

As voted by the Board of Trustees and in accordance with the notice of the meeting, the Regular Meeting of the Board of Trustees of the Portland Water District was held at the Jeff P. Nixon Training Center, 225 Douglass Street, Portland, Maine, on Tuesday, May 28, 2019. Attending from staff were Messrs. Kane, Crovo, Wallace, Firmin, Johnson and Mses. Lewis and Walker. In attendance from the public was Scott Lambert of Falmouth. The meeting was convened by President Cote at 6:00 p.m. with the Pledge of Allegiance and a moment of silence.

### **ROLL CALL**

The roll was called by the Clerk. All Trustees were present.

### **ACCEPTANCE OF MINUTES**

It was moved by Trustee Libby, seconded by Trustee Lunt.

Voted all in favor to waive the reading and accept the minutes of the Regular Meeting of April 22, 2019 and the Workshop Meeting of May 13, 2019.

### **INVITATION FOR PUBLIC COMMENT**

None

### **REPORTS**

#### **Operations Committee**

Trustee Siviski provided a summary of the Operations Committee meeting on May 13, 2019. Staff provided an update on the current schedule of water main replacements. This will also be available every month in the Engineering Services' monthly report. Staff requested an amendment to the 2018 Capital Improvement Plan for the replacement of disinfection system hypochlorite tanks and associated piping. This will be taken up under new business. Staff also provided an overview of past and current storage tanks, examples of maintenance tasks required, and a review of security at the facilities.

#### **Planning Committee**

Trustee Lunt provided a summary of the Planning Committee meeting on May 13, 2019. The Committee approved a request to amend the CIP for the Douglass Street Slate Roof Replacement Project. This will be taken up under new business. Staff reviewed the status of recently bid and ongoing water main replacement projects. It was noted that a table of the current water main projects are included in the Engineering portion of the monthly Trustee's report. Karen Young, Coordinator for Sebago Clean Waters Coalition was introduced to the Committee. Staff also provided updates on the Shore Acres Tank, CMP Substation Easement and the Messenger Property in Standish.

#### **Administration and Finance Committee**

Trustee Garrison provided a summary of the Administration and Finance Committee meeting on May 13, 2019. Mary Demers provided an overview of the District's efforts to reach out to area students including several tours, job shadowing and career fairs events. Kelly Peaslee and Chad Dudley, representatives of Wipfli LLC, presented the results of the 2018 financial audit. They noted an unqualified opinion on the District's financial statement was issued, and also noted no

significant internal control issues and reviewed the single audit report. David Kane provide an overview of the District's operating fund investment portfolio. He noted the District had \$41.4 million in cash invested as of March 31, 2019. The cash is invested in securities back directly or indirectly by the US Government. The conservative investment is consistent with the Board adopted policy which emphasizes investing in a manner to 'ensure the preservation of capital.' He noted the cash is used to fund the Operating Contingency and Watershed Protections funds as approved by the Board. The Committee asked whether the District could invest in commercial paper or municipal/corporate bonds. The current investment policy does not allow. The Committee requested additional information on those options be provided at a future meeting.

Trustee Willey commended the work that Employee Services has done with student outreach.

### **General Manager's Report**

Ms. Lewis provided the Board with the following:

- 35 employees with "milestone" anniversaries were celebrated in April.
- The events for National Drinking Water Week and Clean Water Week.
- The student outreach efforts to date.
- Scott Firmin gave a short presentation on per- and polyfluoroalkyl substances (PFAS).
- Friends of Casco Bay Pumpout Boat launch party is June 10.
- Southern Maine Regional Water Council annual meeting is on June 20.
- The Annual Golf Tournament is on July 17 at Val Halla.

### **NEW BUSINESS**

**Resolution 19-008**, accepting the Audit Report for 2018.

On May 13, 2019, Wipfli/MacPage LLC presented the results of the 2018 audit to the Administrative and Finance Committee. Among the items presented were the:

- Auditors Communication to the Board of Trustees;
- Financial Report for the year ending December 31, 2018;
- Management Letter for the year ending December 31, 2018; and
- Single Audit Report.

It was moved by Trustee Garrison and seconded by Trustee Levinsky.

It was Voted and unanimously,

WHEREAS, the Bylaws of the District require that an annual audit report on the financial affairs of the District be presented to the Board of Trustees for acceptance, and

WHEREAS, the Board of Trustees previously appointed the accounting firm of Wipfli/MacPage LLC to conduct the audit of 2018 financial affairs, and

WHEREAS, Wipfli/MacPage LLC has conducted the audit of 2018 and presented their unqualified opinion to the Board of Trustees,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees accepts the Audit Report for 2018 and authorizes its distribution as required by Section 21 of the Charter of the District.

**Order 19-021**, authorizing a transfer from the East End Wastewater Treatment Facility Renewal and Replacement Project.

The East End Wastewater Treatment Facility's disinfection system includes four 5,500 gallon vertical chemical storage tanks for receiving and storing the chemical. Each of the tanks includes supply piping, and vents, as well as discharge piping which feeds the suction line to the disinfection pumps. The tanks were installed over 15 years ago and are beyond their expected useful life. There has been at least one instance where the tanks began to leak chemical. Repairs were made, but this reinforced the fact that the tanks are beyond manufacturer's recommended lifespan.

Additionally, after the original tank replacement project was scoped by AMaP and added to the 2018 CIP, Operations requested that AMaP include the replacement of the chemical supply piping between the chemical delivery point to the tanks, and from the tanks to the hypochlorite pumps in the project. After receiving the bids, PWD reviewed the project budget against all planned expenditures. A \$10,000 project budget increase will allow for the project to be completed as originally scoped, plus the piping replacement as requested by Operations

It was moved by Trustee Siviski and seconded by Trustee Beck.

It was Voted and unanimously,

ORDERED, that the 2018 Capital Improvement Plan is amended by transferring \$10,000 from the East End Wastewater Treatment Facility Renewal and Replacement Project (2019 CIP 21/3133) to the East End Wastewater Treatment Plant Disinfection System Hypochlorite Tank Replacement (2018 Project # 409-2699), giving the project a total budget of \$135,000.

**Order 19-022**, authorizing a transfer from the Douglas Street Renewal and Replacement Project.

The Douglass St. Slate roof was programmed to be replaced in 2019 based on preliminary bids for materials and labor based on a per square foot cost estimate in 2016. The materials and specifications were taken from the Douglass St. slate roof replacement phase one done in 2016.

\$250,000 was programmed for 2019 to fund the project, which was 10% over the preliminary estimates. The project was officially bid and the low bid exceeded the budget allowance by \$35,000. The materials pricing is consistent with the preliminary estimates but there were seven copper valleys in total, which adds a labor factor that was not present during phase one.

It was moved by Trustee Siviski and seconded by Trustee Beck.

It was Voted and unanimously,

ORDERED, that the 2019 Capital Improvement Plan is amended by transferring \$35,000 from the Douglass Street Renewal and Replacement Project (2019 CIP 068-3050) to the Douglass Street Slate Roof Replacement Project (2019 CIP 068-3051).

**EXECUTIVE SESSION**

None

**OTHER BUSINESS**

None

**SECOND INVITATION FOR PUBLIC COMMENT**

None

**TRUSTEE COMMENTS**

None

**ADJOURNMENT.**

Meeting adjourned at 6:30 p.m.

Submitted by

Carrie E. Walker  
Clerk Protem