

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 Monday, September 16, 2019. Attending from staff were Messrs. Kane, Crovo, Wallace, Firmin, Johnson and Mses. Katsiaficas, Demers and Walker. The meeting was convened by President Cote at 6:04 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 to accept the minutes.

Trustee Willey moved to amend the minutes.

Trustee Willey asked that the September workshop minutes reflect that the workshop item in February and March of next year to update the Board on pending legislation will be for the purpose of allowing the Trustees to give consensus on topics and provide direction to the General Manager.

Trustee Garrison asked that the September workshop minutes reflect that he asked about Gradient Consulting and the company's ability to do the required risk and resiliency assessments study because of the passing of one of their principals

Trustee Beck requested that the August workshop minutes be corrected to reflect that the August workshop took place at the Ecology Center in Standish and not in Portland.

Trustee Willey's motion to amend the minutes was seconded by Trustee Beck.

Voted all in favor to approve the amended minutes of the Regular Meeting of July 22, 2019 and the Workshop Meetings of August 12, 2019 and September 9, 2019 as amended by Trustees Willey, Garrison and Beck.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

Trustee Siviski provided a summary of the Operations Committee meeting on September 9, 2019. Staff recommended two items that will be discussed later tonight; an amendment to a professional services agreement with Tighe & Bond and an amendment to the 2018 Capital Improvement Plan. Staff reviewed the planning and municipal coordination involved with work on water assets in the public right-of-way and the recent boil water order on Kenilworth St. that was required after the replacement of a hydrant.

Planning Committee

Trustee Lunt provided a summary of the Planning Committee meeting on September 9, 2019. Staff had recommended providing an access easement across District's fee owned land in exchange for access easement across property owned by Mr. Smillie on Wescott Rd., Gorham. Mr. Smillie notified the District late last week that after reviewing the proposal with the town and his engineer he determined that his request would need to be modified in order to meet the town's requirements for a building lot. He asked the District to table his request until such time that he can provide a proposal that will meet the town's requirements and will be acceptable to the District. The staff also noted it would investigate the town's building lot requirements. The Committee tabled the request.

Staff also recommended providing in kind support and cash to participate in a Watershed Survey and Implementation Project in the Trickey Pond subwatershed in Naples. This type of project involves identifying erosion problems, developing a protection plan and correcting the worst problems. After considerable discussion with the Committee it was determined that, as organized, staff's request would possibly exceed the Board's 2012 policy which allows no more than 10% matching funds for these types of projects. The Board determined that the policy would need to be amended for the District to participate at the requested level. This is in part due to a significant change in the way DEP reviews and funds such projects. The Committee instructed staff to bring back a proposal to amend the policy to reflect how the projects are now administered by DEP and how the District will participate in Watershed Survey and Implementation Projects. The Committee tabled the request.

Administration and Finance Committee

Trustee Garrison provided a summary of the Administration and Finance Committee meeting on September 9, 2019. Ms. Robin Doiron presented an overview of the credit and collection process. The overview included a list of the reasons a customer can be disconnected without consent. For each situation, she noted whether the customer receives a 14-day, 3-day or no notice. The process for each notice was presented. She noted the processes are defined in PUC's Chapter 660. Mr. David Kane presented an overview of the proposed property and liability insurance renewal. He noted the proposed premium is \$207,400 for the year beginning October 1. The Committee discussed and recommended the deductible levels be increased on the general liability and property insurance policies, which would reduce the premium by approximately \$11,000. Mr. David Kane also presented a summary of the third draft of the 2020 budget.

Trustee Levinsky thanked Ms. Doiron for her thorough presentation. Trustee Libby asked what the increase in insurance deductibles was. Mr. Kane responded in the liability and property policies the deductible was \$1,000 and is now increased to \$10,000, the same was done for the auto policies, \$1,000 deductible now increased to \$10,000.

General Manager's Report

The General Manger was absent from the meeting this month.

NEW BUSINESS

Order 19-030, authorizing the General Manager to execute a service contract amendment with Tighe & Bond.

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.

President Cote asked if there was a chance that the inspection would have to be reschedule again. Mr. Firmin explained there was a lot going on at that time, cumulating with wet weather that caused the initial inspection to be reschedule and that staff is prepared for the inspection and it won't need to be rescheduled again.

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

It was Voted and unanimously,

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.

Order 19-031, authorizing an amendment to the 2018 Capital Improvement Plan.

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.

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.

Trustee Libby thanked the staff for their comprehensive effort to save the rate payers money.

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

It was Voted and unanimously,

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.

Resolution 19-013, ratifying the union labor contract.

On September 12, 2019, Teamsters Local 340 membership ratified the labor agreement for November 2018 – November 2021 negotiated and recommended by their leadership.

Trustee Garrison inquired about the step increases that the union had requested. Mr. Wallace stated the request had been removed.

Trustee Libby asked if the total vote had been provided. It was not.

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

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.

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

Trustee Beck thanked negotiators from both sides, saying that he knew negotiations can be tough. He thanked employees for continuing to do good work for the District while the negotiations were ongoing.

Trustee Rich also thanked employees for their professionalism, saying she has fielded customer complaints/issues over the course of the summer and referred, through the General Manager, to staff. She has been impressed by the manner in which the issues were handled.

Trustee Willey suggested that the Board and the District should be thinking about ways to communicate information about the District to renters. He noted that technically renters are not customers, but they are affected by District operations and they pay for their water through their rent.

EXECUTIVE SESSION

None

Adjournment.

The meeting adjourned 6:34 p.m.

Submitted by,

Donna M. Katsiaficas
Clerk