

Monday, January 13, 2020

## Greater Augusta Utility District Board Minutes

Wastewater Treatment Plant, 33 Jackson Avenue, Augusta, Maine

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

Trustees absent: Kirsten Hebert

Attendees: Brian Tarbuck, Andy Begin, Tim Wade and Sherry Kenney

Guests: Michael Hodgins from Eaton Peabody, Jesse Newton and Charlie Agnew from Competitive Energy Services

At 17:00 Chairman Knight called the meeting to order.

Tarbuck called a special meeting of the Board of Trustee to discuss and review securing a contract with a vendor to provide solar power to the District, the City of Augusta and a possible third party.

Tarbuck has been researching solar power for the last few months. The City of Augusta had already started looking into solar power and suggested the District start with Competitive Energy Services (CES). CES put out an RFP on the District's behalf and in the end choose Encore as the vendor. The District is planning to lease a portion of its property near Carlton Pond to Encore (developer) who will then install solar panels on the property. This site was chosen due to space and having a three-phase connection in the area.

Trustees major concerns are interconnection fees, changes in the State of Maine's incentive program, property taxes, penalties for removing property from tree growth, and allocation of expenses. Hodgins explained that ordinarily the developer would pay any tree growth penalties. Hodgins also stated that the District does not own the panels so any tax or changes in law would be at the expense of the developer. This will be clearly stated in the contract.

Encore will be responsible for preparing the site which will include making a road, cutting down trees and installing the panels. The District will be responsible for the cost of connection to the three-phase power source. CES has estimated this cost at \$250,000. This expense can be financed through Encore, paid with cash or the District can find its own financing.

Agnew and Newton discuss the connection fee. Their analysis shows the fee to be \$250,000. Agnew explained that this is an estimate and the real figure would not be known until an application is submitted to Central Maine Power. Central Maine Power did state that 3.9 is the maximum capacity for that distribution circuit without any significant upgrades.

CES analyzed two different project sizes, 3.9 and 3.1. The 3.1 size would work for the District and the City of Augusta. The 3.9 size would work if a third party became part of the deal. A spreadsheet was reviewed showing savings for both the 3.1 and the 3.9. There is a \$0.055 variance per kWh between the two scenarios, which could cumulate to a \$2.3M difference over the twenty year life of the contract. CES has already done a rate study for leasing the land to the vendor and will provide the District a benchmark to be able to charge the City of Augusta and any third party their proportionate share of the land use plus any other expenses incurred.

CES explained that the credits would show up on the Districts monthly electric bills in starting 2021. Credits would be spread out over various invoices so as to not incur any negative balances. Credits can be banked for up to twelve months which should eliminate seasonality issues of usage versus consumption versus solar production. CES estimates the District's potential savings to be approximately \$180k annually.

Trustees asked why not go this alone and have all the credits? CES explained that it would be risky to do it alone in case electrical usage drops in the future due to efficiency improvements. The District would then be paying for credits it couldn't use. CES recommends that the District go with the 3.1 plan if it is just the District and the City and 3.9 plan if a third-party joins. CES already has several options for a third party.

There is still a lot of discussion to be had concerning connection fees and allocation of expenses. The next steps will include signing a lease agreement and agreements with the City of Augusta and another party. Knight asked if the

Board wanted to review all documents or authorize Tarbuck to sign all agreements necessary in the best interest of the District and after legal review.

Warren moved to authorize Tarbuck to go forward to negotiate for a solar facility on the Carlton Pond Road property in the best interest of the District. The motion was seconded by Corey. The vote to approve the motion was unanimous.

Tarbuck asked the Board for authorization to execute an option agreement for the acquisition of the property located near the treatment plant that used to be State Cable. The District offered \$60k for the property and the seller came back with \$69k.

Corey moved to allow the General Manager to execute an option agreement to acquire property at 261 State Street in the amount of \$69,000. The motion was seconded by Munson. The vote to approve the motion was unanimous.

Corey moved that this body stand adjourned. The motion was seconded by Munson. The vote to approve the motion was unanimous.

Monday, January 27, 2020

Greater Augusta Utility District Board Minutes

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

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

Trustees absent: Charlotte Warren

Attendees: Brian Tarbuck, Andy Begin, Tim Wade and Sherry Kenney

Guests: Readfield Trail Committee

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

Knight asked for agenda additions. There were no additions.

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

Knight asked for a motion to approve the previous meeting minutes. Corey asked to amend the minutes by adding the word foreclosure to the lien motion and that Sawyer seconded the motion on rates not Corey.

At 18:01 Sawyer moved to accept the previous Board meeting minutes as amended by Corey. The motion was seconded by Corey. The vote to approve the motion was unanimous.

There are no updates relating to the Central Maine Water Council. However, the Town of Readfield's trails committee is here to discuss their ideas for the Carleton Pond Watershed area. Committee members include Rob Peale, Bruce Hunter, Bob Harris, Ken Clark and Greg Leimbach. The Committee expressed it's thanks to the Board for opening up the trails around Carleton Pond to the local snowmobile clubs. The committee discussed opening up the trails for walking, snowshoeing and maybe some skiing. The trail would not be open to motorized vehicles. Location, parking and maintenance was discussed. Trustees were concerned the trails could interfere with the ongoing forestry operation, pet waste/trash left behind, winter plowing and liability for any injuries. The committee would appoint trail stewards to check and maintain the trails. Due to the trail being on private property the trails committee would not be able to fund any expense for signs or trail material. Board members discussed funding for signage and some maintenance. The District would be able to close the trail at any time if the need arose. The board supports the idea to open up trails in the area with rules and conditions. Tarbuck will work with the trails committee on this issue and report back to the board.

At 18:36 Corey moved to amend the first motion to accept the previous Board meeting minutes to include minutes from December 16, 2019 and January 13, 2020. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Charter and Legislative committee update. The bill title for modifying the charter has been submitted. The language for the bill should be submitted by the end of January 2020. In December legal counsel (Mike Hodgins) reviewed the proposed changes with the Board. Hodgins did not think adding the word stormwater in numerous places was needed as it was implied. Language does need to be added to Section A-12 that states, In addition to the lien for unpaid wastewater assessments in section 11 and suits for collection described in this section, the district is authorized to disconnect water service for the non-payment of wastewater charges, inclusive of sewer and stormwater drain charges, pursuant to 35-A MRS Section 6111-C. The only other change states that the nonvoting Hallowell representative may vote in the absence of the voting Hallowell representative.

At 18:42 Corey moved to approve the proposed changes to the District charter be submitted to the legislator. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Rate committee update. The District is still working on analyzing the location and ownership of numerous catch basins. This project is almost complete and should be able to be presented at the next meeting.

Andy Begin presented an update on Capital Improvement Projects. Saint Laurent has cleared the banking behind the CSO Phase IV tank and has laid the inlet piping. A retaining wall will be installed and the parking lot will be expanded. Permitting for the Eastside Sewer Siphon Project is still under way. Scans of the bottom of the river were viewed. Plans for the Dewatering Project were viewed. Bids are due on January 30<sup>th</sup> with a completion date of September 2020. Directional drilling for the TL3 Force Main Replacement Project has started. A pilot bore was drilled all the way across Route 202 but when trying to pull the pipe through it got stuck. Begin will inquire with DOT about digging up the road to retrieve the pipe. The groundwater supply study is going well. Pictures of the main flow pump at the wastewater treatment plant were viewed along with the new bridge to the primary clarifier #2. Design for Columbia Street is almost complete and should be out to bid this week. Bids were received for Prospect and Bennett Streets. Bids ranged from \$605K to just over \$1M. Nitram Excavation was awarded the bid at \$605K.

Knight reviewed the general manager's report. Steve Vurnakes is celebrating 11 years with the District and Melanie Anair is celebrating her first anniversary with the District. Munson and Paradis have both been reappointed to the board until January 5, 2023. Tarbuck recently gave Senator Bellows a tour of the wastewater treatment plant and a couple of Trunkline pump stations. Members of the board also met with representatives from all of the Trunkline communities to discuss long term funding for the Trunkline. The District is under contract to purchase property on the corner of Jackson Avenue and State Street. The Sanford Road property was sold on December 20<sup>th</sup>. Three agreements are currently being worked on for the solar project. Hodgins is reviewing the lease agreement between the District and Encore, the reimbursement agreement with the City of Augusta and maybe the County, and the net energy billing credits agreement.

Due to year end audit there are no financial statements to review. Runyon Kersteen Ouellette will start the audit on February 17. All Trustees are welcome to come speak to the auditors.

There are no liens for Trustee review.

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

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

Monday, February 24, 2020

## Greater Augusta Utility District Board Minutes

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

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

Trustees absent: Charlotte Warren

Attendees: Brian Tarbuck, Andy Begin, Randi Taylor and Sherry Kenney

Guests: Michael Hodgins from Eaton Peabody and Jesse Newton from Competitive Energy Services (CES)

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

Knight asked for agenda additions. There were no additions.

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

At 18:01 Corey moved to accept the Board meeting minutes for January 27, 2020. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

There are no updates relating to the Central Maine Water Council. The Readfield trails committee addressed the Board in January with a request to use the area around Carleton Pond for non-motorized trail use. The committee will work on a trail plan to present to Tarbuck.

Charter and Legislative committee update. On February 11, 2020 bill LD 432 "An Act To Amend Greater Augusta Utility District Charter" was presented to the Energy, Utilities and Technology Committee. Knight, Tarbuck, Taylor and the Hallowell City Manager, Nate Rudy spoke in favor of the bill. Knight would like to acknowledge and recognize Randi Taylor for going above and beyond her normal duties by addressing the committee. The bill will go to the house and senate for vote. If it passes it should be on the Governor's desk within two to three weeks. The Governor will then have ten days to sign, veto or let it go into law.

Tarbuck, Hodgins and CES have worked diligently to get the solar contract signed on time. Trustees need to look at the District's options on recouping costs from its partners in the solar contract. Hodgins, on behalf of the District, produced a third party lease agreement stating that our partners, the City of Augusta and Kennebec County, would pay the District a lease payment for their percentage of the land being used and their portion of any cost associated with the solar project. The developer, Encore, did not like the idea of a lease agreement with two other parties that they had no control over. To fix this the lease agreement with the City of Augusta and Kennebec County was written into the contract with Encore. The agreement states that Encore would collect the lease payments as part of the electricity rates and pass them on to the District. Encore is willing to back out of the leases if the District can come to an agreement with the city and the county on recovering cost. The interconnection cost is built into the rate but other costs such as taxes and legal fees need to be recouped. Knight is asking the Board how they would like to recoup these fees. In the end trustees agreed that the city and the county need to pay something for the lease of the land and were ok with it being part of the lease agreement. Trustees also stated that they did not plan to make loads of money No decision was made as to how much the lease payment should be.

Rate committee update. The District is still working on analyzing the location and ownership of numerous catch basins. While analyzing the data compiled more questions have arisen. The rate committee will meet in March to discuss these questions and will come back to the Board.

Andy Begin presented an update on Capital Improvement Projects. Saint Laurent has installed a retaining wall and expanded the lot near the CSO Phase IV tank. The foundation for the control building is also complete. There has been no movement on permitting for the Eastside Sewer Siphon Project. Apex construction was awarded the Dewatering Project. They were the low bidder at \$940k with a completion date of September. One thousand feet of pipe has been installed on the Trunkline Force Main Project. There was some fluid released during installation. Begin is working with DOT to rectify the issue. The groundwater study has found groundwater in North Augusta. There are still two more

sites to study before a decision can be made on how to move forward. Initial tests show less hardness in the water than the Riverside Drive well. The main flow pump for the plant has been delivered and is ready for installation. Primary clarifier #2 should be back online next week. Bids for the Columbia Street project are due on February 26<sup>th</sup>. Construction on Prospect and Bennett Street will start this spring. Water and sewer main replacement on Cony and Noyes Street should be out to bid by the end of the month. This will be an extremely difficult project as this is a high traffic area with a lot of infrastructure in the road. All work will be done at night. Design and preliminary layout has started on the pump station #5 upgrade. The City of Augusta is funding a stormwater project on Windsor Avenue. A survey has been done and construction will start this summer.

The District recently entered into an option agreement to purchase 261 State Street. During environmental review it was discovered that only three of the four in ground tanks were removed. Tarbuck has notified the broker and the property owner and will wait to hear back from them before moving forward or backing out of the option.

Knight reviewed the general manager's report. John Cummons passed the class 2 water treatment operator exam. Tarbuck will meet with the Maine Public Utilities commission for approval to lease property owned by the water division for the solar panel buildout in Winthrop. While investigating a sewer backup on Howard Street it was found that the customers service was in poor condition and so was the sewer main. Management will get an estimate to repair the main. A recent water main break on Columbia Street this month somehow generated lots of media attention. Columbia Street is on the 2020 capital improvements project list

Financials from December 2019 and January 2020 were presented. Both sets of financials are preliminary as the year end audit is not complete. Water revenues for the fiscal year ending 2019 came in 1% under budget at \$3.9M, while expenses were 7% under budget at \$3.5M. Revenue in the sewer division came in 4% over budget at \$4.9M and expenses were 10% under budget at \$3.8M. Stormwater revenue was \$4.7M which is 27% over budget and expenses were \$2.5M which is 16% under budget. The \$1.13M state grant helped to put both the sewer and stormwater revenues over budget for 2019. Water revenues for January 2020 were at 8% of budget while expenses were at 6%. Sewer revenues were at 9% of budget while expenses were at 7%. Stormwater revenues were at 8% of budget while expenses were at 6%.

There are no liens for Trustee review.

On February 14<sup>th</sup> the District was backfilling a trench after repairing a water main and hit a natural gas line. Emergency services was notified and downtown was evacuated. This could have been a very dangerous situation and we were very lucky no one was injured. The District has gone through its safety protocols and has developed a couple of new safety forms. The District did violate DigSafe standards and could be fined. There will be an after action review with Life Safety Specialist. Employees will also attend training on gas, DigSafe and excavation. The District and its employees learned a lot during this episode and are very grateful that no one was injured

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

At 19:14 Sawyer moved that this body stand adjourned. The motion was seconded by Corey. The vote to approve the motion was unanimous.

Monday, March 23, 2020

## Greater Augusta Utility District Board Minutes

Virtual meeting using ZOOM Video Communications

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

Trustees absent: None

Attendees: Brian Tarbuck, Andy Begin and Sherry Kenney

Guests: Michael Hodgins from Eaton Peabody and Meredith Strang-Burgess from Burgess Advertising & Marketing

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

Knight asked for agenda additions. There were no additions.

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

At 18:01 Corey moved to accept the Board meeting minutes for February 24, 2020. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

There are no updates relating to the Central Maine Water Council.

Charter and Legislative committee update. Bill LD 432 was signed by the Governor, which means it is now law. It will go into effect ninety days' post adjournment, approximately June 17th. To view search Private & Special Laws, Chapter 18.

The rate committee met on March 9<sup>th</sup> to discuss changing catch basin billing to ERU billing. While reviewing catch basin billing information more questions have arisen. The committee requests more time to research the situation. The committee asks to have until September to present the information to the Trustees with a vote being planned for the 4<sup>th</sup> quarter of 2020.

Andy Begin presented an update on Capital Improvement Projects. The wet well for the CSO Phase IV project has been installed, pipes still need to be connected. Also being installed for the same project is electrical and communication conduits. Saint Laurent has also started the water main project on Howard Street. The District is currently reviewing a proposal from Stantec for approximately \$300k to permit the Eastside Sewer Siphon project. Some of that fee would be for wetland mitigation and biological concerns in the Kennebec River. There is a temporary dewatering system set up at the Wastewater Treatment Plant. This will allow the contractor to demolish and remove the existing system for installation of the new equipment. Construction on Murray Street should start back as soon as the roads are unposted. Twenty-nine hundred feet of pipe has been installed on the Trunkline Force Main Project. There is approximately two thousand feet of pipe left to install. The groundwater study has found groundwater in North Augusta. Purchase and sales agreements will be discussed later in the meeting. The Columbia Street project was awarded to McGee Construction. Construction should start within the next month. The Prospect and Bennett Street project was awarded to Nitram Excavation with construction to start in May. Water and sewer main replacement on Cony and Noyes Street is out to bid. Design and preliminary layout on the pump station #5 upgrade is 80% complete. Stormwater projects for Windsor Avenue and Cushnoc Drive are being designed.

Tarbuck reviewed the general manager's report. Anniversaries s this month include Isreal Colpitt two years, Sherry Kenney six years, Randi Taylor twenty-two years and Pete Kwiatkowski thirty years. The District has 42 full time employees with an average of 9.9 years of service. Due to the novel coronavirus approximately half of the District's staff are working from home or just staying home. Hopefully isolating staff at home will stop the virus from spreading to all of the staff. The District applied for and received a \$100,000 grant from the Department of Environmental Protection to fund the District's portion of the Trunkline Force Main Replacement project. The solar project may be delayed due to the current state of the economy. In February the CSO Long Term Control Plan was reviewed with Steve Freedman. Trustee Sawyer asked if flow has increased at the plant due to so many people being at home during the pandemic. Tarbuck stated that the opposite is actually happening due to schools, theaters and other public gathering places being closed. Management and Trustees should watch revenue closely over the next couple of months.

Financials from February 2020 were presented. Water revenues are 1% under budget at \$614k, while expenses are 3% under budget at \$535k. Revenue in the sewer division is 2% over budget at \$279k and expenses are 3% under budget at \$635k. Stormwater revenue is at \$625k which is 1% under budget and expenses are at \$289k which is 7% under budget. Cashflows have not been completed yet and will be reviewed at the next meeting.

As discussed earlier the District has been looking for additional sources of groundwater in the North Augusta area. One property looks to be water bearing but before additional research can be done the District would need to enter into an option agreement with the property owner. The option agreement is for an amount not to exceed \$170k. The District would need to spend two to three grand to start the next phase of exploration. The property has been appraised and the purchase cost is fair to all parties concerned. If water is found the agreed price stands, if no water is found the District can end the agreement without purchasing the property.

At 18:31 Sawyer moved to allow the General Manager to execute an Option Agreement with Lukas Littlefield in an amount not to exceed \$170,000 for the acquisition of property that could be a future source of drinking water supply for the District. The motion was seconded by Munson. The vote to approve the motion was unanimous.

Due to time constraints Corey, as Treasurer, signed waivers of automatic foreclosure on the following properties: 7 Boothby Street and 51 Washington Street. The Districts By Laws state that any action required or permitted to be taken at a meeting of the Full Member Utilities may be taken without a meeting with written consents, setting forth the action taken, are signed (at any time before or after intended effective date of such action) on behalf of all Full Member Utilities entitled to vote on such matter. Such consents shall be filed with the secretary as part of the corporate records. For purpose of this section, an email message sent by a duly-authorized representative of a Full Member Utility in a manner evidencing an intention to consent or to a given action may be deemed the signed written consent of that Full Member Utility whenever authorized by the President or the Board. Corey received an email on March 18<sup>th</sup> stating that waivers of foreclosure needed to be recorded or the District would lose the ability to retain the liens. Corey gave the District the authority to move forward with the automatic foreclosure waiver filings on both properties with the understanding that this action would be ratified at the next Board meeting. Corey stated in the email that GAUD has approved this step in all prior requests, the properties have mortgage holders, there are currently tax liens on the properties, GAUD liens are low amounts and GAUD is not in the business to acquire properties this way.

At 18:36 Corey moved to consent to the action that was taken on the filing of the waving of foreclosure. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Knight asked if anyone had any questions for Mike Hodgins about the solar project. There were no questions. Hodgins stated that he was waiting for approval from the PUC on approval to lease the property.

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

At 18:38 Sawyer moved that this body stand adjourned. The motion was seconded by Corey. The vote to approve the motion was unanimous.



Monday, April 27, 2020

## Greater Augusta Utility District Board Minutes

Virtual meeting using ZOOM Video Communications

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

Trustees absent: None

Attendees: Brian Tarbuck, Andy Begin, Randi Taylor and Sherry Kenney

Guests: Hank Farrah from Runyon Kersteen & Ouellette, Alan Burton Human Resources Consultant, Meredith Strang-Burgess from Burgess Advertising & Marketing and Bruce Berger from Maine Water Utilities Association

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

Knight asked for agenda additions. There were no additions.

Knight invited the public to ask questions via phone or email. There were no public comments.

At 18:04 Corey moved to accept the Board meeting minutes for March 23, 2020. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

The Central Maine Water Council will be holding their annual meeting soon. Readfield trails committee members will evaluate the area for suitable trails this spring.

Charter and Legislative committee update. Paradis thanked Warren for spearheading the effort on the charter changes.

The rate committee had no updates and are still planning to address the board in September.

Andy Begin presented an update on Capital Improvement Projects. Piping from Arsenal Street to the new CSO tank has been completed. Electrical instrumentation and some small piping projects are still needed to finish the control building for the Howard Street pump station. A meeting is scheduled this week to discuss permitting for the Eastside Siphon project. Construction of the eastside siphon project is slated for August 2021. The contractor working on the dewatering project took the last three weeks off due to COVID-19. They will be returning to the job site the last week in April. C H Stevenson plans to restart the Murray Street project mid to late May. Sixty percent of the pipe has been installed on the Trunkline Force Main project. Pavement is being restored on the first part of the project. The open cut part of the project should start next week. The groundwater supply study has been put on hold. McGee Construction has installed temporary water mains on Columbia Street and has started to lay the permanent water main. Nitram Excavation is installing a temporary water main on Prospect & Bennett Streets. Only one bid was received for the Cony and Noyes Street water and sewer replacement project. The bid was from St Laurent & Sons for \$1.1M which was very close to the engineering estimate of \$1.18M. St Laurent has completed the installation of a water main on Howard Street and will begin working on a new stormwater main. The Wildwood pumping station has been inundated with groundwater and is causing the District to supplement pumping with septage haulers during wet weather events. The design on this project has been stepped up but may not be constructed this year due to revenue constraints during the COVID-19 pandemic. This year's capital improvement budget included a city funded stormwater project on Windsor Avenue. The District will check with the city to make sure funds are still available for the project.

Hank Farrah from Runyon Kersteen Ouellette presented the District's 2019 audited financial statements. The District received an unmodified opinion and showed no material weaknesses or significant deficiencies. In 2019 cash and cash equivalents in all divisions increased as operating revenues outpaced operating expenses. The sewer division saw a large increase due to proceeds from the sale of a capital asset, grant revenue and new long-term debt. Accounts receivable decreased in the sewer division primarily due to the billing rate decrease approved in March and implemented in

July. Accounts payable for all divisions increased significantly due to several large projects started during the year. Deferred credits are amortized over the life of the loan and will continue to decline. Net pension liability increased slightly while OPEB (other post employment benefits) decreased slightly in all divisions. Capital assets increased as new acquisitions outpaced depreciation. The sewer and storm divisions issued \$6,750,000 of new debt. All

debt service payments were made in full and on time. Operating income exceeded operating expenses in all divisions in 2019.

At 18:26 Corey moved to accept the audited financial statements for calendar year 2019 as presented by Runyon Kersteen Ouellette. The motion was seconded by Warren. The vote to approve the motion was unanimous.

Bruce Berger, from Maine Water Utilities Association (MWUA), and Brad Sawyer, representing Maine Rural Water Association (MRWA), both spoke about the effects of COVID-19 on utility districts and what to expect in the future. As of right now there are no stimulus funds available for utility districts. Several national water associations have sent a letter to both the House and the Senate asking them to consider stimulus funding for utility districts. The potential loss in utility revenue from commercial and industrial accounts is estimated to be \$32.7B while revenue from residential accounts could decrease \$14B. It is also estimated that 75k to 95k jobs in the industry could be lost. There may be some stimulus relief in the fourth quarter for utilities who have a customer base of 500K or greater. There is also a S.A.F.E (Save, Accelerate, Fill & Expedite the SRF Project Pipeline) program being worked on. This program would utilize SRF programs to finance infrastructure projects to help stimulate the economy. Maine is slated to receive approximately \$134M. Congress is also talking about a bill that would give states and municipalities some funding. This bill will most likely not hit the senate floor until they are back in session. The MRWA web site has a compiled list of websites that utilities can go to for information and guidance. As administrator for Maine Water and Wastewater Agency Response Network (MEWARN), MRWA will be receiving 30K cloth masks to distribute to water and wastewater utilities in the state of Maine.

Management has been discussing how to reopen the District to its employees and customers. The biggest question right now is the personal protection equipment (PPE) employees should use when the job being performed does not allow for six-foot distancing such as when riding in a vehicle. This has been extensively researched and there are no clear cut answers. To keep employees safe, the District has face masks, thermometers and hand sanitizer on order. Currently half the road crew, pump station crew and treatment plant crew are staying home. Employees that stay home rotate every other week with their working counterparts. The office is closed to foot traffic. Estimates are being gathered for a sneeze guard and an intercom system for the front door. Management recommends that the road crew and the pump station crews start with full schedules this week. To keep employees safe, the District will supply the proper PPE. Due to the specific jobs performed at the treatment plant those employees will continue every other week duty rotation. Any employee that can work from home will continue to do so. Trustees stated that they feel comfortable with the plan to bring some employees back to work tomorrow. The District will strive to keep its employees safe while still abiding with HIPAA regulations. The office will continue to stay closed to the general public until further protection can be installed.

At 19:16 Sawyer moved to elect officers of the District as follows:

Chair: Ken Knight  
Treasurer: Bob Corey  
Clerk: Pat Paradis  
Assistant Treasurer: Brian Tarbuck

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

Financials from March 2020 were presented. Water revenues are 1% under budget at \$927k, while expenses are 3% under budget at \$784k. Revenue in the sewer division is 2% over budget at \$1M and expenses are 3% under budget at \$977k. Stormwater revenue is on budget at \$999k and expenses are at \$407k which is 11% under budget. In anticipation of diminished revenue due to COVID-19 closures, cash forecasts in both the water and sewer divisions have been reduced by 10%, while cash in the stormwater division has been reduced by 15%.

Even though cash flow has not been affected yet management has reduced planned expenses. The current capital improvement project list has been reviewed and a hold has been put on all projects that can be moved to next year. Financing projects and the purchase of equipment will also be researched. Layoffs and furloughs have also been discussed. Kenney does not expect to see a noticeable reduction in incoming cash until June or July. Kenney will closely monitor cash flow and adjust spending as needed. The thought is to save money now in case we can't later. Corey requests a list of capital improvement projects that have been put on hold.

There are no liens for Trustee review.

The Maine Municipal Association has replaced the Leader Program with the Workers' Compensation Safety Incentive Program. This program gives the District the opportunity to earn credits towards our annual contribution. All board members need to sign off on the program before it can be implemented.

At 19:29 Sawyer moved that the Greater Augusta Utility District elect to participate in the Maine Municipal Association Workers' Compensation Safety Incentive Program. The motion was seconded by Corey. The vote to approve the motion was unanimous.

In September, 2017, there was a leak on a valve in the Cony rotary. The leak was fixed but the pipes have yet to be replaced. The District bid this project last year but it was rejected as too costly. The engineering department reworked the scope of the project and put it back out to bid this year. The sole bidder was St Laurent & Son, the same contractor currently working on the CSO 4 tank project. Given the fact the traffic is low due to the pandemic it would be a great time to do this project. Tarbuck recommends the District execute the contract with St Laurent & Son and procure a short term loan with a private lender. This project was approved as part of the 2020 capital improvement budget.

At 18:39 Corey moved to authorize the General Manager to enter into a contract with Saint Laurent & Son in the amount of \$1,095,195 to complete the Cony and Noyes Street project and to allow the General Manager to enter into a loan of up to \$1.3M to pay for the work. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Tarbuck took a minute to thank the employees of the District for all their hard work. During the last month they have kept water running through a pandemic, the threat of flooding and a snow and wind event that caused larger power outages.

At 18:39 Sawyer moved to enter executive session pursuant to Title 1 Chapter 13 Section 405 6 C to discuss the acquisition of real property at 261 State Street in Augusta. The motion was seconded by Munson. The vote to approve the motion was unanimous. Trustees exited executive session at 19:56.

At 19:57 Sawyer moved that this body stand adjourned. The motion was seconded by Corey. The vote to approve the motion was unanimous.

Monday, May 4, 2020

## Greater Augusta Utility District Board Minutes

Virtual meeting using ZOOM Video Communications

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

Trustees absent: None

Attendees: Brian Tarbuck, Andy Begin and Sherry Kenney

Guests: Alan Burton Human Resource Consultant and Meredith Strang-Burgess from Burgess Advertising & Marketing

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

Knight asked for agenda additions. There were no additions.

Knight invited the public to ask questions via phone or email. There were no public comments.

At the January 13<sup>th</sup> meeting the Board moved to allow the General Manager to execute an option agreement to acquire property at 261 State Street. All environmental and legal reviews have been completed. There is a buried #2 fuel oil tank on the property that will need to be removed. This property abuts property already owned by the District. There is approximately 110 feet of District owned pipe running through the property. Purchasing this parcel would remove the need for any future easements on the property. Several years ago the District showed interest in this property but the sale price of \$170,000 was too high. The property is currently being sold for \$69,000. Cost will be split between the sewer and stormwater divisions, 59% and 41% respectively.

At 18:08 Corey moved to authorize the General Manager to execute the Option Agreement to purchase 261 State Street in Augusta in the amount of \$69,000. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Meredith Strang-Burgess from Burgess Advertising & Marketing reviewed the District's outreach program. Meredith showed the recent changes to the website. The newest article on the site is titled "Good News About Your Drinking Water". An article that was in the local newspaper in March explains that the virus that causes COVID-19 does not transmit through the public drinking water supply. The 2019 water quality report has been recently posted to the site. Meredith reviewed where trustees and the public could go to start/stop service, contact us, pay my bill, Trustee meetings, go paperless and emergency info. There is also a section titled daily work schedule. This is updated daily and gives information on where and what the District is working on by community. There is also a section explaining how people can pay their bills while the office is closed to foot traffic due to COVID-19. There is a section for requests for proposals or bids. At the bottom of the home page are live Facebook and Twitter feeds and a section to view board meetings. Meredith showed Trustees where they could find information on the Terms & Conditions, pump stations, RV dumping station, engineering, and environmental concerns. The District plans to create two videos this year. One will be a tour of the wastewater treatment plant and the other will explain where our water comes from and how it travels to your faucet. Meredith suggests that Trustees take the time to review the website so they will be able to find answers to customer questions.

At 18:30 Sawyer moved that this body stand adjourned. The motion was seconded by Warren. The vote to approve the motion was unanimous.

Monday, May 18, 2020

## Greater Augusta Utility District Board Minutes

Virtual meeting using ZOOM Video Communications

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

Trustees absent: Keith Luke

Attendees: Brian Tarbuck, Andy Begin and Sherry Kenney

Guests: Alan Burton Human Resource Consultant and Meredith Strang-Burgess from Burgess Advertising & Marketing

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

Knight invited the public to ask questions via phone or email. There were no public comments.

Knight asked for agenda additions. There were no additions.

At 18:03 Sawyer moved to accept the Board meeting minutes for April 27 and May 4, 2020. The motion was seconded by Munson. The vote to approve the motion was unanimous.

The Central Maine Water Council annual meeting will be held soon. The Readfield Trailblazers have been exploring the watershed area to identify areas suitable for trails.

Charter and Legislative committee update. Recent charter changes will be effective on June 16, 2020.

The rate committee had no update.

Andy Begin presented an update on Capital Improvement Projects. The new CSO storage tank received its final coat of paint. Loaming, seeding and pavement will happen soon. Power should be installed to the control building in the next few weeks. A landscaping plan will be discussed after the fence is installed. Preliminary work for the Eastside Sewer Siphon permit has begun. Begin expects to have a draft permit early this fall with construction to commence in 2021. Apex has restarted their efforts on the dewatering project. The belt filter press has been removed and a temporary screw press has been installed in the parking lot. CH Stevenson should be on Murray Street by mid-June. Pipeline installation on the TL3 project is 70% complete and all directionally drilled pipe passed pressure-test inspection. The last 2,500 feet of pipe will be installed using "open cut" excavation following the path of the 1970 asbestos cement pipe which is being removed when possible. McGee Construction has been working around buried fiber and electrical conduits on the Columbia Street Project. Approximately 30% of the water main and 45% of the sewer main has been installed. Nitram Excavation has installed approximately 10% of the water main and 30% of the sewer main on Prospect & Bennett Streets. St Laurent & Sons will mobilize to the Cony and Noyes Street Place water and sewer main replacement project in June. The City of Augusta is going to allow day work on lower Cony Street but any crossings or work around the eastside rotary will need to be done at night. A postcard will be mailed to the customers in the area to keep them aware of the project. Water and storm mains have been replaced on Howard Street. Design, pump sizing and pipe configuration for the Wildwood pump station is in process. This will become a 2020 project if revenue allows. The City of Augusta has put a hold on the Windsor Avenue stormwater improvements until they make sure funds are available for the project.

The General Manager's report included: Eleven of the District's employees have an April anniversary date. The years of service range from one year to thirty-nine years. Due to the COVID-19 pandemic some of the District's employees are still working from home. Most employees will be returning the office on June 1<sup>st</sup>. A date has not yet been set to invite customers back to the office. To comply with CDC guidelines, if there is more than one employee in a vehicle all employees in the vehicle will need to wear a mask. The District recently financed a dump truck and took delivery of a new vacuum truck. The solar project may not happen as planned as the District is third in line to connect a solar farm at the GF Laurin plant to the substation. There are other options for solar with reduced savings. The District closed on 261 State Street on May 14<sup>th</sup>. An RFP is out to have the oil tank removed from the site.

Financials from April 2020 were presented. Water revenues were 1% under budget at \$1.2M, while expenses were 6% under budget at \$1.1M. Revenue in the sewer division was 3% over budget at \$1.4M and expenses were 3% under

budget at \$1.3M. Stormwater revenue was 1% above budget at \$1.4M and expenses were at \$520k which was 15% under budget. Current customer invoices were due on May 8<sup>th</sup>. There does not seem to be a reduction in payments received due to the COVID-19 shutdowns. Cash flow forecasts show a conservatively estimated reduction in revenue.

There were no liens for Trustee review.

At 18:38 Corey moved to approve the Cony and Noyes Street loan application to TD Bank as described in the Proposed Vote included in the board information for this meeting. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

At 18:39 Sawyer moved that this body stand adjourned. The motion was seconded by Warren. The vote to approve the motion was unanimous.

Monday, June 15, 2020

## Greater Augusta Utility District Board Minutes

Augusta Civic Center, 76 Community Drive

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

Trustees absent: Charlotte Warren

Attendees: Brian Tarbuck and Andy Begin

Guests: Alan Burton, Human Resources Consultant

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

Knight asked for agenda additions. There were no additions.

Knight invited the public to ask questions via phone or email. There were no public comments.

At 18:02 Sawyer moved to accept the Board meeting minutes for May 18, 2020. The motion was seconded by Corey. The vote to approve the motion was unanimous.

Central Maine Water Council update. Trustees reviewed a map of the Readfield Trailblazers proposed walking/hiking trails. Details such as when the trails can open, who will police the trail and where funds will come from to build a couple of needed bridges still need to be discussed. Tarbuck assumes that it will be at least a year or two before everything is in place. In the end this will be a walking/hiking trail open to the public. Allowing the public to use the property does not make the District legally responsible for any injuries that may occur. Knight instructed Tarbuck to plan the Central Maine Water Council's annual meeting.

Charter and Legislative committee update. Recent charter changes will be effective on June 16, 2020.

The rate committee had no update.

Andy Begin presented an update on Capital Improvement Projects. The east side CSO project is 90% complete. The tank has been painted, structures are in place and electrical power has been switched over to the new source. Starting and testing will be performed over the next couple of weeks. The old pump station will be demolished in July and pavement will be overlaid on Howard Street. Biological assessments have begun on the East Side Sewer Siphon Project. Soil samples will be tested over the next month or two. Draft permits should be completed early this fall. The belt filter press dewatering system has been demolished and removed from the wastewater treatment plant. The new Ishigaki screw presses are in place but it will be another couple of months to complete the piping and wiring necessary to operate the process. C H Stevenson should be moving to upper Murray Street this month. Paving restoration on Route 202 for the TL3 Force Main Replacement Project is scheduled to be completed this week. The contractor is waiting for specially coated ductile iron pipe to arrive to make the final connection between the new TL3 forcemain and the pump station. Water main work has been completed on Columbia Street. Water services on Columbia will be connected this week. The sewer portion of the Columbia Street project is 90% complete and the storm portion is 10% complete. The Prospect and Bennett Streets project is 90% complete for water and sewer and 95% complete on storm. As soon as water services are connected road reconstruction will begin. St Laurent starts construction on Cony Street and Noyes Street Place at the beginning of June. They are currently working days but will transition to nights soon. Communication on this project with DOT, the City of Augusta and the general public has been going great. The Wildwood Pump Station Project is still on hold until revenue allows. Other projects waiting more certain funding include the Windsor Avenue and Cushnoc Drive stormwater projects along with the East Side Fiber project.

The General Manager's report included: Six of the District's employees have a June anniversary date. The years of service range from eight years to thirty-nine years. The District is still waiting to see where our proposed solar project stands. We have until the end of the year to join the solar project in Brooks. The Brooks site would be about 8% less savings for the ratepayers. The District has contracted with Environmental Projects Inc. to remove the buried fuel tank located at 261 State Street.

Financials from May 2020 were presented. Munson inquired as to why the cash in the sewer division was much less than last year at the same time. Corey stated that the sewer division pays for capital projects and the stormwater division reimburses the sewer division for its part of the project when the project is complete.

There were no liens for Trustee review. Corey stated that as of June 2<sup>nd</sup> there are 53 accounts that currently have liens totaling \$21,800. Of the total, \$14,600 is liens and the remaining \$7,200 is lien cost and finance charges. Approximately \$5,400 of the total liens is owed by Maine Street LLC for unpaid stormwater fees at the former Arsenal site.

Due to the recent changes to the Charter the District needs to modify its Terms and Conditions. A case has been initiated at the Maine Public Utilities Commission (MPUC) to approve the desired modifications. Once the MPUC approves the changes the Board will need to vote to ratify it formally. This change to the Terms & Conditions should reduce the number of stormwater liens that are placed.

The City of Augusta is filing an application for a grant under the CARES Act. The funds will be used for any COVID-19 related expenses between June 1<sup>st</sup> and October 1<sup>st</sup> of 2020. They may be able to submit expenses on behalf of a related party. Tarbuck and Luke have been discussing applying for funds to test the wastewater from various locations over a five-month period to see how prevalent the virus that causes COVID-19 is in the waste stream. Testing is expensive but may yield some meaningful data for the public health community. Trustees are in agreement provided grant funds can be used. Sawyer stated that no funds have been made available to Districts, municipalities only.

Tarbuck was recently approached to inquire if the District would have interest in renting the GF Laurin water treatment plant for cannabis related activities. Knight stated that he toured a facility in Mercer that extracts different chemicals from cannabis. This facility is very highly respected in the medical marijuana community and has shown interest in the treatment plant. Knight asked Trustees if they would consider some sort of cannabis facility as a potential reuse of the drinking water treatment plant. Questions from Trustees included: How much space would be rented; what is the cost of repairing the building for rent; will there be retail sales from the building; if the District needed to start using the plant again could we and; due to the fact that marijuana is still illegal federally would it compromise any federal grants or loans? Paradis mentioned that the Board consider selling the whole property. Other Trustees want to hold on to the land and the undisturbed water resource. Trustees would like management to pursue the idea of renting the property. More discussions and information will be needed before any final decisions are made.

Knight asked if there were any public comments. There were no public comments.

Paradis stated that as of July first the television broadcasting will revert back to channel 7 and no longer be televised on channel 1301.

At 18:51 Sawyer moved that this body stand adjourned. The motion was seconded by Hebert. The vote to approve the motion was unanimous.



Monday, July 20, 2020

## Greater Augusta Utility District Board Minutes

Augusta Civic Center, 76 Community Drive

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

Trustees absent: None

Attendees: Brian Tarbuck, Andy Begin and Sherry Kenney

Guests: None

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

Knight asked for agenda additions. There were no additions.

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

At 18:01 Corey moved to accept the Board meeting minutes for June 15, 2020. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Central Maine Water Council update. The Central Maine Water Council held its annual meeting on July 15<sup>th</sup>. Officers were elected, they remain the same as last year. Tarbuck and Wells were asked to reach out to water and wastewater utilities in Gardiner, Hallowell, Waterville and Winslow to see if they would be interested in joining the council. The council has requested a follow up with the Maine Public Utilities Commission (MPUC) on a letter to request further advance notice of annual MPUC assessments.

Charter and Legislative committee update. Changes to the Charter are in effect. Changes to the Terms and Conditions enabled by the charter change go into effect on August 1, 2020.

Rate committee update. The rate committee is still analyzing city streets and changing catch basins to ERU's. This should be complete for the September meeting. The committee will also be looking at water rates in the upcoming year. Water rates have not changed since 2011.

Andy Begin presented an update on Capital Improvement Projects. The east side CSO project is 95% complete. The new pump station is online and the old station will be decommissioned. Flow regulating structures will be implemented this week and will be fully online by the next meeting. A barge was lowered into the Kennebec River today in order to collect soil samples for the East Side Sewer Siphon Project. Construction will start late summer, early fall of 2021. The dewatering project is 60% complete. All units are installed. Piping and wiring will be installed over the next month with startup scheduled for mid-August. C H Stevenson has begun blasting on upper Murray Street for the installation of new water and sewer pipes. The TL3 Force Main Replacement Project is 95% complete. The contractor is still waiting for parts to arrive to make the final connection to the pump station. The contractor, ETTI, is working with the District to repair damage due to some directional drilling issues. Utility work has been completed on Columbia Street. The city will be reconstructing the road over the next couple of weeks. Utility work is complete on Prospect and Bennett Streets. Road reconstruction and paving should be complete in the next couple of weeks. St Laurent has completed the lower part of the Cony Street project. The next step will take them from the rotary up to Gannet Street. St Laurent has done an excellent job on a very complicated project. The Wildwood Pump Station Project design is 95% complete. Construction should start this fall. The Aubuchon and Brooklawn projects are in the design phase with hopes of late fall construction.

The General Manager's report included: Four of the District's employees have a July anniversary date including General Manager Brian Tarbuck with eighteen years. The District is still third in the queue for the proposed solar project in Winthrop. Buying power from the Brooks site is still an option. The District received two violations for damage done to a gas line in February of 2020. One violation was for not hand digging near a gas line and the second was for failure to file paperwork. No fines were assessed due to the District's participation in DigSafe training. The Maine Public Utilities Commission (MPUC) has recently sent a request for comment relating to thoughts about ending the emergency moratorium on disconnections. The District has found that most customers are paying, the ones that are not are the

ones who usually wait for a disconnection notice before paying. The District has not received a lot of calls from customers stating that they were unable to pay due to the loss of jobs due to COVID. Management recommendation is to lift the disconnection moratorium. By not disconnecting we are enabling customers to increase the amount owed to an amount that they may not be able to pay in the end. This would put the customer into a situation where the District can now place a lien on their property. Tarbuck asked for trustee's thoughts on the emergency moratorium before he responds to the MPUC. There was no response from trustees. Board was in agreement with managements recommendation.

The City of Augusta recently received a \$155K federal grant from the CARES Act. A portion of the grant, \$24K to \$25K, will be used by the District to determine and monitor the presence of the COVID virus in the wastewater. Wastewater will be tested weekly from now until October. Ongoing testing of wastewater may help serve as an indicator of a regions population exposure to COVID. Results will be posted on the Districts web site.

There is nothing new on the long-term rental of the GF Laurin facility. Knight has spoken with Blue Sky Labs whom may be interested but will not be able to look into it until the fall.

Before reviewing financials Kenney reviewed some disconnect information. If disconnect notices were able to be sent out today there would have been 281 notices mailed, which is 78 more than the same period last year. The District averages between 220 and 250 disconnect notices monthly with only 5 to 10 customers actually being disconnected. Accounts receivable is down \$185K, water sales are down \$30K and units sold are down 22K. The water division collected approximately \$111K more in June of 2020 than the same period in 2019. Kenney stated that she also thinks the emergency moratorium on disconnections should be lifted. The district will not know which customers cannot afford to pay until disconnects are sent and customers call the office. There are also reasons to disconnect that have nothing to do with non-payment such as a leak or a failed backflow preventer. Warren wanted to make sure everyone realized that the District did not ask the MPUC to lift the moratorium but that the MPUC reached out to all utility districts for their opinions on lifting the moratorium.

Financials from June 2020 were presented. Water revenues are 3% under budget at \$1.9M, while expenses are 7% under budget at \$1.7M. Revenue in the sewer division is 4% over budget at \$2.1M and expenses are 6% under budget at \$2M. Cash in the Sewer division is showing as a negative due to the sewer division paying for capital expenses which the stormwater division will reimburse the sewer division when the project becomes a fixed asset. The sewer division is estimated to show a negative balance for the next couple of months. Stormwater revenue is 1% above budget at \$2M and expenses are at \$1.1M which is 11% under budget.

There were no liens for Trustee review.

Knight asked if there were any public comments. There were no public comments.

At 18:34 Sawyer moved that this body stand adjourned. The motion was seconded by Hebert. The vote to approve the motion was unanimous.

Monday, August 17, 2020

## Greater Augusta Utility District Board Minutes

Augusta Civic Center, 76 Community Drive

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

Trustees absent: None

Attendees: Brian Tarbuck and Sherry Kenney

Guests: None

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

Knight asked for agenda additions. There were no additions.

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

Corey asked for minutes to be edited. The General Manager's report discussed ending the emergency moratorium on disconnections. Minutes state Trustees had no comments. Corey would like to amend the minutes to add: "Board was in agreement with management's recommendation".

At 18:03 Corey moved to accept the edited Board meeting minutes for July 20, 2020. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Central Maine Water Council update. Knight asked Tarbuck to have a letter inviting neighboring water and wastewater utilities to join the council ready for tomorrow morning's Trunkline meeting.

Charter and Legislative committee update. There are no updates.

Rate committee update. The rate committee met a couple of weeks ago and plans to meet again after the first pass of 2020 Capital Improvement Budget is complete. This will give the committee a better understanding of planned expenses. The analysis of city streets and changing catch basin fees to ERUs should be complete for the September meeting.

Tarbuck presented an update on Capital Improvement Projects. The east side CSO project is nearly complete. Fencing still needs to be installed and a valve needs to be adjusted. An open house may be planned for the spring. The East Side Sewer Siphon Project is still in the permitting phase. Startup of the two new screw presses should happen this week. It may take a couple of weeks to work out the bugs to be able to operate the presses in automatic mode. The water section of the Murray Street project is 85% complete, sewer is 75% and stormwater should be starting next week. The TL3 Force Main Replacement Project is complete. Utility work has been completed on both the Columbia Street project and the Prospect Street Project. Road reconstruction and final paving will be done by the city. The Cony Street and Noyes Street project is 90% complete. The Wildwood Pump Station Project design is 95% complete. The Aubuchon and Brooklawn projects will start this fall. Windsor Avenue and Cushnoc Drive stormwater improvements are slated for the 2021 construction season.

The General Manager's report included: Four of the District's employees have an August anniversary date including Bill Wilkinson with thirty-three years, Carolyn Hunter with twenty-one years, Jason Souzer with six years and John Cummons with one year. Wastewater testing for the COVID-19 virus is ongoing. We have had one sample set that tested positive and others that have tested negative. There have been no changes on the solar project. Tarbuck recognized Rick Anair and Mike Morey for working nights to complete the Cony Street Project.

There is currently nothing new to report on the long term rental of the GF Laurin facility in Winthrop.

Financials from July 2020 were presented. Water revenues were on budget at \$2.3M, while expenses were 6% under budget at \$2M. Revenue in the sewer division was 6% over budget at \$2.4M and expenses were 6% under budget at \$2.3M. Cash in the sewer division appeared to be negative because the sewer division pays for capital expenses that will later be reimbursed by the stormwater division. At the end of July, the stormwater division owed the sewer division

approximately \$3.1M. Stormwater revenue was 2% above budget at \$2.4M and expenses were at \$1.4M which was 10% under budget.

There were no liens for Trustee review.

The quarterly digital report was reviewed.

Knight asked if there were any public comments. There were no public comments.

At 18:19 Sawyer moved that this body stand adjourned. The motion was seconded by Munson. The vote to approve the motion was unanimous.

Monday, September 21, 2020

## Greater Augusta Utility District Board Minutes

Augusta Civic Center, 76 Community Drive

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

Trustees absent: Charlotte Warren

Attendees: Brian Tarbuck, Andy Begin and Sherry Kenney

Guests: Alan Burton, Human Resources Consultant; and Meredith Strang-Burgess, Burgess Advertising & Marketing

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

Knight asked for agenda additions. There were no additions.

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

At 18:02 Corey moved to accept the Board meeting minutes for August 17, 2020. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Central Maine Water Council update. The last council meeting was held on July 15<sup>th</sup>. Tarbuck and Wells were tasked with reaching out to neighboring communities to see if there was any interest in joining the council and to send a letter to the Maine Public Utilities Commission (MPUC) requesting further advance notice of the annual MPUC fee assessment. Letters have not been sent yet but Tarbuck has spoken with managers from Waterville and Kennebec and thinks there would be interest in a regional workgroup. That outreach will happen in late September.

Charter and Legislative committee update. There are no updates.

Rate committee update. The rate committee met on September 16th. The analysis of converting city catch basins to ERU's is 95% complete. The other 5% is harder and taking a little longer to complete. The catch basins in the last 5% need to be identified as to where they are and who they should be billed to. Corey recommends that when the analysis is complete that Tarbuck meets with the City of Augusta to go over his findings to make sure the District and the city are on the same page going forward. The 2020 goal of converting catch basins on city streets to ERU's will not be achieved and should be moved to the 2021 goals.

Andy Begin presented an update on Capital Improvement Projects. The east side CSO project is 99.9% complete. There are only minor punch list items remaining. Permitting for the East Side Sewer Siphon Project is a slow process and there is nothing new to report. The new Ishigaki screw press is operational at the wastewater treatment plant. Plant employees are currently testing the performance of the new equipment. Testing so far has shown that twice as much water is being removed using the new press compared with the old belt filter presses. The sludge press room will be repainted in November. Upgrades to our largest primary clarifier, clarifier number three, have been completed and it is back online. All utilities on Murray Street have been installed and base pavement should be done this week. Base pavement on Columbia Street has been completed for a couple of months. Curbing and sidewalks should be done this week then finish paving will complete this project. Final overlays are pending for Prospect Street, Bennett Street, Cony Street and Noyes Street. The Brooklawn Avenue sewer and stormwater improvement project is out to bid. There is a telephone pole and a very large tree that will need to be removed before project starts. The Wildwood pump station project design is 95% complete. The Aubuchon sewer main project on Bangor Street is being designed. This will be a difficult project due to a deep sewer main located under the front entrance to the Aubuchon hardware store. The Gage Street and East Crescent Street projects are also being looked at for 2020.

The General Manager's report included: Three of the District's employees have September anniversary dates including Rebecca Hughes with eighteen years, John Mills with seventeen years and Phyllis Rand with eight years. Wastewater testing by Biobot for the virus that causes COVID-19 disease is ongoing. We have recently started split sampling with St Joseph's College to compare the Idexx method St Joe's uses to the method that Biobot uses. The District has signed onto the Brooks solar project. The likelihood that a solar farm on the District's property in Winthrop is very small and

the District needed to indicate our commitment to the Brooks project before the space was taken by someone else. Ratepayers will see less savings from the Brooks project than was expected from the Winthrop site.

There is currently nothing new to report on the long term rental of the GF Laurin facility in Winthrop.

Financials from August 2020 were presented. Water revenues were 2% under budget at \$2.6M, while expenses were 8% under budget at \$2.3M. Revenue in the sewer division was 6% over budget at \$2.8M and expenses were 8% under budget at \$2.6M. Cash in the sewer division appeared to be negative because the sewer division pays for capital expenses that will later be reimbursed by the stormwater division. Stormwater revenue was 1% above budget at \$2.7M and expenses were at \$1.6M which was 11% under budget.

There are four liens for trustee review. Water is off at all four properties and there is either a mortgage holder or the City of Augusta has a lien that comes before the District's.

At 18:23 Corey moved to waive automatic foreclosure for the following Augusta properties: 63 Washington Street, 20 Florence Street, 268 Eastern Avenue and 450 Riverside Drive. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

The District discovered that two apartment buildings on East Crescent Street had been discharging wastewater to a catch basin that flowed directly into the river. The Department of Environmental Protection was notified and the wastewater has been temporarily rerouted. The District needs to acquire two small parcels of land to be able to install a permanent sewer line. Tarbuck is asked to acquire 0.21 acres on East Crescent Street. This is one of the two parcels needed. Purchasing the property is approximately the same cost as an easement.

At 18:26 Sawyer moved to acquire 0.21 acres for sewer / stormwater pipe installation at East Crescent Street book 5029 page 341 in an amount not to exceed \$4,000.00. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

Alan Burton, the District's Human Resources consultant, reviewed changes to the Personnel Policy Manual. Changes include: Benefits will be discussed with part-time employees before hire or reassignment. The General Manager will now review Seasonal/Temporary assignments after 180 days instead of the Board of Trustees. Duty pay / after-hour response will be changed to after-hour emergency response. Due to Covid-19 impacting normal operations and vacations the General Manager is asking for employees to be able to carry over an additional 80 hours of vacation instead of the usual 40 hours. This change is for 2021 only. The District currently pays out half of the sick time balance above thirty (30) days when an employee separates from the District. The proposed change pays out half an employee's accrued sick time when an employee leaves the District. A paragraph was added to hours of work to mirror the Collective Bargaining Agreement currently in place. Employment of relatives will now be allowed with approval of the General Manager. The current dress code is unintentionally gender biased and will change to employees are expected to be dressed and groomed appropriately in compliance with safety standards. The alcohol and controlled substance testing policy which was developed outside of the Personnel Policy will become part of the Personnel Policy. Language was added to comply with new Federal Motor Carrier safety regulations. The Tobacco Products Policy was changed to include smoking, vaping and chewing. The Internet and email policy was changed to Cybersecurity, Internet and Email Policy. A new remote work policy has been added to provide guidance for employees who work from a location other than the office. Cleanup of language for clarity purposes was made to numerous policies but did not change the context or content of the policy.

At 18:51 Corey moved to approve the changes to the Personnel Policy Manual. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

The 2020 annual goals were reviewed. Goal 1 was to improve communications with others before and during construction projects. The Cony Street project is a great example of the improved communications. Public Works, the Police Department and the District's social media were updated daily on the projects progress and issues. Goal 2 was to be better at planning, implementing and budgeting capital improvement projects. The Assistant General Manager reviews and reports on all capital improvement projects on a monthly basis. Goal 3 concerns rates and forecasting. This goal should be moved to 2021. Goal 4 was to implement Charter changes. Charter changes were approved by the Legislature in early 2020. The District's Maine PUC approved Terms and Conditions were revised to reflect the changes

to the Charter. Goal 5 was to review and update the Intercommunity Sewer Trunkline Agreement. All Trunkline communities are reviewing the agreement. This goal will be discussed further at the District's annual planning meeting.

At 18:58 Sawyer moved to enter executive session pursuant to Title 1 Chapter 13 Section 405 6 A to discuss a personnel matter and Title 1 Chapter 13 Section 405 6 E to discuss litigation with legal counsel. The motion was seconded by Paradis. The vote to approve the motion was unanimous. Trustees exited executive session at 19:26.

Knight asked if there were any public comments. There were no public comments.

At 19:29 Sawyer moved that this body stand adjourned. The motion was seconded by Munson. The vote to approve the motion was unanimous.

Wednesday, October 21, 2020

## Greater Augusta Utility District Board Minutes

Augusta Civic Center, 76 Community Drive

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

Trustees absent: Kirsten Hebert

Attendees: Brian Tarbuck, Andy Begin and Sherry Kenney

Guests: Alan Burton, Human Resources Consultant; and Meredith Strang-Burgess, Burgess Advertising & Marketing

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

Knight asked for agenda additions. There were no additions.

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

At 14:31 Corey moved to accept the Board meeting minutes for September 21, 2020. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Central Maine Water Council update. A letter was sent inviting surrounding districts to join the council. The Waterville Sewer District, Kennebec Water, Kennebec Sanitary Treatment District, Oakland Sewer District and Auburn Water and Sewer have all shown interest. Hallowell, Gardiner and Lewiston were also invited.

Charter and Legislative committee update. There are no updates.

Rate committee update. The rate committee met on October 15th. Rates for water, sewer and stormwater will be analyzed after the budget is finalized for operations and maintenance and capital improvements. Sewer and stormwater rates are unlikely to change but an increase in water rates is expected. The last change to water rates was a 16% decrease 2011. The 2020 goal of converting city street catch basins to ERU's is almost complete. As previously discussed this project will be moved to the 2021 goals. The rate committee will finish the analysis, discuss the findings with the City of Augusta and be ready to implement changes by July 1, 2021.

Andy Begin presented an update on Capital Improvement Projects. The east side CSO project has been CCTV'd and one defective pipe has been found and fixed. The initial application for permitting the East Side Sewer Siphon Project has been remitted to the Army Corp Navigation division. The new Ishigaki screw press is processing a 10 to 20 percent drier cake than the old belt press. Final paving on Murray Street is scheduled for this week. Columbia Street has been paved. Landscaping should complete the project. The City of Augusta has a little work left on Prospect and Bennett Street. The Cony and Noyes Street project is done. Contractors on Brooklawn Avenue had a very small footprint to work in. The new sewer pipe has been installed and stormwater should be completed by the end of the week. The Wildwood pump station project design is 95% complete and should be out to bid soon. The Aubuchon sewer main project has been pushed to 2021. The Gage Street and East Crescent Street projects will hopefully be a 2020 project.

The General Manager's report included: Three of the District's employees have October anniversary dates including Benjamin Barry with seven years, Robert Higgins with three years and Troy Maheux with two years. Wastewater sample testing for COVID-19 ends this month. The data has shown mostly negative results which reflects the low incident rate of COVID-19 in Maine. The District is currently working with seniors from the University of Maine and the University of New Hampshire on two separate engineering capstone projects. Students from UMaine are working on erosion and drainage issues in the Carleton Pond Watershed. UNH students are working on the Trunklines odor control issue. Tarbuck will be meeting with the Manchester selectboard to discuss the drinking water supply to Manchester.

There is currently nothing new to report on the long term rental of the GF Laurin facility in Winthrop.

The disconnection moratorium put into place by the Maine Public Utilities Commission (MPUC) in March will be lifted effective November 1<sup>st</sup>. Per the MPUC any customer that meets the disconnection criteria will need to be sent a notice on the resumption of disconnection thirty days prior to receiving a disconnection notice. The District recently sent 461 letters to the effected customers. Management estimates that 250 disconnection notices will be sent out in November



with approximately only 10 customers being disconnected/visited. This is a very low number compared to other surrounding districts. The decision to move to monthly billing has definitely helped our customers to stay current.

Financials from September 2020 were presented. Water revenues were on under budget at \$2.9M, while expenses were 9% under budget at \$2.6M. Revenue in the sewer division was 7% over budget at \$3.1M and expenses were 8% under budget at \$2.9M. Cash in the sewer division appeared to be negative because the sewer division pays for capital expenses that will later be reimbursed by the stormwater division. Stormwater revenue was 1% above budget at \$3M and expenses were at \$1.9M which was 11% under budget.

At 14:47 Keith Luke joined the meeting.

There were no liens for Trustee review.

The District needs to acquire two small parcels of land on East Crescent Street to be able to install a permanent sewer line. The first parcel has been acquired and Tarbuck is now asking permission to acquire the second parcel of 0.08 acres.

At 14:58 Sawyer moved to acquire 0.08 acres for sewer / stormwater pipe installation at East Crescent Street book 9206 page 228 in an amount not to exceed \$4,000.00. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

Knight asked if there were any public comments. There were no public comments.

At 14:59 Sawyer moved that this body stand adjourned. The motion was seconded by Munson. The vote to approve the motion was unanimous.

Monday, November 16, 2020

## Greater Augusta Utility District Board Minutes

Virtual meeting using ZOOM Video Communications

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

Trustees absent: Pat Paradis

Attendees: Brian Tarbuck, Andy Begin and Sherry Kenney

Guests: Alan Burton, human resources consultant; and Meredith Strang-Burgess, Burgess Advertising & Marketing

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

Knight asked for agenda additions. There were no additions.

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

At 18:03 Corey moved to accept the Board meeting minutes for October 21, 2020. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

Central Maine Water Council update. Interest has been shown from Auburn to Kennebec. This will be a very diverse group of both water and wastewater utilities.

Charter and Legislative committee update. There are no updates.

Rate committee update. The rate committee did not meet this month. The next meeting is scheduled for December. Budgets need to be compiled and approved for the rate committee to move forward.

Meredith Strang-Burgess from Burgess Advertising & Marketing reviewed the third quarter digital report. Meredith has asked trustees to visit the site often to keep up with all the changes on the home page. The goal this year is to gain as many "likes" as possible. Web site traffic increased in the third quarter. The three most visited pages are the homepage, how to pay your bill and request for proposals. The three top devices being used are desktops, mobile devices and tablets. Top users are between the ages of 25 to 34 and women visit the site more often than men.

Andy Begin presented an update on Capital Improvement Projects. The east side CSO project is completed. Even though there have been some rain events there has been no overflow into the tank. Permitting efforts on the East Side Sewer Siphon Project are ongoing. Dewatering equipment is up and running. Waiting for the windows, doors and painting to finish the project. Utility work and final paving is complete on Murray and Columbia Street. Sidewalks and other cleanup items will be done in the spring. Sewer and stormwater work on Brooklawn Avenue has been completed. The Wildwood pump station project design is 99% and bidding documents are being finalized for winter construction. Easements and land acquisitions are being worked on for the Gage Street / East Crescent Street project. This will also be a winter construction project. Work has been started on the 2021 Highland water, sewer and storm project.

The General Manager's report included: Two employees have November anniversary dates including Lee Cumber with twenty-eight years and Alina Taus with eleven years. Wastewater sample testing for COVID-19 has ended. A lot was learned and hopefully the District helped to advance the science of testing for viruses in wastewater. The District is currently working with seniors from both the University of Maine and the University of New Hampshire on two separate engineering capstone projects. Students from UMaine are working on erosion and drainage issues in the Carleton Pond Watershed. UNH students are working on Trunkline odor control issues. Tarbuck and Warren met with the Manchester select board to discuss the drinking water supply to Manchester. A committee was formed to review alternative ways to feed water to Manchester in case the existing system fails. Tarbuck also met with the Readfield Trails Committee to discuss each party's roles and responsibilities on permitted walking trails. The District is complying with CDC and government COVID-19 protocols.

Knight has recently spoken with the company that has showed some interest in the rental of the GF Laurin facility in Winthrop. No commitments have been made and further discussion will happen in the new year.

At the end of September, the District sent out 312 letters to customers letting them know that the Maine Public Utilities Commission disconnection moratorium would be lifted on November 1<sup>st</sup> and that they were slated for disconnection. On November 2<sup>nd</sup> 110 disconnection notices were sent. As of today only 36 disconnection notices are unpaid along with eight door tags and five payment arrangements. Customers still have tonight and tomorrow morning to make payments to avoid disconnection. It is estimated that only twenty to twenty-five customers will be disconnected.

Financials from October 2020 were presented. Water revenues were on budget at \$3.39M, while expenses were 9% under budget at \$2.9M. Revenue in the sewer division was 8% over budget at \$3.4M and expenses were 8% under budget at \$3.3M. Cash in the sewer division appeared to be negative because the sewer division pays for capital expenses that will later be reimbursed by the stormwater division. Stormwater revenue was 1% above budget at \$3.3M and expenses were at \$2.1M which was 9% under budget.

A draft copy of 2021 Capital Improvement Projects (CIP) was reviewed. This year the water CIP is listed by funding and then by priority. Front Street, Highland Avenue and Green Street are the top priorities on the water CIP list. Front Street is going to take a lot of research and customer participation in 2021 for 2022 construction. The City of Augusta will be doing a full reconstruction of Highland Avenue in 2021. A survey of Green Street will be done in 2021 for a 2022 project. Also on the list is a new backhoe, meter shop van and sealing of two domes at the Winthrop Hill Reservoir. The City of Augusta plans to pave Ballard and Cushing. The Pineland Forest station needs new pumps and an Act-Pak with a new meter. The District will also need to incur new debt to install a new water main under the Kennebec River.

The sewer and stormwater CIP totals \$3.1M. Projects have not yet been prioritized. Projects such as the replacement of the backhoe, the Front Street Survey and the replacement of mains under the Aubuchon parking lot will be split between all three divisions. Sewer and storm mains need to be replaced on Alden Avenue, Coughlin Street, Highland Avenue and Sturgis Lane. Sewer mains on Western Avenue need to be relined. Sewer and stormwater will also need to incur new debt to finish the CSO Siphon Project. All numbers are preliminary and will depend on how much funds are available at year end for next year projects.

There were no liens for Trustee review.

Knight created a subcommittee to review the Carlton Pond watershed properties. The committee will be tasked with identifying the highest and best for the rate payers of the utility District. The properties were appraised approximately six years ago and may need to be again. Knight appointed Paradis, Munson, Sawyer and Colwell to the subcommittee. The committee should report back to the board in June of 2021.

Knight asked if there were any public comments. There were no public comments.

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

Monday, December 21, 2020

## Greater Augusta Utility District Board Minutes

Virtual meeting using ZOOM Video Communications

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

Trustees absent: None

Attendees: Brian Tarbuck, Andy Begin and Sherry Kenney

Guests: Alan Burton, human resources consultant; and Meredith Strang-Burgess, Burgess Advertising & Marketing

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

Knight asked for agenda additions. There were no additions.

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

At 18:02 Corey moved to accept the Board meeting minutes for November 16, 2020. The motion was seconded by Sawyer. The vote to approve the motion was unanimous. Paradis was unable to vote due to technical difficulties.

Trustees reviewed a draft of the 2021 goals discussed at the October 21<sup>st</sup> planning meeting. Goals were broken down into six areas. The six areas include: Capital Improvement Projects, Finances Rates and Cost Structure, Relationships and Communications, Human Resources, Carleton Pond / GF Laurin Drinking Water Plant and Headwind Issues such as forever chemicals. Trustees discussed goals within each area and when each goal should be completed. Goals will be approved at the January 2021 meeting.

Central Maine Water Council update. A virtual meeting will be schedule in the next couple of months. All interested parties will be invited.

Charter and Legislative committee update. All legislative testimonies will be done remotely this year and will be limited to three minutes. Trustees are comfortable with Tarbuck and Begin submitting testimonies without prior approval. Educating legislators will be very important this year.

Rate committee update. The rate committee met on December 11<sup>th</sup>. The last water rate increase was 9% in 2003 than in 2011 rates dropped 18.5% while fire service increased 5%. The rate committee will have a more detailed discussion after the 2021 budget has been approved.

Andy Begin presented an update on Capital Improvement Projects. The east side CSO project is complete. The tank has successfully taken combined sewer overflow from two separate rain events. Landscaping options are still being discussed. Permits for the East Side Sewer Siphon Project should be submitted by the end of the year.

At the wastewater treatment plant, the dewatering room walls have been painted and new windows have been installed. The District is working with a consultant on the HVAC and odor control systems at. A new roof has been added to the project.

The Wildwood pump station is difficult to maintain due to its size and equipment placement. A second wet well and a new control building will be added to the current station. Nine bids were received for the Gage Street / East Crescent Street project. The project was awarded to St. Laurent & Son as the low bidder. Highland water, sewer and storm is on the 2021 CIP list. This will be a joint project with the City of Augusta. The survey has been done and preliminary design has been started. A recent sanitary sewer overflow between Mount Vernon Avenue and Gilbert School has put a renewed focus on off-road sewer pipe maintenance. Large root balls and some small stones had clogged the pipe and resulted in a sanitary sewer overflow during a significant rain event. The pipe will be evaluated to determine whether it can be relined or needs to be replaced.

The Long Term Control Plan is 98% complete. A draft will be submitted to DEP by December 31<sup>st</sup>. All the major CSO projects have been completed so this update considers minor projects to enhance control of systems during wet weather events to optimize storage and maximize conveyance to the wastewater treatment plant.

The property at 261 State Street has been cleaned up and is being used temporarily as a materials storage site. Discussions have been taken place for a long term use. The temporary fence is there to prevent a person from falling over the concrete wall into the 'basement'. The fence will be removed or replaced when permanent solutions for this site are implemented.

The General Manager's report included: Hardy Cummings and Paul Lamoreau are both celebrating five years with the District this month. Knight commended District employees for all the extra safety precautions they have taken during the pandemic. The District is currently working with seniors from both the University of Maine and the University of New Hampshire on two separate engineering capstone projects. UNH students are currently farther along in their project than the UMaine students. Students from UMaine are working on erosion and drainage issues in the Carleton Pond watershed which should pick up again this spring. UNH students are working on Trunkline odor control issues. The American Society of Civil Engineers annually rank each states infrastructure. Maine received a C-; drinking water was rated a C and wastewater received a D+. As with other states funding is always an issue.

There is no new information on the long term rental possibility of the GF Laurin facility.

November financial statement are not complete. Due to some very large projects ending in October and November extra time is needed to complete the financials. Kenney expressed concern for the water division's year end cash balance. It will depend on when funds are received from the City of Augusta and the State of Maine for joint projects that have recently been completed.

At 18:24 Corey moved to waive automatic foreclosure at the following locations: 102 Northern Avenue, 20 Florence Street, 268 Eastern Avenue, 14 Highland Avenue, 25 Patterson Street, 6 North Street in Hallowell, 23 Greenville Street in Hallowell and 71 Maple Street in Hallowell. The motion was seconded by Munson. Corey questions whether or not 25 Patterson Street had a tax lien. Kenney did not have an answer to that question. Munson questioned why we would waive the lien if there was no mortgage holder. Tarbuck explained that we were waiving the District's requirement of automatic foreclosure, not the lien. The vote to approve the motion was unanimous.

At 18:27 Sawyer moved that we certify and approve the schedule of rates, for water service, sewer and stormwater service and fire protection service, which has been presented to this meeting and recorded with the minutes, for the 2021 calendar year, and continuing until such time as the schedule of rates is modified by vote of the Trustees, and I further move that the Assistant Treasurer, in addition to the Treasurer, be authorized and directed to apply the schedule of rates, along with all fees and charges otherwise authorized by the District or by State statute, to all persons, entities and property receiving services from the District, and to thereafter collect the sums due from said persons and entities and to take all appropriate action related to the collection of said sums, including the preparation and filing of notices and liens and allowed by the District's Charter and State law. The motion was seconded by Corey. The vote to approve the motion was unanimous.

The 2021 Operations & Maintenance budget was reviewed. Revenue is forecast to be slightly lower, and expenses are forecast to be slightly higher. Labor accounts for 36% of the total budget and includes a 3% cost of living adjustment increase. There was no increase to health insurance this year. Depreciation is 32% of the budget, "Other" is 15%, supplies 8%, power 5% and debt interest 4%. There is \$40K in the water budget for tank cleaning. Budgets for depreciation and debt service may change after all assets are capitalized in 2020.

At 18:38 Corey moved to approve the operations and maintenance budgets as presented to this meeting for drinking water, sewer and stormwater for 2021 subject to depreciation and debt interest potential changes. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

The 2021 Capital Improvement Project (CIP) budget was reviewed. The CIP budget has two funding categories: loan and cash. Projects have been prioritized in order of descending need. Also added this year are running sums for sewer and stormwater. The amount of available funds will dictate how many projects are done this year. All the projects on the list have been previously discussed except for the emergency repair of 500' of pipe and five manholes between Mount Vernon Avenue and Gilbert School. This project came to the District's attention in December due to a recent sanitary sewer overflow. Knight asked if Trustees should approve projects or the amount to fund for projects. Corey suggested that the whole CIP budget be approved but to be reviewed after 2020 figures are final and a better understanding of

available funds are known. Corey also pointed out that the CIP budget does not include any replacement of drinking water pipe which is one of the 2021 goals. There may need to be a drinking water rate adjustment in order to reach the pipe replacement goal.

At 18:50 Corey moved to approve the capital improvements budget as presented to this meeting for drinking water, sewer and stormwater for 2021. The motion was seconded by Warren. The vote to approve the motion was unanimous.

Knight asked if there were any public comments. There were no public comments.

At 18:52 Sawyer moved that this body stand adjourned. The motion was seconded by Hebert. The vote to approve the motion was unanimous.