



Greater Augusta Utility District Board Agenda

Monday, January 28, 2019, 6:00 PM

City Center, Augusta, Maine

1. Agenda additions
2. Public comment
3. Old Business
 - a. Approve meeting minutes from December 17, 2018 - **Motion 1**
 - b. Central Maine Water Council update – Kirsten Hebert
 - c. Charter committee update
 - d. Project updates – Andy Begin
 - e. General Manager’s report
4. New business
 - a. Financial statements from December, 2018
 - b. Employee manual
 - c. Executive session – union contract – **Motion 2**
5. Adjourn – **Motion 3**

Monday, February 18, 2019	Washington's Birthday/President's Day	Holiday
Monday, February 25, 2019	Regular meeting (4th Monday due to holiday)	City Center
Monday, March 18, 2019	Regular meeting	City Center
Monday, April 15, 2019	Patriot's Day	Holiday
Monday, April 22, 2019	Annual meeting (receive audited statements)	City Center
Monday, May 20, 2019	Regular meeting	City Center

Attendees:

<input type="checkbox"/> Knight – Chair	<input type="checkbox"/> Hebert	<input type="checkbox"/> Sawyer	<input type="checkbox"/> Begin
<input type="checkbox"/> Bustin – Clerk	<input type="checkbox"/> Munson	<input type="checkbox"/> Warren	<input type="checkbox"/> Kenney
<input type="checkbox"/> Corey – Treasurer	<input type="checkbox"/> Paradis	<input type="checkbox"/> Luke	<input type="checkbox"/> Tarbuck

A quorum consists of 4 voting Trustees.

Guests:

Executive sessions are described in [MRS Title 1 Section 405](#). Executive sessions may only be called by a public recorded vote of 3/5 of the members, present and voting.

Motions:

1. I move to accept the Board meeting minutes for December 17, 2019.

Motion: _____ Second: _____ For: _____ Against: _____

2. I move to enter executive session to discuss a labor contract between the District and Teamsters Local 340 pursuant to [MRS Title 1 §405 6 D](#).

Motion: _____ Second: _____ For: _____ Against: _____

3. I move that this body stand adjourned.

Motion: _____ Second: _____ For: _____ Against: _____

1. Agenda additions
2. Public comment
3. Old business
 - a. Approve meeting minutes from December 17, 2019 – **Motion 1**

A draft copy of the minutes from the meetings referenced above is included for review and approval.
 - b. Central Maine Water Council update

Kirsten will provide a brief update.
 - c. Charter committee update

The Charter Committee (Hebert, Paradis and Colwell) will provide an update.
 - d. Rate committee update

Bob and Kirsten will provide the Board with an update regarding efforts to modify sewer and stormwater rates to more accurately reflect the financial needs of the District. Quarter 1 tasks from [2019 plan](#):

Jan/Feb: The rate subcommittee (Kenney, Tarbuck, Hebert and Corey) will present a revised stormwater revenue structure to Trustees for discussion and approval.

March: Schedule a public hearing in accordance with [Title 38 Chapter 11 Subchapter 4 §1202](#) to receive public comment and input.
 - e. Project updates – Andy Begin

Andy will provide updates regarding the District’s capital improvement projects.
 - f. General Manager’s report

See attached document.
4. New business
 - a. Review financial statements from December, 2019

Sherry is working on year end information now for the annual audit of the District’s financial statements. As a result she will present a general update on the District’s financial condition and the status of the ongoing audit instead of the usual financial presentation.
 - b. Review liens – Sherry Kenney

There are no liens for review this month.
 - c. Executive session – **Motion 2**

Executive session to review status of ongoing collective bargaining agreement negotiations.
5. Adjourn – **Motion 3**

General Manager's report

- We have had some non-workplace injuries that have put a **couple of our employees out of work**. One employee suffered a stroke at home. He is recovering but is only recently out of the hospital. His family is holding a benefit event for him on February 9th. The other gentleman (they both work together on the same truck most days) fell at home and broke his ankle and a lower leg bone.
- On Monday, January 28 we'll **welcome Melanie Anair** to work for the District. As we discussed, Melanie is the wife of fellow GAUD employee Rick Anair. She'll be working on human resources and financial management with Carolyn Henderson. We're looking forward to working with Melanie.
- **Three interns** worked over their winter breaks to help us manage a host of scanned electronic records and verify the infrastructure represented on Trunkline plans coincided with the data in the geographic information system. Our interns were Claire Colvin (general engineering, Virginia Polytech), Lauren Labbay (civil engineering, UMaine) and Anthony Pinette (civil engineering, UMaine). We hope they'll come back in May as we have a lot planned for the summer.
- I recently attended the New England Interstate Water Pollution Control Commission meeting in Lowell, Massachusetts. **Lowell is lovely** this time of year. No major changes happening at EPA right now and there is less concern over the future of EPA now than a year ago. However, no EPA officials attended due to the shutdown. You may have heard of PFOA / PFAS. These are polyfluorinated compounds that are found pervasively in the environment. They have been used for years on anything that is stain resistant or non-stick. It's also found in firefighting foam. As a result, recent testing has shown it exists in the environment in some water supplies. EPA is working to identify an acceptable level of risk which is likely lower than the 70 parts per trillion that is currently in effect. At the meeting a Skype call with a Harvard professor explained that PFOA / PFAS limits the effectiveness of certain vaccines in infants, even at low doses. The professor recommended treating water to a limit of 1 part per trillion or less. It was a very interesting analysis of risk.
- In November, **voters approved a bond** that will fund about \$30M in wastewater projects. Based on the calculator used by the DEP to assess grant eligibility, the Augusta area is too wealthy to qualify for any grants. We'll continue to push to see if can get some consideration.
- We are having **trouble getting contractors** to bid the east-west siphon under the river. This is our top priority project as all of the wastewater from the east side of the river goes through a single pipe. If that pipe were to fail it would be extremely difficult to repair and result in a substantial release of untreated wastewater to the river. The proposal to install a new pipe beneath the riverbed has a potential to release drilling "mud" into the river which has contractors nervous. Andy will provide a thorough update at the meeting.
- The **rate subcommittee** has met a couple of times to continue to consider options. We are at a point where we need to lock in a couple of variables so we can begin locking rates down accordingly.
- Ken and I will have attended the **City of Augusta's annual planning meeting** at the Civic Center by the time we meet on Monday. We are planning to do a broad overview relating to rates and a more specific overview relating to capital projects.
- Jane Carroll, Chief Operator at the wastewater treatment plant, applied for and received a **\$60k grant from Efficiency Maine** to install a new pump system at the sludge holding tanks. This system saves power and, if you can wrap your head around this, helps improve the quality of the sludge before it is processed and dried. This project provides redundancy to an existing system and should save operating costs. It's rare you get the confluence of so many positive outcomes so my thanks to Jane for chasing this to ground for us.

Monday, December 17, 2018

Greater Augusta Utility District Board Minutes

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

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

Trustees absent: Kirsten Hebert and Cary Colwell

Attendees: Brian Tarbuck, Andy Begin, and Sherry Kenney

Guests: Dan Wells, Winthrop Utilities District

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

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

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

At 18:02 Munson moved to accept the Board meeting minutes for October 15, 2018. The motion was seconded by Corey. The vote to approve the motion was unanimous.

Minutes from the November meeting were not voted on as they were informational only due to lack of a quorum at the November meeting.

There were no updates from the Central Maine Water Council.

The Stormwater Work Group has completed its assignment and will be removed from future agendas.

Warren will submit a place holder bill in the Legislature in case the Board wants to make any changes to the charter. The placeholder bill will be good for two years but may be pulled by the Board at any time.

Andy Begin presented an update on capital improvement projects. The request for bids for earthwork needed to build the CSO storage tank and the request for bids for construction of the Eastside Siphon will both be released tomorrow. There were no updates relating to the Cedar Street project. New bypass pumps were installed at the Trunkline Three bypass pump station. Vibration issues with the three new high lift pumps installed as part of the Trunkline Three project are being monitored. The rebuilt bridge for Primary Clarifier 1 did not fit properly and was removed by the contractor to be properly rebuilt. Preliminary design for the installation of parallel screw presses for sludge dewatering done. The screw presses will be ordered in early 2019 for planned installation in the fall of 2019. Utility design will be completed when final road design on Commercial Street and Murray Street is complete.

The General Manager's Report included the following items: the District received a score of 98.75% out of a possible 100% on the 2018 Leader Safety audit; the annual pot luck lunch will be held on the 19th at noon; research on the use of solar panels is being done; Mike Saharic and Linnay Wathen will retire by December 31, 2018.

Financial reports from November, 2018 were presented. Revenue in all divisions is running 5% to 7% over budget while expenses are tracking 12% to 18% below budget. Cash in each division exceeds minimum thresholds established by the Board.

At 18:20, on the recommendation of management, Corey moved to waive automatic foreclosure for Augusta properties located at 102 Northern Avenue and 6 Third Avenue. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

The final 2019 Operations and Maintenance Budget was presented with actuals from 2016 through 2017 and projected 2018 figures. Charts and graphs summarizing the distribution of expenses within each division were presented. The 2019 budget is the first year reflecting new flow allocation of 59% sewer, 41% stormwater and both customer service and administration allocated at 50% sewer, 50% stormwater. Debt service figures for the sewer and stormwater divisions will change if debt is approved by the Board to fund various capital improvement projects.

At 18:27 Corey moved to approve the Operations and Maintenance budgets as presented to this meeting for drinking water, sewer and stormwater for 2019. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

The 2019 capital improvement budget includes \$7M in SRF loan proceeds to pay for the CSO Tank, the Eastside Siphon, the Dewatering Project, relocating/relining pipes and approximately \$848K of stormwater pipe improvements. The District will also be purchasing a vacuum truck that can be financed if needed. Corey stated that he would like to lease the vacuum truck as long as it is a lease to buy option. Trustees supported the idea of borrowing funds as it spreads the cost of large projects to future rate payers.

At 18:39 Corey moved to approve the Capital Improvement budgets as presented to this meeting for drinking water, sewer and stormwater for 2019. The motion was seconded by Munson. The vote to approve the motion was unanimous.

At 18:41 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 2019 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 Paradis. The vote to approve the motion was unanimous.

At 18:42 Corey moved to allow the District to borrow up to \$7,000,000 pursuant to the language in the Board information presented this evening. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

At 18:43 Sawyer moved to authorize spending up to \$200 in 2019 for the Central Maine Regional Water Council. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

The 2019 meeting schedule was presented.

At 18:46 Munson moved to approve the 2019 Goals and Objectives. The motion was seconded by Sawyer. The vote to approve the motion was unanimous.

At 18:47 Sawyer moved that this body stand adjourned. The motion was seconded by Paradis. The vote to approve the motion was unanimous.

CIP Project Summary – January 28, 2019

18000 CSO Phase IV Sewer Improvements - \$203,400

Status: In Construction. We received one bid from McGee Construction for \$551,554. The work was estimated at \$646,000. We have awarded the Contract to McGee Construction, the work is expected to happen over the next few months. Contract 2 – The Tank, should be ready for 90% at the end of this month, bidding by mid February.

Scope: New 1 million gallon Combined Sewer Overflow Tank, New submersible station near the east side boat launch, sewer rehabilitation.

Contract 1 – Initial excavation/earthwork for the CSO Tank foundation. In Construction

Contract 2 – Wirewound CSO Tank - Design

Contract 3 – Pumping Station/Control Building and final earthwork - Design

17001 – Eastside Sewer Siphon - \$159,468

Status: Public bids were due on 1/15/19. No bids received, so we solicited proposals for components of the work. We are currently evaluating proposals and opening discussions with permitting agencies.

Scope: Upgrade the failed 8" cast iron Siphon with new 16" HDPE, hopeful to directional drill.

Purpose: Replace failed infrastructure, then rehabilitate the existing 20" Cast Iron line.

Budget: \$1.3 Million

Schedule: 2018-2019 Construction, pending bidding and construction schedule.

18001 – Cedar Street Water, Sewer & Storm Replacement - \$479,852

Status: In construction. Gravel and base paving complete for lower Cedar and Middle Streets. Placed concrete curbing on new base paving and rough graded the sidewalk and Right of Way. We will start back up in the spring.

Scope: COA is rebuilding 1,300 feet of Road, we will replace water and sewer and install new Storm Drain to separate.

Purpose: Aging infrastructure, joint COA project.

Budget: \$460,000 sewer and \$319,600 water, \$299,000 Storm

Schedule: 4-5 months once utility work starts.

15026 – Trunkline 3 Winthrop Station - \$1,667,279

Status: Pump 3 was installed on 2/23/18. HOMA is looking into why we have excessive vibration.

18034 – Primary Clarifier #1 Drive Rebuild - \$97,934

Status: The Primary Clarifier was placed online on January 8, 2019. We are sorting through some wiring, but it is functional.

Scope: New drive system, shaft, access bridge.

Purpose: Existing drive failed and needs as substantial rebuild. Harsh environment and many components have deteriorated.

17024 Dewatering Improvements - \$19,935

Status: We have a procurement request in front of DEP for review and approval, this would authorize the purchase of \$667,510 worth of equipment.

Purpose: Improve Dewatering Efficiency to save on O&M.

Budget: \$2.0 million

Schedule: 2019 Project

17003 – Commercial Street Water Main 2019 Project - \$15,087

Status: City Road Design is complete, we are adjusting the utility design accordingly. We should be able to bid this out next by next week.

Scope: 900' of 12" Ductile Iron Water Main, we recently decided to budget storm drain upgrades as well. 210' of new Storm main with 6 basins.

Purpose: Replace Aging Infrastructure.

Budget: \$331,750 Water, \$210,000 Storm

Schedule: 2019 Project

19002 – Murray Street Water, Sewer & Storm Replacement & Road Reconstruction - \$15,563

Status: The design is 95% complete. We are hoping to have a bid package ready by the 2nd week of February.

Scope: 2,200 feet of Road Reconstruction. Replacement of 6" Cast Iron Water Main, Clay Tile Sewer and separated Storm System.

Purpose: Replace Aging Infrastructure & Storm Separation.

Budget: \$440,000 Water, \$420,000 Sewer, \$140,000 Storm

Schedule: 2019 Project