

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, October 28, 2019. Attending from staff were Messrs. Kane, Crovo, Wallace, Firmin, and Mses. Lewis, Katsiaticas, Demers and Walker.

The meeting was convened by President Cote at 6:00 p.m. with the Pledge of Allegiance and a moment of silence.

ROLL CALL

The roll was called by the Clerk. Trustees Garrison and Douglas were absent.

ACCEPTANCE OF MINUTES

It was moved by Trustee Libby seconded by Trustee Beck.

Voted all in favor to accept the minutes of the Regular Meeting of September 16, 2019, and the minutes of the Workshop Meeting of October 15, 2019.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

Trustee Siviski provided a summary of the Operations Committee meeting on October 15, 2019. Staff provided a recommendation to amend the professional services agreement with Woodard & Curran to perform detailed design through bidding for electrical upgrades to the medium voltage power distribution system serving the EEWTF and Northeast Pump Station. This will be discussed under new business tonight. Staff also provided an overview of the District's portable drinking water pump for project work and/or emergency use. The pump received its first test run at the Winn Road Booster Station in early October. Staff explained that the pump was selected for its ability to be used at many locations in the distribution system. Most locations will require the installation of a least an additional hydrant, to allow for the connection of a supply or discharge piping. Staff plan to setup at least one additional location every year. The concept of Water's pump is similar to the unit Wastewater Services purchased eight years ago, to bypass pump around stations during project work or for emergency needs. The use of that pump has been highly successful.

Planning Committee

Trustee Lunt provided a summary of the Planning Committee meeting on October 15, 2019. Staff brought and recommended two items to the Committee that will be taken up under new business tonight. Kirsten Ness provided a review of the District's history of utilizing DEP's Clean Water Act funding to correct erosion problems in the watershed. Working with many partner organizations and individual landowners, we have made more than \$2 million dollars in water quality-related improvements since 1999. Staff and the Board discussed how DEP's process for acquiring these grant funds has changed and, in light of those changes, staff will be requesting that the Board consider changes in our funding formula. Staff will gather more data and come back to the Board with a proposal in the coming months.

Administration and Finance Committee

Trustee Willey (Garrison absent) provided a summary of the Administration and Finance Committee meeting on October 15, 2019. A motion authorizing a \$1,025,000 bond to finance the costs related to the installation of the ultraviolet treatment system at the Cape Elizabeth Wastewater Treatment Plant was discussed and it will be taken up under new business tonight. Mr. David Kane presented a motion authorizing the renewal of the HomeServe program for three years. At the request of the Committee, staff will inquire whether HomeServe would consider increasing their warranty limit. The Committee will seek input from other Board members and consider those comments as they consider making a recommendation to the full Board. Mr. Peter Cutrone and Mr. Gordon Johnson presented an update on the customer billing and asset management computer system upgrade projects. Both projects continue to work towards the October 2020 live date target. Mr. David Kane led a discussion on the 2021-2024 financial projections incorporated in the proposed 2020 Budget document. Mr. David Kane noted the District was approached to participate in a renewable energy program along with a number of other entities including City of Portland, Greater Augusta Utility District, LL Bean, New Balance, Scarborough School District, and University of Maine. The program consist of a partnership between these entities and a renewable energy facility owner whereby the entities would receive a financial benefit. The District has committed to reviewing proposals from potential renewable energy providers. After the review of the proposals and the contractual terms, staff will provide information to the Board.

Trustee Levinsky noted that while HomeServe's price on premiums has increased, the benefits have not. Trustee Rich requested that an opt-out of future mailings from HomeServe be given to customers. Ms. Lewis agreed this would be done.

General Manager's Report

Ms. Lewis gave an overview of the proposed 2020 budget.

- The proposed budget provides for a total work force of 186 employees – a gain of 4 employees.
- The operations budget increased by 4.3%, and the capital budget increased by 20.6% - this increase is largely due to debt service costs.
- Total budget increase over 2019 is 14.4%.
- Wastewater assessments will continue to meet municipal expectations.
- The proposed water rate increase for 2020, to go into effect on May 1 if approved, is 3.5%.

The PowerPoint presentation given by Ms. Lewis is attached hereto.

Trustee Willey thanked PWD staff who speak to outside groups, noting it spoke well of PWD.

NEW BUSINESS

Public Hearing, regarding an amendment to an existing bond.

A public hearing was held on the proposed authorizing to amend the sewer bond issued to finance the installation of an ultraviolet system at the Cape Elizabeth Treatment Plant.

President Cote opened the public hearing, no members of the public wished to speak. President Cote closed the public hearing.

Resolution 19-014, authorizing an amendment to the sewer bond issued to finance the Cape Elizabeth Treatment Plant ultraviolet system.

At the June 24, 2019 meeting, the Board authorized a construction budget of \$1,010,000 (Order19-023). A \$15,000 preliminary study was completed earlier and was authorized in the 2016 Capital Improvement Plan. The project has been approved by the Maine DEP as eligible to be bond financed through the State Revolving Loan Fund. The Board previously authorized an \$875,000 bond, which was issued on 6/3/2019. The motion will allow the District to issue another bond for an amount up to \$150,000 to pay for the balance of the project costs.

The additional \$150,000 bond results in an additional annual debt service payment of \$11,000.

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

It was Voted and unanimously,

RESOLVED, Resolution 18-016 is hereby amended to authorize the issuance of up to \$1,025,000 in Sewer Bonds to finance the installation of an ultraviolet system at the Cape Elizabeth Treatment plant. The full form of the Resolution attached hereto is hereby approved and shall be attached to and incorporated as part of the minutes of this meeting.

Order 19-032, authorizing the General Manager to execute a professional services contract with Woodard & Curran.

In 2017, the Electrical Master Plan for the four Wastewater Treatment Plants was completed (CIP #2015-421/2470). This was a comprehensive evaluation of the electrical distribution system at each facility. At East End, the power distribution system serves both the plant and the Northeast Pump Station (NEPS). Upgrade of the backup power and power distribution systems serving the plant and NEPS were identified as high priority recommendations. In March 2018 the Board authorized execution of a professional services contract to Woodard & Curran (Order 18-013) for design of the backup power project.

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

It was Voted and unanimously,

ORDERED, a professional services contract with Woodard & Curran is hereby authorized in the amount of \$272,000 for design phase engineering services for the Northeast Pump Station/East End WWTF Main 12.4 kV Power Distribution Upgrades; 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.

BE IT FURTHER ORDERED, that a change in project budget is hereby authorized to reduce the EEWWTF/NEPS Backup Power Upgrade (CIP #2019-021/3010) budget by \$1,550,000 to a total not to exceed \$2,400,000; 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.

Order 19-033, authorizing a contribution to the Loon Echo Land Trust for property located in Sebago.

The Deering-Northwest River property is twenty acres and is located approximately three miles from Sebago Lake. It is adjacent to the Tiger Hill Community Forest and is located within a region of over 2,000 acres of conserved land. Loon Echo Land Trust is purchasing the property and will continue to allow public access for hunting, fishing, and low-impact recreation. The property has 2,100 feet of frontage on the Northwest River, a tributary to Sebago Lake.

The District will require that the land be legally protected from development in perpetuity. Based on the size of our contribution as a percentage of the property’s value, staff recommends that the District acquires a conservation easement on the property.

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

It was Voted and unanimously,

ORDERED, that the General Manager is authorized to contribute up to \$8,970 to Loon Echo Land Trust, to support the conservation of land known as the Deering-Northwest River parcel located in the Town of Sebago.

Order 19-034, authorizing funds from the Land Acquisition Fund for the purpose of demolition at 25 Dog Leg Road, Standish.

In April 2019, the District acquired the Eleanor Webb lake front property at 25 Dog Leg Road in Standish. Staff recommends that the buildings and improvements now be demolished, 400 feet of chain link fence be relocated/installed along the no trespassing zone and that trees be planted to restore the property back to a natural condition. The demolition would be done in the fall/early winter of 2019. The fence construction and tree planting would be done in the spring of 2020.

No money was budgeted for this project. Staff estimates that the project cost will be approximately \$33,000. The project budget is estimated as follows:

Administration & Contingency	\$ 1,000
Demolition Bid Price	\$ 20,000
Fence Construction	\$ 8,000
Tree Planting	\$ 3,000
Asbestos Testing	\$ 1,000
 Total Budget	 \$33,000

Trustee Levinsky noted that he has been contacted by the abutting land owner regarding the construction of the chain link fence and asked if there was another type of material that could be used to define the District’s property other than chain link. Mr. Crovo explained that the District’s standard operating procedure is to use chain link but that in the past we have worked with abutters to make the fence less visible.

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

It was Voted and unanimously,

ORDERED, that the budget of \$33,000 is hereby approved to be taken from the Land Acquisition Fund, for the purposes of demolishing the buildings, installing a chain link fence, and restoring the site at the property located at 25 Dog Leg Road in Standish; and further that the General Manager and the Treasurer are hereby authorized, each acting singly, to take such other steps as may be necessary to accomplish the intent of this vote.

Resolution 19-015, supporting the conservation efforts of the Sebago Clean Waters Coalition.

Trustee Libby noted that support and passage of the resolution did not commit the District to spend any money in the effort.

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

It was Voted and unanimously,

Whereas, the Portland Water District is one of nine partners in the Sebago Clean Water Coalition (“SCW”), which supports land conservation efforts in the Sebago Lake watershed, the source of drinking water for 200,000 people in 11 communities; and

Whereas, SCW has a goal of conserving 35,000 acres in the watershed in the next 15 years, for which an estimated \$51 Million Dollars will need to be raised; and

Whereas, the District evaluates each individual conservation transaction proposed by SCW and determines the District’s participation on a case by case basis, according to a Board established formula; and

Whereas, the District’s overall contribution to this conservation effort could reach approximately \$9 Million Dollars; and

Whereas, the conservation efforts undertaken by SCW benefit the District and its ratepayers by helping the District maintain its waiver of filtration of its water source, Sebago Lake;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees expresses its support for the efforts of SCW in its goal of conserving 35,000 acres and agrees to continue to participate in the conservation effort as a partner in SCW.

EXECUTIVE SESSION

None

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

Trustee Willey commented that he would like to see the elm tree by the customer service entrance, which was damaged in the recent storm, replaced if possible.

Trustee Levinsky asked about the weather buoy and when it would come out of the Lake. He was told it would come out in November.

Trustee Siviski reminded everyone to vote on Election Day.

Adjournment.

Meeting adjourned at 7:05 p.m.

Submitted by,

Donna M. Katsiaficas
Clerk