

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, April 23, 2018. Attending from staff were Messrs. Kane, Crovo, Wallace, Firmin, Johnson, Hunt and Mses. Lewis, Katsiaficas, Demers and Walker. The meeting was convened by President Lunt at 6:01 p.m. with the Pledge of Allegiance and a moment of silence.

ROLL CALL

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

ACCEPTANCE OF MINUTES

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

Voted all in favor to waive the reading and accept the minutes of the Regular Meeting of March 26, 2018 and the Workshop Meeting of April 9, 2018.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

Trustee Beck (Trustee Siviski was absent) provided a summary of the Operations Committee meeting on April 9, 2018. Staff provided a recommendation for the method of procurement for the 407 Zone Water Storage Tank using the comprehensive method for engineering services. Trustee Siviski was elected Chair of the Operations Committee. Staff provided an update on the 2017 CSO Annual Report submitted to DEP. Staff also provided an update on the project to address odor control and ventilation in the headworks area on Peaks Island. The project was a small design-build effort that included an odor control system to help manage odors from the headworks area.

Planning Committee

Trustee Levinsky provided a summary of the Planning Committee meeting on April 9, 2018. The Committee voted 3-0 to elect Kenneth Levinsky as chair. Staff reviewed easement requests by Portland Trails to maintain trails on various District owned properties. Staff shared with the Committee some preliminary details about 1,400 acres of forested property that is for sale in the town of Sebago. Staff also updated the Committee on recent property owners expressing interest in selling their properties to the District. The City of Portland has signed and returned a Memorandum of Understanding, which transfers the day-to-day operation of the Industrial Pretreatment Program to the District. Employee Services has posted an Industrial Pretreatment Supervisor position and interviews will be set up this month.

Administration and Finance Committee

Trustee Willey provided a summary of the Administration & Finance Committee meeting on April 9, 2018. Trustee Willey was elected Committee Chair for the upcoming year. Trustee Willey noted two items discussed at the meeting will be taken up under new business this

evening. The Asset, Billing and Customer Service computer project kickoff is May 1st. Staff is exploring the option to jointly apply for a Clean Water State Revolving Loan with the City of Portland on projects that includes the City's CSO infrastructure and the District's water mains. If successful, it would reduce the District's debt service costs. Staff reported that the annual review of the Deferred Compensation (457) Plan's investment options was completed and appropriate changes will be implemented in the coming month.

General Manager's Report

- Paul Hunt announced that the Sebago Clean Waters Consortium had been awarded a grant in the amount of \$350,000, to be spread over a 3-year period. A committee is forming to recruit a coordinator for the organization. PWD will make a \$40,000 contribution spread over 2 years. The grant is designed to increase the pace of land conservation in the watershed.
- Ms. Lewis noted that it was the 25th anniversary of the cryptosporidium outbreak in Milwaukee. She explained that lessons were learned as a result of the outbreak and its aftermath and that the legacy of the outbreak is a focus on public health.
- Water revenues are 1% over budget year to date.
- On March 21st the Bangor Daily News published an article "Portland photographer finds mystery, danger in city sewers". While this article provided interesting insight into Portland's sewer systems the story neglected to emphasize the dangers of entering a sewer system.
- Twenty-four employees were recognized at the annual service awards luncheon.
- The Gorham Main Street project bid was not awarded.
- The Southern Maine Regional Water Council will have its annual meeting on May 16.

Trustee Libby commented on the trouble the East End Treatment Plant is having with sludge collector system in one of the tanks. He was concerned about the failures in the other 2 tanks and the amount of money PWD is spending to have Casella help it out. Scott Firmin confirmed Trustee Libby's understanding of the situation and explained that while tank #3 is running properly, Casella is handling the whole dewatering process for PWD while tank #2 is being placed back on line and by doing this systems will not be stressed.

Trustee Willey asked about the Bedford Street sewer separation & water main replacement project and why the awarded bid was higher than anticipated. Chris Crovo explained the bid was inline with other projects of this size that have been bid in the last few years. Trustee Willey also noted that he is happy to see the short video series, Protecting a Trillion Gallons of Water, is being produced. He hopes that when the videos are completed there will be some type of lead-in included.

NEW BUSINESS

Resolution 18-004, authorizing a contribution to the 2018 Standish Summer Spectacular.

The District supported the event last year at the Gold Level (\$300).

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

It was Voted and unanimously,

WHEREAS on June 21 through June 23 the Town of Standish will celebrate the rich history of the three villages that make up the Town by hosting the *Standish Summer Spectacular* event, and

WHEREAS the Portland Water District has long had a unique relationship with the Town due to the District's watershed protection efforts and the location of its water treatment facilities in the Town, and

WHEREAS the Portland Water District strives to be a respected corporate citizen of the Town, and values its relationship with the Town;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees expresses its' support and recognition of the Town of Standish in its' celebration of *Standish Summer Spectacular*, and

BE IT FURTHER RESOLVED the Portland Water District demonstrates its' support by contributing as a Gold Level Sponsor of the event.

Resolution 18-005, accepting the revisions to the District's Terms and Conditions.

The District reviews and updates the Terms and Conditions (T&C) every two years and the last full review was done in 2016. Because the District was granted a waiver from the Public Utilities Commission from rate-related filings, the T&C changes need only Board approval.

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

It was Voted and unanimously,

RESOLVED, the revisions to the District's Terms and Conditions of water service, attached hereto as Exhibit A, are hereby adopted.

Order 18-018, authorizing the comprehensive method for the procurement of engineering services for the 407 Zone Water Storage Tank Design Project.

Pursuant to the District's purchasing policy, staff is seeking approval from the Board of Trustees to procure engineering services for the design, bidding and construction administration (Comprehensive Method) for installation of a new 407 zone water storage tank. This project was recommended as part of the Comprehensive Water System Strategic Plan and will replace the existing Windham Center tank while providing increased storage volume as recommended in the Plan. 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.

This effort will develop preliminary and detailed design plans and specifications for bidding. Staff estimates that the cost for engineering of this phase of these upgrades to be approximately \$250,000 dollars; construction phase engineering is estimated to be approximately \$250,000 dollars.

Trustee Garrison asked if alternatives other than steel are going to be considered for the tank, and if the District plans to look at alternative locations to reduce the elevation required for the tank. Gordon Johnson responded the new tank will be connected hydraulically and the only other high spots are further down in Westbrook so the tank will need to stay where it currently is located. Currently a steel tank and a concrete base with steel top tank are being considered.

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

It was Voted and unanimously,

ORDERED, that the Comprehensive Method is authorized for the procurement of engineering services for the 407 Zone Water Storage Tank Design 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.

EXECUTIVE SESSION

None

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

Trustees Levinsky and Willey noted that at least two candidates are running for the open Trustee seat in Portland. The term for that Trustee is for 5 months.

Adjournment.

Meeting adjourned at 6:44 p.m.

Submitted by,

Donna M. Katsiaficas
Clerk