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

2. **Roll Call**  
   Clerk

   President Cote

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

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

6. **New Business**
   
   A. **Order 19-030** authorizing the General Manager to execute a service contract with Tighe & Bond.  
      Operations Committee

   B. **Order 19-031** authorizing an amendment to the 2018 Capital Improvement Plan.  
      Operations Committee

   C. **Resolution 19-013** ratifying the union labor contract.  
      General Manager

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

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

9. **Trustee Comments.**  
   President Cote

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

11. **Adjournment.**  
    President Cote

Donna M. Katsiaficas  
Clerk
Portland Water District

Board of Trustees Regular Meeting

September 16, 2019

New Business

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

Agenda Item: 6A Order 19-030  
Date of Meeting: September 16, 2019  
Subject: East End WWTF Secondary Clarifier and Return Activated Sludge Piping Assessment Project – Professional Services Contract Amendment  
Presented By: Gordon Johnson, Engineering Services Manager

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

ORDERED, the General Manager is hereby authorized to execute a service contract amendment with Tighe & Bond in the amount of $8,400 for engineering assessment services for the East End WWTF Secondary Clarifiers (CIP 2016-409/2557); 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 2016 Capital Improvement Plan is amended by increasing the East End WWTF Secondary Clarifiers (CIP 2016-409/2557) project from $35,000 to $43,400.

BACKGROUND ANALYSIS
The Board authorized a service contract with Tighe & Bond in March 2019 for the East End WWTF Secondary Clarifier and Return Activated Sludge Piping Assessment Project. On June 12th Tighe & Bond and their sub-consultant Corrosion Probe Inc. (CPI) mobilized to complete their engineering field inspections and condition assessments for the East End WWTF Secondary Clarifier and Return Activated Sludge Piping Assessment Project. The secondary clarifier inspection was scheduled for the morning of June 13th. Due to the circumstances experienced during the tank draining and the wet weather event, the consultant was not able to evaluate the metal and coating thickness or corrosion severity of the center column and mechanism and was unable to complete a concrete evaluation within the clarifier tank.

The cost to remobilize CPI to the site to complete the remaining field inspections and evaluations is $8,400. The proposed effort will provide a more detailed evaluation of the mechanism, support column, and tank and result in better informed recommendations regarding the remaining asset life and future upgrades, and cost opinions for each recommendation. Staff therefore recommends
amending the Tighe & Bond contract to increase the contract total by $8,400, representing the cost to remobilize CPI, to a total of $43,400.

Project #: 2016 CIP, Subprogram 409 project #2557 (Secondary Clarifier Condition Assessment).

FISCAL REVIEW/FUNDING
This project includes phased engineering services for the East End WWTF Secondary Clarifiers Project. Depending on the results of the assessment, the cost will either be included in the construction bond in a future year or be included as a Portland Wastewater operating expense.

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

CONCLUSION(S)
Staff recommended awarding the amendment for engineering assessment services for the secondary clarifier to Tighe & Bond. The Committee voted 2-0 to forward to the full Board for their consideration.

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

Agenda Item: 6B Order 19-031
Date of Meeting: September 16, 2019
Subject: East End WWTF – Disinfection System Hypochlorite Tank Replacement (2018 Project # 409-2699) Budget Amendment
Presented By: Gordon Johnson, Engineering Services Manager

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

ORDERED, that the 2018 Capital Improvement Plan is amended by increasing the East End Wastewater Treatment Facility Disinfection System Hypochlorite Tank Replacement (2018 Project # 409-2699) budget from $135,000 to $136,500.

BACKGROUND ANALYSIS
The East End WWTF’s disinfection system is largely housed in a concrete building adjacent to the plant’s chlorine contact tanks. The chemical storage tanks and supply piping for the chlorine disinfection system were replaced as part of a 2018 CIP project. The project is currently nearing completion; the new tanks are currently online and operational.

Staff took several measures to reduce project costs in order to maximize the extent of piping replacement that could be accomplished as part of this effort. The tanks were pre-purchased through a separate Request For Bid in order to reduce contractor mark-up and pass-through costs associated with procurement. In addition, during construction staff identified a cost savings measure through inspection of the tank vent piping during demolition and negotiated a contract reduction to re-utilize portions that were in good condition.

Figure 1: Newly Installed Tank and Wall Opening
In order to demolish the existing 5,500 gallon chemical storage tanks and install the new units, a wall section of the building needed to be removed. Staff considered several alternatives to replace this section of wall during design development including use of prefabricated panels, a roll-up door, or an insulated metal framed wall. The most cost effective approach was determined to be the insulated metal framed wall, which was anticipated to be completed outside of the process-mechanical contract. However, Damon Mechanical – the contractor already on this project, has provided a cost of $4,450 to construct this wall. It is believed that accepting this proposal will save the District money in the long run. It is recommended that we proceed with this proposal, which will require a small budget increase of $1,500. The total project budget summary is broken down in the table below.

<table>
<thead>
<tr>
<th>Budget Used to Date</th>
<th>Project Cost Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Existing Project Budget</td>
<td>$ 135,000.00</td>
</tr>
<tr>
<td>Tanks Purchase Price (Purchased by PWD Directly)</td>
<td>$ 37,936.00</td>
</tr>
<tr>
<td>Construction Base Bid</td>
<td>$ 46,970.00</td>
</tr>
<tr>
<td>Bid Alt. #1 (Piping Replacement)</td>
<td>$ 50,850.00</td>
</tr>
<tr>
<td>Change Order No:1 Vent Piping Reduction</td>
<td>$ (4,027.00)</td>
</tr>
<tr>
<td>Small expenditures</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Remaining Contingency</td>
<td>$ 3,221</td>
</tr>
<tr>
<td>Change Order No:2 Wall Construction</td>
<td>$ 4,450.00</td>
</tr>
<tr>
<td>Requested Budget Increase</td>
<td>$ 1,500.00</td>
</tr>
<tr>
<td>Total Adjusted Project Budget</td>
<td>$ 136,500</td>
</tr>
</tbody>
</table>

**FISCAL REVIEW / FUNDING**
The proposed budget modification will not have a significant impact on the Operating Fund.

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

**CONCLUSION(S)**
Staff recommended approval of the project allocation. The Committee voted 2-0 to forward to the full Board for their consideration.

**ATTACHMENT(S)**
None
Memorandum

TO: Board of Trustees
FROM: Carrie Lewis, General Manager
DATE: September 11, 2019
RE: Union Contract Ratification

On September 12, Teamsters Local 340 membership will vote on ratification of the labor agreement for November 2018 - November 2021 negotiated and recommended by their leadership. The significant features of the proposed agreement are:

- Wage increases will be 3%, 3%, and 3% for the three years respectively.
- The first increase will apply retroactively to the expiration date of the previous contract; November 5, 2018.
- Effective September 1, 2019, employees’ share of single health insurance will increase 1% per year, from 8% to 9% for single coverage. Employees’ share of additional coverage for family members remains unchanged at 30%.
- Effective January 1, 2020, the Health insurance opt-out amount will change to the equivalent of 30% of the full premium cost for single HMO coverage.
- Beginning January 1, 2020, bargaining unit employees will be eligible to participate in the voluntary vision benefit.
- The defined benefit pension plan will increase by $1 in the second year (effective 11/14/19) of the contract and $0.50 in the third year (effective 11/2/20) of the contract. In addition, the Plan document will be changed such that the years of service to be counted as “credited service” toward pension benefits shall begin at the age 18 for employees hired as of 10/1/17 (prior to this, it excluded years of service prior to age 21).
- Sick payout at retirement will now include bargaining unit employees who are enrolled in the 457 plan as their primary retirement plan.
- Effective November 4, 2019, vacation accruals for bargaining unit employees will be changed to be the same as the schedule in place for non-union employees.
- Effective November 4, 2019, reimbursement for safety shoes will increase to $175.00 annually.

If the membership ratifies the Agreement, I will recommend that the Board of Trustees ratify it for the District by adopting the following Order:

Be it Ordered that the Board of Trustees hereby ratifies the Agreement between the Portland Water District and Teamsters Local 340 as approved by the membership of the bargaining unit on September 12, 2019, and authorizes the General Manager to execute the Agreement on behalf of the District.
MEMORANDUM OF TENTATIVE AGREEMENT

General Wage Increase

3% increase retroactive to November 5, 2018. 3% increases in years 2 and 3

Job Classifications and Wage Rates

<table>
<thead>
<tr>
<th>Title</th>
<th>Pay Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1092  Lab Asst II</td>
<td>E</td>
</tr>
<tr>
<td>1094  Admin Asst FinII</td>
<td>E</td>
</tr>
<tr>
<td>5029  Environmental Educator</td>
<td>G</td>
</tr>
<tr>
<td>1096  WW Tech Maint/elec preferred</td>
<td>J</td>
</tr>
<tr>
<td>1095  Utility Foreperson</td>
<td>K</td>
</tr>
</tbody>
</table>

Two positions deleted when last person on “grandfathered” positions retired: Equipment Operator II and Construction Technician. Two positions were inadvertently left out of the last printing of the contract: 1564 Inventory Control Lead Person and 1576 Collections System Maintenance Operator.

Article XVI. Health and Welfare

Employee Contributions toward health insurance: Effective September 1, 2019, bargaining unit employees will pay 9% of the premium cost for single coverage, and 30% of the differential for dependent coverage, using the District’s current formula.

Health insurance opt-out: Opt-out amount will change to the equivalent of 30% of the full premium cost for single HMO coverage effective January 1, 2020.

Voluntary Vision Benefit: Bargaining unit employees are eligible to participate in this voluntary benefit, effective January 1, 2020.

Pension Plan (Article XVII. Section 2)

The District’s contribution toward the Defined Benefit Plan (for employees hired on or before 12/31/10)

An increase of $1.00 in year two of the contract (effective 11/4/19) and $0.50 in year three (effective 11/2/20).

Inclusion of the change to the Plan document that allows the years of service to be counted as “credited service” toward pension benefits to begin at age 18 for employees hired as of 10/1/17 (prior it excluded years of service prior to age 21.)

Sick Payout at Retirement will now include bargaining unit employees who are enrolled in the 457 Plan as their primary retirement plan. (Article XVIII.)

Vacation accruals for bargaining unit employees changed to be the same as the schedule in place for non-union employees effective November 4, 2019.

Safety Shoes. Reimbursement for safety shoes increases to $175 annually, effective November 4, 2019.
Employee Education and Development Program. In accordance with the District’s policy for these benefits.

Work week and hour regulations. (Article V, section 1) The language is changed to, “A split shift shall be permitted at the discretion of the employer. The five day schedules shall be posted every four (4) weeks. Part-time benefits eligible employees may work combinations of hours per day other than 8, 10 or 12 hours. Article V, section 2 a.) Language “or other flexible schedule” has been added.

Section 11 computer communications are included with telephone calls and specifying the time of the communication as the point of contact.

Section 11 Standby Pay 48 hour provision added, “Straight time hourly rate for four hours for each normally scheduled work day when the employee is given less than 48 hours notice that he/she will be on call.”

Section 17 Compensatory Time has been changed to require only the immediate supervisor’s approval, removal for the need to explain the request, and the payout will now take place in March each year.

Seniority (Article VII) For job vacancies, jobs will be posted for not less than ten (10) calendar days and resumes and cover letters are not required but will be considered.

Vacations (Article IX) the following sections are deleted: vacations may only be taken after the six month probationary period is completed; crews can schedule only one week of vacation during the week of July 4th, and employees with military obligations scheduling vacations between the last Friday in October and the last Friday in March.

Job Stewards (Article XIII). At the approval of the District, bargaining unit employees may take unpaid leave of absence of up to one week for official Union business.

EXECUTED this ___ day of September, 2019.

FOR THE UNION:
TEAMSTERS LOCAL UNION NO. 340, TRUCKDRIVERS, WAREHOUSEMAN AND HELPERS

Joe Pilcone
Business Agent

FOR THE DISTRICT:
THE PORTLAND WATER DISTRICT

Peter Bennett
Its Negotiator
**ARTICLE IX: VACATIONS**

Bargaining unit employees will accrue vacation per the following schedule:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Annual Vacation Weeks/Hours</th>
<th>Accrual Rate Hours/Month</th>
<th>Maximum Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>At hire</td>
<td>Two days deposited (16 hours)</td>
<td>1.333</td>
<td>32 hours</td>
</tr>
<tr>
<td>First year</td>
<td>2 weeks (80 hours)</td>
<td>6.667</td>
<td>160 hours</td>
</tr>
<tr>
<td>After 1 year</td>
<td>2 weeks plus 2 days (96 hours)</td>
<td>8.000</td>
<td>192 hours</td>
</tr>
<tr>
<td>After 3 years</td>
<td>2 weeks plus 4 days (112 hours)</td>
<td>9.333</td>
<td>224 hours</td>
</tr>
<tr>
<td>After 5 years</td>
<td>3 weeks plus 2 days (136 hours)</td>
<td>11.333</td>
<td>272 hours</td>
</tr>
<tr>
<td>After 7 years</td>
<td>3 weeks plus 4 days (152 hours)</td>
<td>12.667</td>
<td>304 hours</td>
</tr>
<tr>
<td>After 10 years</td>
<td>4 weeks plus 1 day (168 hours)</td>
<td>14.000</td>
<td>336 hours</td>
</tr>
<tr>
<td>After 15 years</td>
<td>4 weeks plus 2 days (176 hours)</td>
<td>14.667</td>
<td>352 hours</td>
</tr>
<tr>
<td>After 20 years</td>
<td>5 weeks (200 hours)</td>
<td>16.667</td>
<td>400 hours</td>
</tr>
</tbody>
</table>

25th Employment Anniversary  1 day credited to vacation bank
30th Employment Anniversary  1 day credited to vacation bank
35th Employment Anniversary  1 day credited to vacation bank
40th Employment Anniversary  1 day credited to vacation bank
45th Employment Anniversary  1 day credited to vacation bank