

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 remotely via teleconference, on Monday, July 27, 2020. Attending from staff were Messrs. Kane, Crovo, Wallace, Firmin and Mses. Lewis, Katsiaficas, Demers and Walker. The meeting was convened by President Douglas at 6:00 p.m.

ROLL CALL

The roll was called by the Clerk. Trustee Siviski was absent.

CONVENE MEETING

Trustee Cote made a motion to conduct the meeting remotely, seconded by Trustee Lunt. Voted all in favor.

ACCEPTANCE OF MINUTES

It was moved by Trustee Cote, seconded by Trustee Beck.

Voted all in favor to waive the reading and accept the minutes of the Regular Meeting of June 22, 2020 and the minutes of the Workshop Meeting of June 8, 2020.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

Trustee Beck provided a summary of the Operations Committee meeting on July 13, 2020. Staff discussed process of procuring preliminary design services for the North Windham Sewer project. Because the project may be eligible for federal funding, it intends to follow the procurement requirements of the potential funding agency. These requirements dictate that the proposals be reviewed by the selection committee and then terms, including cost, are negotiated with the highest ranked respondent. This is in place of including a weighted cost score for each proposal in the selection matrix. These requirements are currently permitted in the District Purchasing Policy. Staff also reviewed the process of dealing with customer's water quality inquiries, updated the Committee on the volume of inquiries received in 2019, and discussed the efforts to address an issue in South Portland.

Planning Committee

Trustee Willey (Trustee Siviski was absent) provided a summary of the Planning Committee meeting on July 13, 2020. Staff reviewed a proposal from CES consultants to provide assistance to lease a portion of the Rocky Hill property and provided an update on the City of Westbrook's potential involvement in the project. The City of Westbrook expressed interest in participating but is currently pursuing their own Request For Proposals (RFP) for developing solar on City properties and would like to review their proposals before pursuing a partnership with the District on the Rocky Hill property. The Committee suggested staff hold off marketing the property for a solar farm until Westbrook completes their RFP process.

Staff discussed a request from the American Legion Kenison - Hooper Post 128 of Standish to lease District property at the corner of Northeast Road and Route 35 for a veterans memorial park. After much discussion the Committee determined that this type of use was not compatible with the District's ownership of the property and instructed staff to notified them that District is not interested in leasing the property.

The Committee suggested that Staff provide an update on the District's compliance with the City of Portland's energy use reporting ordinance at the next Committee meeting.

President Douglas asked why the Committee decided against leasing a portion of District owned land to the American Legion. Trustee Willey explained that the PWD land is traditionally used for outdoor recreation and environment purposes. Corporate Counsel added that because PWD is a public entity if it allows access to its land by one party, it would need to open up access to its land to other parties regardless of their message.

Administration and Finance Committee

Trustee Garrison provided a summary of the Administration and Finance Committee meeting on July 13, 2020. A motion authorizing the issuance of a \$960,000 bond to finance the Little John pump station located in Cape Elizabeth was presented. A proposed motion to transfer or refund the 2019 annual operating fund change in excess of the Operating Contingency Fund target balance for Gorham, Portland and Westbrook was presented. At the request of the Committee, Staff asked each municipality if they preferred receiving a refund or have the District retain the funds. Gorham's balance would be transferred to their Renewal and Replacement fund. Portland's and Westbrook's balance would be refunded to each city.

Mr. Kane provided an update on the CES renewable energy projects. One of the REP proposed a variable rate contract opposed to a fixed rate. The variable rate would be a percent of billing credit received by the District. The variable rate structure guarantees the District would have positive financial result of those contracts. It was noted that if the billing credit increase over the current levels, the average price of all the contracts may exceed 9 cents. However, it seems like the billing credit will increase in the foreseeable future. If it did increase, the District would see better financial results on the fixed rate contracts.

Mr. Kane noted staff is in the process of procuring preliminary design services for the North Windham Sewer project. Because the project may be eligible for federal funding, it intends to follow the procurement requirements of the potential funding agency. These requirements dictate that the proposals be reviewed by the selection committee and then terms, including cost, are negotiated with the highest ranked respondent. This is in place of including a weighted cost score for each proposal in the selection matrix. These requirements are currently permitted in the District Purchasing Policy.

Ms. Mary Demers presented the results of the most recent employee satisfaction survey. She noted the same basic questionnaire and process was used between the last and current survey.

General Manager's Report

Ms. Lewis provided several updates to the Board.

- A summary was provided for the Board of the events of July 19 at the East End plant related to the power failure. She noted that a rental generator was brought on site while the failed generator is being repaired. The rental generator was called into service yesterday (7/26) when the plant experienced a brief power outage; it performed appropriately.
- The General Manager provided a revenue update to the Board. For July, consumption is up 29% over last July. Commercial usage is down 1%; residential usage is up 49% over last year. At present, revenue is down \$350,000.

- PWD maintained is bond rating for the last bond sale; interest rates for the bonds sold were very favorable.
- We are now recording the Trustee business meetings, and the recordings will be placed on PWD's website. Beginning at the business meeting in August, PWD will be live streaming the Trustee business meetings.

Trustee Willey asked to have this noted on the record, we are currently in our 3 year cycle testing for lead and copper. While we test the same 50 households every 3 years, if any customer wants a test they can call and request one.

NEW BUSINESS

Public Hearing, regarding the issuance of sewer bonds.

A public hearing was held on the proposed authorizing issuance of up to \$900,000 of Sewer Bonds to finance the upgrades of the Little John pump station in Cape Elizabeth.

President Douglas opened the public hearing, no members of the public wished to speak. President Douglas closed the public hearing.

Resolution 20-012, authorizing issuance of up to \$900,000 of Sewer Bonds to finance the upgrades of the Little John Pump Station in Cape Elizabeth.

The proposed motion provides funding for projects that were included in the 2018 Capital Improvement Plan (CIP):

2018	1360	Family Field (Little John) Pump Station	\$900,000
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At the April 6, 2020 meeting, the Board authorized a project budget of \$900,000. The bond is planned to be issued through the Maine Municipal Bond Bank SRF program.

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

It was Voted and unanimously,

RESOLVED, the issuance of up to \$900,000 of Cape Elizabeth Sewer Bonds is hereby authorized to finance the upgrade of the Little John Pump Station in Cape Elizabeth and other related infrastructure upgrades and improvements. The full form of the Resolution is attached hereto and incorporated as part of the minutes of this meeting.

Order 20-024, authorizing the transfer of the 2019 annual operating fund change for Gorham, Portland and Westbrook wastewater funds.

Due to 2019 expenses being less than the budget, all wastewater funds, except Cumberland and Windham, had a positive annual operating net change.

The Cape Elizabeth fund had an annual net income but the Operating Contingency Balance is below their target balance and therefore recommended the balance not be transferred.

The Gorham, Portland and Westbrook funds had an annual net income and have Operating Contingency Balances in excess of the targeted balance. Staff recommended the excess balances over the targeted balance be moved to the Renewal and Replacement fund and to partially finance the fund's share of the Cayenta/Lucity project and thus reduce the need to finance those amounts. The Committee requested Staff to reach out to each of the municipalities and ask whether they preferred the District retain or refund the funds to them. Gorham requested the District retain the funds and Portland & Westbrook requested a refund.

The Cumberland and Windham funds had a net loss and no action is requested.

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

It was Voted and unanimously,

ORDERED, that portion of the 2019 annual operating fund change in the Gorham Fund in excess of the Operating Contingency Fund target balance is hereby transferred to its Capital Renewal and Replacement Fund, and

BE IT FURTHERED ORDERED, that portion of the 2019 annual operating fund change in the Portland and Westbrook Wastewater Funds in excess of the Operating Contingency Fund target balance is hereby refunded to each municipality.

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

None

EXECUTIVE SESSION

None

ADJOURNMENT

Meeting adjourned at 6:47 p.m.

Submitted by,

Donna M. Katsiaficas
Clerk