AGENDA
PORTLAND WATER DISTRICT
225 Douglass Street, Portland, Maine
Jeff P. Nixon Training Center
6:00 p.m., Monday, August 27, 2018

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

2. **Roll Call**  
   Clerk

   President Lunt

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

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

6. **New Business**
   - **Order 18-026** authorizing a professional services contract with Superion.  
     Administration & Finance Committee
     Administration & Finance Committee
   - **Order 18-028** authorizing a professional services contract with Hoyle Tanner Associates.  
     Operations Committee
   - **Order 18-029** approving an increase to the 2018 CIP, Water Distribution Upgrades Program.  
     Operations Committee
   - **Order 18-030** authorizing a release deed to the Town of Scarborough.  
     Planning Committee

7. **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.  
   President Lunt

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

9. **Second Invitation for Public Comment.**  
   President Lunt

10. **Trustee Comments.**  
    President Lunt

11. **Adjournment.**  
    President Lunt

Donna M. Katsiaficas
Clerk
Portland Water District

Board of Trustees Regular Meeting

August 27, 2018

New Business

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

Agenda Item: 6A Order 18-026
Date of Meeting: August 27, 2018
Subject: Finance Computer Software Upgrade
Presented By: Tom Quirk, Finance Services Director

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

ORDERED, a professional services contract with Superion, in the amount up to $50,000, is hereby authorized for the purpose of upgrading the current finance computer system to the latest version; 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 and,

BE IT FURTHER ORDERED, that the 2018 Capital Improvement Program, Technology Upgrade and Replacement program (Subprogram 50) is hereby increased by $50,000.

BACKGROUND ANALYSIS
The current computer system was purchased in 1996 and upgraded in 2007 and 2011. Superion has indicated that the District is one of their last clients on the current version and recommends the District upgrade to the current general release, version 5.1. The cost is estimated to be $50,000 (see attachment A). The new version has several enhancements to make use and navigation of the software easier (see attachment B). The change to version 5.1 seems to be a relatively easy upgrade. Because of the significant efforts underway to implement the new Asset, Billing and Customer Relations system (ABC), the original plan was to upgrade the finance system in 2020 after ABC. Since it will be relatively easy and it would be helpful to the ABC project to do any finance system integration once to the upgraded system, it is now recommended to do the project in 2018.

FISCAL REVIEW/FUNDING
The additional CIP amount will be funded from the Water Renewal and Replacement fund.

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

CONCLUSION(S)
Staff recommends the motion be approved. The Committee voted unanimously to forward to the full Board for approval.

ATTACHMENT(S)
A. Finance System Upgrade Cost
B. Finance PLUS 5.1 Features
## Finance System Upgrade

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 5.x</td>
<td>$23,015.00</td>
</tr>
<tr>
<td>Workflow</td>
<td>$3,140.00</td>
</tr>
<tr>
<td></td>
<td>$26,155.00</td>
</tr>
<tr>
<td>SQL Server Software &amp; Licenses</td>
<td>$12,445.00</td>
</tr>
<tr>
<td>Dashboards/Reports</td>
<td>$11,400.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$50,000.00</strong></td>
</tr>
</tbody>
</table>
New Features in FinancePLUS 5.1

Technical

HTML5 User interface
Works with any modern Browser
Support for Windows Server 2012/2016
Support For SQL Server 2012/2014/2016

FUND ACCOUNTING

FAM - Documents On-Line
FAM - Export Reports to Excel
FAM - Import Batch Journal Entries/Batch Last Year Journal Entries
FAM - Import Batch Budget Adjustments
FAM - Import Batch Budget Transfers
FAM - Import Batch Accounts Payables
FAM - Save in Progress and Approvals for Batch Journal Entries and Batch Last Year Journal Entries
FAM - Fund Accounting Profile has Fiscal Start and End Dates – Updated using Year End – Update Ledgers
FAM - Doing Business As and Web Address fields in Vendors and Batch Vendors
FAM - Comma Displays throughout Applications
FAM – Delay Email EFT Notifications
FAM – User Preferences – Keyboard Mapping
FAM/WKF - Accounts Payable Workflow
FAM/WKF - Batch Budget Adjustments Workflow
FAM /WKF- Batch Budget Transfers Workflow
PURCHASING

PUR - Documents On-Line
PUR - Export Reports to Excel
PUR - Change Order Approval Process
PUR - Comma Displays throughout Applications
PUR- Inactivate Vendor
PUR- 1099 Name and Address on Vendor
PUR- Allow Requisitions and Purchase Orders to be Saved In-Progress and not be submitted to Workflow until Saved.
PUR – User Preferences – Keyboard Mapping
PUR/WKF- Set Default Workflow Approval Group and Default Shipping Location by User for Requisitions and Purchase Orders
PUR/WKF - Change Order Workflow
PUR/WKF - Requisition Approvals Workflow
PUR/WKF - Purchase Order Approvals Workflow

HUMAN RESOURCES

HRM- Documents On-Line
HRM - Export Reports to Excel
HRM – Department/Location Security on Human Resources Reports
HRM - Import Attendance
HRM - Import Batch Timecards
HRM - Comma Displays throughout Applications
HRM - Start and End Dates and Default Start and End Dates modifications in Pay Run Processing
HRM - Start and End Dates and Default Start and End Dates modifications in Check History Displays and Reports
HRM - Start and End Dates and Default Start and End Dates modifications in Manual and Adjustment Checks
HRM – Tracking of Employer FICA/Medicare Contributions
HRM – Race and Ethnicity Tracking
HRM – Child Support EFT
HRM – Delay Email of Vouchers
HRM – Adjustment Checks (replaced refund checks)
HRM – Query Only Resources in Employee Information
HRM – User Preferences – Keyboard Mapping
HRM – HTML5 User Interface
Human Resources Workflow
HRM/WKF - Approval Groups for HRM Forms
HRM/WKF - Employee Leave Request Workflow
HRM/WKF - Employee New Hire Workflow
HRM/WKF - Employee Termination Workflow

BUDGET PREPARATION
BUD - Export Reports to Excel
BUD - Comma Displays throughout Applications
BUD – User Preferences – Keyboard Mapping

SECURITY
SEC - Role Based Security
SEC – Attachment Security

Employee Access Center
EAC – “What If” Paycheck Calculator
EAC – New Direct Deposit Deductions
EAC – Paycheck Profile – Days from Check Date when Checks will Display Field
EAC- Allows Administrator to Impersonate User.
BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6B Order 18-027
Date of Meeting: August 27, 2018
Subject: Defined Benefit Pension Plan Investment Policy and Contract
Presented By: David Kane, Treasurer

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

ORDERED, the Board hereby adopts the Portland Water District Bargaining and Non-Bargaining Plans – Statement of Investment Objectives and Guidelines dated August 27, 2018, and

BE IT FURTHER ORDERED, a professional services contract with Morgan Stanley Smith Barney is hereby authorized for investment custodial and investment advisory services 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. The full form of the Resolution is attached hereto and incorporated herein by reference, and shall be part of the minutes of this meeting.

BACKGROUND ANALYSIS
The District has two defined benefit pension plans – a non-bargaining unit and a bargaining unit plan. Annual Contributions are made to each fund. Those funds are invested consistent with a Board approved investment policy. The District’s investment advisor, Cliff White, from Morgan Stanley Smith Barney recommends the policy be amended to reflect the lower expected investment target (6.5%, down from 7%), increase in foreign-based issuers limit to 20% from 10% and have the option to invest in certain additional equity products (see attachment A). The policy recommends no change to the portfolio’s asset allocation restrictions.

The assets are currently held by Key Bank. Transferring the custodial services to Morgan Stanley Smith Barney provides access to Morgan Stanley Institutional Platform resulting in access to additional investment managers and lower overall costs. Key Bank would continue to provide retiree services such as the disbursement of monthly checks. Overall, the change would reduce the costs approximately $66,900 per year.
FISCAL REVIEW/FUNDING
The change is estimated to reduce the overall cost by $66,900. The amount paid through the District’s operating budget would be reduced by $89,500 while the amount from the pension plan would increase by $22,600.

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Proposed</th>
<th>BPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Bank</td>
<td>$20,000</td>
<td>$8,500</td>
<td>0.04%</td>
</tr>
<tr>
<td>Lazard</td>
<td>$38,000</td>
<td>$-</td>
<td>-</td>
</tr>
<tr>
<td>Morgan Stanley</td>
<td>$40,000</td>
<td>$101,900</td>
<td>0.42%</td>
</tr>
<tr>
<td>Investment Portfolio</td>
<td>$123,000</td>
<td>$43,700</td>
<td>0.18%</td>
</tr>
<tr>
<td>Total</td>
<td>$221,000</td>
<td>$154,100</td>
<td>0.64%</td>
</tr>
<tr>
<td>Basis Points (BPS)</td>
<td>0.91%</td>
<td>0.64%</td>
<td></td>
</tr>
</tbody>
</table>

Operating Budget Impact  $98,000 $8,500 (89,500)
Pension Plan            $123,000 $145,600 $22,600

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

CONCLUSION(S)
Staff recommends the motion be approved. The Committee voted unanimously to forward to the full Board for approval.

ATTACHMENT(S)
A. Investment Policy
B. Full Form of the Authorization Motion
Portland Water District
Bargaining Unit Pension Plan
Non-Bargaining Unit Pension Plan

Statement of
Investment Objectives and Guidelines

Initially approved: June 1, 1997
Amended: November, 2009
Amended: September 23, 2013
Amended: July/August 27, 2018

PURPOSE

The purpose of this Statement is to communicate a clear understanding of the investment policies and objectives of the Portland Water District (hereafter, the "District").

The Statement will outline the overall philosophy that is specific enough for Investment Managers to know the District's expectations, but sufficiently flexible to accommodate for changing economic conditions and returns of the securities' markets.

PORTFOLIOS

The two portfolios are defined-benefit pension plans that are presently well funded and have an actuarial assumed rate of 7.00% for asset return. While they benefit different groups of employees of the District, they are managed in parallel.

As no new participants are being added to the pension plans, the time horizon of the expected pension obligations is finite. Given that those obligations will likely extended for more than 50 years, the portfolios will maintain a long-term investment posture.

CASH FLOWS

At present, monthly benefits for retirees are paid from each portfolio at the rate of $3,758,000 for the Bargaining Unit Pension Plan, and $4,967,000 for the Non-Bargaining Unit Pension Plan. We anticipate that the monthly benefits will likely increase in the coming years.
INVESTMENT OBJECTIVES

Primary Objective
The primary objective of the portfolios is long-term appreciation with moderate current income. In pursuing this objective, the portfolios will be primarily invested in a Diversified portfolio of equity and debt securities within the guidelines stated below.

Secondary Objective
The secondary objective of the portfolios is a competitive return over a full market cycle.

ASSET ALLOCATION

<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Minimum Weight</th>
<th>Target Weight</th>
<th>Maximum Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Equities</td>
<td>30%</td>
<td>40%</td>
<td>50%</td>
</tr>
<tr>
<td>International Equities</td>
<td>10%</td>
<td>25%</td>
<td>30%</td>
</tr>
<tr>
<td>Bonds</td>
<td>20%</td>
<td>25%</td>
<td>40%</td>
</tr>
<tr>
<td>Alternatives</td>
<td>0%</td>
<td>10%</td>
<td>15%</td>
</tr>
<tr>
<td>Cash &amp; Equivalents</td>
<td>0%</td>
<td>0%</td>
<td>30%</td>
</tr>
</tbody>
</table>

The Plan Sponsor District and its investment consultant will be responsible for monitoring these asset allocation restrictions. Investment managers engaged by the Plan Sponsor District will not share that responsibility.

EXPECTED RATES OF RETURN

We recognize that no one can predict future events, and we are setting these expectations based upon long-term, historic patterns for different asset classes.

From those patterns, we would expect that the portfolios would achieve an annual total rate of return in the range of 7-8.5% over twenty-year time periods. Most importantly, we would expect the real rate of return (nominal return minus inflation) to average 4-5% over similar time periods. We emphasize that setting absolute returns is an academic exercise - the Investment Managers will primarily be judged on relative returns achieved.
RESPONSIBILITIES, PERMISSIBLE INVESTMENTS AND RESTRICTIONS

The Investment Managers are expected to always invest the portfolios in a prudent manner, with emphasis on investment-grade securities. The uniform prudent investor standard should be applied at all time. Diversification should be maintained at all times (excepting direct obligations of the US Government with maturities of less than one year and diversified money market funds).

The Investment Managers will have full discretion to buy, sell, and tender securities for the exclusive benefit of the Portfolios. Prompt notification of all transactions will be provided to the District.

Under normal circumstances, voting proxies will be the responsibility of the Investment Managers.

The usage of short sales, margin, or warrants is not permitted. Usage of options and futures is specifically restricted to defensive strategies as permissible under ERISA guidelines. Securities issued by the Portland Water District are strictly prohibited.

Quantity restrictions below address the current market value of the securities relative to the total current market value of each portfolio.

**Equities**

Equities of a highly speculative nature or having poor liquidity are not permissible.

No one issuer should exceed 10%, and no one industry group should exceed 30%.

For US equities portion of plan assets, securities of foreign-based issuers that are transacted in US dollars on US exchanges are permitted up to a limit of 40% and will be classified as US equities.

International equities may include both developed-market and emerging-market equities.

For purposes of calculation, preferred stocks will be classified as Equities.

**Bonds**

The Investment Managers will emphasize bonds with a market-weighted average rating of Moody's Baa or better. In the absence of a Moody's rating, the Investment Managers are expected to use equivalent standards in judging the investment quality of the bond and its issuer.
Issues rated below Moody's Baa (high-yield bonds and senior bank notes) may be included to a maximum of 20% of total bonds. Rating restrictions will not apply to convertible bonds securities.

International bonds may be included to a maximum of 10% of total bonds.

Eurodollar obligations of US corporations are permissible for a maximum of 20%. Corporate bonds are permissible for a maximum of 40%. Any bonds issuers that are not the US Government or its Agencies will be classified as corporate bonds.

Maximum market-weighted average maturity of the bonds is not to exceed fifteen years. Zero-(or very low-) coupon bonds are permissible to a maximum of 20%.

Alternatives
Alternatives investments may be used to partially diversify away from traditional equities and bonds. It is anticipated that the returns of alternatives frequently are uncorrelated to movements in traditional equities and bonds.

Strategies may include REITs, natural resources, low-volatility hedge fund-of-funds and hedged equity products.

Alternatives are limited to marketable funds where 90% of investment could be liquidated within 90-days.

PERFORMANCE BENCHMARKS

The Investment Managers’ performance will be judged net of investment management fees and based upon relative performance to the appropriate Performance Benchmark, weighted to reflect the Target Weighting in the asset allocation of the portfolio:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>S&amp;P 500 Stock Index</td>
</tr>
<tr>
<td>15%</td>
<td>MSCI EAFE Index</td>
</tr>
<tr>
<td>10%</td>
<td>MSCI Emerging Markets Index</td>
</tr>
<tr>
<td>25%</td>
<td>Barclays Capital Intermediate Govt/Corp bonds index</td>
</tr>
<tr>
<td>10%</td>
<td>T Bills +2%</td>
</tr>
</tbody>
</table>

Judgment of investment performance will give priority to total return over a full equity-market cycle, or 5-year period, whichever is shorter.

Significant underperformance for one-year periods is unacceptable.
COMMUNICATION

The Investment Managers is expected to report to us in writing each quarter with a review of each portfolio's current posture, and the Investment Manager's outlook.

The Investment Managers should be available to meet with the Portland Water District and/or our consultant upon request.

Consultant: Graystone Consulting
125 High Street
Boston, MA 02109
Contact: Clifford L. White  617-478-6523
The following is a full, true and correct copy of Resolutions duly and regularly adopted by vote of the Board of Directors of the Corporation. Such Resolutions have not been rescinded or modified and are in full force and effect.

RESOLVED:

FIRST, that the Authorized Persons are, and each of them hereby is, authorized and empowered to the fullest extent possible, to act on behalf of the Corporation, to establish and maintain with MSSB one or more cash accounts, margin accounts, BusinessScape accounts, commodities accounts, or any other type of account offered by MSSB and its applicable affiliates ("Account"), for the purpose of purchasing, investing in, or otherwise acquiring, selling (including short selling), possessing, transferring, exchanging, borrowing, pledging or otherwise disposing of, and generally dealing in and with, cash and any and all forms of securities and financial instruments, including, but not limited to shares, stocks, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, options, warrants, futures, commodities, commodity futures and/or options on futures, certificates of deposits, mortgages, evidence of indebtedness, commercial paper, and interests of any and every kind and nature whatsoever, secured and unsecured, whether represented by trust, participating and/or other certificates or otherwise.

SECOND, that, without obligation on MSSB's part to inquire, instructions or actions, by any Authorized Person shall individually have the fullest authority on behalf of the Corporation with respect to the Account including, but not limited to, authority to:

1) give written or oral instructions to MSSB with respect to any securities in, or transaction or service offered in connection with, the Account;
2) deposit or withdraw money, securities and other property of the Corporation to and from the Account;
3) borrow money from MSSB and secure payment thereof with the property of the Corporation;
4) bind the Corporation to any contract, arrangement or transaction, which shall be entered into by any Authorized Person with or through MSSB;
5) make payments related to the Account by checks and/or drafts drawn upon the funds of the Corporation;
6) endorse any securities in order to pass ownership thereof or for any other purpose;
7) direct the sale or exercise of any rights with respect to securities therein;
8) sign releases and powers of attorney and enter into contracts and agreements, including but not limited to any MSSB account agreements and documentation relating to any debit or credit card, the checkwriting privilege, online services, electronic fund transfers and other services which are or may be offered in connection with the Account (where available), as such documents may be modified from time to time, and any documentation permitted or contemplated by such agreements, products and services, and to affix the corporate seal to same when necessary;
9) direct MSSB to surrender securities to the proper agent or party for the purpose of effecting any exchange or conversion, or otherwise; and
10) take any and all action in connection with the Account deemed necessary or desirable by any Authorized Person.

THIRD, that any Authorized Person may appoint any person(s) ("Designated Persons") to: (1) conduct trading in the Account; (2) endorse any securities, or to make, execute and deliver, under the corporate seal of the Corporation or otherwise, any instrument of assignment and/or transfer necessary or proper to pass title to such securities; (3) sign checks (in which event, the signature of the Designated Person shall promptly be provided on any applicable signature card upon request by MSSB); (4) use any associated debit or credit card (where available); or (5) provide instructions to effect electronic fund transfers.

FOURTH, that each Authorized Person is empowered and authorized to do all things each deems necessary or desirable to implement the foregoing Resolutions.

FIFTH, that MSSB may deal with any and all of the persons directly or indirectly empowered by foregoing Resolutions as though they are dealing with the Corporation directly.

SIXTH, that the Secretary of Corporation (or other duly designated officer) is hereby authorized and empowered to certify to MSSB, under the seal of the Corporation or otherwise:

(a) a true, correct and complete copy of these Resolutions;
(b) specimen signatures of each Authorized Person and each Designated Person empowered by these Resolutions, if so requested by MSSB;
(c) a certificate (which, if required by MSSB, shall be supported by an opinion of the general counsel of the Corporation, or other counsel satisfactory to MSSB) that the Corporation is duly organized and in good standing, that the corporate charter authorizes the action or business described in these Resolutions, and that no limitation has been imposed upon such powers by constitution, statute, regulation, charter, by-law or otherwise.

SEVENTH, that MSSB may rely upon any certification given in accordance with these Resolutions as continuing fully effective unless and until MSSB shall receive due written notice of an amendment, modification or rescission of such Resolutions or certification. Further resolved that MSSB shall not be liable for any action taken or not taken upon instruction of any Authorized Person or Designated Person prior to MSSB's actual receipt of written notice of the termination or impairment of such person's authority. The failure to supply any specimen signature shall not invalidate any transaction which is in accordance with authority previously granted. Further resolved that the Corporation shall indemnify and hold harmless MSSB and any of its subsidiaries and affiliates from and all claims that a transaction was unauthorized or outside the scope of the Corporation's powers, if such transaction was authorized by any of the Authorized Persons or Designated Persons.

EIGHTH, that in the event of any change in the office or powers of persons hereby empowered, the secretary (or other duly designated officer), shall certify such changes to MSSB, in writing, which certification, when MSSB receives it, shall terminate the powers of the persons previously authorized and empower the persons thereby substituted in accordance with all the provisions of these Corporate Resolutions.

NINTH, that the Corporation hereby authorizes MSSB to charge any amount due to MSSB under any arrangement with the Corporation, against any or all of the accounts and other property of the Corporation held with MSSB or any of its affiliates, with the Corporation remaining liable for any deficiency and each Authorized Person or Designated Person is authorized and directed to pay to MSSB by checks and/or drafts drawn upon the funds of the Corporation such sums as may be necessary to discharge the Corporation's obligations to MSSB.

TENTH, Corporation agrees that MSSB may apply these Resolutions to any accounts in the name of the Corporation.
BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6C Order 18-028
Date of Meeting: August 27, 2018
Subject: Cape Elizabeth WWTF UV Disinfection - Professional Services Contract - Selection
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 Hoyle Tanner Associates, in the amount of $133,660, is hereby authorized for design phase engineering services for the Cape Elizabeth WWTF UV Disinfection project (CIP 2018-418/2701); 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
This effort will develop detailed design plans and specifications based on the recommendations of the Cape Elizabeth UV Disinfection Feasibility Assessment completed in 2017. The Feasibility Assessment evaluated alternatives and identified potential UV disinfection system arrangements that would meet effluent disinfection requirements.

The proposed scope for this effort includes installation of the UV disinfection equipment and associated concrete channels, site work, electrical and controls upgrades needed to incorporate the new process into the existing treatment plant. The UV equipment is being purchased directly by PWD based on the recommendations of the Feasibility Assessment that was previously performed.

Staff reviewed and scored three proposals from qualified teams that provided proposed methods for achieving the project goals. Based on the outcome of the review and ranking, Hoyle Tanner Associates received the best overall score (143). Staff therefore recommends award to Hoyle Tanner Associates for an amount of $133,660, which includes design phase services from detailed design through project bidding.

As approved by Board Order 18-014 on March 26, 2018 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 Hoyle Tanner Associates is therefore anticipated to cover construction phase services once the final design is complete and the required scope can be refined.
Project #: 2018-Subprogram 418/ Project 2701

FISCAL REVIEW/FUNDING
This project includes comprehensive engineering services for the Cape Elizabeth WWTF UV Disinfection, and will not have an operating fund impact. The design will lead to the construction of an approximately $850,000 project with an estimated operating fund impact of approximately $85,000 in debt service. The project will be submitted for consideration for the Clean Water State Revolving Fund project list for funding through Maine Municipal Bond Bank.

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

CONCLUSION(S)
Staff recommends awarding the contract for design engineering services for the Cape Elizabeth WWTF UV Disinfection upgrades to Hoyle Tanner Associates. The Committee voted unanimously to send this to the full Board for their consideration.

ATTACHMENT(S)
SUPPORTING INFORMATION
The current method of disinfection at the Cape WWTF is through the addition of sodium hypochlorite in the effluent pump station forcemain followed by dechlorination using sodium bisulfite in a facility located at Peabblies Point just prior to the outfall. This project will result in a reduction in annual chemical consumption and handling costs, and will eliminate anticipated capital costs associated with needed upgrades related to sodium bisulfite handling at the Peabblies Point facility.

The Cape Elizabeth WWTF UV Disinfection Feasibility Assessment recommended UV over chemical disinfection due to enhancements in operational efficiency, process reliability and system performance. The Feasibility Assessment evaluated alternatives and identified potential UV disinfection system arrangements that would meet effluent disinfection requirements and integrate into the treatment process between the secondary clarifiers and the effluent pumping station wetwell without the need for additional pumping.

This project includes design phase engineering services, including detailed design and bidding. The proposed scope for this effort includes installation of the UV disinfection equipment and associated concrete channels, sitework, electrical and controls upgrades needed to incorporate the new process into the existing treatment plant.

Three qualified engineering firms were invited to respond to the RFP: Hoyle Tanner Associates, Tighe & Bond, and Underwood Engineers. A selection team of five PWD staff including representation from Wastewater Operations, AMaP and Finance was assembled to review each firm’s proposal. The selection committee conducted a review of the proposals and held meetings to review and discuss.

Each selection team member then 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, Hoyle Tanner Associates received the best overall score (143).

Key factors that led to recommendation of the Hoyle Tanner Associates team include the following:

- Team configuration with a focus on integration of the equipment into the plant control system;
- Recognition of the need to keep budget constraints and project cost containment as a key focus area for the design team;
- Demonstrated understanding of the project’s priorities;

The following table summarizes the results of the selection committee’s evaluation of each respondent, including a scoring breakdown:
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Hoyle Tanner Associates</th>
<th>Tighe &amp; Bond</th>
<th>Underwood Engineers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Methods &amp; Approach</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight - 35%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Best Score = 35)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methods Score</td>
<td>42</td>
<td>105</td>
<td>63</td>
</tr>
<tr>
<td>2. Qualifications &amp; Experience</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight - 35%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Best Score = 35)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualifications Score</td>
<td>63</td>
<td>49</td>
<td>98</td>
</tr>
<tr>
<td>3. Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight - 30%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Best Score = 30)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lump Sum Fee (through Final Design and Bidding)</td>
<td>$133,660</td>
<td>$117,100</td>
<td>$130,200</td>
</tr>
<tr>
<td>Fee Score</td>
<td>38</td>
<td>30</td>
<td>37</td>
</tr>
<tr>
<td>Total Score</td>
<td>143</td>
<td>184</td>
<td>198</td>
</tr>
<tr>
<td>Rank</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

As a result of this ranking, the review team recommends award to Hoyle Tanner Associates for an amount of $133,660 for completion of the Cape Elizabeth WWTF UV Disinfection upgrades. Once the design has been completed, a recommendation will be made to amend the contract to include construction phase services.

As approved by Board Order 18-014 on March 26th, 2018 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 preliminary and final design as well as construction services.
BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6D Order 18-029
Date of Meeting: August 27, 2018
Subject: Water Main Projects – Amending the CIP
Presented By: Gordon Johnson – Engineering Services Manager

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

BE IT ORDERED, that the 2018 Capital Improvement Program, Water Distribution Upgrades program (Subprogram 43) is hereby increased by $555,000 in order to complete the remaining water main projects scheduled for 2018, and

BE IT FURTHER ORDERED, that the total budget for Water Main Replacement Projects, including prior year deferred projects, for a total budget of $10,900,000 is hereby ratified.

BACKGROUND ANALYSIS
During the April and June Workshops of the Board staff updated the Trustees on water main replacement projects that were planned for this year along with projects that were rolled over or deferred from previous years commitments. Trustees instructed staff that once all the projects were decided for this year’s construction that staff would bring back to the Board of Trustees a final list of projects and costs to complete the work. Attached is a spreadsheet of the projects that are on going along with 4 projects that were added since that last discussion staff had with the board in June. At the beginning of the construction season these projects did not have a definitive construction start schedule so were not earmarked for funding at that time.

FISCAL REVIEW / FUNDING
Staff is recommending that the Water Distribution Upgrades Program be amended to include an additional $555,000 to fund the remaining water main projects for 2018 and to ratify the total budget of $10,900,000. This amendment to the CIP and the total budget will be funded from prior year water main replacement reserves plus current year bonding and depreciation contribution.

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

CONCLUSION(S)
District staff recommends approval of this Order. The Committee voted unanimously to send to the full Board for their consideration.

ATTACHMENT(S)
Attachment A – Spreadsheet of projects
<table>
<thead>
<tr>
<th>Funding Year</th>
<th>Water Main Replacement Projects - 2018</th>
<th>Districts</th>
<th>Capital Improvement Plan</th>
<th>Pipe Footage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ Value</td>
<td>Installed</td>
</tr>
<tr>
<td>2015</td>
<td>Postal Service Way, Mussey, Broadway (2015 carryover) (Slip line)</td>
<td>SP/SC</td>
<td>$350,000</td>
<td>2000</td>
</tr>
<tr>
<td>2015</td>
<td>Powsland Street - Congress to Sewall/with12&quot;, Mitton - congress to loop, Greeley</td>
<td>PO</td>
<td>$562,000</td>
<td>3000</td>
</tr>
<tr>
<td>2017</td>
<td>Tuttle Road, Cumberland - Culvert, RR Tracks to October Farms Ln 1922</td>
<td>CU</td>
<td>$200,000</td>
<td>1100</td>
</tr>
<tr>
<td>2017</td>
<td>Walnut, Cumberland to North St. Sheridan, North, Washington Ave to Cumberland</td>
<td>PO</td>
<td>$1,130,000</td>
<td>3000</td>
</tr>
<tr>
<td>2017</td>
<td>Middle Road, Cumberland (Slip line 10 HDPE in 1983 12&quot; DIP)</td>
<td>CU</td>
<td>$350,000</td>
<td>350,000</td>
</tr>
<tr>
<td>2017</td>
<td>Greenleaf, Everett to Madison</td>
<td>PO</td>
<td>$46,000</td>
<td>40,000</td>
</tr>
<tr>
<td>2016</td>
<td>Main Street, Phase 1,2 - School St. to Husky Dr, School St o 202 - Canceled</td>
<td>GO</td>
<td>$2,650,000</td>
<td>5200</td>
</tr>
<tr>
<td>2018</td>
<td>River Road - 302 to Heathwood</td>
<td>WI</td>
<td>$430,000</td>
<td>2100</td>
</tr>
<tr>
<td>2018</td>
<td>Grassmere, Deerfield, Belmeade, Bedford, Forest to Brighton &amp; Durham St</td>
<td>PO</td>
<td>$2,700,000</td>
<td>6300</td>
</tr>
<tr>
<td>2018</td>
<td>Broadway (Anthoine Street to Elm Street)</td>
<td>SP</td>
<td>$1,100,000</td>
<td>3000</td>
</tr>
<tr>
<td>2018</td>
<td>Pleasantdale Project</td>
<td>SP</td>
<td>$2,000,000</td>
<td>7100</td>
</tr>
<tr>
<td>2018</td>
<td>New Gorham Road, Lewis to City line, Maple, Union, Mckinley</td>
<td>WE</td>
<td>$1,360,000</td>
<td>1,460,000</td>
</tr>
<tr>
<td>added since</td>
<td>Scarborough - 15&quot; transmission main - Public Safety Build Design Build</td>
<td>SC</td>
<td>$220,000</td>
<td>1400</td>
</tr>
<tr>
<td>June</td>
<td>added since June</td>
<td>Oak Hill - development Main Replacement</td>
<td>ST</td>
<td>$120,000</td>
</tr>
<tr>
<td>added since</td>
<td>Dunstan Corner - upsize of pipe - 12&quot; to 16&quot;</td>
<td>SC</td>
<td>$95,000</td>
<td>3500</td>
</tr>
<tr>
<td>June</td>
<td>added since June</td>
<td>Newbury Street</td>
<td>PO</td>
<td>$120,000</td>
</tr>
</tbody>
</table>

This Year’s Projects + Deferred Projects = Total for 2018

$8,245,000 + $2,632,000 = $10,877,000

$7,690,000 + $2,632,000 = $10,322,000 as of June 12
BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6E Order 18-030
Date of Meeting: August 27, 2018
Subject: Easement Relocation – Town of Scarborough
Presented By: Norman Twaddel, Right of Way Agent

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

ORDERED, the General Manager is authorized to execute a release deed to the Town of Scarborough releasing PWD’s rights in a water easement between Sawyer Road and Town Hall in Scarborough in exchange for a new easement deed for the location, operation and maintenance of a future PWD water main; and

BE IT FURTHER ORDERED, that the General Manager and the Treasurer, each acting singly, are authorized to take such other steps as may be necessary to accomplish the intent of this vote.

BACKGROUND ANALYSIS
In 2014, the Town of Scarborough granted the District an easement through Town property between Gorham Road and Sawyer Road for a future water main. This easement was in exchange for the former tank site property that was abandoned and deeded back to the Town. At the time of the easement, PWD simply chose a reasonable route.

The Town is now building a new public safety building on Route 1 and is including a new roadway in the rear of the building out to Sawyer Road. The roadway location varies slightly from the current easement location as shown on the attached maps. The Town has requested that PWD relocate its easement to the location of the new roadway. The new water main will be constructed in the new easement location in conjunction with the public safety building project and will serve the new public safety building and also be a portion of a reciprocal loop between Gorham Road and Sawyer Road feeding the Route 1 area.

The Town will grant PWD a new easement deed and the District will need to sign a release deed giving back that portion of the old easement being relocated.
FISCAL REVIEW / FUNDING
The proposed easement swap will not involve any cash payments to the owner. The Town is providing PWD with the survey work necessary to produce the new easement deed.

LEGAL REVIEW
Corporate Counsel will review the proposed deeds prior to execution.

CONCLUSION(S)
Staff recommends that PWD proceed with the proposal described above. The Committee voted unanimously to send to the full Board for their consideration.

ATTACHMENT(S)
Plans