

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, October 25, 2021. Attending from staff were Messrs. Kane, Crovo, Firmin, Wallace and Ms. Lewis, Katsiaficas and Walker. Attending from the public was Mr. Charles Shattuck-Heidorn of Portland.

The meeting was convened by President Douglas at 6:03 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

Trustee Beck asked to be recused from voting on the workshop minutes as he was absent.

It was moved by Trustee Garrison, seconded by Trustee Cote to allow Trustee Beck to recuse himself from voting on the workshop minutes. Voted all in favor.

Trustee Levinsky made a motion to accept the minutes of the Regular Meeting of September 27, 2021, seconded by Trustee Garrison. Voted all in favor.

Trustee Siviski made a motion to accept the minutes of the Workshop Meeting of October 12, 2021, seconded by Trustee Levinsky. Voted 10-1.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

Trustee Burns provided a summary of the Operations Committee meeting on October 12, 2021. Staff discussed the Congress and Garrison Street Pump Station projects and provided a recommendation to use the Comprehensive Engineering Method for procurement for these upcoming projects. Staff also provided a recommendation to procure engineering services for Westbrook Combined Sewer Overflow Long Term Control Plan.

Planning Committee

Trustee Siviski provided a summary of the Planning Committee meeting on October 12, 2021. Staff reviewed with the Committee the new Enterprise Asset Management (EAM) system. They provided a compare and contrast demonstration with the current District's Asset Information Management system. Staff explained that the new EAM system will house all of the District's 300,000 assets along with the conversion from the old Hansen system which includes 450,000 closed work orders and 50,000 current work orders and all of the 8,200 projects which the District has in the current system. Staff noted that the final conversion and go-live will take place on Monday, October 18th along with the new billing system in Cayenta. Staff is confident that the new systems will perform as planned.

Administration and Finance Committee

Trustee Cote provided a summary of the Administration and Finance Committee meeting on October 12, 2021. Ms. Lewis noted the new asset management and billing systems will be going live the weekend of October 16-17. The last billing run on existing system will happen on Friday and the conversion process will begin subsequently and go through the whole weekend. The office will be closed to customers on Monday to allow for any remaining “tweaks” to the system and to prepare for normal operations starting on Tuesday.

Ms. Demers reviewed employee turnover trends and noted the year-to-date turnover rate of 11%, which is higher than the full rate for any year between 2017 and 2020, and continues the upward trend. The turnover trend is still relatively good when compared to other organizations. The upward trend is due to current tight recruiting trends in the market right now, and we don’t know how long this will continue. Entry level positions have an especially high turnover rate, causing turnover to be higher in some departments. Retirements, especially in the wastewater area, have contributed to the number of retirees. She also reviewed the trends by departments and year. Ms. Demers also noted our service provider, Harvard Pilgrim, provided a proposed health insurance premium increase of 14.5% or \$433,000 higher than the current year. She negotiated the number down from 17.7%. The significant increase is due to higher claims experience and possibly due to different underwriting standards of Tufts, which recently merged with Harvard Pilgrim. The Committee discussed several options including providing a high deductible health plan with a health saving plan. Staff will explore this option.

General Manager’s Report

Ms. Lewis gave an overview of the proposed 2022 budget.

The proposed operating budget increases \$2.6 million to \$50.1 million. Spending is projected to equal revenues with a 3.7% water rate adjustment anticipated 3/1/22.

The proposed CIP increases \$16.1 million to \$30.6 million. (The 2021 CIP was unusually low due to project phasing; 2022 level is more typical.)

The PowerPoint presentation given by Ms. Lewis is attached hereto.

NEW BUSINESS

Resolution 21-015, apportionment of Trustee Representation among member municipalities.

The Trustees’ apportionment is reviewed by the Board subsequent to each national census and follows the one-person, one-vote principle. The table below indicates the 2020 population per the 2020 census and number of customers as of December 31, 2020 with the relative percent per community. The second table sorts the data by the current Trustees’ apportionment.

| All Communities - 2020 Census and Customers Served: | | | | | | |
|--|-----------------|-----------------------|------------------------|--------------------------|----------------------|-----------------------|
| City/Town | 2020 Population | Percent of Total Pop. | Percent of 11 Trustees | No. Customers (Services) | Percent of Customers | Percent of 1 Trustees |
| Cape Elizabeth | 9,535 | 5% | 0.50 | 3,684 | 7% | 0.73 |
| Cumberland | 8,473 | 4% | 0.45 | 1,972 | 4% | 0.39 |
| Falmouth | 12,444 | 6% | 0.65 | 3,544 | 6% | 0.71 |
| Gorham | 18,336 | 9% | 0.96 | 3,038 | 5% | 0.60 |
| Portland | 68,408 | 33% | 3.60 | 19,010 | 34% | 3.78 |
| Scarborough | 22,135 | 11% | 1.16 | 5,618 | 10% | 1.12 |
| South Portland | 26,498 | 13% | 1.39 | 8,678 | 16% | 1.73 |
| Westbrook | 20,400 | 10% | 1.07 | 6,143 | 11% | 1.22 |
| Windham | 18,434 | 9% | 0.97 | 3,551 | 6% | 0.71 |
| Raymond | 4,536 | 2% | 0.24 | 45 | | |
| Total | 209,199 | 100% | 11.00 | 55,283 | 100% | 10.99 |
| Standish | 10,244 | | | 831 | | |
| Total | 219,443 | | | 56,114 | | |
| Per Seat | 19,018 | | | 5,030 | | |
| Data Sorted by Current Trustee Apportionment: | | | | | | |
| Municipality with Four Trustee: | | | | | | |
| Portland | 68,408 | 33% | 3.60 | 19,010 | 34% | 3.78 |
| Municipalities with One Trustee Each: | | | | | | |
| Gorham | 18,336 | 9% | 0.96 | 3,038 | 5% | 0.60 |
| Scarborough | 22,135 | 11% | 1.16 | 5,618 | 10% | 1.12 |
| Westbrook | 20,400 | 10% | 1.07 | 6,143 | 11% | 1.22 |
| Combined have Two Trustees: | | | | | | |
| Cape Elizabeth | 9,535 | 5% | 0.50 | 3,684 | 7% | 0.73 |
| South Portland | 26,498 | 13% | 0.45 | 1,972 | 4% | 0.39 |
| | 36,033 | 17% | 0.95 | 5,656 | 10% | 1.13 |
| Combined have One Trustee: | | | | | | |
| Cumberland | 8,473 | 4% | 0.45 | 1,972 | 4% | 0.39 |
| Falmouth | 12,444 | 6% | 0.65 | 3,544 | 6% | 0.71 |
| | 20,917 | 10% | 1.10 | 5,516 | 10% | 1.10 |
| Windham | 18,434 | 9% | 0.97 | 3,551 | 6% | 0.71 |
| Raymond | 4,536 | 2% | 0.24 | 45 | 0% | 0.00 |
| | 22,970 | 11% | 1.21 | 3,596 | 6% | 0.71 |

It was moved by President Douglas and seconded by Trustee Cote.

It was Voted and unanimously,

WHEREAS, Section 18 of the District's Charter establishes the number of Trustees on the Board of Trustees and their allocation among the District's member municipalities; and

WHEREAS, a reapportionment of District Trustees to reflect 2000 Census data among member municipalities was approved by the Board of Trustees in November 2001; and

WHEREAS, updated 2020 Census data indicates the current apportionment of Trustees appears reasonable and equitable; and

BE IT RESOLVED, that no changes shall be made to the current apportionment of Trustees among the member municipalities.

Order 21-029, authorizing the comprehensive method for the procurement of engineering services for the Congress and Garrison Street Pump Stations (Portland) Upgrade Project.

Pursuant to the District's purchasing policy, staff is seeking approval from the Board of Trustees to procure engineering services (comprehensive method) for design and construction services associated with the upgrades to the Congress and Garrison Street Pump Stations. The Comprehensive Method for engineering would result in one engineering consulting firm that would provide all the engineering services for the project from design to startup of the upgraded stations.

Once the Method is approved, staff will issue a request for proposals. It is expected that a recommendation will be offered to the Board at the March meetings.

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

It was Voted and unanimously,

ORDERED, that the Comprehensive Engineering Method is authorized for the procurement of engineering services for the Congress and Garrison Street Pump Stations (Portland) Upgrade Project, pursuant to the District's Purchasing Policy, and that the General Manager and the Treasurer, each acting singly, are authorized to take such other steps as may be necessary to accomplish the intent of this vote.

Order 21-030, authorizing the General Manager to execute a professional services contract with Wright-Pierce for engineering services for the Westbrook Combined Sewer Overflow Long Term Control Plan.

As a community with Combined Sewers, the City of Westbrook (along with the District) are required to mitigate the sources of extraneous water into sewers that contribute to CSO discharges. Staff is recommending the selection of an engineering firm to assist with an update of the Westbrook Combined Sewer Long Term Control Plan.

Normally updated every 5 years, this effort will evaluate the work completed by the City of Westbrook in their collection system and work completed by PWD on interceptors and interceptor pump stations during the last phase of the plan. The phased method for engineering will limit the scope of services of this contract to the conceptual development of interceptor

storage, calibration of the existing system model, immediate flow monitoring, and the development of a detailed scope for determining the source of wet weather flows and the ultimate mitigation of these flows.

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

It was Voted and unanimously,

ORDERED, the General Manager is authorized to execute a professional services contract with Wright-Pierce in the amount of \$148,962 for engineering services for the Westbrook Combined Sewer Overflow Long Term Control Plan (2020 CIP, Subprogram 29, Project 3164, 2021 CIP, Subprogram 29, Projects 3163 and 3230) 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.

OTHER BUSINESS

It was moved by Trustee Willey, seconded by Trustee Garrison to add one more item to the business agenda. Voted all in favor.

Order 21-031, authorizing the General Manager and Treasurer to apply for and accept funds from the American Rescue Plan Act of 2021.

Under the United States American Rescue Plan Act (ARPA) of 2021, Cumberland County is issued \$57,300,874 in recovery funds to replace lost revenues and respond to the COVID-19 pandemic. The payment is split into two tranches, with the first payment of \$28,650,437 arriving in May 2021 and the second payment of an equal amount scheduled to arrive no sooner than May 2022.

The Portland Water District that serves water to 11 communities and provides wastewater services to 6 communities in Cumberland County is eligible along with the communities served to apply for water and wastewater funds that are earmarked in the recovery funds. Attached is a copy of some of the projects that the District may be applying for. The Town of Windham has requested that the District file a joint application to the County for the engineering cost related to the North Windham Wastewater Project. The District expects other District served municipalities to request the District to apply for projects in their jurisdictions. The pre-applications are due November 15, 2021.

It was moved by President Douglas and seconded by Trustee Garrison.

It was Voted and unanimously,

ORDERED, the General Manager and the Treasurer, each acting singly, are authorized to execute any and all documents needed to apply for and accept funds from the American Rescue Plan Act of 2021.

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

This was Trustee Willey's last business meeting as he decided not to run for another term. He was presented with a chair for his combined 20 years of service. Trustees Libby, Rich, Lunt, Levinsky, Garrison and Douglas thanked him for his dedication, passion and never ending pursuit of having the District's best interest at heart over his many years on the Board.

Trustee Willey thanked Trustees Rich and Burns for stepping up and running during a time when vacancies on Boards are not always filled. Trustee Willey also thanked General Manager Lewis for her work at the District and having the staff's support in the forefront.

EXECUTIVE SESSION

None

ADJOURNMENT

Meeting adjourned at 6:55 p.m.

Submitted by,

Donna M. Katsiaficas
Clerk