

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, May 22, 2017. Attending from staff were Messrs. Kane, Crovo, Wallace, Firmin, Johnson and Mses. Katsiaticas, Demers, Clements and Walker. In attendance from the public was Ronald Miller of Gorham. The meeting was convened by President Lunt at 6:05 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 Swinton.

### **ACCEPTANCE OF MINUTES**

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

Voted all in favor to waive the reading and accept the minutes of the Regular Meeting of April 24, 2017 and the Workshop Meeting of May 8, 2017.

### **INVITATION FOR PUBLIC COMMENT**

None

### **REPORTS**

#### **Operations Committee**

Trustee Douglas provided a summary of the Operations Committee meeting on May 8, 2017. Trustee Douglas was elected as Chair of the committee. Staff discussed and recommended Hazen and Sawyer for preliminary design phase engineering services for the Sebago Lake Water Treatment Facility Intake Screening Upgrade. Staff also provided an update on the progress of maintaining the District Right-of-Ways. The 2017 main renewal projects update was also on the agenda but due to time constraints was moved to the June workshop meeting.

#### **Planning Committee**

Trustee Levinsky provided a summary of the Planning Committee meeting on May 8, 2017. Sarah Plummer, the District's Environmental Education Coordinator, reviewed the District's education and outreach efforts. She provided details on the WaterWays and TroutKids programs, which together serve almost 1,500 mostly middle-school students per year, and also described how science and education staff work together to produce informative and engaging events for nearly 500 mostly adult residents of the watershed and service areas each year. Staff reported that Verizon's communication antenna installation on the Shore Acres tank is nearly complete and should be operational by the end of the month. Staff reviewed with the committee recently reported issues of graffiti tagging in the vicinity of the Art Wall. The majority of the tagging was City property and the City of Portland was notified by the District. Staff met with Standish's Director of Parks and Recreation, Town Manager, Fire Chief, Public Works Director and Sheriff to review the management plan for the beach prior to the beach opening this summer.

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

Trustee Garrison provided a summary of the Administration and Finance Committee's meeting on May 8, 2017. Trustee Garrison was elected as Chair of the committee. MacPage LLC

representatives, Mr. Jeff Hubert, Principal, and Kelly Presslee, Manager, presented the 2016 financial reports. Mr. Hubert noted the financial statements are prepared by the District's staff and their role is to audit those statements. The auditors have completed their review of the statements and issued an unqualified opinion, the highest opinion they can issue. This opinion indicates that the financial statements fairly represent the District's financial position.

Mr. Peter Cutrone provided an update on the Asset, Billing and Customer Relationship Software Selection Project. He noted a request for proposal was sent to 39 solution providers. A pre-proposal meeting is scheduled for May 11th with submittal due by June 14th.

The 2016 Wastewater Surplus Balance Allocation was also on the agenda but due to time constraints was postponed to a future meeting.

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

Ms. Carrie Lewis was unable to attend the meeting.

President Lunt reported on the beach opening ceremonies in Standish, which occurred on Saturday, May 20<sup>th</sup>. He noted that the beach was well constructed, and thanked all of the staff for their efforts in seeing this project to completion.

### **NEW BUSINESS**

**Resolution 17-006**, accepting the Audit Report for 2016 and authorizing its distribution as required by Section 21 of the Charter of the District.

On May 8, 2017, MacPage LLC presented the results of the 2016 audit to the Administrative and Finance Committee. Among the items presented were the:

- Auditors Communication to the Board of Trustees;
- Financial Report for the year ending December 31, 2016
- Management Letter for the year ending December 31, 2016
- Single Audit Report for the year ending December 31, 2016

Consideration of the annual Audit Report is required by Section 21 of the District's Charter.

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

It was Voted and unanimously,

WHEREAS the Bylaws of the District require that an annual audit report on the financial affairs of the District be presented to the Board of Trustees for acceptance, and

WHEREAS the Board of Trustees previously appointed the accounting firm of MacPage LLC to conduct the audit of 2016 financial affairs, and

WHEREAS MacPage LLC has conducted the audit of 2016 and presented their unqualified opinion to the Board of Trustees,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees accepts the

Audit Report for 2016 and authorizes its distribution as required by Section 21 of the Charter of the District.

**Order 17-016**, authorizing a contract with Hazen and Sawyer for engineering services for the Sebago Lake Water Treatment Facility Intake Screening Process Rehabilitation.

Raw water screening is the first treatment process at the Sebago Lake Water Treatment Facility (WTF), preventing debris and aquatic organisms from entering the treatment process. The screening process consists of two separate intake structures which were constructed in 1925 and 1952.

This project includes preliminary design engineering services to rehabilitate the Intake Screening Process. The preliminary design will include a Design Basis Report (DBR), evaluating possible solutions to determine a recommended renewal alternative. It will also include 30% plans and specifications and a total project cost budget estimate. Future proposed CIP project(s) will include detailed design, bidding and construction phase engineering services, along with construction.

Staff recommended award to Hazen and Sawyer for an amount of \$117,683, which includes the DBR and preliminary design phase services.

Trustee Libby had questions regarding the preliminary design fee and the final design fee. Mr. Gordon Johnson explained that the committee was only looking at the preliminary design fees at this point and that the final design would be negotiated at a later date.

Trustee Garrison asked how the five qualified engineering firms were determined. Mr. Johnson explained they were firms who had experience in this area and had expressed interest in the project.

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

It was Voted and unanimously,

**ORDERED**, a professional services contract with Hazen and Sawyer is hereby authorized in the amount of \$117,683 for preliminary design phase engineering services for the Sebago Lake Water Treatment Facility Intake Screening Process Rehabilitation (CIP 2017-18/2642); 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.

**Resolution 17-007**, recognizing Ronald Miller for serving as General Manager for 20 years.

President Lunt read Resolution 17-007 (the full form is attached to these meeting minutes).

Mr. Miller thanked the Board for their support over the years. He also thanked the leadership team and the 100's of employees who served the District during his tenure, noting that without their efforts, he could not have been a successful General Manager.

Trustee Willey thanked Mr. Miller for his dedication and support of the District.

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

It was Voted and unanimously,

RESOLVED, the Board of Trustees recognizes Ronald Miller for serving as General Manager for nearly 20 years and expresses its appreciation for his leadership and guidance resulting in the many successes of the Portland Water District.

**EXECUTIVE SESSION**

None

**OTHER BUSINESS**

None

**SECOND INVITATION FOR PUBLIC COMMENT**

None

**TRUSTEE COMMENTS**

None

**Adjournment.**

Meeting adjourned at 6:38 p.m.

Submitted by

Donna M. Katsiaficas  
Clerk