

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 29, 2018. Attending from staff were Messrs. Kane, Crovo, Wallace, Firmin, Johnson and Mses. Lewis, Demers and Walker. The meeting was convened by President Lunt at 6:00 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.

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 April 23, 2018 and the Workshop Meeting of May 14, 2018.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

Trustee Siviski provided a summary of the Operations Committee meeting on May 14, 2018. Staff provided a recommendation for the selection of an engineering firm to provide technical services for the Douglass Street HVAC Systems Evaluation. This will be taken up under new business tonight. Staff presented an overview of tasks performed by the District's Utility Services group. The presentation focused on the amount of time spent on the various programs and how staff distributes jobs to the Utility Specialists every morning. Staff also provided a summary of the Wastewater Services Treatment Group's operational activities. This presentation included a review of biosolids and related operational issues, nutrient management and odor management.

Planning Committee

Trustee Levinsky provided a summary of the Planning Committee meeting on May 14, 2018. David Libby and Peter Cooke, PWD's telecommunications and site consultants, provided an update to the Committee regarding the current status of the siting of telecommunications facilities in Maine. The Committee was advised water towers are not as desirable a location for telecommunications facilities as they were in the past because of concerns regarding damage to operating tanks. Staff will provide the consultants with information regarding the new tank to be designed and built for Windham. The consultants will review the information and undertake marketing efforts to telecommunications companies if feasible. Andrew Welch, Facilities Manager, lead a tour for the Committee of the Douglass Street facility and reviewed recently completed and future upgrades of the facility. He pointed out on-going roof, HVAC and the 3rd floor wall projects. They also toured the recently completed remodel of the Engineering offices and viewed the ABC project training room.

Trustee Beck asked what damage might occur to the water tanks. Chris Crovo explained that when the antennas are installed they are welded on and corrosion can set in. The other concern is the security of the tanks.

Trustee Willey commented he was pleased to see a cost savings on some of the Douglass Street facility projects.

Administration and Finance Committee

Trustee Willey provided a summary of the Administration & Finance Committee meeting on May 14, 2018. The Committee discussed the low-income Customer Conservation Program that provides qualifying low-income households water loss audits and water conservation devices to lower the household's consumption, and thus their monthly water bill and it will be taken up under new business tonight. Mr. Kane presented to the Committee the 'sponsorship program' which is a new program being developed by the Drinking Water Program. It potentially could provide additional funding through the State Revolving Loan Fund to support the District's events in conserving land in our watershed. The Drinking Water Program, Environmental Protection Agency and Maine Municipal Bond Bank are reviewing the program for compliance with federal regulations. Because the review will not be completed in time for the 2018 projects, the proposed motion has been withdrawn and will be considered next year. Mr. Chad Dudley, a representative of MacPage LLC, presented the results of the 2017 financial audit. He noted they issued an unqualified opinion on the District's financial statement and noted no significant internal control issues. He additionally provided an overview of the District's financial statement noting the District's financial condition is relatively strong.

General Manager's Report

- The annual audit went very well and the auditors praised the Finance Staff for work they did.
- The interconnection agreement between PWD and Yarmouth Water District has been approved by the PUC and now can be executed and will be effective July 1.
- As requested by the City, the District has begun the process of taking over the Industrial Pretreatment Program (IPT) from the City of Portland.
- Seasonal water mains were all activated by May 1 and the District is about a three quarters of the way through activating the seasonal meters.
- New flushing signs have been made and will be placed in areas where active flushing is taking place.
- Clean Water Week is June 3-9.
- The District sent certificates of recognition to 3 Windham High School Seniors for the work they did on the iBook *Discovering Water*.

Trustee Willey commented that he was pleased to hear that the District is testing the water in the seasonal mains prior to being put into service. He thanked Maine Medical Center for allowing the District to place an antenna on their rooftop which allows for a wireless link between Douglass Street and the East End. He also thanked the Forecaster for publishing the District Board meetings.

NEW BUSINESS

Order 18-019, authorizing the General Manager to execute a contract with the City of Portland regarding a water conservation program for low-income customers in the District's service territory.

In 1995, the District requested authorization from the Maine Public Utilities Commission to establish a program in conjunction with the People's Regional Opportunity Program (PROP), now called Opportunity Alliance, that provides "financial assistance to low income residential customers for the purpose of taking positive steps towards reducing water consumption to make water more affordable." In 2017, Opportunity Alliance decided to no longer offer the program. The District searched for alternative service providers and became aware that the City of Portland's Housing Program could provide the service throughout our service territory. Subject to City Council's approval, the City Staff indicated they could provide the program on the same terms as Opportunity Alliance.

It was moved by Trustee Willey and seconded by Trustee Libby.
It was Voted and unanimously,

ORDERED, that the General Manager is authorized to execute a contract with the City of Portland to provide administrative services for a water conservation program for low income customers in the District's service territory; and

BE IT FURTHER ORDERED, the revisions to the District's Terms and Conditions of water service related to the low income water conservation program, attached hereto as Exhibit A, are hereby adopted.

Resolution 18-006, accepting the Audit Report for 2017.

On May 14, 2018, MacPage LLC presented the results of the 2017 audit. Among the items presented were the:

- Auditors Communication to the Board of Trustees;
- Financial Report for the year ending December 31, 2017
- Management Letter for the year ending December 31, 2017

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

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 2017 financial affairs, and

WHEREAS MacPage LLC has conducted the audit of 2017 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 2017 and authorizes its distribution as required by Section 21 of the Charter of the District.

Order 18-020, authorizing a contract with Colby Company for engineering services for the Douglass Street HVAC Systems Evaluation.

The heating, ventilation, and air conditioning, (HVAC), systems at the District's administrative facility are generally original equipment and have not undergone significant modification or upgrade since construction. The age and criticality of the HVAC equipment at this facility is driving the need for a comprehensive evaluation. Further, standardization across facilities offers significant long-term benefits in terms of efficiency of operation. This project will evaluate the HVAC system at the Douglass St. administrative facility, develop a schedule and budget for the coordinated upgrade or replacement of critical components of the system.

The RFP was sent to three qualified firms of which two responded, Stantec and Colby Company. Only one firm Colby Company submitted, and developed a proposal, which highlighted the proposed methods of addressing the challenges anticipated to achieve success. Based on the outcome and review of the sole proposal, Colby Company is well qualified to take on the project. Staff therefore recommends award to Colby Company for an amount of \$67,500 and includes alternatives analysis and evaluation, planning level cost estimating, and development of a summary report document.

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

It was Voted and unanimously,

ORDERED, a professional services contract with Colby Company, in the amount of \$67,500 is hereby authorized, for engineering services for the Douglass St. HVAC Systems Evaluation (CIP 2018-068/2719); 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.

Trustee Levinsky asked when the project itself would be completed. Chris Crovo explained it will take about 3-4 years to complete and will start in 2019.

EXECUTIVE SESSION

None

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

Trustee Levinsky directed the public to the District's website to view the new Sebago Lake buoy that collects real-time water quality data for scientists, research, and the public.

Trustee Cote commented that he had recently attended the EPA Cybersecurity meeting for water utilities and was pleased to find out the District is performing many of the recommended practices.

Trustee Libby reminded all Portland voters to get out and vote on June 12th. There are two candidates running for the open seat on the Board.

Trustee Willey noted that he and President Lunt along with PWD staff attended the annual Southern Maine Regional Water Council meeting and he appreciated all the work that they do. President Lunt agreed that all the water districts work very well together.

ADJOURNMENT

Meeting adjourned at 6:35 p.m.

Submitted by,

Carrie E. Walker
Clerk Pro Tem