

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, February 22, 2021. Attending from staff were Messrs. Kane, Crovo, Firmin, Wallace and Mses. Lewis, Katsiaficas, Demers and Walker. The meeting was convened by President Douglas at 6:02 p.m.

ROLL CALL

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

CONVENE MEETING

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

ACCEPTANCE OF MINUTES

It was moved by Trustee Levinsky, seconded by Trustee Rich.

It was voted all in favor to waive the reading and accept the minutes of the Regular Meeting of January 25, 2021 and the minutes of the Workshop Meeting of February 8, 2021.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

Trustee Beck provided a summary of the Operations Committee meeting on February 8, 2021. Staff provided a recommendation to award a construction contract and to amend an engineering services contract for construction services for the East End WWTP/Northeast Pump Station Power Distribution Upgrade. Staff also reviewed the past ten years of efforts to clear and maintain water main right-of-ways from SLWTF to Saco St. in Westbrook. Most of the remaining ROW's are in urban areas and will require more inspection time and sensitivity to the abutters, to determine the best maintenance practice for each section.

Planning Committee

Trustee Siviski provided a summary of the Planning Committee meeting on February 8, 2021. Chip Fredette representing Verizon Wireless discussed with the Committee a proposal to place cellular antennas on the Cumberland tank and construct a small utility building on the property. He presented preliminary sketches and described some of the issues that need to be addressed during the lease negotiations. Staff and the Committee said that the following issues will need to be addressed prior to entering into a lease:

- Verizon will need to be able to obtain easement rights from abutters for the use of the private road to gain access to the site.
- Drainage from the site will need to be addressed.
- Verizon will hold a public meeting with abutters to discuss the proposal prior to the District entering into a lease.
- The Town of Cumberland will need to be notified and consulted.

Staff introduced the District's Forester, Paul Larrivee, of 207 Forestry Consultants. He discussed the approach to updating the current forest management plan. He explained that he expected to complete the timber inventory by July, and a draft management plan by September with the final

management plan to be ready by the first of the year. Staff noted after the initial inventory that they would check-in with the Planning Committee to discuss priorities and direction for the plan. Staff will also schedule the forester to come back and discuss the draft management plan with the Committee before working on the final plan.

Trustee Willey noted that the guiding principles were created by staff for direction when the RFP was sent out. The General Manager agreed that the principles were created for purposes of awarding the RFP. The Board will vote on the final Forest Management Plan at a later date.

Administration and Finance Committee

Trustee Garrison provided a summary of the Administration and Finance Committee meeting on February 8, 2021. The Committee was updated on the status of the Cayenta billing system by Peter Cutrone, Project Manager, and on the EAM/Lucity computerized maintenance management system by Gordon Johnson, Engineering Services Manager. Mr. Cutrone noted all core functions continue to perform as needed, final user acceptance testing is underway and integration work between Cayenta is going well but is not completed. Mr. Johnson noted basic elements are in place, configuration work is underway on end-user dashboards, asset form and timesheet. He also noted work continues on integration. Overall, the teams are on target to go live later this year.

Mr. Kane noted the preliminary 2020 financials indicate the Water Fund will have an annual surplus of \$700,000. The financial results are due to higher revenues (\$300,000) and lower expenses (\$400,000) than anticipated. The Committee discussed possible uses of the surplus balance.

Mr. Kane also provided an update on the renewable energy projects. As of January 31, 2021, most projects were scheduled to be completed by the end of 2021 and generating an estimated \$550,000 of savings. Early in February, CMP announced that some of their substations might not be able to handle the solar energy without expensive upgrades. The impact on projects is being investigated. It was noted that net savings received in 2020 totaled \$7,500.

General Manager's Report

Ms. Lewis reported that 2 additional PWD employees have tested positive for COVID-19 within the last 30 days. They observed PWD protocols and did not expose other employees. In the legislation there are a number of bills being monitored, primarily related to PFAS and lead in schools. The annual meeting of the Southern Maine Regional Water Council will be held remotely on April 8, 2021. Ms. Lewis recognized the staff of the Finance Department for receiving the GFOA Excellence in Financial Reporting for the 2019 CAFR. She also congratulated Scott Firmin for being selected by the Water Environment Federation as a member of the "Select Society of Sanitary Sludge Shovelers", which is considered an honor; and Michelle Clements for receiving the 2020 Edward L. Bernays Achievement Award from her peers on the Maine Public Relations Council.

NEW BUSINESS

Order 21-005, authorizing actions related to the Northeast Pump Station/East End WWTF Main 12.4 kV Power Distribution Upgrades.

The 2017 Wastewater Treatment Facilities Master Plan identified replacement of the main electrical switchgear and power distribution lines feeding the East End plant and Northeast Pump Station as high priority recommendations. The proposed upgrades will provide a new power

distribution system with enhanced resiliency and monitoring through the District's SCADA system. The upgrades also include considerations pursuant to the agreement with Central Maine Power approved in April 2019 including facilities configured to support future connection to the proposed substation.

The Project was publicly bid on November 20, 2020. Bids were received from two contractors on January 19, 2021. Woodard & Curran, Inc. performed a due diligence review of the responses and has determined that the apparent low bidder, Milliken Brothers, Inc., has the contracting capacity, relevant project experience, qualifications, and resources to complete the Project. Woodard & Curran therefore recommends that Milliken Brothers be considered the low responsive and responsible bidder.

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

It was Voted and unanimously,

ORDERED, the General Manager is hereby authorized to execute a service contract amendment with Woodard & Curran, in the amount of \$365,850 for construction services for the Northeast Pump Station/East End WWTF Main 12.4 kV Power Distribution Upgrades, (the "Project"); and

BE IT FURTHER ORDERED, a construction contract with Milliken Brothers, Inc. is hereby authorized, in the amount of \$3,636,000 for the Project; 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 a total project budget is hereby authorized, not to exceed \$4,790,000; 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

None

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

President Douglas noted that the request that employees be allowed to borrow from the 457 Plan is being forwarded to the Admin and Finance Committee for further review, and it will be address at the next business meeting.

Trustee Willey asked if the buoy will make it into the Lake this year. It was not placed in the water last year due to COVID. Mr. Crovo noted it likely will be placed in the Lake this year. Trustee Willey also mentioned the symposium he had attended regarding the lake 2 years ago.

EXECUTIVE SESSION

None

ADJOURNMENT

Meeting adjourned at 6:34 p.m.

Submitted by,

Donna M. Katsiaficas
Clerk