

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, March 26, 2018. Attending from staff were Messrs. Kane, Crovo, Wallace, Firmin, Johnson and Mses. Lewis, Katsiaficas, Demers and Walker. The meeting was convened by President Lunt at 6:00 p.m. with the Pledge of Allegiance and a moment of silence.

**ROLL CALL**

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

**ELECTION OF OFFICERS for 2018-2019**

The Clerk requested nominations for President.

It was moved by Trustee Douglas and seconded by Trustee Libby to nominate Trustee Lunt for President.

Hearing no further nominations for President, the Clerk closed the nominations and it was unanimously

Voted to elect Trustee Lunt as President.

The Clerk requested nominations for the position of Vice President

It was moved by Trustee Garrison and seconded by Trustee Levinsky to nominate Trustee Cote for Vice President.

Hearing no further nominations for Vice President, the Clerk closed the nominations and it was unanimously

Voted to elect Trustee Cote as Vice President.

The Clerk requested nominations for the position of Treasurer.

It was moved by Trustee Libby and seconded by Trustee Lunt to nominate David Kane for Treasurer.

Hearing no further nominations for Treasurer, the Clerk closed the nominations, and it was unanimously

Voted to elect David Kane as Treasurer.

The Clerk requested nominations for the position of Clerk of the Board

It was moved by Trustee Libby and seconded by Trustee Siviski to nominate Donna Katsiaficas for Clerk of the Board.

Hearing no further nominations, the Clerk closed the nominations, and it was unanimously

Voted to elect Donna Katsiaticas as Clerk of the Board.

### **ACCEPTANCE OF MINUTES**

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

Voted all in favor to waive the reading and accept the minutes of the Regular Meeting of February 26, 2018, Special Meeting of March 12, 2018 and the Workshop Meeting of March 12, 2018.

### **INVITATION FOR PUBLIC COMMENT**

None

### **REPORTS**

#### **Operations Committee**

Trustee Douglas provided a summary of the Operations Committee meeting on March 12, 2018. Two items discussed at the workshop would be taken up under new business tonight. Staff delivered a presentation of the work performed by Water Transmission-Distribution from the January Workshop, for committee members who were unable to attend the January meeting. Staff also handed out an updated 2018 work plan.

#### **Planning Committee**

Trustee Levinsky provided a summary of the Planning Committee meeting on March 12, 2018. Staff recommended approving the MOU with the City of Portland and recommended approving the Interconnection Agreement with YWD.

#### **Administration and Finance Committee**

There was no report this month.

Trustee Willey joined the meeting at 6:13 p.m.

#### **General Manager's Report**

- The main flushing program will begin May 1. PWD is also preparing to set seasonal meters.
- Water main projects are out to bid, and the volume of work and the nature of the projects will be discussed at a future Board workshop.
- The GM award was presented to Josh Hudak earlier in the month.
- The environmental staff accepted an Espy Land Heritage Award on behalf of the District, which recognized the ongoing land conservation efforts being undertaken under the direction of the Board. The \$5,000 award will be apportioned to the Loon Echo Land Trust and the Western Maine Foothills Land Trust.

Trustee Libby had three questions regarding the invasive insect reported in the General Manager's written report. What is the range of the insect, what kind of problems can it cause and what is the District's plan to deal with it? Ms. Lewis will follow up on these questions.

Trustee Garrison inquired if the District has plans to install standby generators in facilities other than the Sebago Lake Treatment Facility. At this point just the Standish facility. Generator upgrades are being considered at the East End in the future. Trustee Garrison also inquired about the flushing program and if the flushing water is dechlorinated. The response was yes, for the MS4 communities.

Trustee Willey questioned the 31% drop in metered industrial sales. There has been a drop in sales due to Calpine being shut down for a period of time.

### **NEW BUSINESS**

**Order 18-012**, authorizing the final rate schedule for the water rate increase.

In January 2018, the Board of Trustees requested staff to prepare a rate filing supporting a 3.7% rate adjustment. The filing includes a rate increase differential between residential and commercial/ industrial rates resulting in an increase of residential customer rates by 3.3% and commercial customers by 4.2%. Fire protection charges increase by 3.8%.

Pursuant to Board rules, a public hearing was held on March 12, 2018. All 52,000 customers received notification of the rate adjustment. No comments were received from any customers.

The 3.7% rate adjustment is projected to increase water revenue by \$844,749 in total. With the rate adjustment, revenues are expected to meet the projected expenses.

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

It was Voted and unanimously,

**ORDERED**, that the final rate schedule for the water rate increase, attached hereto and incorporated herein by reference, is hereby approved.

**Order 18-013**, authorizing a professional services contract with Woodard & Curran for the Northeast Pump Station/East End WWTF Backup Power Project.

The standby generators currently in service at the Northeast Pump Station and East End WWTF are original equipment and are at the end of their service life. The WWTF Electrical Master Plan recommended replacing both generators with one unit sized to handle the pump station as well as the entire treatment plant load. The design will accommodate the installation of a second generator of equal size if desired in the future.

Staff reviewed and scored three proposals from qualified teams that provided proposed methods for achieving the project goals. Based on the outcome of the review and ranking, Woodard & Curran

received the best overall score (100). Staff therefore recommends award to Woodard & Curran for an amount of \$243,743, which includes design phase services from preliminary design through project bidding.

Trustee Libby asked if this project would be impacted by CMP's lack of capacity to provide power in the area. Mr. Crovo responded that it will not affect the project.

Trustee Garrison asked if peak shaving was going to be considered in the design. It will be. Trustee Garrison noted that natural gas will be used for fuel and asked if other fuel sources have been considered. Natural gas is cleaner but the design will need to include an additional fuel source.

It was moved by Trustee Douglas and seconded by Trustee Libby.

It was Voted and unanimously,

**ORDERED**, a professional services contract with Woodard & Curran in the amount of \$243,743 is hereby authorized, for design phase engineering services for the Northeast Pump Station/East End WWTF Backup Power Project (CIP 2018-21/2711); 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.

**Order 18-014**, authorizing the comprehensive method for the procurement of engineering services for the Cape Elizabeth WWTF UV Disinfection Project.

Pursuant to the District's purchasing policy, staff is seeking approval from the Board of Trustees to procure engineering services for the design, bidding and construction administration (Comprehensive Method) for upgrades to the Cape Elizabeth WWTF to include ultraviolet disinfection as recommended in the Cape Elizabeth WWTF UV Feasibility Assessment completed in 2017. 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 upgrade.

This effort will develop detailed design plans and specifications based on the concept level recommendations in the Feasibility Assessment. Staff estimates that the cost for detailed design and bidding of these upgrades to be approximately \$150,000 dollars; construction phase engineering is estimated to be approximately \$100,000 dollars.

It was moved by Trustee Douglas and seconded by Trustee Libby.

It was Voted and unanimously,

**ORDERED**, that the Comprehensive Method is authorized for the procurement of engineering services for the Cape Elizabeth WWTF UV Disinfection Project (CIP 2018-418/2701), 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 18-015**, authorizing the General Manager to execute a Memorandum of Understanding with the City of Portland.

PWD has a NPDES permit for the operation of the East End Wastewater Treatment Facility (EEWWTF). As part of the permit requirements, and because of the capacity of the EEWWTF and the types of industries that discharge to the sewer system, the District is required by federal law to have an Industrial Pretreatment Program (IPT Program).

Since its establishment, the Portland IPT Program has been jointly administered by the District and the City of Portland, with Portland issuing permits, inspecting industries and doing enforcement when necessary. The District has historically been responsible for testing, administration, and reporting. There are, some inefficiencies resulting from the division of responsibilities and the constant need to exchange information. For this reason, the City has asked the District to assume responsibility for virtually all of the day-to-day activities of the program.

An MOU describes the responsibilities of both organizations leading to the complete transition of the program to the District. The City will continue to be responsible for establishing annual surcharges and is committed to working cooperatively with the District going forward. The City will also be implementing ordinance changes to allow for the transition of the program to PWD.

Trustee Libby noted that while the District is taking over the IPT Program and there will be an increase in District staff to handle this program, it is the City of Portland who will be paying the costs of the District's operation of the Program.

Trustee Willey asked that the Board be updated on how the take over of this program goes.

Trustee Cote asked if there were any new standards for the program. Mr. Crovo replied that other than dentist offices, everything else is stable.

It was moved by Trustee Levinsky and seconded by Trustee Libby.

It was Voted and unanimously,

**ORDERED**, that the General Manager is authorized to execute a Memorandum of Understanding in substantial form as that attached hereto as Exhibit A, with the City of Portland related to the transfer of the operation of Portland's Industrial Pretreatment Program to the Portland Water District.

**Order 18-016**, authorizing the General Manager to execute an Interconnection Agreement with the Yarmouth Water District.

PWD and the Yarmouth Water District (YWD) entered into an agreement in June 1977, which provided for an interconnection of facilities at the Yarmouth/Cumberland line. PWD owns the facilities leading into a meter pit and owns the meter pit. YWD owns the facilities from the meter pit which serve the power plant and a small number of other customers. YWD pays PWD for water usage at the non-member rate. The Agreement with YWD expires July 1 of 2018.

PWD and YWD have agreed to an extension of the Interconnection Agreement for a period of 5 years. After the five-year period, either party may terminate on a 2-year notice. The status of the Wyman Power Station and its continued operation is unclear. As a result, the water districts have agreed to keep the term of the contract extension short with the ability to terminate.

Trustee Beck asked to recuse himself from the vote due to his position as a business representative for the International Brotherhood of Electrical Workers and representing many of the employees at the Wyman Power Station to avoid an appearance of impropriety.

Trustee Libby made a motion to allow Trustee Beck to recuse himself from voting on this item to avoid even the appearance of a conflict, it was seconded by Trustee Willey. Voted all in favor (Trustee Beck abstaining).

It was moved by Trustee Levinsky and seconded by Trustee Libby.

It was Voted 9-0 (Trustee Beck abstained) and,

ORDERED, that the General Manager is authorized to execute an Interconnection Agreement in substantial form as that attached hereto as Exhibit A, with the Yarmouth Water District related to the provision of water to the Wyman Power Station on Cousins Island.

Order 18-017, authorizing a salary adjustment for the General Manager.

The annual review of the General Manager's performance has been completed. The Board at a future workshop will set a list of goals, which will be used for next year's review.

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

It was Voted and unanimously,

ORDERED, that the General Manager's annual compensation is hereby increased by 3% effective January 1, 2018.

### EXECUTIVE SESSION

None

### OTHER BUSINESS

None

**SECOND INVITATION FOR PUBLIC COMMENT**

None

**TRUSTEE COMMENTS**

None

**Adjournment.**

Meeting adjourned at 6:43 p.m.

Submitted by

Donna M. Katsiaficas  
Clerk