

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, and via Zoom, on Monday, October 28, 2024. Attending from staff were C. Crovo, D. Kane, S. Firmin, J. Wallace, M. Archibald, G. Pellerin, J. Hudak, D. Katsiaficas, M. Clements, and C. Cote. Attending from the public were Patty Barber of Hiram, F. Bruce Sleeper of Portland, Malory Shaughnessy of Westbrook, and Jane Cote of Westbrook.

Vice- President McCann convened the meeting at 6:01 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. Trustees Lunt and Libby attended through remote means.

ACCEPTANCE OF MINUTES

Trustee Cote made a motion to accept the minutes of the Regular Meeting of September 23, 2024, seconded by Trustee Willett. It was voted all in favor.

Trustee Cote made a motion to accept the minutes of the Workshop Meeting of October 15, 2024, seconded by Trustee Willett. It was voted all in favor.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

Trustee Sivisky provided a summary of the Operations Committee meeting on October 15, 2024.

Staff provided a recommendation to amend the existing contract with AAA Energy Service to complete this Phase of the HVAC work at the Douglass Street Facility. This will be taken up under new business tonight.

Staff provided the following updates:

- The number of capital projects underway, and others planned to begin in the fourth quarter of 2024.
- Introduced changes to PWD's Breaks per 100 miles of main metric, in advance of a presentation at the Workshop on water main trends and replacement needs.
- An update on a draft Memorandum of Agreement with ecomaine to pursue the location of a possible regional biosolids facility at ecomaine. Through PWD's current master planning efforts, the facility would be further developed following a Request for Proposals for the facility next year. Ecomaine will provide area for a facility, share current permit information, and seek the ability to manage processed biosolids pellets on site. The MOA will be considered by the ecomaine Board and will be brought to PWD's Board of Trustees for their consideration in November.

Planning Committee

Trustee Crockett provided a summary of the Planning Committee meeting on October 15, 2024.

Scott Firmin and Bobby Bartels shared information on the capacity of the East End WWTF and our water supply/transmission capacity, respectively. Each concluded that we have significant capacity to serve more customers.

At East End, we average 17 million gallons of inflow per day, and the plant is rated at 20 million gallons per day. The difference amounts to about 31,000 additional residents.

We have much more growth capability than that on the water side, where we use less than half the plant capacity on average. Denser development, as ReCode changes are designed to bring about, could actually be helpful on the water side, as we would see more water flowing through our pipes, lessening the impacts of stagnant water we can experience during warmer months.

Kirsten Ness Bshara provided an update on our two Industrial Pretreatment Programs.

Paul Hunt shared an email from the Maine Department of Transportation updating us on their planning for converting the abandoned rail line that crosses our land in Lower Bay to a trail. They are still seeking funding and expect to construct the trail within a 5-10 year window. They do not expect landowners across whose land the trail will cross (including PWD) to be responsible for maintenance, though they do seek local partners for this purpose. Often, it is municipalities.

That said, when the trail is built, PWD will see increased foot traffic across our land, which will necessitate additional security patrols and likely some repair and maintenance, as occurs now on the Sebago Lake Land Reserve.

Administration and Finance Committee

Trustee Cote provided a summary of the Administration and Finance Committee meeting on October 15, 2024.

A proposed amendment to the District's Bylaws providing that the Board would hire the Corporate Counsel's position was presented and reviewed. If the Bylaw change is approved by the Board, the job title would be changed to Corporation Counsel. The Committee unanimously recommended the motion be forwarded to the Board for its consideration. Article XII in the Bylaws states amendments must be read at two separate meetings of the Board of Trustees. The first reading will be at the October 28, 2024 and second reading at the November 25, 2024 meeting.

A proposed amendment to the District's Standing Rules related to the notice of special meetings was presented and reviewed. Donna Katsiaticas noted the proposed changes included the following:

- Special meeting notice must be in writing and served by any means designed to give actual notice of the meeting, including electronic notice.
- Trustees requesting to be excused from voting must provide a reason for the request.

The Committee recommended the proposed special meeting notice clause be amended to note that when electronic notice is provided a confirmation of receipt should be obtained. With the requested amendment, the Committee unanimously recommended the motion be forwarded to the Board for its consideration.

Mr. Cutrone provided an update on the status of the meter reading project (see attachment A). The items presented included the following:

- Current meter and meter reading devices are reaching the end of their useful life and need to be replaced.

- A request for proposal for a turnkey advance meter infrastructure system (AMI) has been issued. He reviewed some of the possible advantages of the AMI including remote connection/disconnection of service, better leak detection and service initial/final reads can be obtained from the office.
- A cross-functional team reviewed the request for proposal responses and have narrowed the list to two vendors. Those vendors will do a site visit the week of October 21.
- A finalist is expected to be chosen by November 1st. Negotiations with that vendor will happen in November and anticipate requesting the Board to consider approving a contract in December.
- The target date for the first meter install is August 2025 and the final meter install early 2028.

General Manager's Report

Mr. Kane provided an update on the proposed 2025 Budget to the Board. He noted the following:

- PWD is anticipating 65 million dollars in revenue in 2025.
- There are 55 million dollars in capital projects for next year. The total budget is \$118.5 Million dollars.
- The operating budget is up 6% over last year. The major areas of change are contract services, which went up \$400,000.
- Maintenance services went up \$120,000.
- The electricity bill is going up \$422,000.
- Salaries and wages are up close to one Million dollars. This includes a \$700,000 increase in health insurance costs.
- Other increased costs are associated with the new paid family leave program that will be implemented in 2026.
- Capital projects will also increase by 1.5 million dollars next year.
- A 5.9% water rate increase is proposed for next year. This translates to \$1.50 per month for the average residential customer.
- The budget will be reviewed by the Board and voted on in November.

NEW BUSINESS

Order 24-027 authorizing an amendment to a construction contract with AAA Energy Service.

The HVAC Phase 3 is for the second-floor area of Engineering Services. In order to keep the consistency of HVAC units and control systems, we recommend continuing our work with AAA Energy Services on the HVAC Projects. AAA Energy Service is on site already and we are able to save a substantial amount of money for mobilization costs if we continue with them. AAA Energy has provided excellent installation service and communication in the HVAC Phases 1 and 2 Projects. We recommend we continue to use AAA Energy Service to complete the next phase of the upgrade.

It was moved by Trustee Shattuck-Heidorn and seconded by Trustee Siviski.

It was Voted and unanimously,

ORDERED, the Treasurer is authorized to amend a construction contract with AAA Energy Service in the amount of \$421,005 for the Douglass Street HVAC Improvements Phase 3- 2024 CIP 068-3054.

Resolution 24-012 confirming the General Manager's appointment of Emanuel Archibald as the Director of Human Resources, effective October 21, 2024.

With over 15 years of experience in HR, Manny has overseen various functions, including HR, Facilities, Safety, and IT. Manny's extensive experience and dedication to the field of HR will undoubtedly be an asset to our organization. He brings a wealth of experience and a proven track record in HR and related fields, making him a valuable addition to our team.

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

It was Voted and unanimously,

Resolved, to confirm the General Manager's appointment of Emanuel Archibald, Director of Human Resources.

Resolution 24-013 confirming the General Manager's appointment of Greg Pellerin as the Engineering and Asset Management Service Manager, effective October 21, 2024.

Greg has been an invaluable member of the District for the past eight years. He began his journey with us as a Project Engineer, then advanced to Senior Project Engineer, where he managed the SCADA system and later took charge of the Capital Improvement Program.

It was moved by Trustee Crockett and seconded by President Lunt.

It was Voted and unanimously,

Resolved, to confirm the General Manager's appointment of Greg Pellerin, Engineering and Asset Management Services Manager.

FIRST READING Order 24-026 amending the District's Bylaws to allow the position of Corporate Counsel to be hired by the Board of Trustees instead of the General Manager. (This item requires readings at two meetings of the Board.)

Although this was a first reading only, Trustee Willett asked to make comments and did so. He voiced objection to the proposed change, indicating that he believed only the General Manager should be appointed by the Board, with the District's attorney hired by the General Manager. He saw this as the Board interfering with the day to day operations of the District. Trustee Cote noted that although he had agreed to the change in Committee, he had reservations about the change.

President Lunt explained his reasoning for proposing the change, and it will be discussed further in a Workshop and second reading.

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

TRUSTEE COMMENTS

This is Trustee Cote's final business meeting. The Board thanked him for his service, and the District presented him with a commemorative chair.

Guy was President of the Board for five years, from 2014-2017 and then again in 2019 until May 2020. He was Vice President for three years, 12-13, 17-18, and 18-19.

Over the last 15 years, Guy has also served on all three committees, spending equal time on the Administration and Finance Committee and Operations Committee, which were three years each. He was the Chair of Admin all three years and Chair of Ops for two of the three years he was on that committee.

President Lunt thanked Chris Crovo for continuing to manage the District and thanked all staff for their hard work in this transition period.

EXECUTIVE SESSION

None

ADJOURNMENT

The meeting adjourned at 6:55 p.m.

Submitted by,

Donna M. Katsiaficas
Clerk