

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, on Monday, June 27, 2022. Attending from staff were Messrs. Kane, Crovo, Wallace, Firmin and Ms. Lewis, Katsiaficas and Walker.

The meeting was convened by President Douglas at 6:05 p.m.

ROLL CALL

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

DECLARATION OF ELECTION RESULTS THE TRUSTEE REPRESENTING GORHAM ELECTED ON JUNE 14, 2022

Trustee Jane Sexton was sworn in on June 22, 2022, representing Gorham, to finish out the term left vacant by Trustee Burns.

ACCEPTANCE OF MINUTES

Trustee Beck made a motion to accept the minutes of the Regular Meeting of May 23, 2022, seconded by Trustee Cote. It was voted all in favor.

Trustee Beck made a motion to accept the minutes of the Workshop Meeting of June 6, 2022, seconded by Trustee Cote. It was voted all in favor.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

Trustee Rich provided a summary of the Operations Committee meeting on June 6, 2022. Staff provided an overview of the tasks required to comply with a new National Primary Drinking Water Regulation. The compliance date for implementation of the new Lead and Copper Rule Revisions is October 16, 2024.

Planning Committee

Trustee Shattuck-Heidorn provided a summary of the Planning Committee meeting on June 6, 2022. Staff recommended an easement swap with 32 Elmwood Ave. This will be taken up under new business tonight. Robert Bartels, Senior Project Engineer for the Main Extension and New Services Group (MEANS) provided the Committee with an overview of various supply chain issues that have affected the District operations. He noted that the materials needed in our system such as pipe, hydrants valves, and valve boxes are taking anywhere from 14 to 32 weeks for delivery. He provided many examples of the issues and how the District, along with contractors has been navigating the new paradigm of long lead times on basic supplies and materials.

Administration and Finance Committee

Trustee Siviski provided a summary of the Administration and Finance Committee meeting on June 6, 2022. Mr. Kane presented a motion authorizing the issuance of a sewer bond for up to \$2.2 million to finance the upgrade of Portland's Baxter Boulevard Pump Station. The project was authorized in the 2019 capital improvement plan (CIP 2019- subprogram 70 – 3144). He

noted the requested amount is less than the amount included in the forecast resulting in an expected debt service payment slightly lower than expected (\$138,000 versus \$148,000).

Mr. Kane presented the updated valuation of the defined benefit pension plan with two alternative 2023 funding amounts depending on the assumed future investment returns – see below. The pension plan investment advisor, Morgan Stanley, estimates the expected return over 20 years to be 6.74%. The actuary notes either option is acceptable. Both are significant increases over the 2022 contribution of \$696,631. The Committee discussed and suggested using option 1 in the first draft of the 2023 Budget and revisit after seeing the draft results.

| | 2023 Contribution | Assumed Future Returns |
|----------|-------------------|------------------------|
| Option 1 | \$1,837,468 | 6.0% |
| Option 2 | \$1,524,809 | 6.5% |

Mr. Cutrone provided an update on recently installed Cayenta Billing System. He noted the key components continue to work well. The on-line bill presentation/payment site, Invoice Cloud, was well received by customers and has seen increased usage – paperless customer growth to 24,546 from 19,008 and automatic payment customer to 22,439 from 18,389.

Paper check processing was moved in-house late last year because the payment processor moved their center to Delaware and mail delivery issues. The process is taking about 30 hours a week. Later this year, staff will need to decide whether to continue to process in-house or seek a third-party payment processor.

A walk-through of the customer experience on the Invoice Cloud and Title Company web sites was demonstrated.

General Manager’s Report

- Ms. Lewis reported that the North Windham Sewer Project referendum passed with substantial support.
- The General Manager Search Committee is making progress. The Committee expects to conduct first round interviews in late July, and second interviews in early August.
- Ms. Lewis also reported that PWD is seeing some vandalism of its fire hydrants. Someone is painting the hydrants - unsolicited by PWD - and is covering up information that is vital to fire fighters. The hydrants that have been painted over will need to be repainted at a cost to PWD and its rate payers. The paint that is being used by the “artists” is making repainting the hydrants difficult to re-paint. She asked that people stop painting PWD hydrants.

NEW BUSINESS

Public Hearing, authorizing the issuance of Portland sewer bonds.

President Douglas opened the public hearing for comments. No one from the public was in attendance. President Douglas closed the public hearing.

Resolution 22-011, authorizing the issuance of up to \$2,200,000 in Portland sewer bonds to finance the upgrades to the Baxter Boulevard Pump Station.

At the March 22, 2021 Board meeting, a motion was approved authorizing a \$2.2M project budget for the Baxter Boulevard Pump Station. The proposed upgrades are intended to improve operation reliability. The project was originally included in the 2019 CIP (project 70-3144). The motion authorizes issuing a bond to cover the project costs.

The first full year's debt service payment is estimated to be \$138,000. The multi-year plan included an estimated amount of \$148,000. Because the project is being completed earlier than expected, the debt service payments are impacting Portland's budget a year earlier than forecasted.

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

It was Voted and unanimously,

RESOLVED, the issuance of up to \$2,200,000 of Portland Sewer Bonds is hereby authorized to finance upgrades to the Baxter Boulevard Pump Station in Portland and other related infrastructure upgrades and improvements. The full form of the Resolution is attached hereto and incorporated as part of the minutes of this meeting.

Order 22-027, authorizing the General Manager to execute an easement deed to 32 Elmwood LLC for property at the District's Prides Corner Pump Station.

The District purchased the property for the Prides Corner Pump Station in 1958. Upon recent investigation, it was determined that the District's driveway is encroaching on the neighboring property. The neighboring property owner, 32 Elmwood LLC, has agreed to grant the District an easement in exchange for \$2,000 and an easement granting him the right to use the District's driveway to access his property.

The 2,200 square foot easement granted to the District will allow the continued use of the existing driveway as well as provide additional space for District vehicle parking, snow removal, generator location and potential pump station repairs. The easement granted to 32 Elmwood LLC will allow use of the District's driveway to access the neighboring property.

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

It was Voted and unanimously,

ORDERED, the General Manager is authorized to execute an easement deed to 32 Elmwood LLC for property at the District's Prides Corner Pump Station in Westbrook for vehicular access in return for an adjacent easement(s) granted to the District; and

BE IT FURTHER ORDERED, the General Manager and the Treasurer, each acting singly, are authorized to take such other steps and execute such documents as may be necessary to accomplish the intent of this vote.

OTHER BUSINESS

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

A Trustee seat on the Board will be vacant due to the resignation of Kimberly Rich effective after the October 2022 business meeting. Pursuant to the District's Charter, the vacancy must be filled by a special election; the District is responsible for the costs of the election.

Ms. Rich's term was set to expire in November, 2023. Unless a special election is held, the City of Portland will have three representatives instead of four on the Board until then.

It is recommended that the District ask the City of Portland to hold a special election to fill the Portland seat on the Board in November, 2022.

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

It was Voted and unanimously,

BE IT RESOLVED, that the clerk of the City of Portland is hereby requested to hold an election for the vacant Trustee position on the Board of the Portland Water District at the November, 2022 municipal election.

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

Trustee Siviski wished Trustee Rich well and it was a pleasure working with her. He is also looking forward to working with Trustee Sexton.

Trustee Libby commented he is sad to see Trustee Rich leaving and that working with her exceeded his expectations.

EXECUTIVE SESSION

None

ADJOURNMENT

Meeting adjourned at 6:46 p.m.

Submitted by,

Donna M. Katsiaficas
Clerk