

AGENDA
PORTLAND WATER DISTRICT
225 Douglass Street, Portland, Maine
Jeff P. Nixon Training Center
6:00 p.m., Monday, April 25, 2022

- | | | |
|-----|---|------------------------------------|
| 1. | <u>Convene Meeting</u> with Pledge of Allegiance and moment of silence. | President Douglas |
| 2. | <u>Roll Call</u> | Clerk |
| 3a. | <u>Acceptance of Minutes</u> of the Regular Meeting of March 28, 2022. | President Douglas |
| 3b. | <u>Acceptance of Minutes</u> of the Workshop Meeting of April 11, 2022. | President Douglas |
| 4. | <u>Invitation for Public Comment</u> | President Douglas |
| 5. | <u>Reports:</u> | |
| | ▪ Operations Committee Reports | Trustee Rich |
| | ▪ Planning Committee Reports | Trustee Shattuck-Heidorn |
| | ▪ Administration & Finance Committee Reports | Trustee Siviski |
| | ▪ General Manager's Report | General Manager |
| 6. | <u>New Business</u> | |
| | A. <u>Resolution 22-006</u> awarding the Joseph A. DiPietro Scholarship. | Scholarship Committee |
| | B. <u>Order 22-013</u> authorizing the sale of the District's retired patrol boat. | Administration & Finance Committee |
| | C. <u>Order 22-014</u> authorizing the allocation of the 2021 Water Fund Surplus. | Administration & Finance Committee |
| | D. <u>Order 22-015</u> authorizing the transfer of the 2021 annual operating fund change for the Portland wastewater fund. | Administration & Finance Committee |
| | E. <u>Order 22-016</u> authorizing amendments to the District's Defined Benefit Pension Plans. | Administration & Finance Committee |
| | F. <u>Order 22-017</u> authorizing actions related to the Stroudwater Pump Station Upgrade Project. | Operations Committee |
| | G. <u>Order 22-018</u> authorizing the General Manager to execute a professional services contract for the Congress and Garrison Street Pump Stations Upgrade Project. | Operations Committee |
| | H. <u>Order 22-019</u> authorizing an increase in the Peaks Island Renewal and Replacement Fund. | Operations Committee |
| | I. <u>Order 22-020</u> authorizing a contribution to the Western Foothills Land Trust regarding the Edwards Mills Property. | Planning Committee |

- | | |
|---|---------------------------------------|
| J. <u>Order 22-021</u> authorizing a contribution to the Western Foothills Land Trust regarding the Robinson Property. | Planning Committee |
| K. <u>Order 22-022</u> authorizing a contribution to the Western Foothills Land Trust regarding the Cummings Property. | Planning Committee |
| L. <u>Order 22-023</u> authorizing a contract for executive search services for the General Manager position. | General Manager's Selection Committee |
| 7. <u>Other Business.</u> An item may be added to this agenda provided seven trustees vote to waive the rule regarding agendas. | President Douglas |
| 8. <u>Second Invitation for Public Comment.</u> | President Douglas |
| 9. <u>Trustee Comments.</u> | President Douglas |
| 10. <u>Executive Session.</u> 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. | President Douglas |
| 11. <u>Adjournment.</u> | President Douglas |

Donna M. Katsiaficas
Clerk

Portland Water District
Board of Trustees Regular Meeting
April 25, 2022

New Business

Agenda Item 6A-6L



RESOLUTION
PORTLAND WATER DISTRICT
BOARD OF TRUSTEES



WHEREAS the Board of Trustees has established the Joseph A. DiPietro Scholarship in memory of Mr. DiPietro's fifteen years of dedicated service representing the city of Portland as a Trustee of the District, and

WHEREAS Dylan Anderson, a resident of Westbrook, is pursuing a degree in plumbing and heating at Southern Maine Community College, and

WHEREAS Mr. Anderson has demonstrated need for the scholarship, and

WHEREAS Mr. Anderson is the first in his family to attend college, and

WHEREAS the Board of Trustees' Scholarship Committee unanimously recommends Mr. Anderson to be a recipient of the 2022 Joseph A. DiPietro Scholarship,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees recognizes the accomplishments and needs of Mr. Anderson and supports his academic endeavors by awarding him the \$1,500 scholarship for 2022 established in tribute to Joseph A. DiPietro.

Adopted this 25th day of April 2022.

Attest:
Donna M. Katsiaficas
Clerk

Louise Douglas, President
Board of Trustees





BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6B Order 22-013
Date of Meeting: April 25, 2022
Subject: Sale of Retired Patrol Boat
Presented By: Chris Crovo, Director of Asset Management and Planning
Josh Hudak, Facilities Manager

RECOMMENDATION

The following motion is recommended for Board of Trustee approval:

ORDERED, the General Manager is hereby authorized to sell and transfer title to the District's retired Patrol Boat to the Town of Standish for the sum of \$8,000; and that the General Manager and the Treasurer, each acting singly, are authorized to sign any documents necessary to implement the intent of this vote.

BACKGROUND

The District's 2002 Patrol Boat was recently retired by the District due to its age. The District has purchased a replacement boat.

Under the District's procurement policy, surplus District property must be disposed of by either competitive negotiation or public auction, or discarded if of negligible value. The Patrol Boat has residual value.

The purchasing policy provisions may be over ridden by action of the Board, as the policy is a Board approved policy.

The Town of Standish has approached the District and has offered to purchase the Patrol Boat for the sum of \$8,000. The Town will use the boat as a fire boat for rescues and responding to emergencies on the water. It seeks to use the boat for a period of time until they purchase a new boat. It is estimated that if the boat went to public auction, it would sell for anywhere from \$7,000 - \$10,000. The Patrol Boat is in need of some repairs. It is the belief of staff that \$8,000 is a fair price for the sale of the boat. The boat will be sold as is-where is, with no warranties.

FISCAL REVIEW / FUNDING

The District will receive \$8,000 upon the sale of the boat.

LEGAL REVIEW

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

CONCLUSION(S)

Staff recommends the acceptance of the offer to purchase the boat from the Town of Standish; the sum of \$8,000 is a fair price for the boat and it will save the District time and costs associated with the sale of the boat by public auction. The Committee recommended forwarding to the full Board for their consideration.

ATTACHMENT(S)

None



Portland Water District
From Sebago Lake To Casco Bay

BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6C Order 22-014
Date of Meeting: April 25, 2022
Subject: Allocation of 2021 Water Fund Surplus
Presented By: David Kane, Treasurer

RECOMMENDATION

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

ORDERED, the 2021 annual operating fund change in the Water Fund is hereby allocated to the Renewal and Replacement Fund.

BACKGROUND ANALYSIS

Preliminary 2021 Financials indicate the Water Fund will have a positive net change of approximately \$821,000. The financial results are due to higher revenues (\$555,000) and lower expenses (\$266,000) than anticipated. The Committee reviewed the various alternatives and decided to allocate the amount to the Renewal and Replacement Fund to cover the planned 2022 deficit and offset the higher costs we are seeing on project bids.

LEGAL REVIEW

Corporate Counsel reviewed the proposed motion and approved it as to form.

CONCLUSION(S)

The Committee recommended forwarding the motion to the full Board for its consideration.

ATTACHMENT(S)

None



Portland Water District
From Sebago Lake To Casco Bay

BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6D Order 22-015
Date of Meeting: April 25, 2022
Subject: Allocation of Annual Wastewater Net Income
Presented By: David Kane, Treasurer

RECOMMENDATION

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

ORDERED, that a portion of the 2021 annual operating fund excess balances over the targeted balances in the Operating Contingency Fund for the Portland Wastewater Funds is hereby refunded to the City of Portland.

FISCAL REVIEW / FUNDING

The Portland and Windham wastewater funds had annual operating surpluses of \$438,827 and \$10,148, respectively. The Portland fund results are due to higher septage and one-time easement revenue (\$314,956) and lower operating expenses (\$188,922). The Windham fund results are due to lower operating expenses. It is recommended to retain the amount in the operating fund's contingency funds up to the 25% of budget target with the excess in the Portland fund be returned to the city of Portland at the request of the City's Finance Director (\$309,203).

The other wastewater funds had annual deficits primarily due to higher operating expenses.

Operating Funds:

	1/1/2021 Balance	2021 Net Change (Unaudited)	12/31/2020 Balance	Target (25% of Budget)	Over/(Under) Budget
Cape Elizabeth	\$361,999	(\$3,567)	\$358,432	\$515,979	(\$157,547)
Cumberland	\$225,537	(\$63,599)	\$161,938	\$251,952	(\$90,014)
Gorham	\$300,209	(\$54,284)	\$245,925	\$329,563	(\$83,638)
Portland	\$3,427,987	\$438,827	\$3,866,814	\$3,557,611	\$309,203
Westbrook	\$704,619	(\$88,781)	\$615,838	\$810,066	(\$194,228)
Windham	\$57,046	\$10,148	\$67,194	\$129,935	(\$62,741)

Renewal and Replacement Funds:

	12/31/2021 Balance	Target (5% of Asset)	Over/(Under) Budget
Cape Elizabeth	\$525,337	\$871,000	(\$345,663)
Cumberland	\$141,919	\$464,700	(\$322,781)
Gorham	\$824,908	\$910,400	(\$85,492)
Portland	\$4,523,340	\$5,770,500	(\$1,247,160)
Westbrook	\$3,842,876	\$1,130,500	\$2,712,376
Windham	\$287,273	\$155,400	\$131,873

LEGAL REVIEW

Corporate Counsel reviewed the proposed motion and approved it as to form.

CONCLUSION(S)

The Administration and Finance Committee met and reviewed at their April 11, 2022 meeting and recommended the motion be forwarded to the full Board.

ATTACHMENT(S)

None



BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6E Order 22-016
Date of Meeting: April 25, 2022
Subject: Defined Benefit Pension Plan's Death Benefit
Presented By: Mary Demers, Employee Services Director

RECOMMENDATION

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

ORDERED, that the Third Amendment to the Portland Water District Non-Bargaining Unit Employees' Pension Plan and Fifth Amendment to the Portland Water District Bargaining Unit Employees' Pension Plan, effective generally January 1, 2021, in substantially the form presented at this meeting and ordered filed with the minutes hereof, is hereby adopted and approved, with such changes therein, not inconsistent with the general tenor thereof, as the officers of the District, with the advice of counsel, deem necessary or appropriate to carry out the objectives thereof or to obtain the approval of the Internal Revenue Service that the Plan is qualified under Section 401 of the Internal Revenue Code of 1986, as amended (the "Code").

BE IT FURTHER ORDERED, to authorize the General Manager (or other appropriate person) to take any action necessary or appropriate to effectuate the foregoing votes, including but not limited to (i) executing the formal documents, and (ii) communicating plan changes to plan participants and eligible individuals..

BACKGROUND ANALYSIS

The defined benefit pension plans include a death benefit to the spouse of a currently employed participant. The benefit is based on the annual earnings and the number of years' service of the participant. Years of service are credited up to maximum of 30 or 20 years for the non-bargaining and bargaining unit plan, respectively. The calculation is then reduced by 50% of the spouse's social security survivor benefit (see attachment A).

Recently, an employee passed away and the calculated death benefit was zero as the social security offset exceeded the benefit. In addition to that situation, the current death benefit provides a significantly lower benefit to employees eligible for the full pension benefit (i.e. – employees older than 65 or older than 62 with 30 years of service) providing a disincentive for the employee to continue to work. Staff proposes to amend both the bargaining and non-bargaining plans to change the death benefit to be greater of the current death benefit or the actuarially calculated benefit. The plan will be amended with an effective date of January 1, 2022 and apply to any employee who passed away after December 1, 2021.

FISCAL REVIEW / FUNDING

The actuary indicated the impact to the annual contribution would be minimal.

LEGAL REVIEW

Corporate Counsel reviewed the proposed motion and approved it as to form.

CONCLUSION(S)

Administration and Finance Committee recommend the motion be forwarded to the full Board for its consideration.

ATTACHMENT(S)

- A. Non-Bargaining Unit Defined Benefit Plan – Death Benefit from Plan Document
- B. Non-Union Plan – Third Amendment
- C. Union Plan – Fifth Amendment

ARTICLE VIII
Surviving Spouse Benefit

8.01 Conditions. The surviving Spouse of a Participant who dies prior to commencing his or her benefit and while in the service of the District, shall be entitled to receive the benefit provided in Section 8.02 if --

(a) the Participant had completed at least five (5) years of Continuous Service, and

(b) the Participant had been married to his or her surviving Spouse for at least one (1) year.

8.04 Form and Amount of Benefit. A surviving Spouse of a Participant who satisfied the requirements of Section 8.01 shall be entitled to an annuity, payable monthly for life in an amount equal to one-twelfth (1/12) of the vested percentage (as determined under Section 7.01(c)) of the product of (i) one percent (1%) of the Participant's Average Annual Earnings multiplied by (ii) the number of his or her years and months (not to exceed thirty (30) years) of Credited Service reduced by:

(a) one-half (1/2) of any monthly widow's, widower's or surviving Spouse's benefit received by the surviving Spouse under the Social Security Act (or to which the surviving Spouse would be entitled if he or she were not receiving benefits under the Social Security Act attributable to his or her own employment), and

(b) one-twelfth (1/12) of one percent (1%) multiplied by the number of years, if any, in excess of five (5) by which the Participant's age exceeded his or her surviving Spouse's age, determined as of the date of his or her death.

The benefit shall commence on the first day of the month following the month in which the Participant's death occurs and end with the month in which the surviving Spouse dies.

The Bargaining Unit Plan has the same death benefit, except the number of years and months cannot exceed 20 years.

**THIRD AMENDMENT
TO THE
PORTLAND WATER DISTRICT
NON-BARGAINING UNIT EMPLOYEES' PENSION PLAN
2015 Amendment and Restatement**

The Portland Water District Non-Bargaining Unit Employees' Pension Plan (the "Plan") was amended and restated effective January 1, 2015 and has been twice amended since that time. The Plan is hereby further amended in the following respects:

1. The terms used in this Amendment shall have the meanings set forth in the Plan unless the context indicates otherwise.

2. Section 8.4 [sic] of the Plan is amended to read in its entirety as follows:

8.02 Form and Amount of Benefit. A surviving Spouse of a Participant who satisfied the requirements of Section 8.01 shall be entitled to the greater of (a) or (b) as follows:

(a) an annuity, payable monthly for the life of the surviving Spouse in an amount equal to one-twelfth (1/12) of the vested percentage (as determined under Section 7.01(c)) of the product of (i) one percent (1%) of the Participant's Average Annual Earnings multiplied by (ii) the number of his or her years and months (not to exceed thirty (30) years) of Credited Service reduced by:

(A) one-half (1/2) of any monthly widow's, widower's or surviving Spouse's benefit received by the surviving Spouse under the Social Security Act (or to which the surviving Spouse would be entitled if he or she were not receiving benefits under the Social Security Act attributable to his or her own employment), and

(B) one-twelfth (1/12) of one percent (1%) multiplied by the number of years, if any, in excess of five (5) by which the Participant's age exceeded his or her surviving Spouse's age, determined as of the date of his or her death; or

(b) an annuity, payable monthly for the life of the surviving Spouse, under which payments to the surviving Spouse are 100% of the amount that would have been payable to the Participant assuming:

(i) in the case of a Participant who dies after having attained at least age 65, such Participant had retired pursuant to the terms of Section 4.01 on the day before his or her death with an immediate 100% survivorship annuity, or

(ii) in the case of a Participant who dies after having attained at least age 55 with ten (10) years of Continuous Service, such Participant had retired pursuant to the terms of Section 5.01 on the day before his or her death with an immediate 100% survivorship annuity, or

(iii) in the case of any other Participant, such Participant had (A) separated from service with the District on the day of his or her death, (B) survived to the date on which he or she would have met the requirements to elect Early Retirement pursuant to the terms of Section 5.01, (C) retired with an immediate 100% survivorship annuity on said date, and (D) died on the day after the day on which he or she would have met the requirements to elect Early Retirement.

The benefit shall commence on the first day of the month following the month in which the Participant's death occurs and end with the month in which the surviving Spouse dies.

3. This Amendment shall be effective January 1, 2022 and shall apply to Participant deaths occurring on or after December 1, 2021.

IN WITNESS WHEREOF, to record adoption of this Amendment, the Portland Water District has caused this instrument to be executed by its duly authorized officer this _____ day of _____, 2022.

WITNESS:

PORTLAND WATER DISTRICT:

By: _____

**FIFTH AMENDMENT
TO THE
PORTLAND WATER DISTRICT
BARGAINING UNIT EMPLOYEES' PENSION PLAN
2015 Amendment and Restatement**

The Portland Water District Bargaining Unit Employees' Pension Plan (the "Plan") was amended and restated effective January 1, 2015 and has been amended four times since. The Plan is hereby further amended in the following respects:

1. The terms used in this Amendment shall have the meanings set forth in the Plan unless the context indicates otherwise.

2. Section 8.4 [sic] of the Plan is amended to read in its entirety as follows:

8.02 Form and Amount of Benefit. A surviving Spouse of a Participant who satisfied the requirements of Section 8.01 shall be entitled to the greater of (a) or (b) as follows:

(a) an annuity, payable monthly for the life of the surviving Spouse in an amount equal to one-twelfth (1/12) of the vested percentage (as determined under Section 7.01(c)) of the product of (i) one percent (1%) of the Participant's Average Annual Earnings multiplied by (ii) the number of his or her years and months (not to exceed twenty (20) years) of Credited Service reduced by:

(A) one-half (1/2) of any monthly widow's, widower's or surviving Spouse's benefit received by the surviving Spouse under the Social Security Act (or to which the surviving Spouse would be entitled if he or she were not receiving benefits under the Social Security Act attributable to his or her own employment), and

(B) one-twelfth (1/12) of one percent (1%) multiplied by the number of years, if any, in excess of five (5) by which the Participant's age exceeded his or her surviving Spouse's age, determined as of the date of his or her death; or

(b) an annuity, payable monthly for the life of the surviving Spouse, under which payments to the surviving Spouse are 100% of the amount that would have been payable to the Participant assuming:

(i) in the case of a Participant who dies after having attained at least age 65, such Participant had retired pursuant to the terms of Section 4.01 on the day before his or her death with an immediate 100% survivorship annuity, or

(ii) in the case of a Participant who dies after having attained at least age 55 with ten (10) years of Continuous Service, such Participant had retired pursuant to the terms of Section 5.01 on the day before his or her death with an immediate 100% survivorship annuity, or

(iii) in the case of any other Participant, such Participant had (A) separated from service with the District on the day of his or her death, (B) survived to the date on which he or she would have met the requirements to elect Early Retirement pursuant to the terms of Section 5.01, (C) retired with an immediate 100% survivorship annuity on said date, and (D) died on the day after the day on which he or she would have met the requirements to elect Early Retirement.

The benefit shall commence on the first day of the month following the month in which the Participant's death occurs and end with the month in which the surviving Spouse dies.

3. This Amendment shall be effective January 1, 2022 and shall apply to Participant deaths occurring on or after December 1, 2021.

IN WITNESS WHEREOF, to record adoption of this Amendment, the Portland Water District has caused this instrument to be executed by its duly authorized officer this _____ day of _____, 2022.

WITNESS:

PORTLAND WATER DISTRICT:

By:_____



Portland Water District
From Sebago Lake To Casco Bay

BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6F Order 22-017
Date of Meeting: April 25, 2022
Subject: Stroudwater Pump Station Upgrade – Construction
Presented By: Greg Pellerin, Senior Project Engineer

RECOMMENDATION

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

ORDERED, a construction contract with T. Buck Construction, Inc. is hereby authorized, in the amount of \$648,217 for the Stroudwater Pump Station Upgrade Project (CIP 2022 – 70/3006); and

BE IT FURTHER ORDERED, that the project budget is amended by increasing it by \$240,000 and that the total budget for the Project is hereby authorized, not to exceed \$750,000; 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

The Stroudwater Pump Station collects wastewater from the Blueberry Rd. area of outer Congress Street in Portland. The station receives flow from Ecomaine, as well as their landfill/ashfill facility, and as such is a relatively high flow and criticality station.

The design was completed and issued for bid in January 2022, with bids due in mid-February. T.Buck Construction's bid was the lowest of the two responses received. Value Engineering was completed throughout the project, however, the bid responses exceed the available budget for construction. PWD has experience with T. Buck Construction, and has determined they have the contracting capacity, relevant project experience, qualifications, and resources to complete the Project. We therefore recommend that T.Buck Construction be considered the low responsive and responsible bidder.

Project # : 2022-Subprogram 70/ Project 3006

FISCAL REVIEW/FUNDING

This project is the upgrade of the Stroudwater Pump Station. This project is not anticipated to impact operational costs.

LEGAL REVIEW

Corporation Counsel has reviewed the proposed order as to form.

CONCLUSION(S)

Staff recommends awarding the contract to the lowest responsive and responsible bidder for the project, T.Buck Construction, Inc. The Committee recommended that the item be forwarded to the Board for their consideration by a vote of 3-0.

ATTACHMENT(S)

Supporting Information

SUPPORTING INFORMATION

The Stroudwater Pump station was installed and started up in 1983. There was also a major upgrade to the station in 1988 in order to add backup power and increased capacity due to the startup of Ecomaine. Since that time there have only been minor updates completed, and much of the station's equipment is beyond its expected useful life. The station is in need of an upgrade to ensure safe and reliable operation into the future.

The station is a flooded suction canned style pump station. The existing 40HP pumps are capable of pumping 1200 gpm against 79-ft TDH in a duplex configuration. The station has a building which houses its generator, electrical gear, and controls equipment. It also has a precast wet well, as well as the steel can containing the pumps and process valves and fittings. An aerial view of the station is shown in **figure 1** below.



Figure 1: Stroudwater Pump Station, Aerial View

A project to upgrade the station was included in the 2022 CIP budget to address the aging equipment and dry well can which is in poor condition due to its depth, high groundwater, and relatively unstable soils in the area. During preliminary design it was determined that converting the station to a submersible configuration would be much more cost effective than rehabilitating, or replacing the canned drywell. PWD engineering staff developed the project design including plans and specifications for the project and also hired a geotechnical firm to conduct borings and evaluate subgrade suitability in the area of the proposed valve vault. This information will be utilized to establish an appropriate foundation for the structure during submittal review, which will include the approval of a Maine certified structural professional engineer.

The project will reconfigure the station by removing the existing canned dry well, and converting the station into a submersible pump station by adding pumps to the existing concrete wet well. A below ground valve vault will be added between the wet well and the existing force main to provide operations staff the ability to access and maintain the station's valves. Additionally, the project will

update the pump VFDs and some of the internal electrical supply equipment. AMAP is confident this design is the most cost effective solution for keeping this station safe and operational for another lifecycle.

The design was completed and issued for bid in January 2022, with bids due in mid-February. The project was advertised and solicited to PWDs current list of regional contractors and suppliers. A pre-bid meeting, and a site walk were held with a total of four contractors showing up to these meetings. PWD received two bids from General Contractors on the project as shown in **Table 1** below.

Table 1: Bid Tab

RFB: Stroudwater PS Upgrades	
DATE: 2/18/22	
PREPARED BY: P. Fitzgerald	
Bidder	Bid
<i>Johnson & Jordan</i>	\$705,952.00
<i>T. Buck Construction</i>	\$648,217.00

Value Engineering was completed throughout the project, however, contractor pricing is higher than anticipated. Staff re-doubled efforts working with T.Buck to identify additional cost savings and will continue to do so throughout the project, however it does not appear that substantial cost reducing opportunities exist. While higher than originally anticipated, based on recent pricing on other projects and the rising cost of commodities we feel the proposed cost is reflective of the current market.

The following project budget is proposed in **Table 2** below:

Table 2: Proposed Project Budget

Item	Amount
Original CIP Project Budget	\$510,000
Base Project Bid	\$648, 217
Allowance for Valve Vault Foundation	\$40,000
Project Contingency (9.5%)	\$61,783
Total Proposed Project Budget	\$750,000
Proposed Budget Increase	\$240,000



BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6G Order 22-018
Date of Meeting: April 25, 2022
Subject: Congress and Garrison Street Pump Stations Upgrade (Portland) – Professional Services Contract Selection
Presented By: Greg Pellerin, Senior Project Engineer

RECOMMENDATION

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

ORDERED, the General Manager is authorized to execute a professional services contract with Brown and Caldwell in the amount of \$203,060 for design phase engineering services for the Congress and Garrison Street Pump Stations Upgrade (CIP 2021-70/3184&3185); 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

The Congress & Garrison St. Pump Stations are located in the Stroudwater neighborhood of Portland. Each station collects and conveys wastewater from a few neighboring sewer connections. These stations are factory built pneumatic ejector lift stations, which were installed in the 1980's as part of the original Stroudwater area wastewater facilities. These stations are well beyond their expected useful life and the pneumatic ejector stations are nonstandard and outdated with declining industry support. This project will renew or replace the stations so that they are capable of providing effective and reliable services for another lifespan.

PWD has received and reviewed three proposals and assembled a committee that ranked each response based on the criteria advertised in the RFP. Brown and Caldwell received the best score and is therefore recommended for award of a contract in the amount of \$203,060.

This project includes design phase engineering services, including preliminary design, detailed design and bidding. As approved by Board Order 21-029 on October 25th, 2021, 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 Brown and Caldwell is therefore anticipated to cover construction phase services, once the final design is complete and the required scope can be refined.

Project #: 2021 CIP, Subprogram 70 projects #3184 and 3185

FISCAL REVIEW/ FUNDING

This project includes comprehensive engineering services for the Congress and Garrison Street Pump Stations Upgrade project. The design will lead to the construction of an approximately \$1,500,000 project. The project is anticipated to be bonded in 2023 and the debt service cost was included in the multi-year forecast provided the City of Portland.

LEGAL REVIEW

Corporate Counsel has reviewed and approved the form of motion.

CONCLUSION(S)

Staff recommends awarding the contract for engineering design services for the Congress and Garrison Street Pump Stations Upgrade Project to Brown and Caldwell. The Committee recommended that the item be forwarded to the Board for their consideration by a vote of 3-0.

ATTACHMENT(S)

SUPPORTING INFORMATION

SUPPORTING INFORMATION

This project will provide an upgrade to the Congress Street and Garrison Street Pump Stations. These stations were installed as part of the original Stroudwater area wastewater facilities in the 1980s. They are factory built “Du o Ject” pneumatic ejector stations built by Smith and Loveless.

These stations were pre-fabricated and utilize an aging technology for wastewater conveyance. These stations are comprised of a vertically oriented 0.25” thick steel cylinder roughly 15 feet tall and 5 feet in diameter. The cylinders are divided into 4 compartments, the top compartment houses the control panels and compressors, the middle compartment serves to store high pressure air and also houses process piping, the bottom compartment is split into two wet wells. One wet well fills at a time and once the wet well is filled with wastewater it activates high pressure air from the center compartment to enter the wet well driving wastewater through the force main.

These stations have provided service beyond their useful lives and there are a few significant concerns. The buried steel structure is susceptible to corrosion which also may have been accelerated due to receiving raw wastewater. The pneumatic ejector style of lift stations are not as popular as they once were and there is declining support for these specific stations as well as the industry as a whole. This style of station is also not common in the PWD system so the O&M of these systems require additional training, expertise, tools, etc. Additionally these stations were found to be in poor physical condition in the 2020 PWD pump station condition assessment

This project includes design phase engineering services, including preliminary design, detailed design and bidding. This effort will include establishing a design basis report outlining the components of the preliminary design and associated cost breakdown, followed by development of the plans and specifications with intermediate milestones to confirm scope objectives and project cost. The detailed design also includes control system documentation including detailed functional narratives, instrumentation diagrams, control panel modifications and new operator interface screens to monitor and control the new equipment. The scope of the construction phase engineering services will be refined based on work sequencing and other project requirements developed during design.

Five qualified engineering firms were invited to respond to the RFP, three of which responded: Brown and Caldwell, Kleinfelder, and Wright Pierce. A selection team of four PWD staff represented by Wastewater Operations and AMaP was assembled to review the proposals.

Each selection team member ranked the proposals based on the two non-fee categories identified in the RFP; Methods & Approach (35%) and Qualifications & Experience (35%) and a final review meeting was held. Each proposal was ranked for each category using a 1-3 scale where a #1 ranking represented the proposal that best met the requirements. The rankings for each firm were averaged for the entire review team. The lump sum fee information for each proposal was opened and added to the overall ranking of the proposals (at 30%). Therefore a total of 100 represents a perfect score and the lowest fee.

The firms developed proposals that highlighted the proposed methods of addressing the challenges anticipated to achieve success. Based on the outcome of the review and ranking, Brown and Caldwell received the best overall score (**146**).

Key factors that led to recommendation of the Brown and Caldwell team include the following:

- Strong level of effort and clear communication of alternatives evaluation to develop a design that fits PWD goals and budget;
- Recently demonstrated ability delivering successful projects similar in scope and complexity;
- Team make-up that leverages experience on similar pump station upgrades of similar size and scope;

The following table summarizes the results of the selection committee's evaluation of each respondent, including a scoring breakdown:

Criteria	Brown and Caldwell	Kleinfelder	Wright Pierce
1. Methods & Approach			
Weight - 35% (Best Score = 35)			
Methods Score	43.75	61.25	105
2. Qualifications & Experience			
Weight - 35% (Best Score = 35)			
Qualifications Score	35	78.75	96.25
3. Fee			
Weight - 30% (Best Score = 30)			
Lump Sum Fee (through Final Design & Bidding)	\$203,060	\$125,322	\$168,800
Fee Score	67.22	30	50.82
Total Score	146	170	252
Rank	1	2	3

As a result of this ranking, the review team recommends award to Brown and Caldwell for an amount of \$203,060 for completion of the Congress and Garrison Street Pump Stations Upgrade project.



Portland Water District
From Sebago Lake To Casco Bay

BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6H Order 22-019
Date of Meeting: April 25, 2022
Subject: Peaks Island 2022 CIP Renewal and Replacement
Presented By: Scott Firmin, Director of Wastewater Services

RECOMMENDATION

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

ORDERED, that the 2022 CIP Project 423/3131 Peaks Island R&R is increased by \$5,000 to \$25,000 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

As part of our operational efforts related to the treatment plant, specifically process control and nutrient optimization, the plant is operated to reduce nitrogen. This can cause issue with a sharp reduction in pH. To address this, PWD installed automatic alkalinity feeder to stabilize the pH.

The system at the Peaks Island Plant is nearly 8 years old and operates in a very challenging environment. Further, with the addition of the new screening system in the headworks, the environment is a bit more humid and the alkalinity material is binding in the unit. We have specified a newer replacement unit that is more corrosion resistant, has a cover system to prevent excessive moisture from affecting the alkalinity material, and includes an agitator to prevent caking in the unit.

The cost of the replacement unit is \$20,000. The site visit to support start up is an additional \$1,000/day. Shipping and miscellaneous items will add to this cost. Given the total cost will exceed the allotted amount of \$20,000 in this CIP Project, we are recommending the project be increased by \$5,000 to a total of \$25,000 to more fully fund this work.

Project # : 2022 CIP, Subprogram 423, project #3131

FISCAL REVIEW/ FUNDING

This will increase the CIP program by \$5,000. The \$5,000 will be drawn from the Portland Wastewater Fund's Renewal & Replacement Fund which has an estimated projected 12/31/2022 balance of \$4.4 million.

LEGAL REVIEW

Corporate Counsel has reviewed and approved the form of motion.

CONCLUSION(S)

Staff recommends adjusting the project to allow for the replacement of the alkalinity feeder. The Committee recommended that the item be forwarded to the Board for their consideration by a vote of 3-0.

ATTACHMENT(S)

None



Portland Water District
From Sebago Lake To Casco Bay

BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6I Order 22-020
Date of Meeting: April 25, 2022
Subject: Request for Contribution of up to \$246,855 to Western Foothills Land Trust to Support the Edwards Mills Conservation Project
Presented By: Kirsten Ness, 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 \$246,855 to Western Foothills Land Trust to support the conservation of land known as Edwards Mills located in Norway, Otisfield, and Harrison.

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 Edwards Mills property is 720 acres and located in the towns of Norway, Otisfield, and Harrison. Western Foothills Land Trust plans to purchase the Edwards Mills property for the purpose of conservation. The property is forested, contains wetlands and streams, and has shore frontage on the Crooked River. The property, in combination with the Cummings and Robinson properties, is part of the project known as Twin Bridges Extension. The project will add almost 800 acres to the existing Twin Bridges Preserve.

ANALYSIS

The recommended contribution was determined using the District's site-specific assessment and is less than the \$280,000 requested by the applicant. The District's conservation value for the parcel is calculated to be \$1,175,500, and the appraised value of the property is \$1,400,000. The recommended contribution represents about \$343 per acre of protected land within the watershed. The District's contribution is to be used towards the purchase of the land. The entire property is within the watershed of Sebago Lake.

According to the Watershed Land Conservation policy, the details of this project require that the District obtain a real-estate interest. Western Foothills Land Trust will purchase the land in fee and grant a conservation easement to the District.

FISCAL REVIEW / FUNDING

The recommended contribution of \$246,855 was calculated using the District's site-specific assessment. The District will apply to the Maine Drinking Water Program Land Protection Loan program for the contribution to this project. If the application is not approved, the contribution will be drawn from the District's Watershed Protection Land Fund. A multi-year forecast done for the water fund and rates included a proposed bond to fund this project.

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 unanimously supported the recommendation and forwarded it the full Board for its consideration.

ATTACHMENT(S)

Edwards Mills Report



PORTLAND WATER DISTRICT

Land Conservation Program

Site-Specific Assessment



Edwards Mills Property

Norway, Harrison, & Otisfield, Maine

Report prepared by PWD's Environmental Services Department
March 23, 2021

Edwards Mills Property Site Walk

Site Visit

Brie Holme

3/14/2022

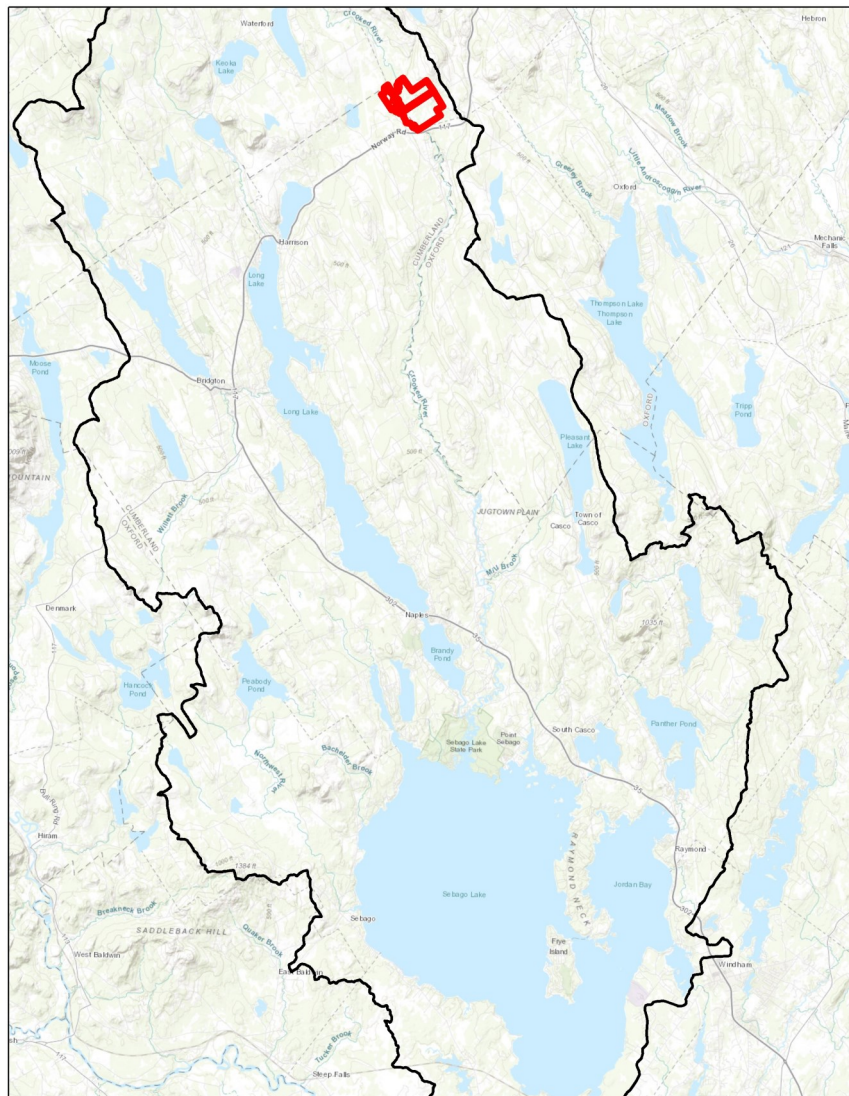
Description

The Edwards Mills project is comprised of 720 acres in the Crooked River watershed. The parcels are located in the towns of Norway, Otisfield, and Harrison. Western Foothills Land Trust (WFLT) will purchase the property from the Conservation Fund and manage the forest to benefit the health of a diverse forest and wildlife. Located on the Crooked River, the land and its trails will be open to the public for low impact recreation. The land is adjacent to WFLT's 252-acre Twin Bridges Preserve, also on the Crooked River, and the land trust has plans to purchase two smaller adjacent parcels, Cummings and Robinson.

Site Features

Location

The properties are located in Norway, Otisfield, and Harrison.



Edwards Mills Property Location map

Edwards Mills Property Site Walk

Water Resources

The project has over three miles of frontage on the Crooked River, 49 acres of wetlands, a mile of streams that feed the Crooked River, and vernal pools. A portion of the land also contains a significant sand and gravel aquifer.



Crooked River frontage

Connection to Sebago Lake

The Crooked River is the largest tributary to Sebago Lake, supplying approximately 40% of surface water inflow to the lake. The river has excellent water quality.

Edwards Mills Property Site Walk

Land Use/Land Cover

The land is primarily forested and was managed for white pine by Chadbourne Tree Farm. Logging roads and logging yards can be found throughout the partially-cut white pine and hardwood forest but no clear cuts were found. The ITS 89 snowmobile trail runs through the property.

The land trust has received funding from the Maine Natural Resource Conservation Program for the acquisition of the parcels and that funding will not allow commercial harvesting of the forest. WFLT will be allowed to manage the forest for the benefit of a diverse forest, wildlife, water quality, and other natural resources. They will also remove or control invasive species and manage vegetation for low impact recreational access, providing that that access does not compromise the wetlands areas and other natural resources to be protected. The terrain would allow for hiking and running trails and, potentially, a universally accessible woods trail.

The project will provide public access for fishing, views of sedimentary formations on the west shoreline that are very unusual for the Crooked River corridor, and protection of a forested shoreline that will provide sediment stabilization on the river. Additionally, WFLT has seen evidence of bear and moose on the land, and the state of Maine has identified a large portion of the parcel as deer wintering habitat. The area will also be of educational value to local schools and the Maine Archaeological Society.



Snowmobile trail



Partial cut harvest

Site-Specific Property Assessment

Property Name: Edward Mills

Area (acres): 720

Location: Norway, Otisfield, Harrison

Land Trust: WFLT

Description: Forested parcels located along the Crooked River in Norway, Otisfield, and Harrison.

Location map



	acres	percent
Prioritization Zone 1	254	35
Prioritization Zone 2	391	54
Prioritization Zone 3	75	10

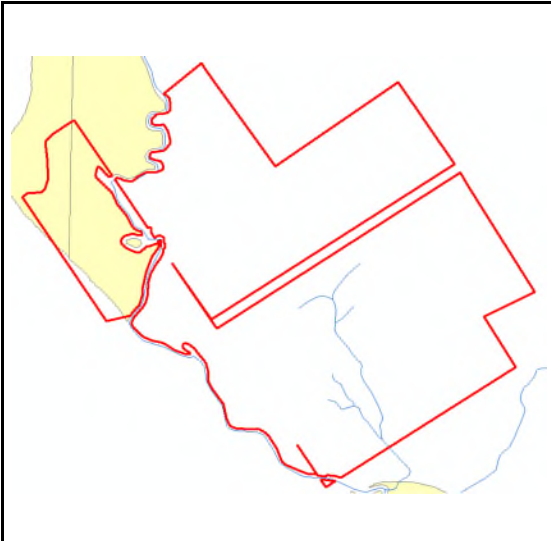
Land cover map



Forest cover	698	acres
	97	percent

Reforestation of the partial cut area (light brown) has been verified by aerial imagery and a site walk.

Aquifer map



Sig. sand and gravel aquifers	74	acres
	10.3	percent

Wetlands map



Mapped wetlands	49	acres
	7	percent

Site-Specific Property Assessment

Property Name: Edward Mills

Est. Value of Property

\$1,175,500

PWD Value: \$1,175,500

Appraisal: \$1,400,000

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?

No

add 0 %

More than 50% forested

Yes

add 2 %

More than 10% aquifer?

Yes

add 2 %

More than 20% wetlands?

No

add 0 %

Other (explain)

add 2 %

Frontage on the Crooked River

Calculated contribution (percent)

21 %

Calculated contribution (dollars)

\$246,855

Recommended contribution (dollars)

\$246,855



Portland Water District
From Sebago Lake To Casco Bay

BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6J Order 22-021
Date of Meeting: April 25, 2022
Subject: Request for Contribution of up to \$5,000 to Western Foothills Land Trust to Support the Robinson Conservation Project
Presented By: Kirsten Ness, 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 \$5,000 to Western Foothills Land Trust to support the conservation of land known as the Robinson property located in Otisfield.

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 Robinson property is 20 acres and located in the town of Otisfield. Western Foothills Land Trust plans to purchase the Robinson property for the purpose of conservation. The property contains forested land, wetlands, and shore frontage on Little Pond. The property, in combination with the Edwards Mills and Cummings properties, is part of the project known as Twin Bridges Extension. The project will add almost 800 acres to the existing Twin Bridges Preserve.

ANALYSIS

The recommended contribution was determined using the District's site-specific assessment and is the amount requested by the applicant. The District's conservation value for the parcel is calculated to be \$52,000, and the appraised value of the property is \$25,000. The recommended contribution represents about \$250 per acre of protected land within the watershed. The District's contribution is to be used towards the purchase of the land. The entire property is within the watershed of Sebago Lake.

FISCAL REVIEW / FUNDING

The recommended contribution of \$5,000 was calculated using the District's site-specific assessment. The contribution will be drawn from the District's Watershed Protection Cash Land 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 unanimously supported the recommendation and forwarded it the full Board for its consideration.

ATTACHMENT(S)

Robinson Report



PORTLAND WATER DISTRICT

Land Conservation Program

Site-Specific Assessment



Robinson Property

Otisfield, Maine

Report prepared by PWD's Environmental Services Department
March 23, 2021

Robinson Property Site Walk

Site Visit

Brie Holme

3/14/2022

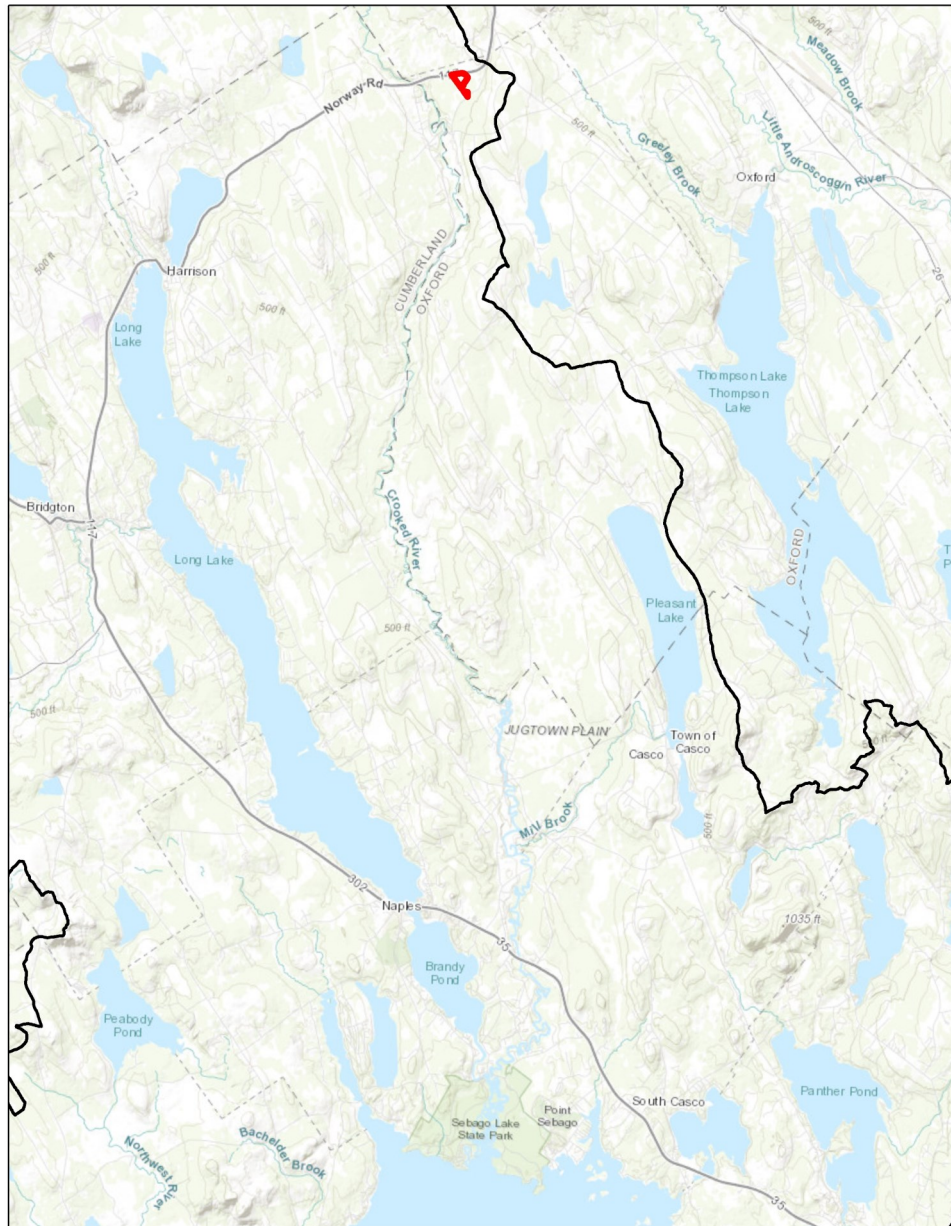
Description

The Robinson property is a 20.2 acre parcel in town of Otisfield that will be held in fee by Western Foothills Land Trust (WFLT). The parcel is part of a larger project to acquire the adjacent Edwards Mills and Cummings parcels, all of which are adjacent to WFLT's 252-acre Twin Bridges Preserve.

Site Features

Location

The property is located in Otisfield.



Robinson Property Location map

Robinson Property Site Walk

Water Resources

The parcel includes 15.79 acres of wetlands, 486 feet of brook trout habitat, and 1,112 feet of shoreline on Little Pond.



Little Pond

Connection to Sebago Lake

Little Pond drains into the Crooked River. The Crooked River is the largest tributary to Sebago Lake, supplying approximately 40% of surface water inflow to the lake. The river has excellent water quality.

Robinson Property Site Walk

Land Use/Land Cover

The land is primarily forested wetland. WFLT has received funding from the Maine Natural Resource Conservation Program for acquisition of the parcel and that funding will not allow commercial harvesting of the forest. WFLT will be allowed to manage the forest for the benefit of a diverse forest, wildlife, water quality, and other natural resources. They will also remove or control invasive species and manage vegetation for low impact recreational access providing that that access does not compromise the wetlands areas and other natural resources to be protected.

WFLT's non-motorized trail system on the adjacent Twin Bridges Preserve may be expanded to bring visitors to viewing areas near Little Pond bog on the Robinson parcel. Traditional access to Little Pond is via canoe or kayak on the 1,122' of stream which runs south from Rte. 117 to the pond.



Forested wetland bordering Little Pond

Site-Specific Property Assessment

Property Name: Robinson

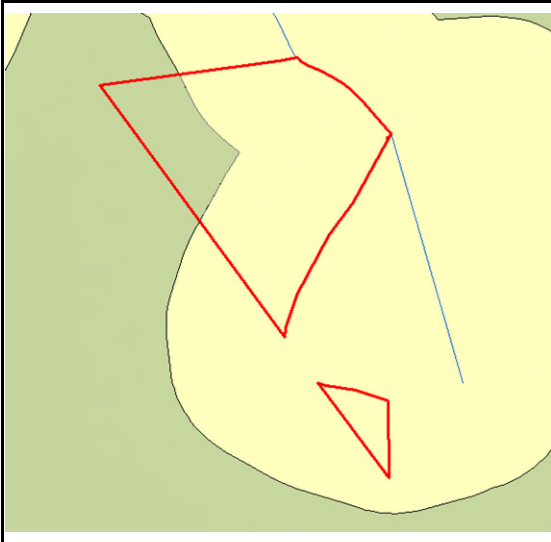
Area (acres): 20.2

Location: Otisfield

Land Trust: WFLT

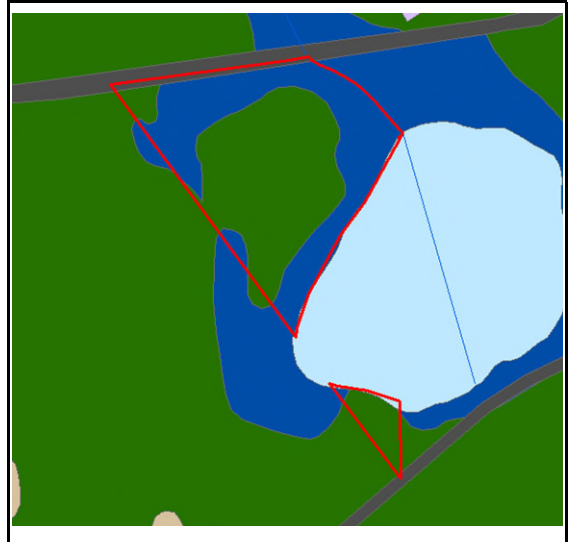
Description: Parcel with forested wetlands located in Otisfield

Location map



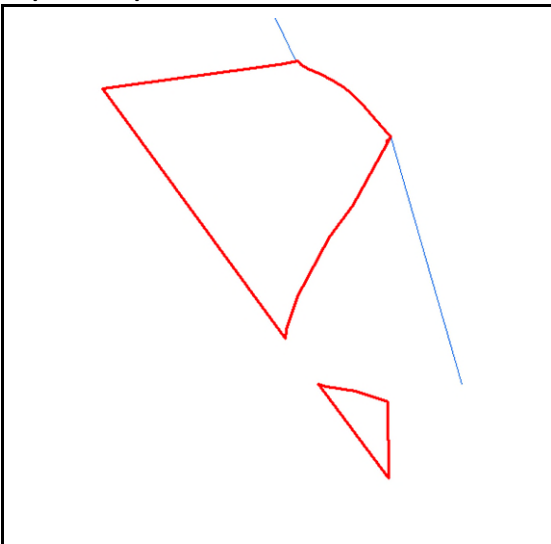
	acres	percent
Prioritization Zone 1	16	79
Prioritization Zone 2	4	20
Prioritization Zone 3	0	0

Land cover map



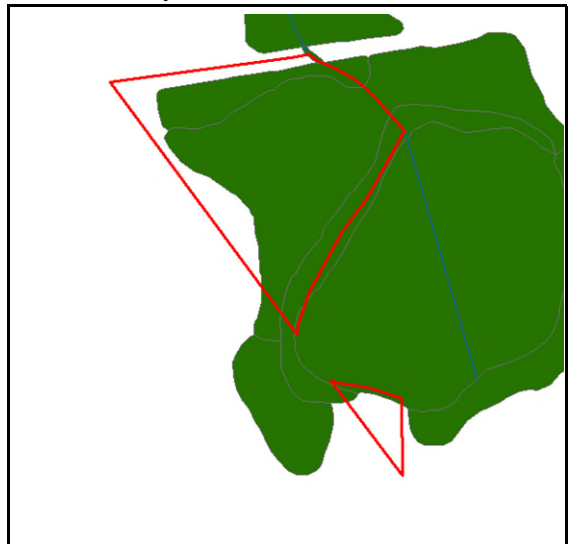
Forest cover	11	acres
	54	percent

Aquifer map



Sig. sand and gravel aquifers	0	acres
	0	percent

Wetlands map



Mapped wetlands	15	acres
	74	percent

Site-Specific Property Assessment

Property Name: Robinson

Est. Value of Property

\$25,000

PWD Value: \$52,000

Appraisal: \$25,000

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?

No

add 0 %

More than 50% forested

Yes

add 2 %

More than 10% aquifer?

Yes

add 2 %

More than 20% wetlands?

Yes

add 2 %

Other (explain)

add %

Calculated contribution (percent)

21 %

Calculated contribution (dollars)

\$5,250

Recommended contribution (dollars)

\$5,000



BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6K Order 22-022
Date of Meeting: April 25, 2022
Subject: Request for Contribution of up to \$246,855 to Western Foothills Land Trust to Support the Cummings Conservation Project
Presented By: Kirsten Ness, 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 \$5,700 to Western Foothills Land Trust to support the conservation of land known as the Cummings property located in Otisfield.

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 Cummings property is 50 acres and located in the town of Otisfield. Western Foothills Land Trust plans to purchase the Cummings property for the purpose of conservation. The property contains forested land, wetlands, and a stream. The property, in combination with the Edwards Mills and Robinson properties, is part of the project known as Twin Bridges Extension. The project will add almost 800 acres to the existing Twin Bridges Preserve.

ANALYSIS

The recommended contribution was determined using the District's site-specific assessment and is less than the \$6,000 requested by the applicant. The District's conservation value for the parcel is calculated to be \$144,000, and the appraised value of the property is \$30,000. The recommended contribution represents about \$114 per acre of protected land within the watershed. The District's contribution is to be used towards the purchase of the land. The entire property is within the watershed of Sebago Lake.

FISCAL REVIEW / FUNDING

The recommended contribution of \$5,700 was calculated using the District's site-specific assessment. The contribution will be drawn from the District's Watershed Protection Cash Land 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 unanimously supported the recommendation and forwarded it the full Board for its consideration.

ATTACHMENT(S)

Cummings Report



PORTLAND WATER DISTRICT

Land Conservation Program

Site-Specific Assessment



Cummings Property

Otisfield, Maine

Report prepared by PWD's Environmental Services Department
March 24, 2021

Cummings Property Site Walk

Site Visit

Brie Holme

3/14/2022

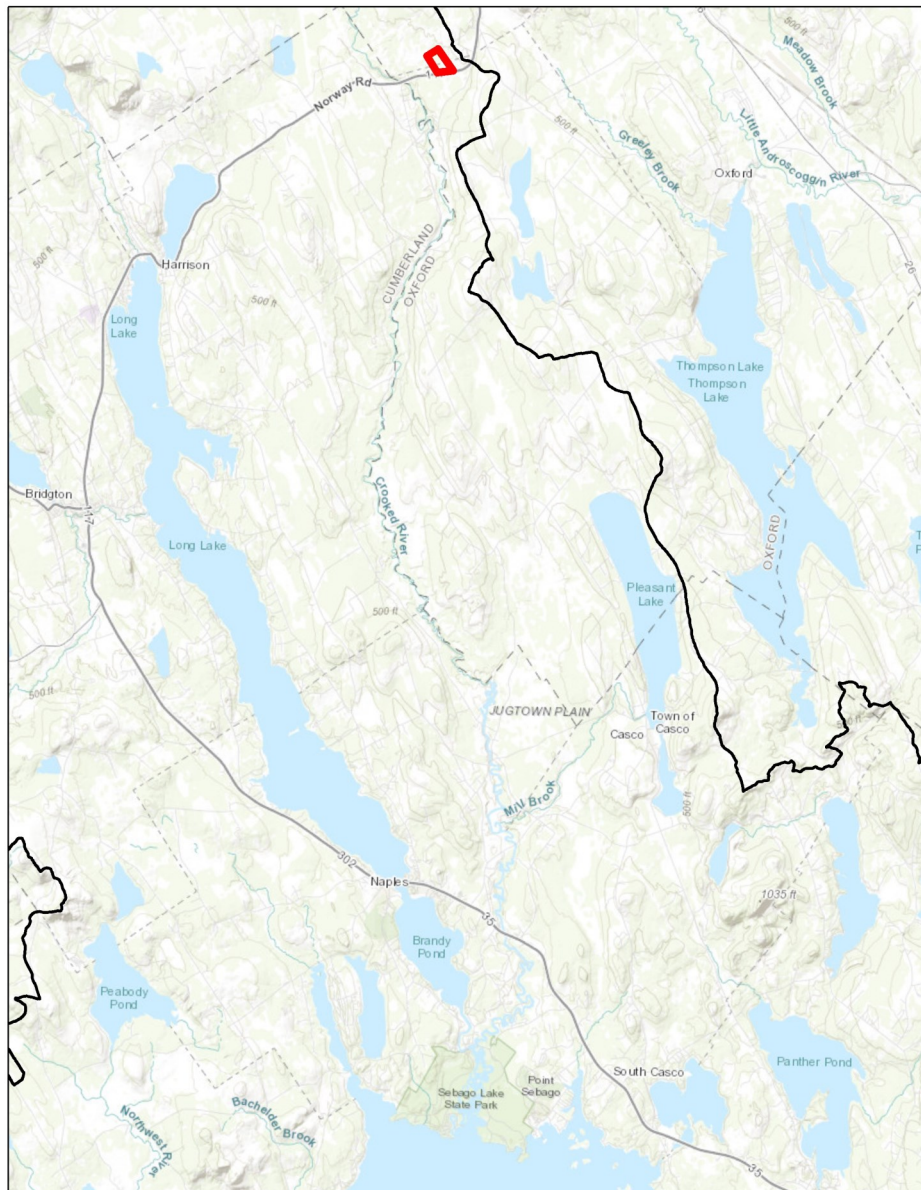
Description

The Cummings property is a 50 acre parcel in town of Otisfield that will be held in fee by Western Foothills Land Trust (WFLT). The parcel is part of a larger project to acquire the adjacent Edwards Mills and Robinson parcels, all of which are adjacent to WFLT's 252-acre Twin Bridges Preserve.

Site Features

Location

The property is located in Otisfield.



Cummings Property Location map

Cummings Property Site Walk

Water Resources

The parcel has 12.3 acres of wetlands and 3,014 feet of brook trout habitat. A habitat analysis conducted by the U.S. Fish and Wildlife Service's Gulf of Maine Coastal Program identified the forest and freshwater wetland habitat contained in the parcel as high value based on their importance for rare or declining species of birds and fish.



Little Pond drains through the wetlands to the Crooked River

Connection to Sebago Lake

The outlet stream from Little Pond drains through the Cummings parcel and into the Crooked River. The Crooked River is the largest tributary to Sebago Lake, supplying approximately 40% of surface water inflow to the lake. The river has excellent water quality.

Cummings Property Site Walk

Land Use/Land Cover

The land is primarily forested and contains wetlands and trails. WFLT will establish a parking area to the north side of Route 117 and foresees transitioning selected extant logging roads and trails to non-motorized trails. The land trust has received funding from the Maine Natural Resource Conservation Program for the acquisition of the parcel and that funding will not allow commercial harvesting of the forest. WFLT will be allowed to manage the forest for the benefit of a diverse forest, wildlife, water quality, and other natural resources. They will also remove or control invasive species and manage vegetation for low impact recreational access providing that the access does not compromise the wetlands areas and other natural resources to be protected.



Old logging road through hemlock forest

Site-Specific Property Assessment

Property Name: Cummings

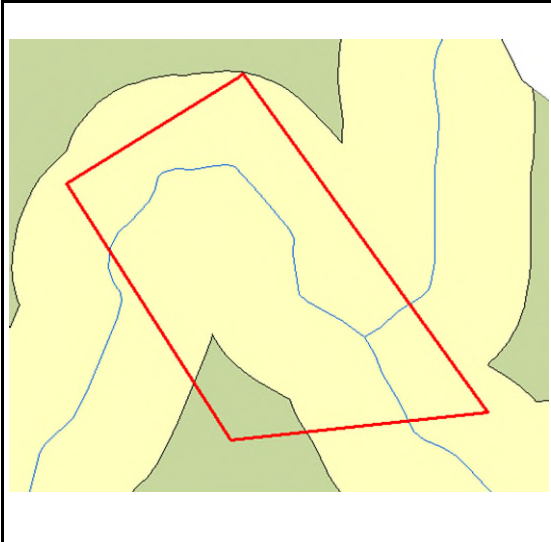
Area (acres): 50

Location: Otisfield

Land Trust: WFLT

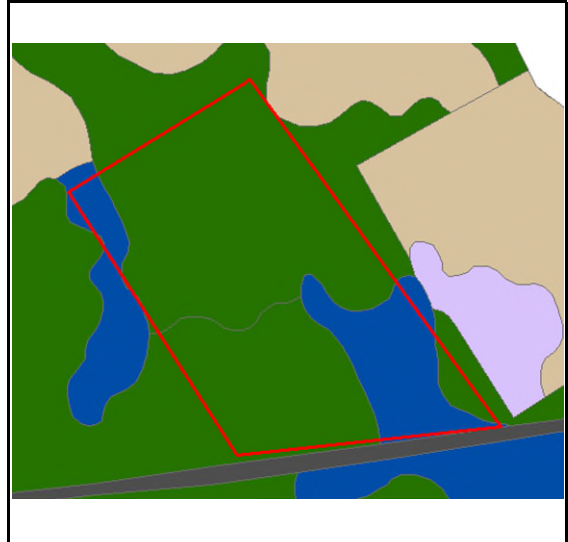
Description: Forested parcel located in Otisfield.

Location map



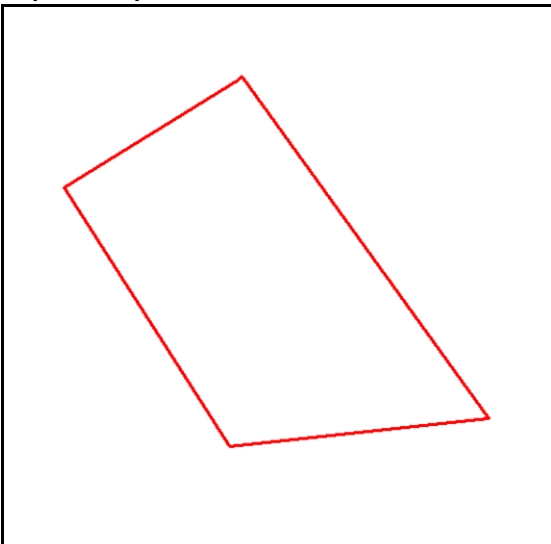
	acres	percent
Prioritization Zone 1	47	94
Prioritization Zone 2	3	6
Prioritization Zone 3	0	0

Land cover map



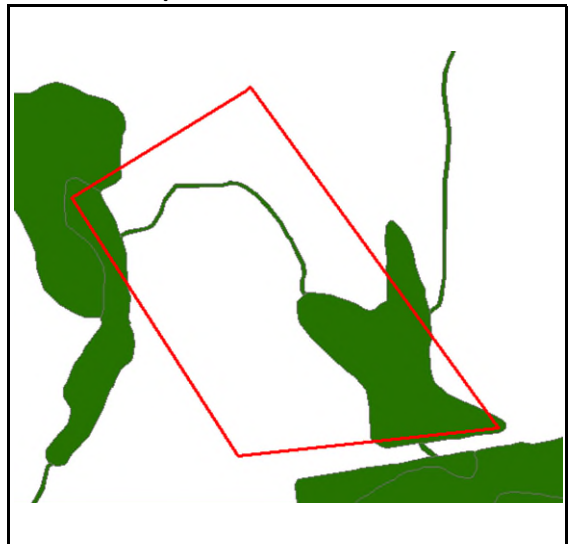
Forest cover	40	acres
	80	percent

Aquifer map



Sig. sand and gravel aquifers	0	acres
	0	percent

Wetlands map



Mapped wetlands	11	acres
	22	percent

Site-Specific Property Assessment

Property Name: Cummings

Est. Value of Property

\$30,000

PWD Value: \$144,000

Appraisal: \$30,000

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?

No

add 0 %

More than 50% forested

Yes

add 2 %

More than 10% aquifer?

No

add 0 %

More than 20% wetlands?

Yes

add 2 %

Other (explain)

add %

Calculated contribution (percent)

19 %

Calculated contribution (dollars)

\$5,700

Recommended contribution (dollars)

\$5,700



BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6L Order 22-023
Date of Meeting: April 25, 2022
Subject: Proposed Order for Executive Search Services
Presented By: Guy Cote, Chair of General Manager Search Committee

RECOMMENDATION

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

ORDERED, that the General Manager is hereby authorized to execute a contract with Spano Pratt Executive Search for executive search services and to authorize a fee of \$51,750 plus travel expenses for the project.

BACKGROUND

President Cote chaired an ad hoc committee of the Board of Trustees charged with steering the recruitment and selection process for a General Manager to succeed Ms. Lewis, who aims to retire in late summer or fall of 2022. Ms. Lewis intends to be flexible with her retirement date to accommodate the upcoming recruitment effort.

The GM Selection Committee prepared a Request for Proposals and invited six firms to submit proposals. Proposals were received from:

- KMA Human Resources Consulting, Portland ME
- Randi Frank Consulting, LLC, Louisville KY
- Spano Pratt Executive Search, Milwaukee WI

The proposals were reviewed; additional information was solicited from two of the proposers. The Committee voted 5 – 0 to recommend to the full board that Spano Pratt Executive Search be engaged for the General Manager recruitment. The recommendation is based on Spano Pratt's familiarity with the operation and culture of the District, their thorough and complete responses to each aspect of the RFP, their demonstrated understanding and approach for the recruitment, and their track record of other successful executive recruitments, including that of PWD's current General Manager.

FISCAL REVIEW/FUNDING

The Spano Pratt Executive Search proposal is priced at \$51,750 plus travel expenses. There is sufficient funding available in the General Manager's department budget.

LEGAL REVIEW

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

CONCLUSION(S)

The General Manager Selection Committee recommends the engagement of Spano Pratt Executive Search for the recruitment of a new General Manager.

ATTACHMENT(S)

None