

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 Tuesday, May 28, 2024. Attending from staff were S. Garrison, C. Crovo, D. Kane, J. Wallace, J. Hudak, M. Clements, and C. Cote.

The meeting was convened by President Lunt at 6:01 p.m. with the Pledge of Allegiance and a moment of silence.

### **ROLL CALL**

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

### **ACCEPTANCE OF MINUTES**

Trustee Siviski made a motion to accept the minutes of the Regular Meeting of April 22, 2024, seconded by Trustee Cote. It was voted all in favor.

Trustee Cote made a motion to accept the minutes of the Workshop Meeting of May 13, 2024, seconded by Trustee Levinsky. It was voted all in favor.

### **INVITATION FOR PUBLIC COMMENT**

None

### **REPORTS**

#### **Operations Committee**

Trustee Shattuck-Heidorn provided a summary of the Operations Committee meeting on May 13, 2024.

Staff provided an update on the seasonal water service, which includes activating seasonal mains and installing seasonal meters. Seasonal service is available starting on May 1st. The end of seasonal service on the mainland is mid-October, and late October on the Islands in Casco Bay.

#### **Planning Committee**

Trustee Crockett provided a summary of the Planning Committee meeting on May 13, 2024.

Rod Beaulieu, Chief of Security Operations, reported on last year's activities on the Land Reserve and Lower Bay. He noted the Land Reserve had seen steady growth in visitors since its opening in 2005. Last year's count for visitors was just over 34,000.

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

Trustee Cote provided a summary of the Administration and Finance Committee meeting on May 13, 2024.

Ms. Julie Keim and Allison Pesce, BerryDunn's representatives, presented the results of the 2023 financial audit. This will be taken up under new business tonight.

Ms. Clements presented an update on several public relations projects and branding initiatives including the website upgrade. She noted the branding was updated to modernize our heritage logo and give it a fresh look that is consistent with tradition, but able to be used more easily with electronic and digital communications. The updated branding has been implemented and is being used on our clothing, vehicles, and signs. Branding associated with drinking water fountains at the Casco Bay Lines and Portland Airport is in the process of being updated.

Ms. Clements noted that tours showcasing our facilities have started back up since the end of Covid. Since September 2023, fourteen tours have been done with almost 150 people attending. She

played a welcoming video that was created providing a wastewater system overview (<https://youtu.be/w73VF-f4vFO>).

She also noted the website is being completely redesigned. The goal is to maintain current functionality and features with a modernized look, improve navigation, and meet today's website standards and best practices.

Due to time restraints, the meter project update was not done.

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

Mr. Garrison reported the following:

PWD has been in the local and national news many times over the past few weeks. There were several stories about PFAS, which corresponded with the release of the new U.S. EPA drinking water standard. Michelle Clements worked with AWWA, MeWEA, and other organizations on press outreach activities to highlight that PFAS is below detection levels in Sebago Lake, but is present in wastewater biosolids presenting disposal challenges. One of the news pieces was a national story by CNN titled 'They told us that this material would be safe.' Toxic PFAS discovered on US farms. Wastewater Services Scott Firmin and Dustin Price played a big part in the feature, which was filmed last year.

PWD was also in the news for ongoing efforts to comply with the lead service line requirements of the lead and copper rule. PWD has less than 40 private service lines to inspect that could potentially have lead fittings.

PWD was in the news about our cybersecurity efforts. According to the Dept. of Homeland Security, there has been a substantial increase in cyber-attacks against water and wastewater utilities across the United States. PWD is taking a number of measures to reduce the risk posed by cyber threats.

DN Tanks has poured the concrete base of the new Windham tank and is currently forming side panels. Panels will start to be erected in late-May/early-June.

The rehabilitated Clarifier #3 was put into service on April 25th. This is the first of the three clarifiers to be rehabilitated.

Michelle Clements, Public Relations Manager, presented an update on several public relations projects and branding initiatives including the website upgrade and recent media activities.

### **NEW BUSINESS**

**Resolution 24-006**, accepting the Audit Report for 2023.

On May 13, 2024, BerryDunn presented the results of the 2023 audit to the Administration and Finance Committee. The items presented were:

- Auditor's Communication to the Board of Trustees;
- Financial Report for the year ending December 31, 2023; and

Government Auditing Standards require independent auditors to report:

- The scope and timing of the audit;
- Significant audit findings;
- Difficulties encountered in performing the audit;
- Corrected and uncorrected misstatements;
- Disagreements with management;
- Management representations;
- Management consultations with other independent accountants, and
- Other audit findings or issues.

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

It was Voted and unanimously,

WHEREAS, the Bylaws of the Portland Water District require that an annual audit report on the financial affairs of the District be presented to the Board of Trustees for acceptance, and

WHEREAS, the Board of Trustees previously appointed the accounting firm of BerryDunn to conduct the audit of 2023 financial affairs, and

WHEREAS, BerryDunn has conducted the audit of 2023 and presented their unqualified opinion to the Board of Trustees,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees accepts the Audit Report for 2023 and authorizes its distribution as required by Section 21 of the Charter of Portland Water District.

**OTHER BUSINESS**

None

**SECOND INVITATION FOR PUBLIC COMMENT**

None

**TRUSTEE COMMENTS**

Trustee Levinsky commented he was pleased to see the buoy was back in the water for the season, and inquired if the archive of past water temperatures will be available this year like in past years.

Trustee Willett commended the staff and the work being done to replace the water line in the Little Falls area. Traffic has not been backed up and moves along, and he has not heard any complaints about the construction.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

The meeting adjourned at 6:30 p.m.

Submitted by,

Carrie E. Cote  
Assistant Clerk