

AGENDA
BOARD OF TRUSTEES
PORTLAND WATER DISTRICT

225 Douglass Street, Portland, Maine
Jeff P. Nixon Training Center

6:00 p.m. on Monday, September 18, 2023

Remote Meeting Participation Available to the Public via Zoom at:

<https://us06web.zoom.us/j/81192333229?pwd=xQu0hUHN841FU96jypDNiYbG6DFbva.1>

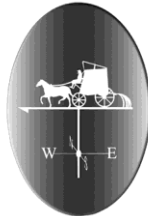
1. Convene Meeting with Pledge of Allegiance and moment of silence President Lunt
2. Roll Call Clerk
- 3a. Acceptance of Minutes of the Regular Meeting of August 28, 2023 President Lunt
- 3b. Acceptance of Minutes of the Workshop Meeting of September 11, 2023 President Lunt
4. Invitation for Public Comment President Lunt
5. Reports:
 - Operations Committee Report Trustee McCann
 - Planning Committee Report Trustee Douglas
 - Administration & Finance Committee Report Trustee Cote
 - General Manager's Report General Manager
6. New Business:
 - A. **Public Hearing** regarding the amendment of an existing bond Admin. & Finance Committee
 - B. **Resolution 23-011** authorizing an amendment to allow bond proceeds to be used to finance upgrades to the electrical system at the East End Wastewater Treatment Facility and Northeast Pump Station in Portland Admin. & Finance Committee
 - C. **Order 23-027** authorizing a contract with BerryDunn for audit services for the fiscal years 2023 to 2026 Admin. & Finance Committee
 - D. **Order 23-028** authorizing the Treasurer to begin the process of increasing water rates an average of 6.0% effective January 1, 2024 Admin. & Finance Committee
 - E. **Order 23-029** authorizing actions related to the Westbrook Aeration and Secondary Clarification Upgrade Operations Committee
 - F. **Order 23-030** authorizing an engineering services contract with Hazen and Sawyer for a review of the Fore River Pump Station related to its pumping system Operations Committee
 - G. **Order 23-031** authorizing an increase to the 2023 CIP to replace Primary Clarifier #1 equipment Operations Committee

- H. **Order 23-032** authorizing an in-kind and cash contribution to support the Sebago Lake Watershed Protection Project – Phase V Planning Committee
- I. **Order 23-033** authorizing a contribution to Mahoosuc Land Trust regarding the Sawin Hill Conservation Project Planning Committee
- J. **Resolution 23-012** supporting the refreshing of the Portland Water District (PWD) logo and branded materials Planning Committee
- 7. **Other Business** An item may be added to this agenda provided seven trustees vote to waive the rule regarding agendas. President Lunt
- 8. **Second Invitation for Public Comment** President Lunt
- 9. **Trustee Comments** President Lunt
- 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 Lunt
- 11. **Adjournment** President Lunt

Donna M. Katsiaficas
Clerk

Portland Water District
Board of Trustees Regular Meeting
September 18, 2023

New Business
Agenda Item 6A – 6J



Portland Water District
From Sebago Lake To Casco Bay

BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6A-B Resolution 23-011
Date of Meeting: September 18, 2023
Subject: Wastewater Bond Amendment
Presented By: David Kane, Director of Administration

RECOMMENDATION

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

RESOLVED, Resolution 21-012 is hereby amended to allow bond proceeds to be used to finance upgrades to the electrical system at the East End Wastewater Treatment Facility and Northeast Pump Station in Portland. The full form of the Resolution attached hereto is hereby approved and shall be attached to and incorporated as part of the minutes of this meeting.

BACKGROUND ANALYSIS

In 2021, the Board authorized the issuance of a \$575,000 Portland Sewer Bond to finance upgrades to the Heating, Ventilation and Air Conditioning System at the East End Wastewater Treatment Facility in Portland and other related infrastructure upgrades and improvements. The District issued a \$476,000 bond for these purposes on March 9, 2022. The actual cost of the HVAC project is approximately \$12,000 less than the bond amount. Staff recommends the unspent amount be allocated to the electrical system upgrade project currently underway at Portland's East End Wastewater Treatment Facility and the Northeast Pump Station. The District issued a \$5,200,000 Portland Sewer Bond for the East End electrical system upgrade project. If the Board approves the motion, the excess proceeds of approximately \$12,000 will be allocated to additional costs of the East End electrical system upgrade project.

LEGAL REVIEW

Corporate Counsel has reviewed the proposed Resolution as to form.

CONCLUSION(S)

Staff recommends the motion be approved. The Committee unanimously agreed to forward the proposed motion to the full Board for its consideration.

ATTACHMENT(S)

A. Full Form of Motion

**PORTLAND WATER DISTRICT
BOARD OF TRUSTEES
AMENDMENT TO RESOLUTION 21-012
(Portland - East End Wastewater Treatment Facility Heating, Ventilation
and Air Conditioning System)**

WHEREAS, pursuant to Resolution 21-012 adopted on July 26, 2021 (the “Prior Resolution”), the Board of Trustees of the Portland Water District authorized, among other things, the District’s sewer bonds in an amount of up to \$575,000 to finance upgrades to the Heating, Ventilation and Air Conditioning System at the East End Treatment Plant in Portland and other related infrastructure upgrades (the “Original Project”); and

WHEREAS, on March 9, 2022, the District issued its \$476,000 2022 CWSRF Sewer Bonds (Portland EETP HVAC Upgrades) (the “Bonds”) to finance the costs of the Original Project; and

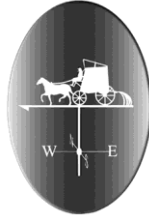
WHEREAS, the Original Project is expected to come in under budget leaving unspent bond proceeds of approximately \$12,000 and the District now desires to amend the Prior Resolution to amend the scope of the Original Project to be financed with the proceeds of the Bonds to include the electrical system upgrade project currently underway at Portland's East End Wastewater treatment plant and the Northeast Pump Station and related infrastructure;

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

1. That the description of the Original Project in the Prior Resolution be and hereby is amended to include upgrades to the electrical system at Portland's East End Wastewater treatment plant and Northeast Pump Station and related infrastructure (the “Additional Project”), which Additional Project is expected to be financed in part with the unspent proceeds of the Bonds and in part with the District’s \$5,200,000 2022 CWSRF Sewer Bond (East End Treatment Plant & Northeast Pump Station) issued September 23, 2022.

2. That in all other respects, the Prior Resolution is hereby ratified and confirmed as if more specifically set forth herein.

Dated: September 18, 2023



Portland Water District
From Sebago Lake To Casco Bay

BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6C Order 23-027
Date of Meeting: September 18, 2023
Subject: RFP for Audit Services
Presented By: Tom Quirk, Director of Finance

RECOMMENDATION

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

ORDERED, the General Manager is authorized to execute a contract with BerryDunn for audit services for the fiscal years 2023 to 2026.

BACKGROUND

Our current audit services contract expired with the completion of the audit of the 2022 financial statements. The Administration and Finance Committee of the Board of Trustees directed District staff to seek proposals for a four-year audit services contract to cover the years 2023 to 2026.

ALTERNATIVES CONSIDERED

We invited seven audit firms to submit proposals for the District's audit services. The firms selected were the largest firms in the state and/or firms that had a large number of municipal clients. The firms invited to submit audit RFPs were:

- Baker Newman Noyes
- BerryDunn
- Berry, Talbot & Royer
- Marcum LLP
- RHR Smith & Company CPA's
- Ron L Beaulieu
- Ruyon, Kersteen & Ouellette
- Wipfli

Only BerryDunn, Marcum LLP, and Wipfli submitted proposals.

ANALYSIS

The audit firms were directed to submit a technical proposal and sealed dollar cost bids. Each audit RFP was evaluated using a point system; the technical proposal and sealed dollar cost bids each could be awarded a maximum of 50 points.

In the technical proposal, the firms were asked to outline:

- Firm qualifications and experience
- Partner, supervisory, and staff qualifications
- Prior engagements with the District
- Similar engagements with other government entities
- Specific audit approach including proposed staffing hours

After the technical evaluation was completed, the sealed dollar cost bids were opened. Prior to opening the bids, the team agreed that the low bidder would be awarded the full 50 points. Points for the other firms are calculated using a formula comparing their bid to the low bid.

The scores for the Technical evaluation and Pricing areas were:

	<u>BerryDunn</u>	<u>Marcum</u>	<u>Wipfli</u>
Technical (50 Pts)	32.50	38.50	45.00
Price (50 Pts)	<u>50.00</u>	<u>38.41</u>	<u>31.78</u>
	82.50	76.91	76.78

FISCAL REVIEW / FUNDING

The average annual cost of the audits, \$49,420, will be paid as part of the District’s operating expense.

LEGAL REVIEW

District’s counsel provided a standard contract; all bidding firms accepted the terms of this contract.

CONCLUSION(S)

All three (3) firms that bid on the job have strong technical abilities and are more than qualified to perform the annual audit. BerryDunn has a strong reputation and ultimately was chosen due to its low bid. The Committee unanimously agreed to forward the proposed motion to the full Board for its consideration.

ATTACHMENTS

None



Portland Water District
From Sebago Lake To Casco Bay

BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6D Order 23-028
Date of Meeting: September 18, 2023
Subject: Water Rates Adjustment
Presented By: David Kane, Executive Director of Administration

RECOMMENDATION

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

ORDERED, pursuant to Board of Trustees Policy, the Treasurer shall prepare the supporting documents for a water rate increase of approximately 6.4% with new rates to be effective January 1, 2024.

BACKGROUND ANALYSIS

At the July 10th Board Workshop, Staff proposed several 2024 budget parameters including the need to increase water rates by an average of 7%. Upon further review, the proposed 2024 budget requires an average increase of 6.4%, with a 5.6% increase to residential rates

Staff will prepare the supporting documentation and arrange to hold a public hearing in November and send customer notices about the public hearing to all customers. Significant items to be considered are listed below.

Revenue Requirement – How much do we need to operate?

The proposed 2024 net expenditure operating budget is \$30.8 million. Consistent with the Board policy of annual rate adjustments, the Staff proposes an increase of 6.4%.

Reserves – How much do we want to include for operating fund reserves?

The proposed 2024 water budget assumes a 6.4% rate adjustment would generate \$30.8.

	<u>12/31/2023</u>	<u>12/31/2024</u>	<u>Target</u>
Operating	\$6.3M	\$ 6.3M	\$ 7.2M
Watershed Land Protection	\$1.6M	\$ 1.2M	\$ 3.8M
Capital Reserve	\$1.6	\$ 0.8M	None

Water Consumption – How much do we assume customers will use?

The budget assumed a consumption of 8.3 million hundred cubic feet (HCF). Actual consumption for the years between 2014 and 2022 ranged from 8.2 million HCF to 8.8 million HCF. Staff recommends using the consumption at the lower end of the recent actual consumption range (i.e. 8.3 million HCF).

Rate Design – How should the rate adjustment be allocated?

The last cost of service study indicated that industrial/commercial customers generate less revenue than the costs to serve them. The Board requested that the gap be closed over future rate adjustments by increasing rates at higher increments for industrial/commercial customers. For 2024, the methodology will be modified slightly for industrial/commercial customers by allocating more of the revenue generated from fixed-based charges and less from volumetric charges.

Regulatory Process – What regulatory process will be used?

The water rate adjustment no longer needs Maine Public Utilities Commission approval in addition to the Board of Trustees approval. Per Board policy, information will be available for public review in October and a public hearing on the proposed rate adjustment will be held in November.

The proposed schedule to implement the rate adjustment is as follows:

- | | |
|--------------------|---|
| September 11, 2023 | Administration and Finance Committee reviews and makes final recommendation to be sent to customers. Finance staff will provide up-to-date financial information and revenue projections. |
| September 18, 2023 | Board considers approving Administration and Finance Committee’s recommendation. |
| October 13, 2023 | Supporting documentation for rate adjustment is available to the Public |
| October 28, 2023 | Publish notice of rate adjustment and provide notice to all customers. Notice is mailed to all customers and includes an invitation to attend the public hearing. |
| November 13, 2023 | Special public hearing on proposed rate adjustment. General Manager and Treasurer provide information supporting the rate adjustment. Public has an opportunity to ask questions and provide feedback to the Board as they consider the proposed rate schedule. |
| November 27, 2023 | Board business meeting – Approve final rate schedule. The final rate schedule incorporates changes based on the public hearing and Board’s feedback. |
| December 27, 2023 | File final rate schedule based on public hearing and Board review. Rate schedule is distributed to Maine Public Utilities Commission for informational purposes only. |
| January 1, 2024 | Rate adjustment effective date. |

Water Rate Adjustment Impact

The customer impact of the proposed 6.4% increase is below. The proposed rates are below the rates presented to the Board at the July Workshop Meeting.

Customer:		Current	2024 July Meeting		2024 Proposed	
<i>Residential</i>	<i>.62" meter, 7 HCF</i>	\$ 27.19	\$ 28.88	6.2%	\$ 28.71	5.6%
<i>Commercial</i>	<i>.62" meter, 40 HCF</i>	\$ 114.85	\$ 122.05	6.3%	\$ 121.22	5.5%
<i>Small Industrial</i>	<i>2" meter, 1,300 HCF</i>	\$ 2,174.81	\$ 2,352.57	8.2%	\$ 2,337.63	7.5%
<i>Large Industrial</i>	<i>8" meter, 56,000 HCF</i>	\$ 70,327.11	\$ 77,139.45	9.7%	\$ 76,570.48	8.9%
<i>Sprinkler</i>	<i>6" meter (year)</i>	\$ 503.04	\$ 538.25	7.0%	\$ 531.60	5.7%
<i>Public Fire (per year)</i>		\$ 1,644,768	\$ 1,759,902	7.0%	\$ 1,738,188	5.7%
<i>Seasonal (per year)</i>		\$ 264.10	\$ 282.59	7.0%	\$ 279.10	5.7%

LEGAL REVIEW

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

CONCLUSION(S)

Staff recommends forwarding the motion supporting a 6.0% rate adjustment. The Committee unanimously agreed to forward the proposed 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: 6E Order 23-029
Date of Meeting: September 18, 2023
Subject: Amendment to Construction Services Contract – Westbrook Aeration Project Construction Services
Presented By: Christopher Crovo, Executive Director of AMaP

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 Hazen and Sawyer, in the amount of \$163,000 for construction services for the Westbrook Aeration and Secondary Clarification Upgrade (2020-416/3022), (the “Project”); and

BE IT FURTHER ORDERED, that a total project budget is amended by \$163,000 hereby authorized, not to exceed \$12,163,000; 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 Westbrook Aeration and Clarifier Upgrade project began in January 2021. Significant progress on the project has been made to date including completing the blower building, upgrading the first aeration basin and placing it into service, and upgrading the first clarifier and placing it into service.

Work on the remaining aeration basin and secondary clarifier are ongoing. There have been significant delays in the supply of equipment and the work itself. The original Substantial Completion date was May 9, 2023. A Change Order to the construction contract adjusted the Substantial Completion date with an additional 141 days to September 27, 2023. Final completion is currently required 30 days later on October 27, 2023.

The current construction schedule is expected to continue into early December with Final Completion in January 2024. Hazen is providing full-time resident services and office support related to overseeing the construction. To continue with these services, Hazen will require another \$156,000. Additionally, the upgraded clarifier is delivering more scum flow than previously experienced. To review operational and other necessary changes, Hazen has proposed \$7,000. The total proposed change is \$163,000.

FISCAL REVIEW/FUNDING

This project was previously estimated to have an operating fund impact of \$756,000 for the Westbrook-Gorham-Windham Regional Treatment System. The project is financed through the Maine SRF program.

LEGAL REVIEW

Corporate Counsel has reviewed the proposed order as to form.

CONCLUSION(S)

Staff recommends an amendment to the engineering services contract with Hazen and Sawyer and the project budget by \$163,000. The Operations Committee voted 3-0 to forward the item to the full Board for their consideration.

ATTACHMENT(S)

None

Project #: CIP 2020 – Subprogram 416, #3022



Portland Water District
From Sebago Lake To Casco Bay

BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6F Order 23-030
Date of Meeting: September 18, 2023
Subject: Engineering Contract for the Assessment of the Fore River Pump Station Pumps
Presented By: Scott Firmin, Director of Wastewater Services

RECOMMENDATION

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

ORDERED, the General Manager is hereby authorized to execute an engineering services contract with Hazen and Sawyer, not to exceed \$155,000 for a review of the Fore River Pump Station related to its pumping system.

BACKGROUND ANALYSIS

As part of an upgrade to the Fore River Pump Station in 2015, four large wastewater pumps were replaced. The pumps satisfied technical specifications and were accepted after installation and testing.

Vibration levels in the pumps have become excessive, which impacts their physical integrity and the piping system in the pump station. The cause of the excess vibration is not readily apparent. A series of efforts to identify the cause and possible solutions that would allow the system to operate reliably have been undertaken. This work has included pump component replacement, extended shaft replacement, piping and discharge nozzle replacements, pump rebuilds, pump modifications, operating modifications, and a full review of the system hydraulics. Despite these efforts, the pumps continue to vibrate at excessive levels that limit their performance and dramatically decrease their expected useful life.

Several reviews have confirmed that the pumps are appropriately sized and configured based on the system conditions. The system seems to be experiencing hydraulic resonance issues that result in excessive vibration. The most recent review of the issue has identified two possible solutions – full pump replacement and modification of the existing pumps that may include impeller adjustments.

Given the highly technical analysis required, Hazen and Sawyer proposed a scope of work that will include:

Field testing activities are recommended to determine the root cause of the existing pump dynamic performance issues, inform detailed design of modifications to the existing pumps, and inform design of replacement pumps. The field testing results will influence detailed design efforts, particularly with regard to the feasibility of short-term modifications of the existing pumps. Design of modifications to the existing

pumps will only be recommended if field testing demonstrates that there are opportunities to significantly improve the reliability of the existing pumps.

While discussing the item with the Operations Committee, it was asked if geotechnical issues could contribute to the resonance issues. Staff reached out the consultant and confirmed that while it is not expected to be a significant issue, it will be considered in reviewing the work included in this scope.

The first phase of this work is expected to cost \$155,000. The detailed design phase proposal of \$100,000 will be deferred until the recommendations are identified and will be completed under next year's CIP.

FISCAL REVIEW/FUNDING

This project will be completed using operational funds in the amount of \$155,000. This work must be completed to provide for reliable operation and a reduction in the ongoing maintenance and replacement efforts and costs.

LEGAL REVIEW

Corporate Counsel has reviewed the proposed order as to form.

CONCLUSION(S)

Staff recommends an engineering services contract with Hazen and Sawyer of no more than \$155,000. The Operations Committee voted 3-0 to forward the item 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: 6G Order 23-031
Date of Meeting: September 18, 2023
Subject: East End Primary Clarifier #1 Equipment Replacement
Presented By: Scott Firmin, Director of Wastewater Services

RECOMMENDATION

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

ORDERED, the 2023 CIP is hereby increased by an amount not to exceed \$290,000 to replace Primary Clarifier #1 equipment.

BACKGROUND ANALYSIS

Following the replacement of the primary clarifier equipment in Primary Clarifier #3 (chain, flights, sprockets, and related items to collect sludge) in 2018, PWD entered into a contract in 2020 to have the equipment in the remaining two clarifiers replaced.

In early 2022, a wear strip—a component of the primary clarifier equipment that sits on the bottom of each basin and prevents excessive mechanical friction—had broken off and migrated through a drain to a pump at the Northeast Pump Station. It caused significant damage to the pump. The source of the wear strip was identified as having come from Primary Clarifier #1.

After draining and cleaning the clarifier, the system was inspected by the manufacturer. Premature wear strip failure related to installation issues was determined to be the cause. The failed wear strip led to damage to other equipment in the clarifier. The damaged equipment was subsequently removed.

The manufacturer has provided a quote of \$225,000 to replace the damaged equipment. The contractor that installed the equipment in Clarifier #3 provided a quote of \$30,000 to install the equipment, and a contingency of \$35,000 is recommended.

FISCAL REVIEW/FUNDING

This project will be completed using R&R funds from the Portland account.

LEGAL REVIEW

Corporate Counsel has reviewed the proposed order as to form.

CONCLUSION(S)

Staff recommends the addition of a project in the amount of \$290,000 to replace the clarifier equipment in Clarifier #1. The Operations Committee voted 3-0 to forward the item 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: 6H Order 23-032
Date of Meeting: September 18, 2023
Subject: Request for Match to support the Sebago Lake Phase V Erosion Control Grant
Presented By: Amanda Pratt, Water Resources Specialist

RECOMMENDATION

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

ORDERED, that the District shall make a contribution of up to \$23,580 in-kind and \$5,850 cash to support the Sebago Lake Watershed Protection Project – Phase V.

BACKGROUND

The District has been awarded a conditional grant from the Maine Department of Environmental Protection's Nonpoint Source Program. Funded under Section 319 of the federal Clean Water Act, this grant is supported by numerous watershed partners and will help to protect the water quality of Sebago Lake by reducing the amount of soil and sediments that enter the lake. The Watershed Erosion Control Funding Policy (formerly the Watershed Survey, Watershed Protection Plan, and Implementation Project Grant Funding Policy) outlines the District's support for erosion control projects in the watershed and the minimum match that we require from other sources.

The District will serve as the administrator of the grant and the project lead. The project work plan has been approved by the Maine DEP and EPA and includes plans to remediate issues at 7 significant public and private erosion sites around the lake, as well as several education and outreach initiatives. Planned project locations are: Sebago Lake State Park, Camp O-AT-KA, Camp Sunshine, two residential properties, Joy Lane in Standish, and Naomi Street in Sebago.

ANALYSIS

The total project cost for the Sebago Lake Watershed Protection Project – Phase V is \$315,173, which breaks down to \$156,369 in grant funds and \$158,804 in matching funds. Matching funds include in-kind services.

The recommended contribution of up to \$29,430 in matching funds meets the District policy for contributions to implementation projects in the direct watershed of Sebago Lake. The policy states that contributions to this type of project not exceed 30% of the total project cost. The in-kind contribution of \$29,430 represents 9.3% of the total project cost.

FISCAL REVIEW / FUNDING

See Exhibit A

LEGAL REVIEW

Corporate Counsel has reviewed the proposed order as to form.

CONCLUSION(S)

Work that reduces soil erosion around the lake will benefit Sebago Lake water quality. The Committee supported the request and voted to send it to the full Board for consideration and approval.

ATTACHMENTS

Exhibit A: Fiscal Review/Funding

Exhibit B: Location Map

EXHIBIT A

FISCAL REVIEW / FUNDING

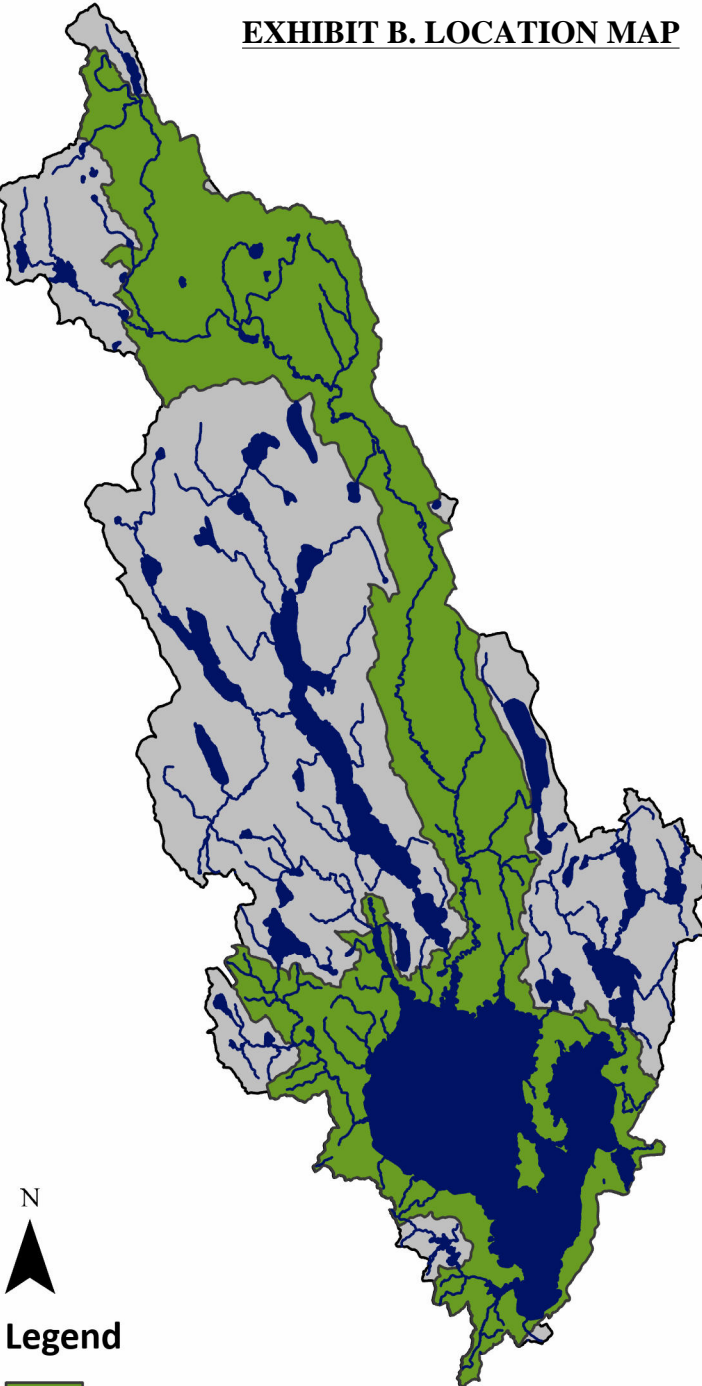
The recommended contribution is \$23,580 of in-kind and \$5,850 of cash match. The in-kind match is not additional work we are required to do for this grant; it represents the lake protection work normally done by our staff during the course of their core duties. The \$5,850 in cash match is for landscaping and demonstration BMPs that will be installed at the Lake Protection Office and has already been proposed in the 2024 PWD budget.

Sebago Lake Watershed Protection Project – Phase V Budget

<u>Contributors</u>	<u>Budget Amendment</u>	<u>PWD budgeted services*</u>	
319 Grant from DEP	\$156,369		cash grant
Camp O-AT-KA	\$1,651		cash and in-kind services
Camp Sunshine	\$3,291		cash and in-kind services
Town of Sebago	\$7,900		cash and in-kind services
Portland Water District	\$0	\$29,430	cash and in-kind services
Sebago Lake State Park	\$82,870		cash and in-kind services
Landowner Construction Match and Volunteer/Donated Time	\$33,662		cash and in-kind services
Total Project Cost	\$285,743	\$29,430	\$315,173

*The District’s cash and in-kind services are services that are currently budgeted in the 2024 Environmental Services budget. DEP considers the work that the Source Protection staff currently perform around the lake as appropriate in-kind service and permissible as a match.

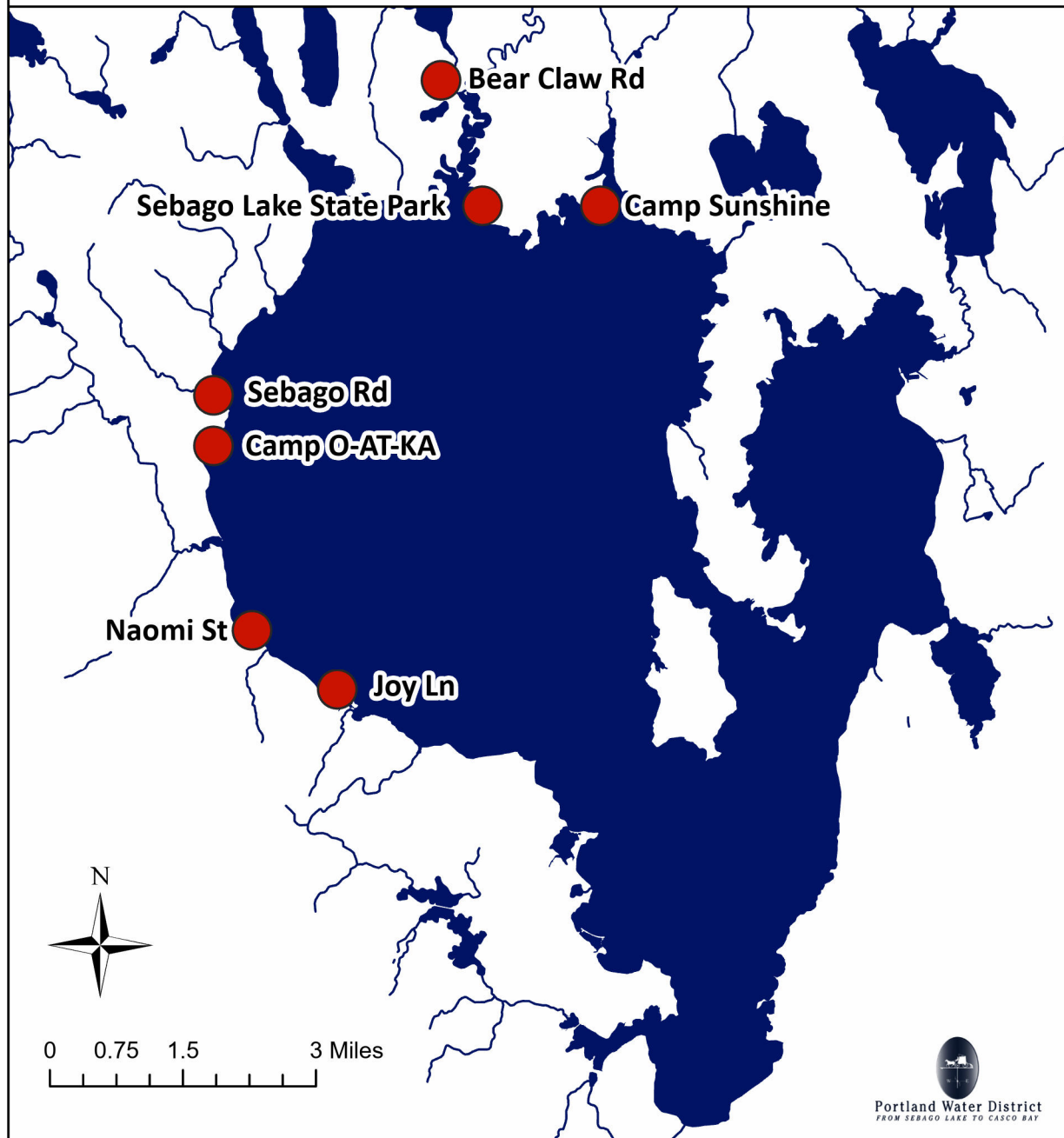
EXHIBIT B. LOCATION MAP

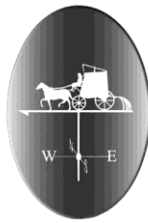


Legend

-  Direct Watershed
 -  Indirect Watershed
- 0 2 4 6 8 Miles

Sebago Lake Watershed Protection Project - Phase V





Portland Water District
From Sebago Lake To Casco Bay

BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6I Order 23-033
Date of Meeting: September 18, 2023
Subject: Request for Contribution of up to \$21,000 to Mahoosuc Land Trust to Support the Sawin Hill Conservation Project
Presented By: Carina Brown, Water Resources Specialist
Chad Thompson, Source Protection Coordinator
Paul Hunt, Environmental Services Manager

RECOMMENDATION

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

ORDERED, that the General Manager is authorized to contribute up to \$21,000 to the Mahoosuc Land Trust to support the conservation of land known as Sawin Hill located in Albany Township.

BACKGROUND

The Sebago Lake watershed encompasses 235,000 acres of land which is primarily forested. The long-term water quality of the lake will be determined, in large part, by the conservation of those forests. Our Watershed Land Conservation Policy states our commitment to, and support for, locally-initiated land conservation efforts, since conserved forests naturally filter our customers' drinking water. At present, nearly 16% of the watershed is comprised of conserved land. Working with Sebago Clean Waters partners, we are working to bring that total to 25% by 2032. We are presently about 21,000 acres from that goal.

The Sawin Hill property is 146 acres located in Albany Township. Mahoosuc Land Trust is purchasing a conservation easement on the Sawin Hill property. The property is completely forested and drains to branches of a tributary to the Crooked River. The property is in Mahoosuc Land Trust's Crooked River Focus area, and part of MLT's strategic conservation plan, which aims to provide habitat and recreational connectivity between the White Mountain National Forest and MLT's 12,300-acre Crooked River Headwaters conservation easement through forest conservation.

ANALYSIS

The recommended contribution of \$21,000 is 15% of the appraised value of the easement, a value calculated by the District's site-specific assessment. The appraised value of the easement is \$140,000. The recommended contribution is also the amount requested by the applicant. The recommended contribution represents about \$143 per acre of protected land within the watershed. The District's contribution is to be used towards the purchase of the easement.

The District contribution of \$21,000 represents 1% of our total projected match towards the RCPP award. Contributions were projected based on staff time and District funds spent on activities that support the goals of the project.

FISCAL REVIEW / FUNDING

The recommended contribution of \$21,000 is the amount calculated by the District's site-specific assessment. The contribution will be drawn from the Watershed Protection Fund.

LEGAL REVIEW

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

CONCLUSION(S)

This project will contribute to the long-term protection of Sebago Lake and the recommended contribution meets the guidelines of the District's Watershed Land Conservation Policy. The Committee supported the request and voted to send it to the full Board for consideration and approval.

ATTACHMENT(S)

Sawin Hill Report



PORTLAND WATER DISTRICT

Land Conservation Program
Site-Specific Assessment



Sawin Hill Property

Albany Township, Maine

Report prepared by PWD's Environmental Services Department
July 18, 2023

Sawin Hill Property Site Walk

Site Visit

Brie Holme and Carina Brown, 7/18/2022

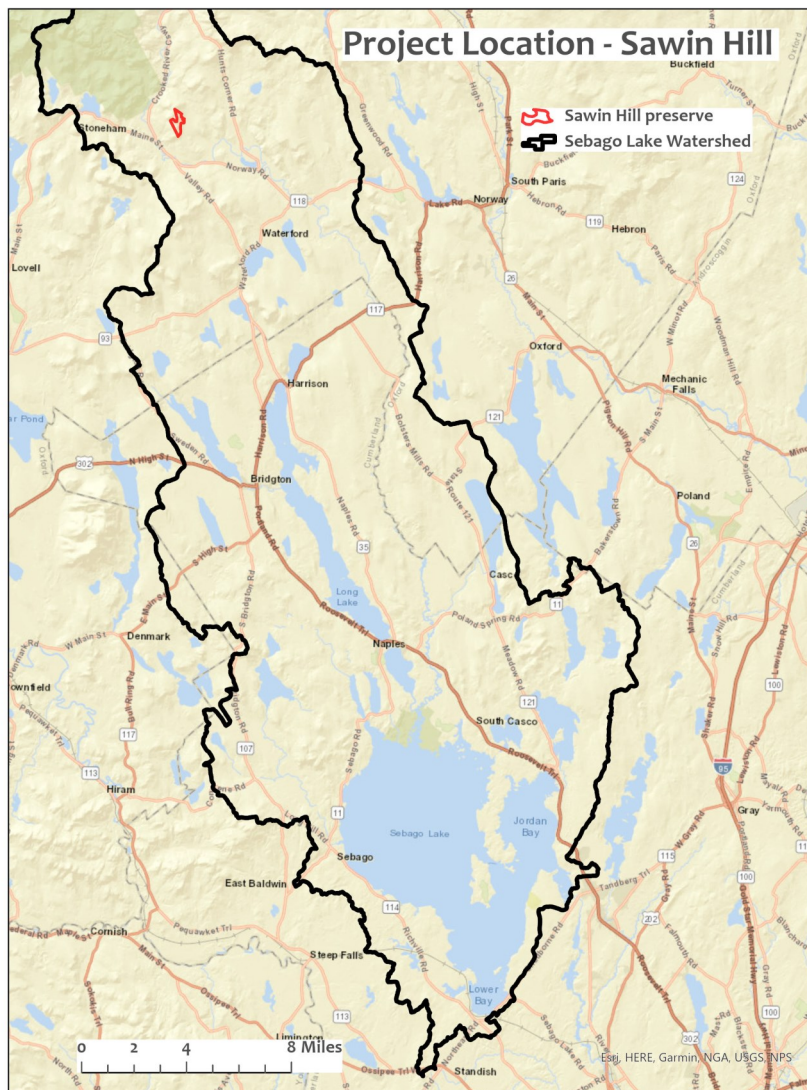
Description

The Sawin Hill project is comprised of 146 acres in the Crooked River watershed. The parcel is located in Albany Township. Mahoosuc Land Trust (MLT) will purchase a forever-wild conservation easement that prioritizes biological diversity over any other uses. Located within the land trust's strategic conservation plan - Crooked River Focus Area, the parcel lies in close proximity (1100 meters) to MLT's 12,268-acre Crooked River Headwaters conservation easement and (1500 meters) to the White Mountain National Forest. MLT seeks to acquire conservation easements and fee interests abutting this project to conserve contiguous tracts connecting Sawin Hill to recently conserved Flint Mountain, the White Mountain National Forest, and Crooked River Headwaters.

Site Features

Location

The Property is located in Albany Township.



Sawin Hill Property Site Walk

Water Resources

Two tributaries of the Crooked River originate from the westerly slopes of Sawin Hill.

Although the mapped segments of these tributaries begin just westerly of the Sawin Hill property, they are recognized for the following:

1. Wild Brook Trout habitat (Maine Beginning with Habitat dataset)
2. Wild Brook Trout priority area (Sebago Clean Waters Mapper)

River & Stream Features

Sawin Hill 2023



All locations approximate; this is not a survey. Map created July 2023.
Data: Beginning with Habitat; Mahoosuc Land Trust; Sebago Clean Waters.



Connection to Sebago Lake

The Sawin Hill parcel is located in the Crooked River watershed and drains to the Crooked River through two tributary streams. The Crooked River is the largest tributary to Sebago Lake, supplying approximately 40% of the surface water inflow to the lake. The river has excellent water quality.

Sawin Hill Property Site Walk

Land Use/Land Cover

While it contains some vestiges of woods roads, the land is completely forested. All areas that were harvested 50 or more years ago have re-forested.

To prioritize biological diversity over any extractive or invasive uses, the land will have permanent “forever wild” status through a conservation easement. Management actions, if any, will be primarily limited to ecological restoration of native species, preservation of natural communities and rare species at risk, and maintenance of non-motorized trails. As a forever-wild preserve, the primary permissible recreational access on Sawin Hill will be for hiking, backcountry skiing, and snowshoeing. The goal for additional trail creation is to ensure public access to the high points of Sawin Hill without creating overly intensive trail networks. A small parking area will be developed in the future if needed, in addition to roadside parking. Hunting of non-predator species will be allowed, using the Northeast Wilderness Trust easement model as guidance.



Old partial cuts are now reforested

GIS Site-Specific Property Assessment

Property Name: Sawin Hill

Area (acres): 146

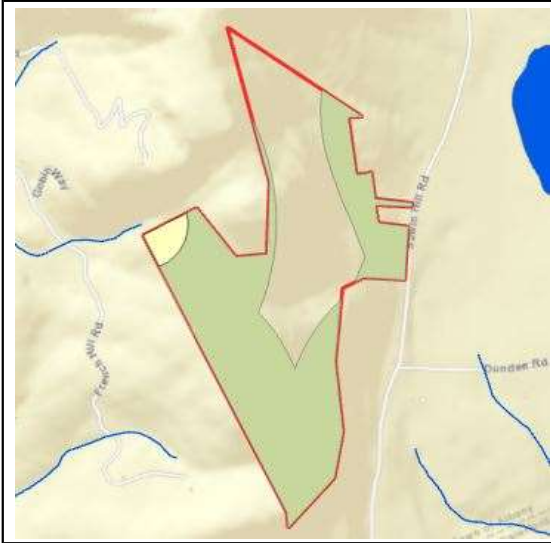
Location: Albany Township

Land Trust: Mahoosuc

Direct Sebago Lake Watershed

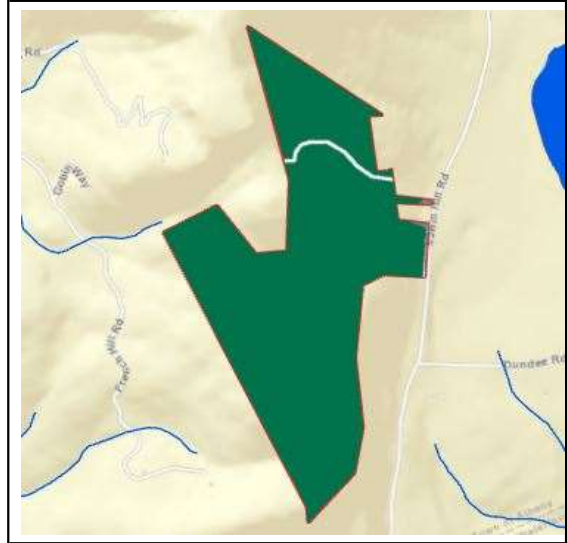
	acres	percent
Inside watershed	146	100

Waterbodies map



	acres	percent
Within 500 ft.	4	3
Within 500 - 1500 ft.	88	60
Beyond 1500 ft.	50	34

Land cover map



Forest cover	144	acres
	99	percent

Aquifer map



Sig. sand and gravel aquifers	0	acres
	0	percent

Wetlands map



Mapped wetlands	0	acres
	0	percent

Site-Specific Property Assessment

Property Name: Sawin Hill

Appraised Value of Fee or Easement

\$140,000

Factors

25% or more in direct Sebago Lake watershed? add %

25% or more within 500 ft. of a waterbody? add %

25% or more within 1500 ft. of a waterbody? add %

100 ft. or more of frontage on a waterbody? add %

50% or more forested? add %

20% or more with mapped wetlands? add %

10% or more sign. sand and gravel aquifers? add %

25% or more in a shoreland town? add %

Likely to be developed? add %

Other (explain) - maximum of 3% add %

- | |
|--|
| 1 Public access planned |
| 2 "Forever Wild" management for carbon storage |
| 3 Crooked River Focus Area conservation plan |

Calculated contribution (percent) - maximum 25% %

Calculated contribution

Amount requested

Recommended contribution

**Mahoosuc Land Trust
Sawin Hill Conservation Easement**

146-acre fee acquisition, Albany Township, ME

Bargain Sale Donor/Seller: Ken Wille

Crooked River/Sebago Lake Watershed

Costs

Survey	\$0.00
Appraisal	\$4,200.00
Title search (pay at closing)	\$500.00
Title Insurance (pay at closing)	\$425.00
Environmental Assessment	\$0.00
closing costs (pay at closing)*	\$1,375.00
Purchase Price	\$125,000.00
Project Management	\$10,000.00
Stewardship Fund (MCF)	\$22,500.00
Total costs	\$164,000.00

Estimated funding sources

	Amount	Status
Portland Water District	\$21,000.00	PWD estimate
MLT Wildlands Fund	\$24,000.00	received
Anonymous	\$44,000.00	received
Oxford County/Stifler Family Foundation	\$75,000.00	committed
Total estimated revenues	\$164,000.00	



Portland Water District
From Sebago Lake To Casco Bay

BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 6J Resolution 23-012
Date of Meeting: September 18, 2023
Subject: Rebranding of Portland Water District Logo
Presented By: Michelle Clements, Public Relations Manager

RECOMMENDATION

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

RESOLVED, the Board of Trustees supports the refreshing of the Portland Water District (PWD) logo and branded materials.

BACKGROUND

Earlier this year we solicited feedback from employees and trustees about refreshing the PWD logo and branded materials. Many people thought that it was time to consider modernizing the heritage logo and giving it a fresh look that is consistent with tradition, but able to be used more easily with electronic and digital communications. With feedback, PWD staff created a brand style guide with a refreshed logo, colors and fonts, and template documents. The plan is to launch the refreshed materials starting November 1.

A brand says a lot; it's an identity. Branding is a key part of making a memorable impression. It makes customers aware of what an organization does, how they do it, and it influences their perceptions. It has an impact internally too. Consistent and professional branding can help attract top talent and also supports a sense of pride in the workplace. Strong branding creates many connections.

The PWD Brand Style Guide is a reference guide for a brand, providing direction and guidance to ensure that the PWD branding is used consistently across all communications. These rules and guidelines solidify the look, feel, and integrity of the PWD brand and help to ensure PWD is presented as a professional organization that is committed to delivering high-quality services.

FISCAL REVIEW / FUNDING

The intent is to transition in a cost-effective way to the refreshed logo and brand, beginning with PWD's digital, online, and electronic presence and a public announcement on November 1. Large stocks of printed materials and more costly assets like signs and vehicle decals will take more time to replace.

LEGAL REVIEW

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

CONCLUSION(S)

Staff recommends approving the refreshing of the PWD logo and branded materials. The Committee supported the recommendation and voted to send it to the full Board for consideration and approval.

ATTACHMENT(S)

PWD Brand Guidelines



Portland
Water
District

From Sebago Lake to Casco Bay

Portland Water District Brand Guidelines.

Protecting public health, safety, and the environment

A brand says a lot; it's an identity. Branding is a key part of making a memorable impression. It makes people aware of what we do, how we do it, and influences their perception of us. It has an impact internally too. Consistent and professional branding can help attract top talent and also supports a sense of pride in the workplace. Strong branding creates many connections.

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Brand Guidelines Content

Logo Overview	3
Typography	8
Color Options	12
Brand Elements	14
Memo, Fax Sheet, PowerPoint, Stationery, Business Card & Envelope	
Imagery	24

01

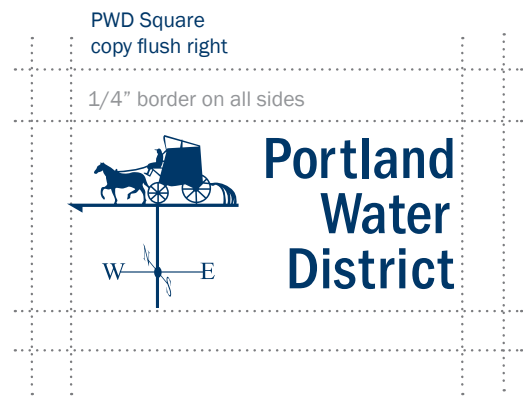
logo Overview

Logotype.

Clear space

The logo should have a clear visual separation from all other elements, including headlines, text, imagery, and the outer edge of the document or applications.

Logo square



Logotype continued.

Logo square

PWD Logo embroidery
Copy with wave logo

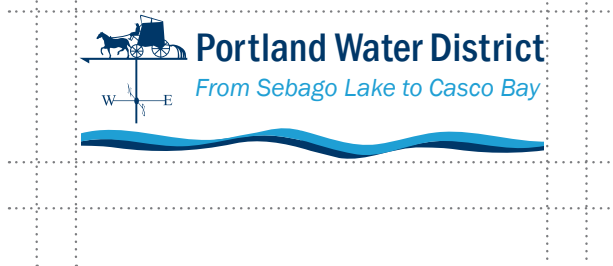
1/4" border on all sides



Logo horizontal

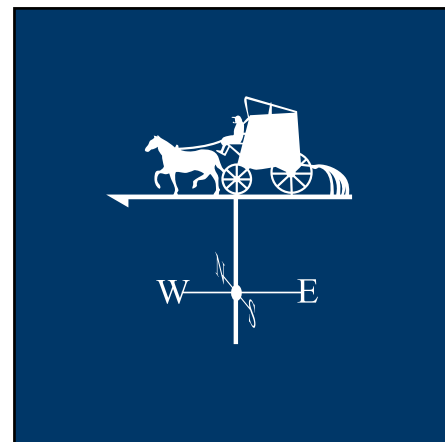
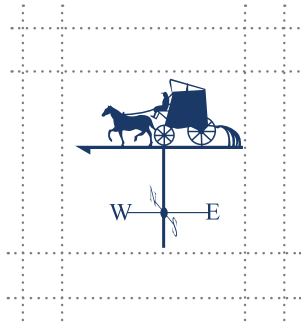
PWD Horizontal Logo with tagline with wave

1/4" border on all sides

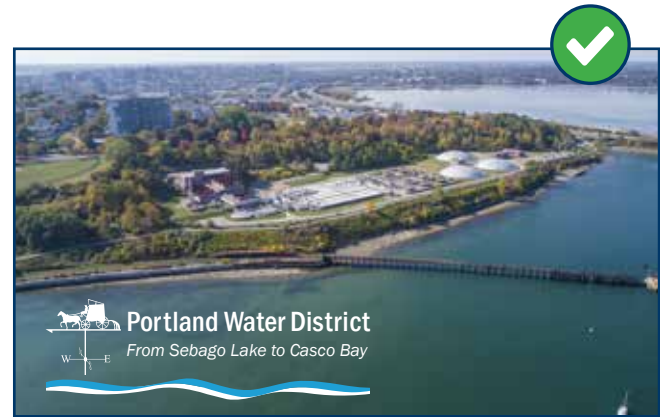
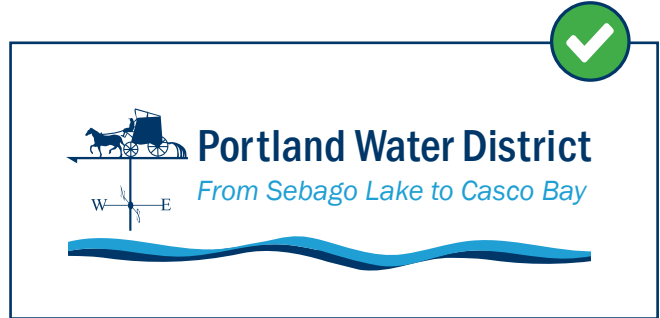
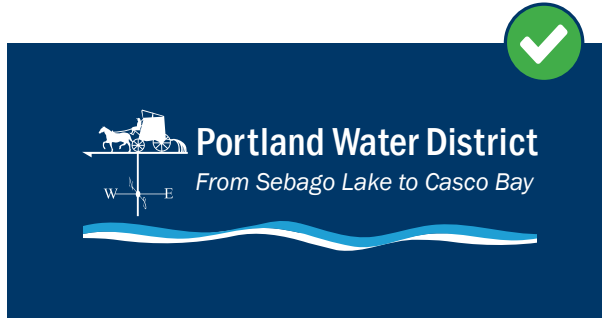


Weathervane icon

1/4" border on all sides

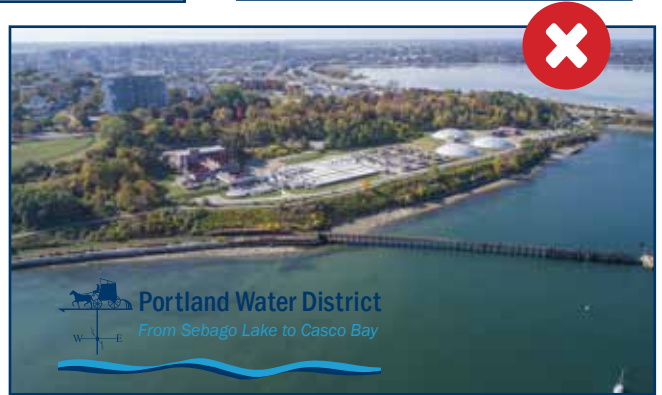
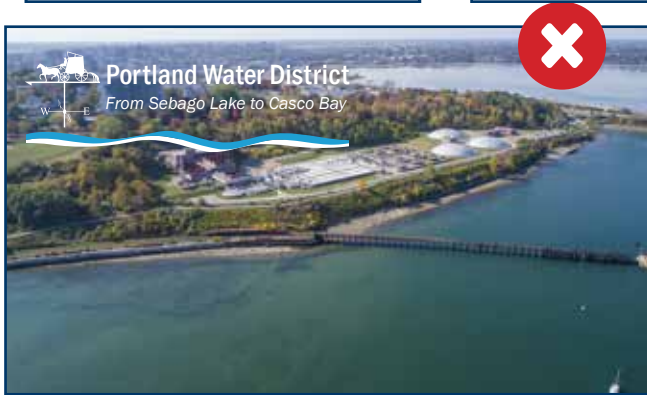
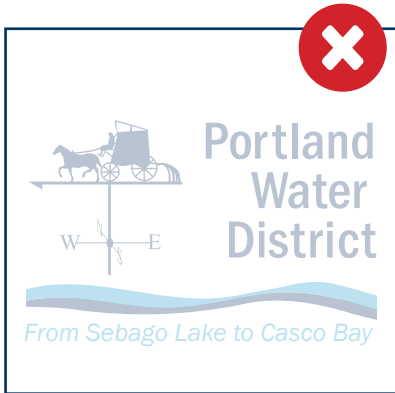
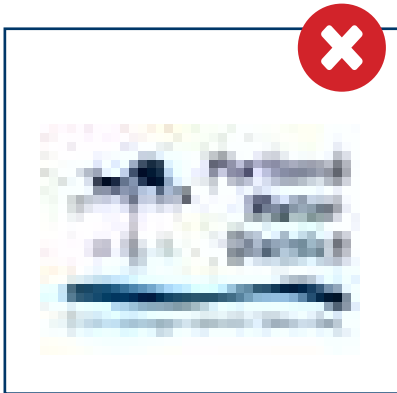
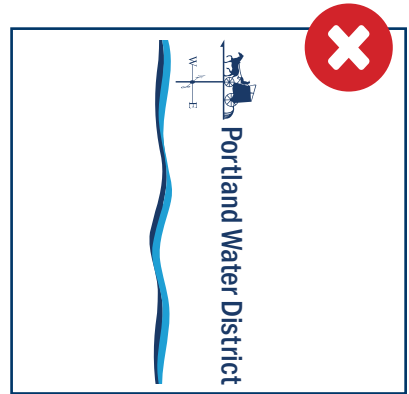


Dark and Light



Incorrect logo use

Do not alter the PWD logo in any way. Do not animate, color, rotate, skew, or apply effects to the logo. Do not separate the elements. Never attempt to create the logo yourself, change the font, or alter the size or proportions. Logo can not be screened back or semitransparent. Do not use low resolution web versions of the logo.



02

Typography

Franklin Gothic

Headlines: Heavy

Subheads: Medium

Body Copy: Book

Headlines use heavy 16-20 pt. (Keep all headline point sizes consistent)

Sub head medium 14-16 pt. (Keep all subhead point sizes consistent)

Body copy 11pt. (Not smaller than 10pt. or larger than 12pt.)

Legal copy 8pt.

Heavy
Medium
Book

Franklin Gothic Medium Condensed
Used for Portland Water District logo.

Aa

**AaBbCcDd EeFfGg
HhIiJjKkLlMmNnOoPp
QqRrSsTtUuVvWw
XxYyZz0123456789
(&?!/ ,:; - _ + ; % @ * ”)**

**The Quick Brown Fox Jumps
Over The Lazy Dog.**

03

Color Options

Primary Color

CMYK 100 / 55 / 0 / 55
PMS 540

RGB 0 / 55 / 103
Web HEX #003767

Secondary Colors

CMYK 99/22/100/9
PMS 348

RGB 0/131/62
Web HEX #00823e

CMYK 74/21/3/0
PMS 2727

RGB 9/ 123/181
Web HEX #097bb5

04

Brand Elements

General Guidelines

Email signature

Memo

Fax sheet

PowerPoint Presentation

Stationery

Letterhead

Business card

Envelope

General Guidelines

DO not photocopy printed materials for distribution.
When possible please use original printed materials.

AP Style Guide

Exceptions

The AP style guide should be followed for external communications and applies to general writing. This does not apply to legal documents and there is more creative flexibility with internal documents.

Abbreviations:

Portland Water District - to abbreviate use 'PWD' DO NOT use 'District' or 'The PWD.'

Email signature

YOUR NAME

Your Title

 207.555.0000

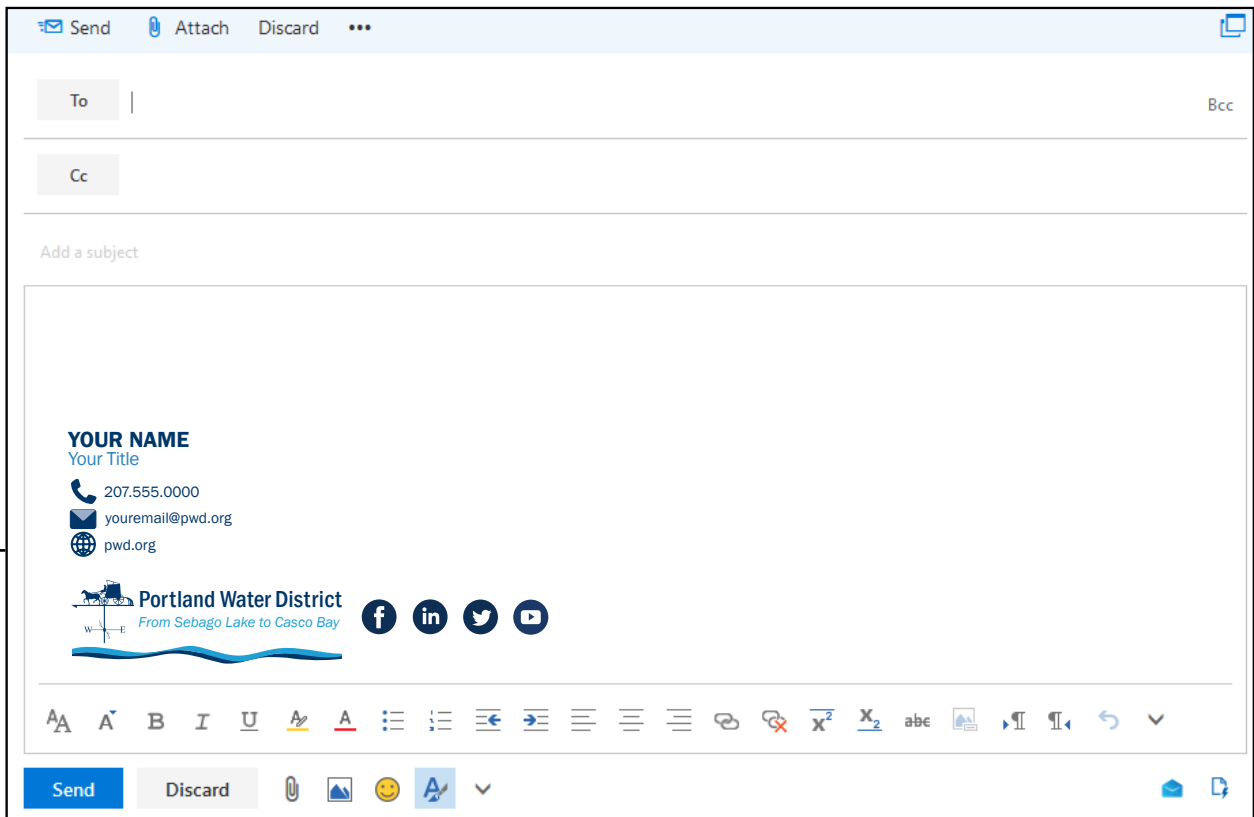
 youremail@pwd.org

 pwd.org



Portland Water District

From Sebago Lake to Casco Bay



Memo

PWD Memo 8 1/2" x 11"

Interoffice Memorandum



To: _____

From: _____

Subject: _____

Date: _____

Cc: _____

Message

225 Douglass Street, PO Box 3553, Portland, Maine 04104 | 207.774.5961 | www.pwd.org

Fax sheet

PWD Fax 8 1/2" x 11"

Fax Cover Sheet



To: _____ Fax: _____

From: _____ Date: _____

Re: _____ Pages: _____

Cc: _____

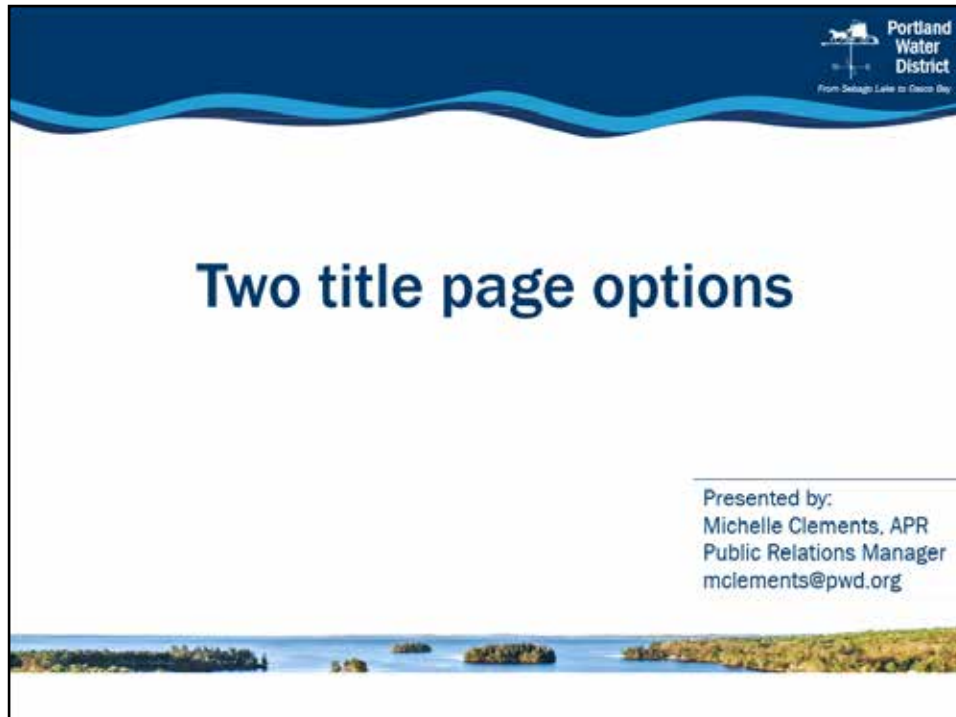
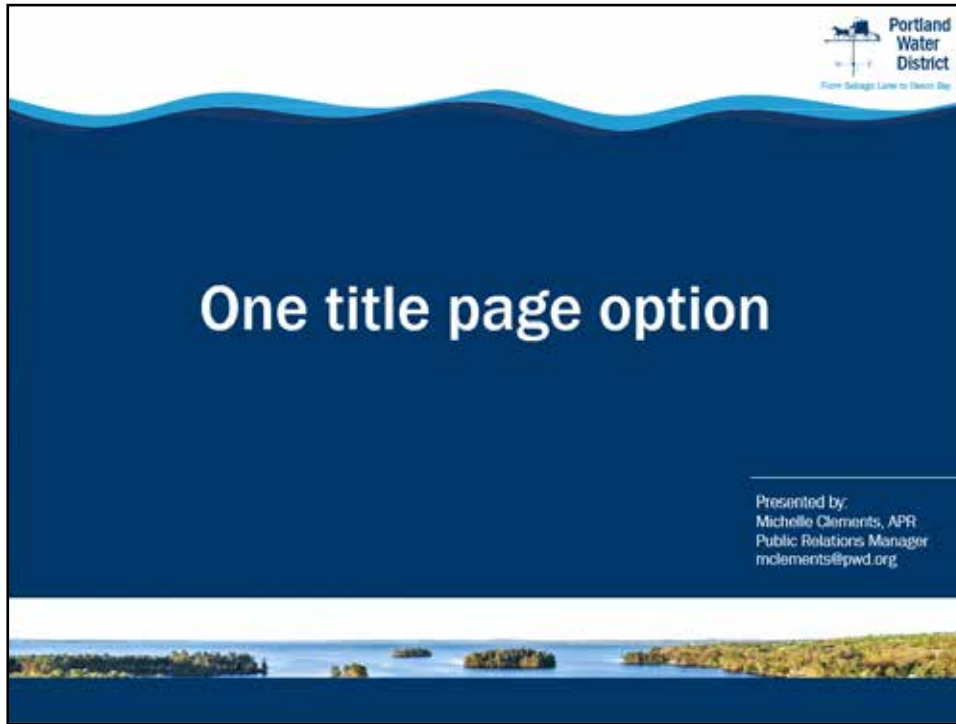
Urgent

Please review

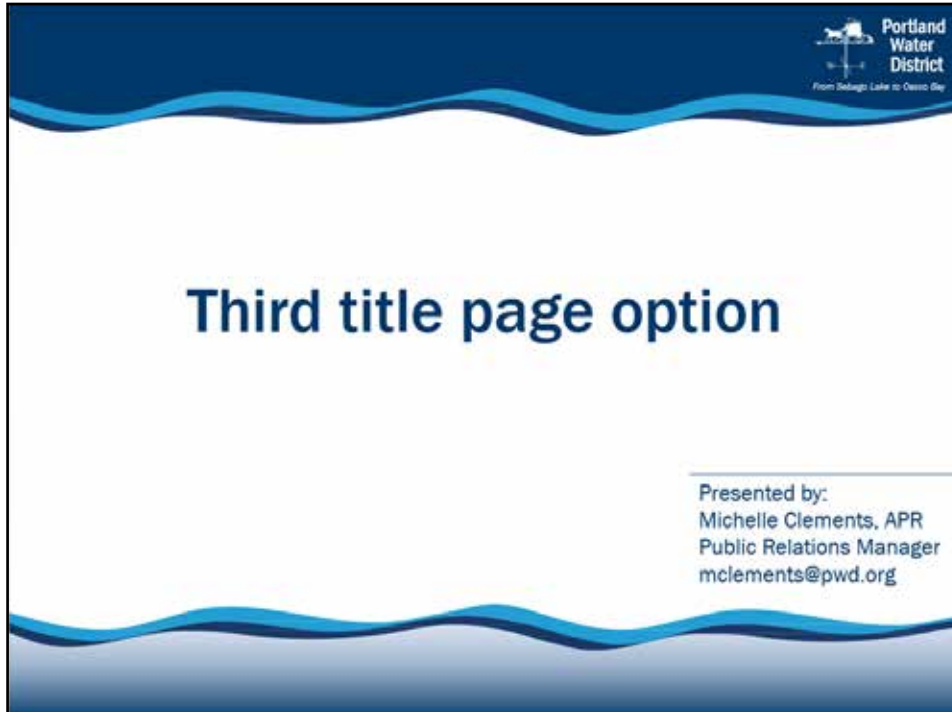
Message

225 Douglass Street, PO Box 3553, Portland, Maine 04104 | 207.774.5961 | www.pwd.org

PowerPoint



PowerPoint

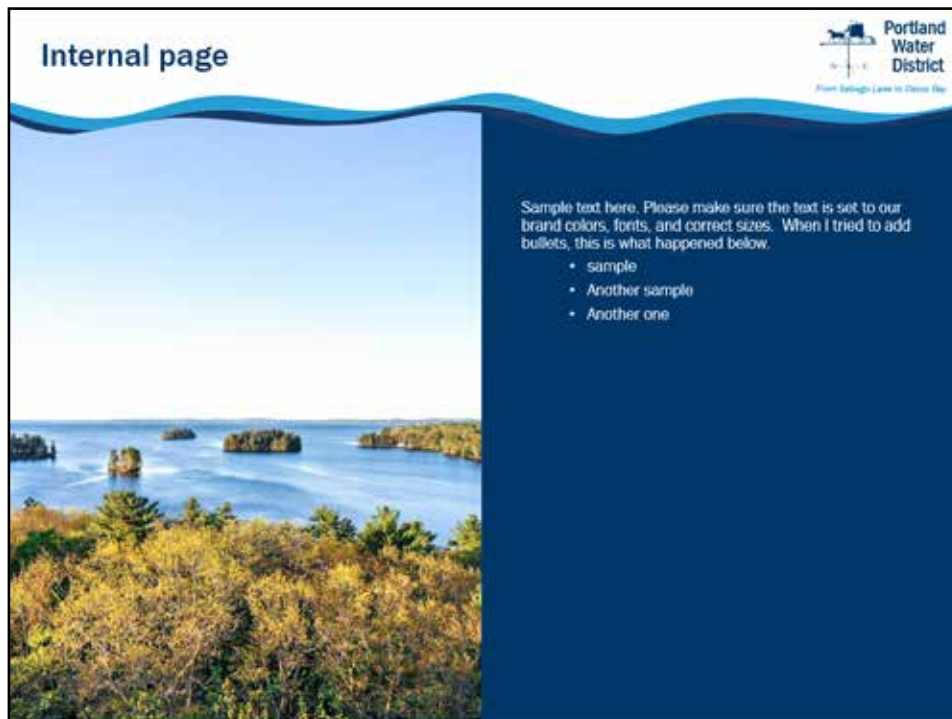


Portland Water District
From Deluge Lake to Ocean Bay

Third title page option

Presented by:
Michelle Clements, APR
Public Relations Manager
mcclements@pwd.org

This slide is a title page template for a PowerPoint presentation. It features a dark blue header with the Portland Water District logo and tagline. The main content area is white with a blue wavy border at the top and bottom. The title "Third title page option" is centered in a large, bold, dark blue font. The presenter information is located in the bottom right corner, separated from the rest of the slide by a thin horizontal line.



Portland Water District
From Deluge Lake to Ocean Bay

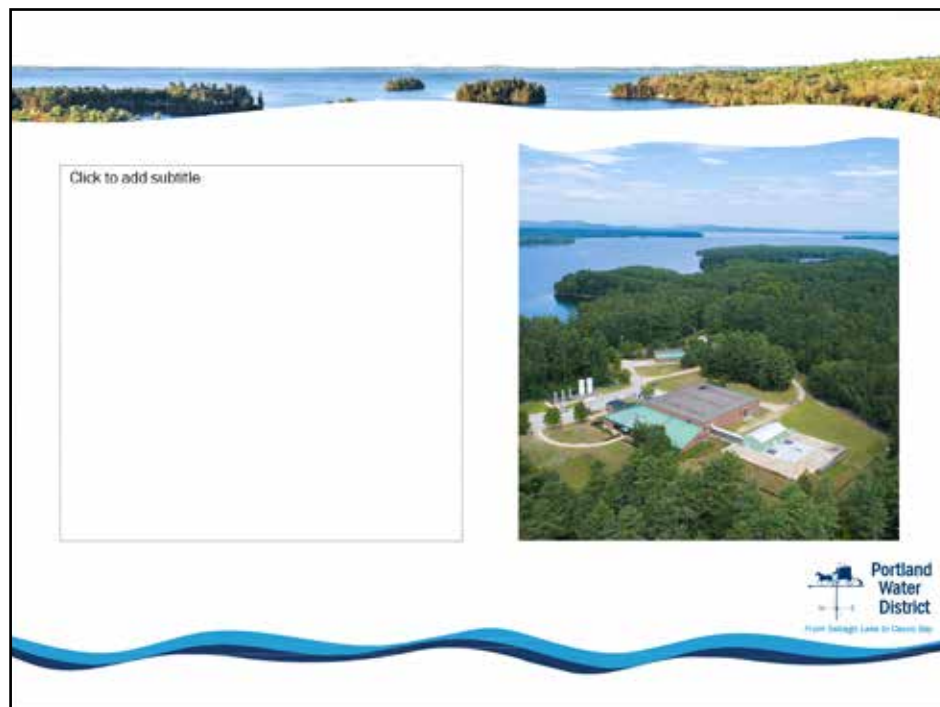
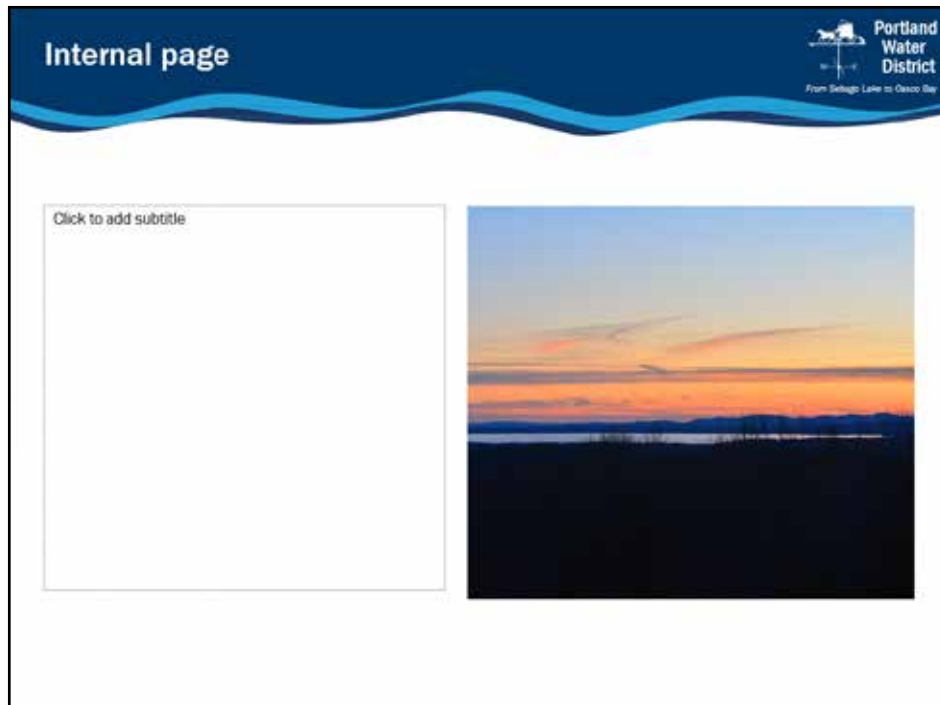
Internal page

Sample text here. Please make sure the text is set to our brand colors, fonts, and correct sizes. When I tried to add bullets, this is what happened below.

- sample
- Another sample
- Another one

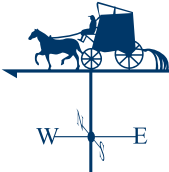
This slide is an internal content page. It features a dark blue header with the Portland Water District logo and tagline. The slide is split into two main sections: a large image on the left and a text area on the right. The image shows a scenic view of a lake with several small islands and a forested shoreline. The text area has a dark blue background and contains a paragraph of sample text followed by a bulleted list of three items. The title "Internal page" is positioned in the top left corner of the content area.

PowerPoint



Stationery

8 1/2" x 11"



**Portland
Water
District**

From Sebago Lake to Casco Bay

1 3/4" Margin from top

3/4"

Standard business letters should use 11 point Franklin Gothic Book

3/4"

1 1/4" Margin from bottom

225 Douglass Street, PO Box 3553, Portland, Maine 04104 | 207.774.5961 | www.pwd.org

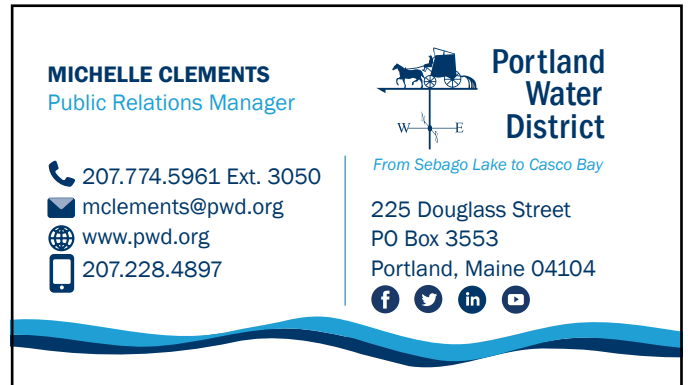


Business Card

PWD Business card front

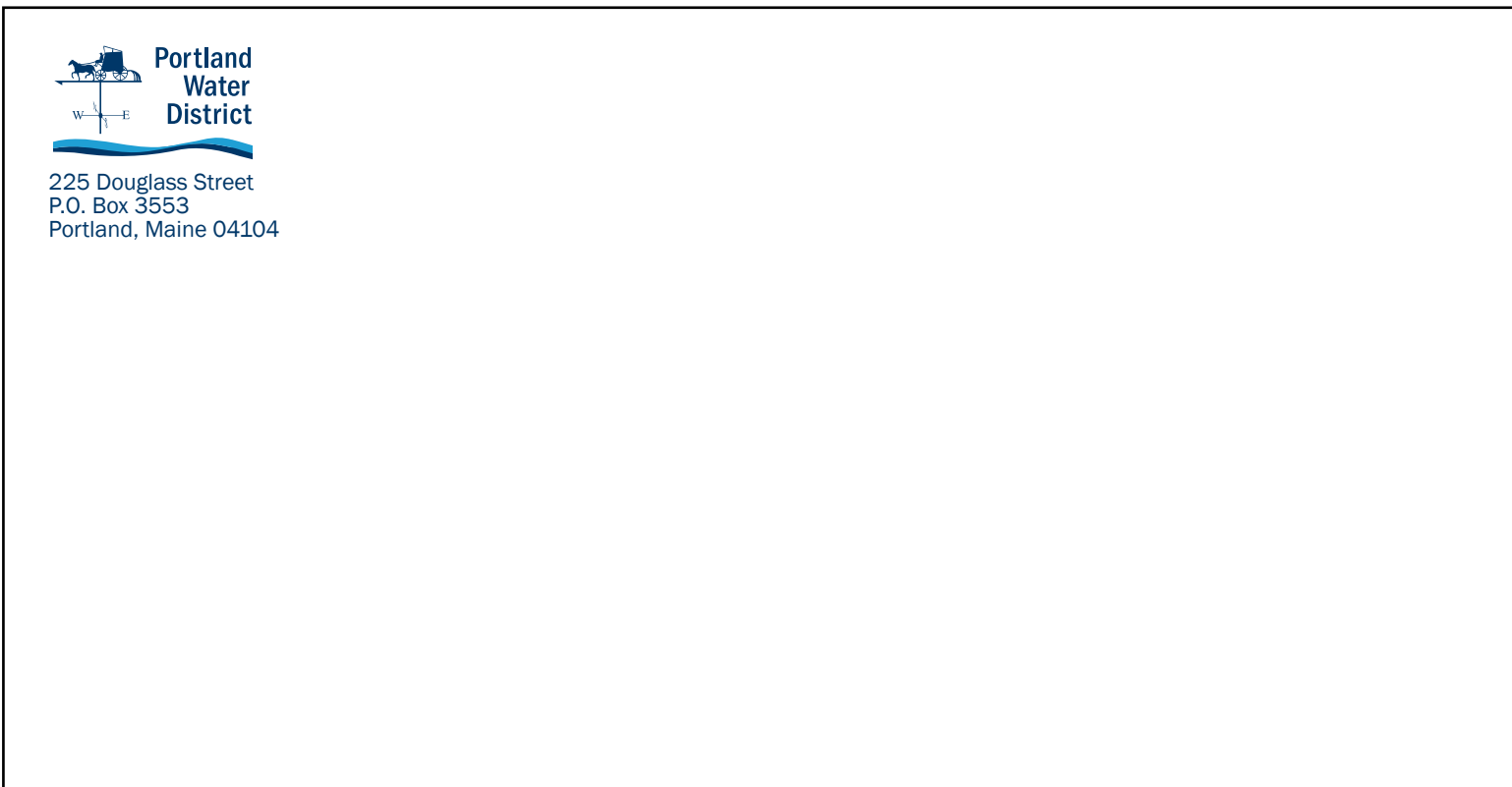


PWD Business card back



Envelope

PWD #10 Envelope 9 1/2" x 4 1/8"



06

Imagery

Social media icons



QR Codes



Email icons



Images and photography

We've all heard that saying, "A picture is worth a thousand words." Careful selection and inclusion of high quality images can significantly improve communications. A photo can convey much more information than text and can also elicit emotions, feelings, and understanding.

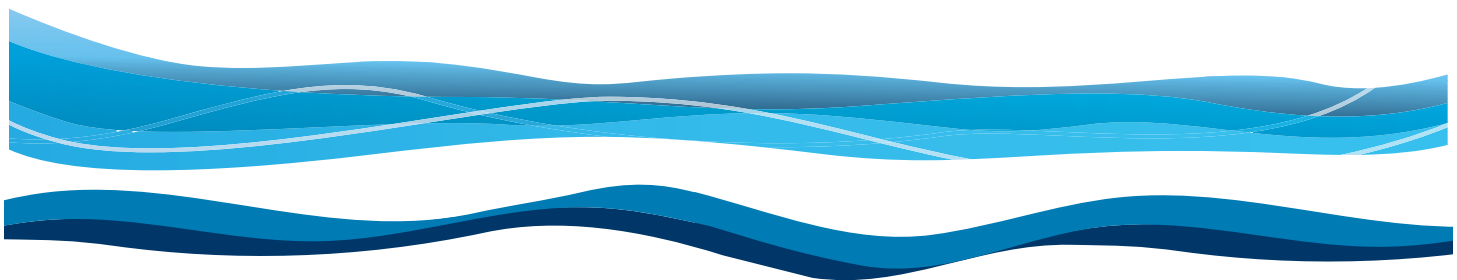
Choose crisp, clear images that align with our mission, vision and values.

Image Attributes

- Safe
- Clean
- Clear
- Local
- Experience
- Professional
- Diversity



Visual wave graphics





207.761.8310
customerservice@pwd.org

