

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, December 18, 2017. Attending from staff were Messrs. Kane, Crovo, Wallace, Firmin, Johnson and Meses. Lewis, Katsiaficas, Clements and Walker. Kim Rich of Portland and Joe Piccone of Teamsters Local 340 attended from the public. The meeting was convened by President Lunt at 6:02 p.m. with the Pledge of Allegiance and a moment of silence.

ROLL CALL

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

ACCEPTANCE OF MINUTES

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

Voted all in favor to waive the reading and accept the minutes of the Regular Meeting of November 27, 2017, and the Workshop Meeting of December 11, 2017.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

Trustee Siviski (Trustee Douglas was absent) provided a summary of the Operations Committee meeting on December 11, 2017. Staff reviewed, discussed and recommended four items to go before the Board: SLWTF Raw Water Pump #2 Repair, Northeast Pump Station/East End WWTF Backup Power - Engineering Method Approval, East End WWTF Headworks Gates, Influent Screen and Effluent Flow Meter Replacement - Professional Services Contract Selection and Fore River Pump Station Phase II Upgrades– Professional Services Contract Selection.

Planning Committee

Trustee Levinsky provided a summary of the Planning Committee meeting on December 11, 2017. Staff recommended the filing of a joint petition to the Public Utilities Commission with the Yarmouth Water District to amend the District's service territory boundary to provide water service to a ten-lot subdivision. Chad Thompson, Water Resources Coordinator, attended the National Pipeline Safety Trust Annual conference in New Orleans in November and reported back to the committee the proceedings of the conference.

Trustee Garrison asked what our Charter says about the service territory in Yarmouth. Ms. Katsiaficas responded the Charter allows PWD to serve the Yarmouth Water District.

Administration and Finance Committee

Trustee Garrison provided a summary of the Administration and Finance Committee meeting on December 11, 2017. Mr. Kane presented amendments to bargaining and non-bargaining defined benefit pension plans to update the plans to comply with IRS regulations. He noted Verrill Dana prepared a summary of the changes including establishing a maximum benefit, clarifying what

compensation is included when determining the maximum benefit and declaring the plan is a governmental plan.

Mr. Joseph Cuetara, the District's bond financial advisor, provided an overview of the bond rating process and reviewed the rationale for the District's strong AA rating. It was noted that the general rule is that an entity would save \$100,000 over 20 years on a \$10 million bond issue for every 0.001% (10 basis points) lower interest expense. The change from a AA rating to AAA rating typically reduces interest rates between 0.001% and 0.0015%.

Trustee Douglas arrived to the meeting at 6:09 p.m.

General Manager's Report

The General Manager reported the following:

- The Cayenta contracts have been signed, and the ABC project is underway.
- Commercial water use is up.
- She has spoken with the new Standish Town Manager regarding the Scenic Overlook lease and will provide updates as they become available.
- A recruitment brochure created by Michelle Clements will be used to recruit employees into the water and wastewater fields.

Trustee Libby felt this new flyer fits well with the results from the recent employee satisfaction survey, in that employees felt a sense of satisfaction with the work they do.

Trustee Willey asked to recognize the Environmental Services department and the work they do when meeting with wood lot owners.

NEW BUSINESS

Resolution 17-019, awarding the Water Bottle Filling Station Grants.

The Water Bottle Filling Fountain Grant Committee met on December 11th and selected seven recipients for the Board's consideration. Applications were reviewed and judged primarily on potential exposure and public access and the promotion of healthy tap water.

Trustee Levinsky reminded the public that these grants are given every year and information regarding the filling station can be found on the PWD website.

Trustee Willey would like to see PWD revisit the various filling stations every 3-4 years to see how many bottle have been filled.

Trustee Beck thanked the committee for their work and urged everyone to get in the habit of using refillable water bottles.

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

It was Voted and unanimously,

BE IT RESOLVED, that the Board of Trustees hereby awards the following Water Bottle Filling Station Grants for the installation year of 2018:

City of Portland, Oxford Street Shelter	Portland, Maine	Retrofit
City of Portland, General Assistance Office	Portland, Maine	Retrofit
Longfellow Elementary School	Portland, Maine	Retrofit
James Otis Kaler Elementary School	So. Portland, Maine	Retrofit
Greely Middle School	Cumberland, Maine	Retrofit
Pond Cove Elementary	Cape Elizabeth, Maine	Stand Alone
Gorham Middle School	Gorham, Maine	Stand Alone

Order 17-036, authorizing amendments to the District’s Bargaining and Non-Bargaining Unit Pension Plans.

The District submits its pension plans to the Internal Revenue Services for their review to assure the plans meet their current requirements to be a tax-exempt plan. Their latest review indicated several technical changes be incorporated into the plan (see attachment A for further explanation).

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

It was Voted and unanimously,

ORDERED, that the Second Amendment to the Portland Water District Non-Bargaining Unit Employees’ Pension Plan and Fourth Amendment to the Portland Water District Bargaining Unit Employees’ Pension Plan, effective generally January 1, 2015, in substantially the form presented at this meeting and ordered filed with the minutes hereof, is hereby adopted and approved, with such changes therein, not inconsistent with the general tenor thereof, as the officers of the District, with the advice of counsel, deem necessary or appropriate to carry out the objectives thereof or to obtain the approval of the Internal Revenue Service that the Plan is qualified under Section 401 of the Internal Revenue Code of 1986, as amended (the “Code”).

BE IT FURTHER ORDERED, to authorize the General Manager (or other appropriate person) to take any action necessary or appropriate to effectuate the foregoing votes, including but not limited to (i) executing the formal documents, and (ii) communicating plan changes to plan participants and eligible individuals.

AND BE IT FURTHER ORDERED, that all actions heretofore taken by any employee of the District in connection with the transactions authorized by the foregoing resolutions, and all transactions related thereto, are hereby approved, ratified and confirmed in all respects.

Order 17-037, authorizing an increase in the 2017 CIP Water Facilities Renewal & Replacement Program 122-2415.

There are four pumps at the Raw Water Pump Station; it is common to run three pumps to supply high summer demand. Repairing this pump will ensure the District has the redundancy to always produce enough water to meet our customer's demands.

Pump #2 was removed for an overhaul and bearing replacement in late September 2017. After disassembly, the vendor discovered significant damage to the interior of the motor. The damage is the result of a misalignment between the pump and motor, likely caused by an improperly installed pump base during the original pump/motor installation. This also caused damage to the pump, which requires a significant repair.

The pump motor is 23 years-old, and the estimate for a full rebuild is 73% of the cost of a replacement. Due the high percentage, and the fact that a rebuilt motor will only have a 1-year warranty, replacement of the motor is the preferred option. Once ordered, the motor has a 15-week lead-time.

The expense of a new pump is estimated to be \$200,000, with a delivery time of up to 40 weeks.

Trustee Garrison made the recommendation that the other pumps be checked as well to ensure the pump and motor are not misaligned.

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

It was Voted and unanimously,

WHEREAS, the 2017 Capital Improvement Plan was increased by \$25,500 in April 2017 to rebuild the Sebago Lake Water Treatment Facility's Raw Water Pump #2 and after removal and disassembly, the vendor discovered significant damage to both the 250 HP motor and the pump; and

WHEREAS, it has been determined that the 250 HP motor must be replaced, and the pump must undergo significant repair;

ORDERED, that the 2017 Capital Improvement Plan Water Facilities Renewal and Replacement Program 122 - 2415 is hereby increased by an additional \$120,000 to replace the 250 HP motor and perform significant repairs on the pump.

Order 17-038, authorizing the Comprehensive Method for the procurement of engineering services for the Northeast Pump Station/East End WWTF Backup Power Project.

Pursuant to the District's purchasing policy, staff is seeking approval from the Board of Trustees to procure engineering services for the design of backup power systems for the Northeast Pump Station and East End WWTF (Comprehensive Method). The Comprehensive Method for

engineering would result in one engineering consulting firm that would provide all the engineering services for the project from design to startup of the upgrade.

The design will include development of plans and specifications for upgrade of the emergency backup power system recommended as part of the 2016 Wastewater Treatment Facilities Electrical Master Plan.

Once the Method is approved, staff will issue a request for proposals. It is expected that a recommendation will be offered to the Board at the March 2018 meeting.

Trustee Libby inquired if this project is a result of the electrical failure of the backup system at the East End. Mr. Johnson explained it came from the Electrical Master Plan. Trustee Garrison asked the status of the CMP line power coming into the East End. If power demands increase, the system coming in over the peninsula would not be able to handle it.

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

It was Voted and unanimously,

ORDERED, that the Comprehensive Method is authorized for the procurement of engineering services for the Northeast Pump Station/East End WWTF Backup Power Project, pursuant to the District's Purchasing Policy, and that the General Manager and the Treasurer, each acting singly, are authorized to take such other steps as may be necessary to accomplish the intent of this vote.

Order 17-039, authorizing the General Manager to execute a professional service contract with Tighe & Bond for the East End WWTF Headworks Gates, Influent Screen and Effluent Flow Meter Replacement Projects.

The proposed preliminary design effort will address several issues related to flow management in the headworks and chlorine contact areas. Alternatives will be considered that allow for flow to bypass around the headworks screens in an emergency, and to direct secondary effluent to either side of the chlorine contact tanks to enable critical maintenance activities within areas currently inaccessible due to lack of flow isolation.

Staff reviewed and scored three proposals from qualified teams that proposed methods for alternatives evaluation and development of the preliminary design. Based on the outcome of the review and ranking, Tighe & Bond received the best overall score (101). Staff therefore recommends award to Tighe & Bond for an amount of \$59,980, which includes alternatives analysis and development of 30% level plans and specifications.

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

It was Voted and unanimously,

ORDERED, the General Manager is hereby authorized to execute a professional services contract with Tighe & Bond in the amount of \$59,980 for preliminary design engineering services for the East End WWTF Headworks Gates, Influent Screen and Effluent Flow Meter Replacement Projects (CIP 2017-21/2547, 2017-409/2584); 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 17-040, authorizing the General Manager to execute a professional services contract with Hazen for the Fore River Pump Station Phase II Upgrades.

The Fore River Pump Station is located on a 1.15-acre parcel of land on the east side of the Fore River off of Hobart Street. A previous project, Phase I Upgrade, to this station was substantially completed as of Spring 2017. The project included replacing the four existing pumps with four new equally sized extended shaft centrifugal pumps. The project also included the addition of new variable speed control, SCADA upgrades including a new control panel, instrumentation, and minor related electrical equipment modifications.

The focus of the Phase II Upgrades will be to replace the remaining equipment and piping that has reached the end of its useful life and upgrade power distribution, ventilation, and wet side process systems needed to maintain continued long-term reliability of the station.

Staff reviewed and scored five proposals from qualified teams that provided proposed methods for achieving the project goals. Based on the outcome of the review and ranking, Hazen received the best overall score (133). Staff therefore recommended award to Hazen for an amount of \$273,505, which includes design phase services from preliminary design through project bidding. Future recommendations will include construction phase engineering based on the project scope developed during the design phase.

Trustees Libby, Cote and Garrison had questions regarding the selection process for these projects. Trustee Libby expressed concern regarding the cost, noting that the selected proposal was not the lowest cost proposal. Mr. Johnson reviewed with the Board how the process selection was done by the committee and explained how the consultant was chosen.

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

It was Voted 8-2 (Libby and Grant opposed) and,

ORDERED, the General Manager is hereby authorized to execute a professional services contract with Hazen in the amount of \$273,505 for design phase engineering services for the Fore River Pump Station Phase II Upgrades (CIP 2017-57/420); 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 17-041, authorizing the General Manager to execute and file with the MPUC a joint petition with Yarmouth Water District for the amendment of the service territory boundary.

The Yarmouth Water District presently provides service to approximately 3,064 customers in the Towns of Yarmouth and North Yarmouth. There is a property in North Yarmouth that can be served off of the Portland Water District's Greeley Road water main that a developer would like developed into 10 house lots. The Yarmouth Water District has no facilities in this area so the developer is requesting to extend the PWD system into his lot to service the new lots. The Town of Cumberland and the Yarmouth Water District are agreeable to allow the District Service Territory to extend to encompass this development. The developer will be responsible as the depositor for the main extension, services, fire protection and meters necessary to render service to the affected area.

Pursuant to state law and PUC rules, each District must obtain permission to temporarily amend its territory in order to provide services to customers outside of its chartered territory.

Trustee Cote asked if extending our territory would open up other areas of North Yarmouth for service. Mr. Crovo explained this amendment would only be for this subdivision.

It was moved by Trustee Levinsky and seconded by Trustee Libby.
It was Vote and unanimously,

ORDERED, that the General Manager is hereby authorized to execute and file with the Maine Public Utilities Commission a joint petition with the Yarmouth Water District for the amendment of the service territory boundary; and further to authorize the General Manager to take whatever actions are necessary to implement the intent of this vote.

EXECUTIVE SESSION

None

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

President Lunt wished the staff and public a Happy Holiday.

Adjournment

Meeting adjourned at 6:58 p.m.

Submitted by,

Donna M. Katsiaficas
Clerk