

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, June 25, 2018. Attending from staff were Messrs. Crovo, Kane, Johnson, Wallace, Firmin, 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. Trustee Douglas was absent.

DECLARATION OF ELECTION RESULTS AND INAUGURATION FOR THE TRUSTEE REPRESENTING PORTLAND ELECTED ON JUNE 12, 2018

Kimberly Rich, representing Portland, was sworn in as Trustee for a term that will end in November 2018.

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 May 29, 2018, and the Workshop Meeting of June 18, 2018.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

Trustee Siviski provided a summary of the Operations Committee meeting on June 18, 2018. Staff requested the Committee's recommendation on a proposed rewrite of the District's Cross Connection Control Program and an accompanying outreach and education plan. The update includes overall reformatting of the document and creation of new sections to reflect the EPA Model Program, as well as requirements of State of Maine's Cross Connection Rules. It also includes the creation of a new residential backflow prevention requirement for all new building construction and buildings that receive a substantial renovation. In addition, all existing unprotected fire sprinkler systems receiving substantial renovations will need to be upgraded to meet all current cross connection control standards. The committee voted 2-0 to approve the recommendation and forward to the full Board for their consideration. Upon further consideration staff has requested additional time to implement the education and outreach component of the plan.

Staff also informed the Committee that Southern Maine is experiencing an abnormally dry period.

Planning Committee

Trustee Levinsky provided a summary of the Planning Committee meeting on June 18, 2018. The Committee approved and agreed to send to the full board for their consideration an easement swap with the property owner at 601 Preble Street in Cape Elizabeth.

Rod Beaulieu, Chief of Security Operations, gave an overview to the Committee of security efforts and exercises, some of which have occurred and some of which are planned, for 2018. He reviewed with the Committee the process for performing security audits of all the District's major facilities and noted that these audits are performed yearly.

The Committee also discussed recent personal watercraft activity within the 2-mile limit. While personal watercrafts are not prohibited in that area, bodily contact with the water is. The Committee was advised that people on personal watercrafts will be warned that they would be cited for violations if they have bodily contact with the water within the 2-mile limit.

Administration and Finance Committee

Trustee Willey provided a summary of the Administration and Finance Committee meeting on June 18, 2018. He thanked the President and Vice President for sitting in on the meetings these last few months.

Mr. Peter Cutrone, Project Manager - Administration, provided a status report on the Asset, Billing and Customer Relations project. The project is on time with the target live date in late 2019.

Ms. Mary Demers, Director of Employee Services, provided an overview of the vehicle safety program. To encourage safe driving, several initiatives have been implemented including hosting training classes for all CDL drivers, reviewing the vehicle policy, safe driving tips presented on the electronic bulletin board & at staff meetings.

Mr. David Kane, Director of Administration, presented a motion authorizing the issuance of a \$3 million bond to finance the construction of a new water tank near Ward's Hill, Windham.

Mr. Kane noted the financial plan included issuing a bond for the ABC project in 2019. He is considering advancing the bond issuance to 2018 for cash flow purposes and to avoid potential interest rate increases.

General Manager's Report

Ms. Lewis recognized PWD's efforts and programs during Drinking Water Week. A short video was shown to the Trustees. It is part 1 of 6, and focused on PWD's source protection efforts. She also noted that for the first time, PWD celebrated Clean Water Week. The week began with a ribbon cutting ceremony to celebrate the completion of the aeration project at the East End Wastewater Treatment Facility. Public tours of the Northeast Pump Station and the East End WWTF were offered and over 400 rain barrels were distributed. Ms. Lewis also reported the Casco Bay Nutrient Council held a meeting in Portland on June 21 and as part of the meeting, they came and toured the East End Wastewater Treatment Facility.

Trustee Libby was glad to read that the District has engaged interpretation services, as needed, for our customers.

Trustee Willey commended the work done by staff for Clean Water Week. He would like to see a photo opportunity of the end result -- outfall-water being discharged into the bay, if possible.

NEW BUSINESS

Public Hearing, regarding the issuance of water bonds for a new water tank in Windham.

President Lunt opened the public hearing, no members of the public wished to speak. President Lunt closed the public hearing.

Resolution 18-007, authorizing issuance of up to \$3,000,000 in water bonds to finance the construction of a water tank in Windham and related infrastructure.

The approved 2018 Capital Improvement Plan includes \$400,000 for the design of a new tank in the 407 Zone and the purchase of land for the tank. It is estimated the tank construction cost will be \$2.6 million dollars. The proposed motion authorizes the issuance of a bond up to \$3M pending the Board's approval of the construction project.

The \$400,000 project qualifies for the Drinking Water State Revolving Loan Fund. By issuing through the DWSRF, the interest on the bond will be 2% lower than the market rate. It is anticipated the construction project will also be eligible for the DWSRF.

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

It was Voted and unanimously,

RESOLVED, the issuance of up to \$3,000,000 in bonds to finance the construction of a water tank in Windham and related infrastructure is hereby authorized. The full form of the Resolution attached hereto is hereby approved and shall be attached to and incorporated as part of the minutes of this meeting.

Order 18-021, authorizing the General Manager to execute a release deed to M&M Ventures, LLC in exchange for a new easement deed on Preble Street, Cape Elizabeth.

The property owner at 601 Preble Street in Cape Elizabeth recently had a property survey done of his lot as he was planning some new construction. The District and the Town have a sewer line and a storm drain that run through the property in an easement held by the District. The survey showed the location of the District and Town's sewer line and storm drain being outside of the easement limits in a couple locations. The owner was willing to do a revised easement that relocates the easement limits so that both the sewer and storm drain lines are totally within the new easement.

Trustee Beck thanked the property owner for his willingness to allow the easement swap.

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

It was Voted and unanimously,

ORDERED, the General Manager is authorized to execute a release deed to M & M Ventures LLC releasing PWD's rights in a sewer easement off Preble Street in Cape Elizabeth in exchange for a new easement deed for the location, operation and maintenance of PWD's sewer line and the Town of Cape Elizabeth's storm drain; and

BE IT FURTHER ORDERED, 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.

Resolution 18-008, approving the award to selected applicants of the Joseph A. DiPietro Scholarship.

The Board of Trustees annually awards a scholarship to an area individual in memory of respected businessman and longtime Portland Water District Trustee, Joseph A. DiPietro. In accordance with the values and accomplishments of Mr. DiPietro, the scholarship is awarded to an individual who resides in a Portland Water District member community, demonstrates financial need, a commitment to the community, a desire to improve public health and the environment, and academic excellence.

This year there were two equally deserving applicants, Ms. Emily Wilson of Gorham and Mr. David Grondin of Westbrook, both of whom will be attending Southern Maine Community College.

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

It was Voted and unanimously,

BE IT RESOLVED, that Emily Wilson of Gorham, Maine and David Grondin of Westbrook, Maine are hereby selected by the Scholarship Committee to be the recipients of \$1,500 scholarships for 2018 established in tribute to Joseph A. DiPietro.

EXECUTIVE SESSION

None

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

Trustee Grant welcomed Trustee Rich to the Board. He also thanked PWD staff for the work done on the rain barrel sale program and noted that PWD gave excellent customer service when distributing the rain barrels. He also noted that in his travels around Gorham, Westbrook and Portland he has been approaching District staff to discuss their satisfaction with working for the District. He said that employees universally credit the new General Manager, Ms. Lewis, for job satisfaction.

New Trustee, Kim Rich thanked the Board for her welcome to the Board. She noted she has participated in a couple of events at Sebago Lake and she was impressed with PWD.

Adjournment.

Meeting adjourned at 6:36 p.m.

Submitted by,

Donna M. Katsiaticas
Clerk