

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 Tuesday, September 29, 2020. Attending from staff were Messrs. Kane, Crovo, Wallace, Firmin, Thompson, Hunt and Mses. Lewis, Katsiaficas, Demers and Walker. The meeting was convened by Vice-President Lunt at 6:01 p.m.

### **ROLL CALL**

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

### **CONVENE MEETING**

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

### **ACCEPTANCE OF MINUTES**

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

It was voted 9-0 (Douglas absent, Willey no response) to waive the reading and accept the minutes of the Regular Meeting of August 24, 2020 and the minutes of the Workshop Meeting of September 14, 2020.

### **INVITATION FOR PUBLIC COMMENT**

None

### **REPORTS**

#### **Operations Committee**

Trustee Beck provided a summary of the Operations Committee meeting on September 14, 2020. Staff presented an update on recent PFAS developments and related biosolids management issues. A summary of biosolids management tipping fees was shared along with considerations regarding the possible extension of the existing biosolids management contract. Staff also discussed historical and current drought conditions and the impact on operations. While customer's water use has increased from last year, it is still below recent historical averages. To date, this drought has not significantly impacted the water level of Sebago Lake. In addition, staff reviewed items to consider for drought planning during the update of PWD's Water Emergency Response Plan.

#### **Planning Committee**

Trustee Siviski provided a summary of the Planning Committee meeting on September 14, 2020. Staff provided a recommendation to award a professional services contract to manage the District's forest. This will be taken up under new business tonight.

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

Trustee Garrison provided a summary of the Administration and Finance Committee meeting on September 14, 2020. Mr. Peter Cutrone noted the Cayenta billing system team continues to document and test procedures including payment processes, seasonal install & removal and Thomas Agency Collections. He noted Cayenta continues to develop system changes which will need further testing. He also noted the challenge to training employees remotely. Mr. Gordon Johnson noted work continues on integrating Lucity and Cayenta systems, transferring data between the current Hansen system and Lucity, and configuring Lucity. Many items have been

completed but the target date of June for final integration with Cayenta was not met. Ms. Carrie Lewis noted the teams will continue to work hard in the coming months but a successful go-live in February is increasingly unlikely. She suggested when the systems are stable and manuals written, declare the 'go live' date 60-90 days in future, initiate training and meet the established date.

Mr. David Kane noted a presidential order providing the employers the option to defer collecting the employee's share of FICA between September 1 and December 31, 2020. Since the taxes would need to be repaid by the employees next year as the current law stands, the District has chosen not to defer collecting the FICA. The Committee concurred.

Mr. David Kane reviewed the recently issued Moody's and S&P's bond rating reports. He noted the District received strong bond rating for the water and sewer bonds & reviewed the credit strengths (sizeable/stable service area, sound debt service coverage & annual rate increases and strong management) and challenges (weak legal security provisions). Trustee Garrison suggested staff explore the creation of reserves dedicated to debt service payments to offset the weak legal security provisions.

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

Ms. Lewis along with Mr. Crovo provided an update to the Board on the landslide and the efforts of PWD to remove debris from the River. PWD has engaged Shaw Brothers in our efforts to remove debris from the river and progress is being made. She provided a PowerPoint presentation to illustrate her presentation.

Ms. Lewis also informed the Board that the 2021 budget will have no increase over the 2020 budget. However, a proposed rate increase of 3.4% is needed in order to accomplish this. A public hearing on the proposed rate increase will occur on Tuesday, October 13 at 6:30 p.m. The meeting will be live streamed and the public is encouraged to join remotely.

Lastly, PWD received a grant from USDA of 8 Million Dollars to conserve forest land in the watershed. There are presently 6,000 acres conserved in the watershed; the grant will allow an additional 10,000 acres to be conserved. PWD will be the lead agency administering and managing the funds.

### **NEW BUSINESS**

**Order 20-28**, authorizing the General Manager to execute a professional services contract with 207 Forestry Consulting Services, LLC.

The Portland Water District owns approximately 2,500 acres of forest around the Lower Bay of Sebago Lake, referred to as the Sebago Lake Land Reserve (SLLR). This land is largely forested and has been actively managed by a forester for over 30 years. A forest management plan is currently in place, but will be updated in accordance with PWD's forest management goals. PWD strives to manage the SLLR to be a model of a well-managed forest, utilizing the latest forestry and logging best management practices, methods, and tools. Our forestry techniques and strategy will reflect our water quality priorities while permitting low impact recreation, and promoting sustainability while generating operational income. Our forester will help us with outreach to engage the public and communicate our goals. We will promote biological resilience and biodiversity of the forest. Additionally, we believe documentation and record keeping are a

critical part of managing our forest asset into the future, and a more robust asset management system can be achieved through better documentation of our forest and the work conducted on it. The timber inventory will be conducted according to techniques approved by the Maine Forest Service and the assessment will achieve a 90% confidence level with less than 15% of error. The forest management plan will utilize the findings of the timber inventory and staff input to develop a strategic plan for our current and future forest.

A team of three Environmental Services staff reviewed and scored four proposals from qualified consultants that provided proposals for achieving our forest management goals. Interviews were audited by the purchasing agent to ensure consistency and fairness. Based on the outcome of the review and ranking, 207 Forestry Consulting Services, LLC received the best (lowest) overall score.

Trustee Willey commented that forest fire prevention is of concern with this plan. He was assured it would be a high priority.

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

It was Voted and unanimously,

ORDERED, the General Manager is authorized to execute a professional services contract with 207 Forestry Consulting Services, LLC for forestry services for a period of ten years.

BE IT FURTHER ORDERED, that a Forestry Services Contract budget is hereby authorized, not to exceed \$25,625, to conduct a timber inventory and develop an associated forestry management plan; 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**

Trustee Willey noted that he was glad PWD had communicated to its member municipalities that it would seek a rate increase. Trustee Garrison congratulated the staff for receiving the USDA grant. Trustee Lunt thanked the staff who have been working on getting the landslide debris cleared out of the Presumpscot River.

### **EXECUTIVE SESSION**

None

**ADJOURNMENT**

Meeting adjourned at 6:50 p.m.

Submitted by,

Donna M. Katsiaficas  
Clerk