AGENDA
PORTLAND WATER DISTRICT
225 Douglass Street, Portland, Maine
Jeff P. Nixon Training Center
6:00 p.m., Monday, October 28, 2019

1. **Convene Meeting** with Pledge of Allegiance and moment of silence.  
   President Cote

2. **Roll Call**  
   Clerk

   President Cote

4. **Invitation for Public Comment**  
   President Cote

5. **Reports:**
   - Operations Committee Reports  
     Trustee Siviski
   - Planning Committee Reports  
     Trustee Lunt
   - Administration & Finance Committee Reports  
     Trustee Garrison
   - General Manager’s Report  
     General Manager

6. **New Business**
   
   A. **Public Hearing** regarding an amendment to an existing bond.  
      Administration & Finance Committee

   B. **Resolution 19-014** authorizing an amendment to the sewer bond issued to finance the Cape Elizabeth Treatment Plant ultraviolet system.  
      Administration and Finance Committee

   C. **Order 19-032** authorizing the General Manager to execute a professional services contract with Woodard & Curran.  
      Operations Committee

   D. **Order 19-033** authorizing a contribution to the Loon Echo Land Trust for property located in Sebago.  
      Planning Committee

   E. **Order 19-034** authorizing funds from the Land Acquisition Fund for the purpose of demolition at 25 Dog Leg Road, Standish.  
      Planning Committee

   F. **Resolution 19-015** supporting the conservation efforts of the Sebago Clean Waters Coalition.  
      President Cote

7. **Other Business.** An item may be added to this agenda provided seven trustees vote to waive the rule regarding agendas.  
   President Cote

8. **Second Invitation for Public Comment.**  
   President Cote

9. **Trustee Comments.**  
   President Cote

Over
10. **Executive Session.** A motion may be made to go into Executive Session at any time during the meeting to discuss, pursuant to 1 M.R.S. §405(6)(A) personnel, 1 M.R.S. §405(6)(C) real estate, 1 M.R.S. §405 (6)(D) labor negotiations, or 1 M.R.S. §405(6)(E) legal matters.

11. **Adjournment.**

President Cote

Donna M. Katsiaficas
Clerk
Portland Water District

Board of Trustees Regular Meeting

October 28, 2019

New Business

Agenda Items 6A-6F
BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6A-B Resolution 19-014
Date of Meeting: October 28, 2019
Subject: Cape Elizabeth UV Bond Amendment
Presented By: David Kane, Director of Administration

RECOMMENDATION
The following proposed language is presented for Board of Trustee approval:

RESOLVED, Resolution 18-016 is hereby amended to authorize the issuance of up to $1,025,000 in Sewer Bonds to finance the installation of an ultraviolet system at the Cape Elizabeth Treatment plant. The full form of the Resolution attached hereto is hereby approved and shall be attached to and incorporated as part of the minutes of this meeting.

BACKGROUND ANALYSIS
At the June 24, 2019 meeting, the Board authorized a construction budget of $1,010,000 (Order 19-023). A $15,000 preliminary study was completed earlier and was authorized in the 2016 Capital Improvement Plan. The project has been approved by the Maine DEP as eligible to be bond financed through the State Revolving Loan fund. The Board previously authorized an $875,000 bond, which was issued on 6/3/2019. The motion will allow the District to issue another bond for an amount up to $150,000 to pay for the balance of the project costs.

The additional $150,000 bond results in an additional annual debt service payment of $11,000. The higher bond debt service was not included in the forecast provided to the Town last year. However, the proposed 2020 Assessment in the draft 2020 Budget is less than what was included in the forecast despite the additional $11,000.

LEGAL REVIEW
Corporate Counsel has reviewed the proposed Resolution as to form.

CONCLUSION(S)
Staff recommends the motion be approved. The Committee recommended the motion be forwarded to the full Board for their consideration.

ATTACHMENT(S)
A. Full Form of Motion – Cape Elizabeth $1,0500,000 Bond Authorization
B. Amortization Schedule
WHEREAS, on December 17, 2018, the Trustees of the Portland Water District adopted Resolution 18-016 authorizing, among other things, the District’s sewer bonds in the amount of up to $875,000 to finance the installation of an ultraviolet treatment equipment at the Cape Elizabeth Treatment Plant (the “Cape Elizabeth UV Project”); and

WHEREAS, the District has determined that the cost of the Cape Elizabeth UV Project will exceed the amount previously authorized by an additional $150,000;

WHEREAS, the District desires to amend Resolution 18-016 and authorize $150,000 of additional sewer bonds and notes in anticipation thereof (the “Additional Bonds”), for a total authorized amount of $1,025,000 of the District’s sewer bonds, to finance the estimated costs, including the additional costs, of the Cape Elizabeth UV Project;

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Trustees of the Portland Water District Assembled, following a public hearing duly called, noticed and held under District Policy No. 6.50-15:

1. That the first resolve in the form of the resolution approved by Resolution 18-016 relating to the Cape Elizabeth UV Project be and hereby is amended and replaced in its entirety to read as follows:

   “Pursuant to the District’s Charter, Chapter 84 of the Private and Special Laws of 1975 and all amendments thereof and acts additional thereto, and all other authority thereto enabling, there is hereby authorized and approved the issuance of the District’s sewer bonds in an aggregate principal amount not to exceed $1,050,000, the proceeds of which are appropriated for and shall be used to finance the Costs of the Project (the “Bonds”).”

2. That all references in Resolution 18-016 to the authorized amount of $875,000 relating to the Cape Elizabeth UV Project be and hereby are amended and replaced to be $1,050,000.

3. That in all other respects, Resolution 18-016 is hereby ratified and confirmed as if more specifically set forth herein.

4. That this amendment to Resolution 18-016 shall constitute the District’s declaration of official intent for the Additional Bonds pursuant to the requirements of Treasury Regulations § 1.150-2.

Dated: October 28, 2019
Resolution 19-014
Maine Municipal Bond Bank’s Estimate of Borrowing Prepared via www.mmbb.com on October 4, 2019

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<th>Principal</th>
<th>Interest Rate</th>
<th>MMBB Fee</th>
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Portland Water District
PREPARED ON 10/04/2019

Attachment B

{W645399.1}
BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6C Order 19-032
Date of Meeting: October 28, 2019
Subject: Northeast Pump Station/East End WWTF Main 12.4 kV Power Distribution Upgrades - Professional Services Contract - Amendment
Presented By: Gordon Johnson, Engineering Services Manager

RECOMMENDATION
The following proposed language is presented for Board of Trustee approval:

ORDERED, a professional services contract with Woodard & Curran is hereby authorized in the amount of $272,000 for design phase engineering services for the Northeast Pump Station/East End WWTF Main 12.4 kV Power Distribution Upgrades; and that the General Manager and the Treasurer, each acting singly, are authorized to take such steps as may be necessary to accomplish the intent of the vote.

BE IT FURTHER ORDERED, that a change in project budget is hereby authorized to reduce the EEWWTF/NEPS Backup Power Upgrade (CIP #2019-021/3010) budget by $1,550,000 to a total not to exceed $2,400,000; and that the General Manager, and the Treasurer, each acting singly, are authorized to take such steps as may be necessary to accomplish the intent of the vote.

BACKGROUND ANALYSIS
In 2017, the Electrical Master Plan for the four Wastewater Treatment Plants was completed (CIP #2015-421/2470). This was a comprehensive evaluation of the electrical distribution system at each facility. At East End, the power distribution system serves both the plant and the Northeast Pump Station (NEPS). Upgrade of the backup power and power distribution systems serving the plant and NEPS were identified as high priority recommendations. As a result, staff recommended projects to address backup power systems in the 2018/2019 CIP’s (#2018-021/2711 and #2019-021/3010) and upgrade of the main 12.4 kV (“medium voltage”) switchgear in 2020 (#2020-021/3014).

In March 2018 the Board authorized execution of a professional services contract to Woodard & Curran (Order 18-013) for design of the backup power project. The effort was proceeding on schedule when in the fall of 2018 the District was approached by Central Maine Power to gauge interest in providing them land at the East End facility to site a transmission and distribution substation near the entrance to the plant. The Board authorized execution of an agreement for the sale of an easement to CMP in April of 2019 (Order 19-016).
The proposed substation provides an opportunity for the District to significantly reduce the investment in backup power recommended by the 2017 Electrical Master Plan by eliminating the need for permanent onsite facility-wide backup power generation. This will allow the District to maintain the existing distributed approach to fulfill emergency standby power needs and leverage the improved reliability and redundant service connections offered by the new substation. As a result, the project team revised the scope of the backup power and switchgear upgrades and established an updated design basis. The proposed project includes new primary distribution gear that will connect to the existing service but also be suitable for future connection to the new services from the substation. The scope also includes a new medium voltage distribution system, transformers and switchgear connected in a “looped” network which will enhance resiliency and maintain service while any individual component is offline.

During the winter of 2018 and spring of 2019 the East End plant experienced failures to the main medium voltage cable feeding the plant and to the standby generator, respectively. The revised project approach utilizes these facilities which were addressed under emergency replacement and repair contracts, therefore these investments will be incorporated in the proposed plan going forward.

Staff recommends revising the budget of the backup power project (#3010) as noted in the table below to reflect the reduction in scope enabled by the substation and to establish a revised detailed design effort for the proposed combined project to address power distribution at the East End facility.

### Proposed Revised Project Costs

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<tr>
<th>Item</th>
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<th>Board Approval</th>
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<tr>
<td>Wastewater Facilities Electrical Master Plan (portion allocated to East End)</td>
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<td>CIP #2015-421/2470 Oct 2015 Contract</td>
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<td>Detailed Design Through Bidding for Combined Power Distribution and Switchgear Upgrades</td>
<td>$272,000</td>
<td></td>
</tr>
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<td>Original Backup Generator and Power Distribution Total Project Budget</td>
<td>$3,950,000</td>
<td>Proposed Revised Project CIP #2019-021/3010</td>
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<td>Scope Reduction per CMP Purchase Agreement</td>
<td>($1,950,000)</td>
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</tr>
<tr>
<td>Emergency Replacement of Main Feeder Cable</td>
<td>$128,000</td>
<td></td>
</tr>
<tr>
<td>Proposed Power Distribution Project Budget</td>
<td>$2,400,000</td>
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</tr>
<tr>
<td>Main 12.4 kV Switchgear Upgrades</td>
<td>$1,750,000</td>
<td>Future proposal as part of 2020 CIP (Project #3014)</td>
</tr>
</tbody>
</table>

**Total Combined Capital Cost Investment**

$4,427,500
Further, staff recommends an amendment to the engineering contract with Woodard & Curran in the amount of $272,000 to complete detailed design of the revised project through bidding including power distribution and switchgear replacement. As approved by Board Order 17-038 on December 18, 2017 the comprehensive method for procuring engineering services will be used for this project, meaning that it is anticipated that the same firm will be utilized for detailed design as well as construction services. An amendment to this agreement with Woodard & Curran is therefore anticipated to cover construction phase services once the final design is complete and the required scope can be refined.

Project #: 2019-Subprogram 21/ Project 3010

FISCAL REVIEW/FUNDING
This project includes comprehensive engineering services for the Northeast Pump Station/East End WWTF Main 12.4 kV Power Distribution Upgrades, and will not have an operating fund impact. The design will lead to the construction of an approximately $4.43M project with an estimated operating fund impact of approximately $300,000 in debt service. The project will be submitted for consideration for the CWSRF project list for funding through MMBB.

LEGAL REVIEW
Corporate Counsel has reviewed the proposed order as to form.

CONCLUSION(S)
Staff recommends amending the contract for design engineering services with Woodard & Curran for the Northeast Pump Station/East End WWTF Main 12.4 kV Power Distribution Upgrades Project. The committee voted 3-0 to forward the recommendation to the full Board for their consideration.

ATTACHMENT(S)
None
BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6D Order 19-033
Date of Meeting: October 28, 2019
Subject: Request for contribution of up to $8,970 to the Loon Echo Land Trust to support the Deering-Northwest River Conservation Project
Presented By: Laurel Jackson, Water Resources Specialist

RECOMMENDATION
The following proposed language is presented for Board of Trustee approval:

ORDERED, that the General Manager is authorized to contribute up to $8,970 to Loon Echo Land Trust, to support the conservation of land known as the Deering-Northwest River parcel located in the Town of Sebago.

BACKGROUND
The Sebago Lake watershed encompasses 450 square miles and includes parts of more than 20 towns. The long term water quality of the lake is in large part a function of the nature and scope of development of the watershed. The District’s Watershed Land Conservation Policy states the District’s commitment to and support for locally initiated land conservation efforts.

The Deering-Northwest River property is twenty acres and is located approximately three miles from Sebago Lake. It is adjacent to the Tiger Hill Community Forest and is located within a region of over 2,000 acres of conserved land. Loon Echo Land Trust is purchasing the property and will continue to allow public access for hunting, fishing, and low-impact recreation. The property has 2,100 feet of frontage on the Northwest River, a tributary to Sebago Lake.

The District will require that the land be legally protected from development in perpetuity. Based on the size of our contribution as a percentage of the property’s value, staff recommends that the District acquires a conservation easement on the property.

ANALYSIS
The recommended contribution was determined using the District’s site-specific assessment and is less than the amount requested by the applicant. The District’s conservation value for the parcel is calculated to be $49,000 and the appraised value is $39,000. The contribution of $8,970 is 23% of the appraised value and this represents about $449 per acre of protected land within the watershed. The entire parcel is within the watershed of Sebago Lake.
FISCAL REVIEW / FUNDING
The recommended contribution of $8,970 was calculated using the District’s site-specific assessment. The contribution to this project shall be funded through the District’s watershed protection fund.

LEGAL REVIEW
Corporate Counsel has reviewed the proposed Motion and has approved as to form.

CONCLUSION(S)
This project will contribute to the long term protection of Sebago Lake and the recommended contribution meets the guidelines of the District’s Watershed Land Conservation Policy. The Committee approved and agreed to send to the full Board for their consideration.

ATTACHMENT(S)
Deering-Northwest River Report
Letter of Request
PORTLAND WATER DISTRICT

Land Conservation Initiative
Site-Specific Assessment

Deering-Northwest River
Sebago

This report was prepared by PWD’s Environmental Services Department

September 25, 2019
Deering-Northwest River, Sebago
Site visit by Laurel Jackson, 8/28/19

Description
The Deering-Northwest River property is 20 acres and is located in the town of Sebago. Loon Echo Land Trust is purchasing the property in fee and will continue to allow public access for hunting, fishing and low-impact recreation. The land trust also intends that this property function as an access point for the adjacent Tiger Hill Community Forest in Sebago.

Site Features
Location
The property is located in Sebago, approximately three miles from Sebago Lake. The access point is on Folly Rd.

Land Use/Land Cover
The property is primarily forest and wetlands.

Water Resources
The property has approximately 2,100 feet of frontage on the Northwest River. There are about nine acres of emergent and shrub wetlands.
Connection to Sebago Lake

The Northwest River is a tributary to Sebago Lake, supplying approximately 5% of surface water inflow to the lake. The river has excellent water quality.
**SITE-SPECIFIC PROPERTY ASSESSMENT**

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<th>Property Name</th>
<th>Deering-Northwest River</th>
<th>Area (acres)</th>
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<td>Location</td>
<td>Sebago</td>
<td>Land Trust</td>
<td>LELT</td>
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<tr>
<td>Description</td>
<td>Two undeveloped parcels on the Northwest River in Sebago</td>
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**Location map**

**Land cover map**

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**Aquifer map**

**Wetlands map**

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<td></td>
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</table>
SITE-SPECIFIC PROPERTY ASSESSMENT

Property Name: Deering

Est. Value of Property: $39,000
PWD Value: 49,000
Appraisal: 39,000

Watershed Zone: 1
Highest priority zone encompassing at least 25%

Low Percentage of Contribution Range: 15%
Zone I = 15-25%
Zone II = 10-20%
Zone III = 5-15%

Factors:
- Located in 7 shoreland towns?: Yes, add 2%
- More than 50% forested: Yes, add 2%
- More than 10% aquifer?: Yes, add 2%
- More than 20% wetlands?: Yes, add 2%
- Other (explain): 

Calculated contribution (percent): 23%
Calculated contribution (dollars): $8,970
Recommended contribution (dollars): $8,970
August 16, 2019

Mr. Paul Hunt
Portland Water District
PO Box 3553
225 Douglass Street
Portland, ME 04104

Dear Paul and PWD Trustees,

I am writing on behalf of Loon Echo Land Trust (LELT) to request a grant of $12,000 from the Portland Water District to support the acquisition and protection of 20 acres of land with approximately 2100 feet of frontage on the Northwest River in Sebago.

The properties are currently undeveloped forest and field that if protected, will benefit water quality, plant and wildlife habitat, scenic viewing and public recreation.

If the PWD grant is approved, the pledge would give LELT the confidence to continue raising funds for this important conservation project in the Sebago Lake Watershed.

Enclosed is the PWD application form, project budget, and project maps. Thank you for your time. We look forward to a partnership with PWD on this project.

Sincerely,

Matt Markot
Executive Director
BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6E Order 19-034
Date of Meeting: October 28, 2019
Subject: Demolition and Site Restoration of 25 Dog Leg Road - Standish
Presented By: Norman Tweddle, Right of Way Agent

RECOMMENDATION
The following proposed language is presented for Board of Trustee approval:

ORDERED, that the budget of $33,000 is hereby approved to be taken from the Land Acquisition Fund, for the purposes of demolishing the buildings, installing a chain link fence, and restoring the site at the property located at 25 Dog Leg Road in Standish; and further that the General Manager and the Treasurer are hereby authorized, each acting singly, to take such other steps as may be necessary to accomplish the intent of this vote.

BACKGROUND ANALYSIS
In April 2019, the District acquired the Eleanor Webb lake front property at 25 Dog Leg Road in Standish. Staff recommends that the buildings and improvements now be demolished, 400 feet of chain link fence be relocated/installed along the no trespassing zone and that trees be planted to restore the property back to a natural condition. The demolition would be done in the fall/early winter of 2019. The building has been inspected and found to be absent of any asbestos or other hazardous materials. The fence construction and tree planting would be done in the spring of 2020.

No money was budgeted for this project. Staff estimates that the project cost will be approximately $33,000. The project budget is estimated as follows:

- Administration & Contingency: $1,000
- Demolition Bid Price: $20,000
- Fence Construction: $8,000
- Tree Planting: $3,000
- Asbestos Testing: $1,000
- Total Budget: $33,000
Bids were opened on Friday 10-18-19 for the demolition. Bids are as follows:

1) Shaw Brothers Construction, Inc. $13,800.00
2) Les Wilson & Sons, Inc. $16,500.00
3) R J Grondin & Sons Inc. $24,565.00

**FISCAL REVIEW / FUNDING**
Funding will come from the Watershed Land Fund. The Treasurer has confirmed that there are adequate funds in the account for the purchase. Current balance of the fund is approximately $1,675,629.

**LEGAL REVIEW**
Corporate Counsel will review the bid process and bid documents prior to a contract signing.

**CONCLUSION(S)**
Staff recommends approval of this proposed order. The Committee approved and agreed to send to the full Board for their consideration.

**ATTACHMENT(S)**
None
BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6F Resolution 19-015
Date of Meeting: October 28, 2019
Subject: Conservation Efforts of the Sebago Clean Water Coalition
Presented By: President Cote

RECOMMENDATION
The following proposed language is presented for Board of Trustee approval:

Whereas, the Portland Water District is one of nine partners in the Sebago Clean Water Coalition (“SCW”), which supports land conservation efforts in the Sebago Lake watershed, the source of drinking water for 200,000 people in 11 communities; and

Whereas, SCW has a goal of conserving 35,000 acres in the watershed in the next 15 years, for which an estimated $51 Million Dollars will need to be raised; and

Whereas, the District evaluates each individual conservation transaction proposed by SCW and determines the District’s participation on a case by case basis, according to a Board established formula; and

Whereas, the District’s overall contribution to this conservation effort could reach approximately $9 Million Dollars; and

Whereas, the conservation efforts undertaken by SCW benefit the District and its ratepayers by helping the District maintain its waiver of filtration of its water source, Sebago Lake;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees expresses its support for the efforts of SCW in its goal of conserving 35,000 acres and agrees to continue to participate in the conservation effort as a partner in SCW.