

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 Monday, November 23, 2020. Attending from staff were Messrs. Crovo, Kane, Wallace, Firmin, and Mses. Lewis, Katsiaficas, Demers and Walker.

The meeting was convened by President Douglas at 6:00 p.m.

### **ROLL CALL**

The roll was called by the Clerk. All Trustees were present.

### **CONVENE MEETING**

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

### **DECLARATION OF ELECTION RESULTS AND INAUGURATION FOR THE TRUSTEES REPRESENTING PORTLAND, SOUTH PORTLAND AND CAPE ELIZABETH ELECTED ON NOVEMBER 3, 2020**

Trustee Kenneth Levinsky, representing Portland, was sworn in as he began another five-year term.

Trustee Joseph Siviski, representing South Portland and Cape Elizabeth was sworn in as he began another five-year term.

### **ACCEPTANCE OF MINUTES**

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

Voted all in favor to waive the reading and accept the minutes of the Regular Meeting of October 26, 2020, and the Workshop Meeting of November 9, 2020.

### **INVITATION FOR PUBLIC COMMENT**

None

### **REPORTS**

#### **Operations Committee**

Trustee Beck provided a summary of the Operations Committee meeting on November 9, 2020. The Wastewater and Water Services Departments presented their respective 2021 budgets. The overall wastewater budget increase was \$740,415 or 7.3%. The majority of the increase related to anticipated increases in biosolids management costs (\$459,254) and increased chemical costs. The budget was within the municipal expectations for each of the wastewater communities. Water Services reviewed accomplishments from 2020 and noted some of the initiatives planned for 2021. Due to concerns related to COVID-19, staff made reductions in the budget, resulting in an overall increase of 0.6%. After answering all questions to the satisfaction of the Committee members, the Committee agreed to forward these budgets to the full Board for their consideration.

### **Planning Committee**

Trustee Siviski provided a summary of the Planning Committee meeting on November 9, 2020. Staff provided an overview of the Environmental and Engineering Services proposed 2021 budget. They discussed briefly with the Committee the projects and initiatives they accomplished in the previous year and outlined their goals for this coming year. They also discussed their respective financial overviews for their departments. Paul Hunt, Environmental Services Manager reviewed the Water Resources and Laboratory budgets and noted that their proposed budget was increasing approximately 1% over the previous year. Gordon Johnson, Engineering Services Manager and Josh Hudak, Facility Manager noted the Facility, Asset Engineering, and Instrumentation Services budgets proposed a budget increase of 1.6%. Staff noted that their goal this year for their departments was to present a budget as flat as possible from the previous year's.

Committee members noted they were satisfied with this year's budget proposals for Engineering and Environmental Services and they recommended approval and forwarding their recommendation to the full Board for their consideration.

### **Administration and Finance Committee**

Trustee Garrison provided a summary of the Administration and Finance Committee meeting on November 9, 2020. The Committee reviewed and approved a 0.67% increase to current pensioners for 2021. The amount represents 50% of the change in the consumer price index and is the maximum change allowed under the pension plan. The Committee recommended the proposed motion be forwarded to the full Board for its consideration. The Committee also requested staff provide additional information on how much a typical retiree receives in replacement income when considering the District's pension and social security benefits.

The Administrative Department managers presented their respective 2021 budget requests. Overall, the departments' budget is \$6.4 million, \$304,533 or 5% higher. The Committee recommended staff provide an overview of the large meter testing program at a future meeting, consider participating in AWWA Customer Service Committee, explore developing a financial dashboard and explore ways to hire more diverse employees in the future. After staff responded to a number of questions, the Committee recommended the proposed budget motions be forwarded to the full Board for its consideration.

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

Ms. Lewis advised the Board that a banner had been placed on the India Street Pump Station at the request of Creative Portland. She also advised the Board that work on cleaning up the landslide in the Presumpscot River has been completed. The cost was \$390,000; the District received \$25,000 in reimbursement from its insurance company. Lastly, an overview of the general budget was given to the Board. Ms. Lewis noted that there is no water rate increase scheduled for 2021. All budget guidelines had been met. The Operating Budget is 47.9 Million Dollars; the Capital Budget is 14.5 Million Dollars.

### **NEW BUSINESS**

Trustee Burns is the Public Works Director for the Town of Gorham and in order to avoid the implication of a conflict of interest it was recommended that he be allowed to recuse himself from the vote on the wastewater assessment for the Town of Gorham. It was moved by Trustee Lunt and seconded by Trustee Garrison, and unanimously (Trustee Burns abstained) voted to allow Trustee Burns to recuse himself due to his position as public works director for Gorham.

**Order 20-031**, adopting the 2021 Budget and Wastewater Assessments with the exception of the Town of Gorham.

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

It was Voted and unanimously,

**ORDERED** that the 2021 Budget and Wastewater Assessments as presented by the General Manager are accepted and adopted and shall be filed with the minutes of this meeting; and pursuant to Section 12 of the District’s Charter, to assess for 2021 the participating municipalities for wastewater related costs as follows:

Town of Cape Elizabeth	\$ 1,835,412
Town of Cumberland	989,268
Town of Falmouth	314,112
City of Portland	13,441,944
City of Westbrook	2,903,244
Town of Windham	410,916

and to assess non-participating municipal corporations for billing-related costs as follows:

City of South Portland	\$ 201,132
Scarborough Sanitary District	11,664

**Order 20-031A**, adopting the 2021 Wastewater Assessment for the Town of Gorham.

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

It was Vote and unanimously,

**ORDERED** pursuant to Section 12 of the District’s Charter, to assess for 2021 to the Town of Gorham the sum of \$1,188,840 for wastewater related costs.

**Order 20-032**, adopting the 2021-2025 Capital Improvements Plan.

The Board was requested to adopt the 2021-2025 proposed capital improvement plan and authorize staff to implement the 2021 projects within the restrictions stated below and in compliance with the purchasing policy guidelines.

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

It was Voted and unanimously,

**ORDERED** that the 2021-2025 Capital Improvement Plan is hereby adopted and the General Manager is authorized to solicit bids or proposals for the year 2021 projects and to authorize the General Manager to award contracts for approved projects to the lowest bidder if the bid is within the project budget.;

BE IT FURTHER ORDERED that the General Manager shall solicit bids or proposals and to partner with Municipalities, MDOT and Developers for the year 2021 for the replacement and extension of water mains, services, valves and hydrants as outlined in the Water Distribution Systems Upgrades Program and to authorize the General Manager to award and enter into contracts if the bid or partnering proposals are within the overall program budget.

**Resolution 20-014**, declaring the Board's intent to issue debt to reimburse costs incurred for water fund projects identified in the 2021 CIP.

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

It was Voted and unanimously,

RESOLVED the Board hereby declares its intent to issue debt to reimburse costs incurred by the District for water fund projects identified in the 2021 CIP. The full form of the resolution is attached hereto and incorporated herein by reference, and shall be part of the minutes of this meeting.

**Resolution 20-015**, declaring the Board's intent to issue debt to reimburse costs incurred for Cape Elizabeth's wastewater fund projects identified in the 2021 CIP.

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

It was Voted and unanimously,

RESOLVED the Board hereby declares its intent to issue debt to reimburse costs incurred by the District for the Cape Elizabeth wastewater fund projects identified in the 2021 CIP. The full form of the Resolution is attached hereto and incorporated herein by reference, and shall be part of the minutes of this meeting.

**Resolution 20-016**, declaring the Board's intent to issue debt to reimburse costs incurred for Portland wastewater fund projects identified in the 2021 CIP.

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

It was Voted and unanimously,

RESOLVED the Board hereby declares its intent to issue debt to reimburse costs incurred by the District for the Portland wastewater fund projects identified in the 2021 CIP. The full form of the Resolution is attached hereto and incorporated herein by reference, and shall be a part of the minutes of this meeting.

**Resolution 20-017**, declaring the Board's intent to issue debt to reimburse costs incurred for Westbrook, Gorham and Windham wastewater fund projects identified in the 2021 CIP.

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

It was Voted and unanimously,

RESOLVED the Board hereby declares its intent to issue debt to reimburse costs incurred by the District for the Westbrook, Gorham and Windham wastewater fund projects identified in the 2021 CIP. The full form of the Resolution is attached hereto and incorporated herein by reference, and shall be a part of the minutes of this meeting.

**Order 20-033**, authorizing an adjustment in pension benefits for eligible retirees and annuitants.

Since 1989, the Board of Trustees has authority to grant an annual adjustment in pension benefits equal of one-half of the previous year’s consumer price index (CPI) increase up to a maximum of 5%. The adjustment is not automatic; it is subject to the Board’s approval each year. The table below indicates increases given since 2009:

1989 - 2008:	50% of CPI
2009:	Eligible for 2.41%, no increase granted
2010:	CPI negative, no increase granted
2011:	Eligible for 1.14%, no increase granted
2012:	50% of CPI, 1.61%
2013:	50% of CPI, 1.20%
2014:	50% of CPI, 0.72%
2015:	50% of CPI, 0.82%
2016:	CPI negative, no increase granted
2017	50% of CPI, 0.36%
2018	50% of CPI, 1.03%
2019	50% of CPI, 1.29%
2020	50% of CPI, 0.82%
2021	50% of CPI, 0.67%

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

It was Voted and unanimously,

ORDERED, an adjustment of 0.67% in pension benefits is authorized for eligible retirees and annuitants, effective January 1, 2021, in accordance with Article X of the District’s pension plans.

**Resolution 20-018**, adopting the Board of Trustees meeting schedule for 2021.

The Board reviewed the proposed meeting calendar for 2021.

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

It was Voted and unanimously,

RESOLVED, to adopt the proposed Board of Trustees meeting schedule for 2021.

**OTHER BUSINESS**

None

**SECOND INVITATION FOR PUBLIC COMMENT**

None

**TRUSTEE COMMENTS**

Trustee Willey is hopeful that the Board will be able to resume in-person meeting in April, 2021.

Trustee Garrison asked for clarification on amending Board policy. Ms. Katsiaficas explained the Board could amend a policy by a one-time event during a meeting or the policy in question could be taken up during a business meeting and voted to amend permanently.

President Douglas thanked staff for the many hours of hard work that went into putting the 2021 budget together.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Meeting adjourned at 6:45 p.m.

Submitted by

Donna M. Katsiaficas  
Clerk