

Monday, January 22, 2018

Greater Augusta Utility District Board Minutes

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

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

Trustees absent: Dave Bustin, Charlotte Warren and Keith Luke

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Motions included in the consent agenda motion:

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

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

Monday, February 26, 2018

Greater Augusta Utility District Board Minutes

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

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

Trustees absent: Kirsten Hebert and Charlotte Warren

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

Guests: Meredith Strang-Burgess from Burgess Advertising & Marketing

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

There are no liens for review at this time.

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

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

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

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

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

Monday, March 19, 2018

Greater Augusta Utility District Board Minutes

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

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

Trustees absent: Bradley Sawyer, Charlotte Warren and Keith Luke

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

Guests: Tim Gill from Runyon Kersteen Ouellette

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Monday, April 23, 2018

Greater Augusta Utility District Board Minutes

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

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

Trustees absent: Keith Luke

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

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

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

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

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

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

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

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

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

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

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

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

The previous motion was withdrawn.

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

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

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

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

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

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

Chair: Ken Knight

Treasurer: Bob Corey

Clerk: Dave Bustin

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

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

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

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

There are no liens for trustee review at this time.

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

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

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

Monday, May 21, 2018

Greater Augusta Utility District Board Minutes

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

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

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

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

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

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

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

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

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

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

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

No updates from the Charter Committee.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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