roberts moved to accept the minutes from Board meetings on September 16, 2013 and October 16, 2013. The motion was seconded by Dave Smith. The vote to approve the motion was unanimous.

Tarbuck explained to the Board on that the District needs to update its Long Term Control Plan (LTCP) as required by its DEP discharge permit. The LTCP will include a proposed compliance plan for the next phase of the District's combined sewer overflow work. The LTCP is overdue and a request has been submitted as part of our permit renewal that we be allowed to submit the LTCP on June 30, 2015. The District has begun flow monitoring in Hallowell and on the Eastside and will need to select an engineering firm for development of the LTCP this December. Tarbuck will be working on a RFP for the necessary work.

Tarbuck informed the Board that work on the 2014 budget is progressing and a draft should be available by the November Board meeting.

At 1915 Dave Smith moved that the Board notify the General Manager that they will keep him employed for the next twelve months. The motion was seconded by Charlene Hamiwka. The vote to approve the motion was unanimous.

Tarback updated the Board on the Legislature seeking comment regarding ongoing regulation of the drinking water operations by the PUC. The Portland Water District (PWD) has submitted a response in support of deregulation of drinking water and Tarback would like to write a letter supporting PWD's position. The Board gave Tarback approval based on the District's position concerning its governance.

Tarback updated the Board on the inflow and infiltration study done by Wright-Pierce in Hallowell. There were no obvious conditions identified that are responsible for the significant increase in precipitation-related flow other than some leaky services.

Andy Begin updated the Board on the following projects;

1. North Augusta tank construction will likely be completed within a month
2. North Belfast Avenue CSO project is 60% done
3. Riverside Drive main needs pressure testing and disinfection
4. School Street is complete
5. Western Avenue will carry into next year, and
6. Mill Park had approximately 200 yards of flowable fill placed.

At 1936 Dave Smith moved to adjourn the meeting. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

Monday, November 18, 2013
Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

Trustees Present: Ken Knight, Lesley Jones, Steve Roberge, Charlene Hamiwka, Don Roberts, Dave Smith

Trustee Absent: Andy McPherson, Sukey Sikora

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Jon Beekman

Ken Knight called the meeting to order at 1700.

At 1701 Dave Smith moved to accept the financial reports for October, 2013. The motion was seconded by Charlene Hamiwka. The vote to approve the motion was unanimous.

The contract with Ken Knight providing technical services to the District was presented to the Board. Discussion ensued concerning the clarity of the contract in relation to the District's needs and Ken's knowledge of the systems for narrow-band SCADA radios that are currently not compliant with FCC regulations. The District could be subject to \$16,000 per day fine if not in compliance with FCC rules. Don Roberts suggested that a preamble be inserted into the contract and the Board agreed and recessed to allow Don to draft some language. The language was forwarded to Les Wilkinson of BSSN for review. The contract vote was delayed until a response from BSSN was received and reviewed.

Brian Tarbuck presented the draft 2014 O&M Budget to the Board. Discussion covered increase labor and fringe cost due to the need for additional personnel with the larger impact on the sanitary side and the increase in the costs of supplies attributed primarily to the replacement aging equipment. The goal is to have the budget approved during December.

Tarbuck presented the draft 2014 Capital Improvement Budget. Many of the items listed are driven by Maine DOT and City projects. The list is not finalized but will be by the next Board meeting. Ken Knight requested that an extensive discussion should be held concerning short and long-term capital needs.

Tarbuck discussed a letter from the Maine Army National Guard (MEARNG) requesting a water and sewer service be installed for a proposed new joint forces headquarters building on Route 27. Due to proposed paving actions to take place by MDOT in 2014 MEARNG has asked the District if the District could perform the work in 2014 on MEARNG's behalf. MEARNG would reimburse the District in 2015. The Board directed Tarbuck to use the Togus VA reimbursement model to address the request and to continue discussions with MEARNG regarding this work.

The purchase of land for a new public water supply well from MainEx was discussed in relation to reclamation needs. Tarbuck has an estimate for the reclamation to be completely done to GAUD's desired conditions. Coffin Engineering will develop a cost for the minimum reclamation required prior to retiring a gravel pit for comparison.

Jon Beekman has been reviewing our stormwater policies and suggested that a workshop with the Board be held to review the District's practices. Discussion followed concerning the District's catch basin and ERU charges and the need to study alternatives to charging catch basin fees to fund stormwater costs.

Tarbuck informed the Board that he will be on vacation from December 7th thru the 14th.

Les Wilkinson replied with written language for the contract with Ken Knight to provide radio services. After much discussion it was decided to insert Don Roberts' language.

At 1931 Dave Smith moved that, "after extensive discussion during two board meetings, consultation with legal counsel, and because of the time sensitivity to comply with FCC regulations to avoid the potential of a significant fine and in the best interest of the ratepayers I move to allow the General Manger to authorize the contract for certain radio services with Ken Knight as presented including the finding of fact as a preamble to the contract;

GAUD faces a time critical situation in respect to compliance with FCC rules and regulations.

1. Attempts for over a year to engage professional services for this purpose have been unsuccessful.
2. GAUD has concluded with the General Manager that the person best qualified by expertise and experience is our Board Chairman whose private business is communications.
3. Our Board Chairman is also unequivocally equipped to perform he task by virtue of his experience as consultant to the City of Augusta in the area of communications."

The motion was seconded by Don Roberts and vote to approve the motion was unanimous with Ken Knight abstaining.

Tarback presented the draft meeting schedule for 2014.

Andy Begin reviewed the status of the Hallowell inflow and infiltration (I&I) study. Begin informed the Board that four flow meters have been installed in the Hallowell sewer system to monitor flow during rain events to help identify the source of non-sewered water entering the collection system.

Begin also reviewed the status of the following projects with the Board:

1. CSO3B project
2. North Augusta Tank construction
3. Dig Safe for the natural gas lines
4. Riverside Drive water main
5. School Street manholes grades for final paving
6. Western Avenue sewer and water project
7. New public water supply well installation

At 1947 Dave Smith moved to accept the minutes from the October 28, 2013 Board meeting. The motion was seconded by Charlene Hamiwka. The vote to approve the motion was unanimous.

At 1948 Steve Roberge moved to adjourn the meeting. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

Monday, December 16, 2013
Greater Augusta Utility District Board Minutes
Wastewater Treatment Facility, Augusta, Maine

Trustees Present: Ken Knight, Lesley Jones, Steve Roberge, Don Roberts, Dave Smith, Andy McPherson, Sukey Sikora

Trustee Absent: Charlene Hamiwka

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Jon Beekman, Meredith Strang-Burgess, Dan Wells, Melissa Sterry

Ken Knight called the meeting to order at 1700.

Additions to the agenda: accounts receivable report, Gibson LeClair report, personnel update

Brian Tarbuck reviewed the financial reports for the water and sanitary divisions and also noted that the new 700,000 gallon North Augusta storage tank is online.

At 1707 Dave Smith moved to accept the financial reports for November, 2013. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous.

Tarbuck presented the final 2014 O&M Budget to the Board. There are no major changes from last month's presentation. The budget has not been presented to the Trunkline group yet. The budget is first approved by the GAUD Board to set the wastewater treatment plant's budget, then the budget is set for the Trunkline. Questions were raised about the potential impact of the Affordable Care Act (ACA) on the District's and health insurance cost. The District is not directly impacted by the ACA, but the rate the District pays for health insurance through Maine Municipal Association's PPO500 plan increased by 4%. It was noted that there are three new positions in the budget including a Controller, an Assistant Engineer, and an Engineering Technician 1.

Tarbuck explained that the capital improvement planning budget as presented is estimated. Many costs, particularly those for pipe projects in the public way, are still unknown. The extent of capital projects forecast may require the District to borrow some funds. The list contains projects that need to be done. There are no discretionary projects on the capital improvement plan.

At 1736 Dave Smith moved that we approve the capital improvement, operations and maintenance budgets for water, sewer and stormwater for 2014. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

At 1738 Dave Smith moved that we approve the meeting schedule as proposed for 2014. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

At 1740 Dave Smith moved to 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 2014 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. The vote to approve the motion was unanimous.

Meredith Strang-Burgess presented various options for the new District logo and reviewed status of the web page. It is anticipated that rollout of the new website will begin in early January, 2014.

Discussion ensued concerning a planning session. It was the consensus of the Board to hold the planning session in conjunction with the scheduled meeting of January 27, 2014 at Joyce's in Hallowell.

At 1827 Dave Smith moved to accept the minutes from the November 18, 2013 meeting with the following corrections; Page 2, second line needs the word "and" at the beginning and in the third line the word "mover" is misspelled. The motion was seconded by Sukey Sikora. The vote to approve the motion was unanimous.

Tarback reviewed the Hallowell inflow and infiltration (I&I) study explaining that flow meters used to measure flow weren't working very well. The District will soon install new, more accurate meters to measure sewer flow in the Hallowell service area. However, the data that was deemed useful from the meters indicated that there might be issues in the Maple Street area impacting the high sewer flow during wet weather events. More study is needed to determine the cause of the spikes in wet weather sewer flow. Remedies include pipe lining and possible pipe replacement if it is warranted.

Tarback informed the Board that a mediator has not yet been chosen for the CSO IIIB project.

Andy Begin reviewed the status of negotiations related to the new well including reclaiming the pit. Andy McPherson informed the Board that he has been approached by MainEx to estimate cut and fill quantities that have been calculated by the District's consultant, Coffin Engineering. McPherson wanted to ask the Board on the record whether or not there were any concerns that his work for MainEx would create a conflict of interest and if so, Andy would not accept the work. The consensus of the Board was the request for McPherson to review Coffin Engineering's cut and fill analysis for MainEx was not a conflict of interest.

Begin updated the Board on the progress with the new wells and North Augusta Tank construction. Begin explained that the DigSafe requests for the natural gas projects have slowed down. The District is working to remedy certain School Street manhole grades, and the Western Avenue Maine DOT work is also slowing down for the winter.

Customer Melissa Sterry spoke to the Board about her concerns regarding the District's billing practices. She said that she does not understand why the bill is broken into three sections, what cubic feet means, nor does she feel obligated to pay as the bill doesn't even show if her payments have been credited to her account. Ken recommended that she schedule a meeting with the Office and Ms. Sterry agreed. The Board asked to have Tarback follow up to ensure that her concerns were reviewed appropriately.

Tarback distributed the accounts receivable report.

Tarback informed the Board that a Construction Foreman is out for non-job related shoulder surgery. This employee postponed his operation until the end of the construction season to minimize the impact on the District's effectiveness. Tarback reported that one of the Equipment Operators is out for cancer treatment. Finally the District's Construction Supervisor is home managing a long illness and is not expected to return to work in the near term. Tarback wanted it noted that the Construction Supervisor is a great employee and his absence impacts the District professionally and personally as the individual is held in very high regard by staff.

Tarback presented the Gibson LeClair report which reviewed the District's accounting processes and personnel. The report clearly states the needs and benefits of hiring a finance director.

At 1853 Dave Smith moved to adjourn the meeting. The motion was seconded by Steve Roberge. The vote to approve the motion was unanimous.