

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 26, 2017. Attending from staff were Messrs. Kane, Crovo, Firmin, Johnson and Ms. Katsiaticas, Lewis, Demers, Clements and Walker. In attendance from the public was Mohammed-Noor Idhle Omane of Portland. 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 except Trustee Siviski.

**DECLARATION OF ELECTION RESULTS AND INAUGURATION FOR THE TRUSTEES ELECTED ON JUNE 13, 2017**

Mark Curtis, from Gorham, and Matthew Beck from Cape Elizabeth and South Portland were sworn in as new Trustees.

**ACCEPTANCE OF MINUTES**

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

Voted 9-2 (Trustee Curtis and Trustee Beck abstained) in favor to waive the reading and accept the minutes of the Regular Meeting of May 22, 2017 and the Workshop Meeting of June 19, 2017.

**INVITATION FOR PUBLIC COMMENT**

None

*This New Business Agenda Item 7A was taken out of order.*

It was moved by President Lunt and seconded by Trustee Cote to move the awarding of the DiPietro Scholarship to be before the committee reports; the Board approved unanimously.

**Resolution 17-008**, awarding the Joseph A. DiPietro Scholarship.

Mr. DiPietro had a life long interest in public service; this scholarship award is in his memory and was established in 2004.

It was moved by President Lunt and seconded by Trustee Cote.

It was Voted and unanimously,

WHEREAS the Board of Trustees has established the Joseph A. DiPietro Scholarship in memory of Mr. DiPietro's fifteen years of dedicated service representing the city of Portland as a Trustee of the District, and

WHEREAS Mohammed-Noor Idhle Omane, a resident of Portland, is pursuing a degree in business administration at Southern Maine Community College, and

WHEREAS Mr. Omane has demonstrated a commitment to community and charitable service, and

WHEREAS Mr. Omane has demonstrated need for the scholarship, and

WHEREAS Mr. Omane is the first in his family to attend college, and

WHEREAS the Board of Trustees' Scholarship Committee unanimously recommends Mr. Omane to be the recipient of the 2017 Joseph A. DiPietro Scholarship,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees recognizes the accomplishments and needs of Mr. Omane and supports his academic endeavors by awarding him the \$1,500 scholarship for 2017 established in tribute to Joseph A. DiPietro.

## **REPORTS**

### **Operations Committee**

Trustee Douglas provided a summary of the Operations Committee meeting on June 19, 2017. She reported that staff recommended a contract amendment with Wright-Pierce for construction and application engineering services for the Wards Hill Water Booster Station construction project. In addition, staff recommended a construction contract with Apex Construction Inc. for the construction of the booster station. Staff also recommended a service and construction contract with Woodard & Curran for design and construction of the Northeast Pump Station Odor Control project. The last item discussed was an update on the ongoing maintenance and refurbishment efforts to control odor over the past 12 months at the East End Wastewater Treatment Facility.

### **Planning Committee**

Trustee Levinsky provided a summary of the Planning Committee meeting on June 19, 2017. Norm Twaddel, Right of Way Agent, explained the need to release a portion of the District's easement and the receipt of a new easement from the City of Portland for a 12 inch water line in the vicinity of Hall School. Paul Hunt, Environmental Service Manager, advised that all funding for the lake buoy has been authorized. St. Joseph's College will assist in procuring the buoy, but PWD will own it. He also provided an update on the challenges facing the land conservation program.

Trustee Libby joined the meeting at 6:20 p.m.

### **Administration and Finance Committee**

Trustee Willey (Trustee Garrison was not at the meeting) provided a summary of the Administration and Finance Committee's meeting on June 19, 2017. Ms. Michelle Clements reviewed the timeline and purpose for the 2017 Customer Satisfaction Survey. Mr. David Kane presented a recommendation to allocate the 2016 surplus balances to the renewal and replacement fund. Additionally, he requested to amend the Fund Balance Policy establishing a target renewal and replacement balance target to be increased to 5% of assets. Ms. Mary Demers reviewed and noted the last survey of employees was conducted in 2015. It is hoped that the employee survey will be conducted in the next 2 months. Ms. Demers also reviewed with the committee the overview of guidelines and training provided for all PWD supervisors with

regards to how to handle an employee that is under suspicion of being under the influence of drugs.

Trustee Garrison asked if there was any kind of incentive being offered with both surveys. Ms. Clements commented that there is usually one with the customer satisfaction survey.

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

Ms. Carrie Lewis provided the following update.

Annual service awards were presented in May.

The annual water quality report is now available.

She advised the Board that the departments are in full budget preparation mode. She described her meetings with employee groups and indicated that employee comments are in the process of being assimilated. Ideas are being reviewed to determine which can be implemented and the budget impact.

Project ABC is moving forward. Seven proposals have been received and are currently being reviewed.

The charity golf tournament will be held July 12<sup>th</sup> at Val Halla.

### **NEW BUSINESS**

**Order 17-017**, authorizing the transfer of operating 2016 annual net income balances to the respective capital renewal and replacement funds for each of the wastewater funds.

The annual net income can be added to the operating contingency fund balance, capital renewal and replacement fund balance or returned to the municipalities. At our meetings with the municipalities' managers last fall, they requested the District retain any surplus balance. Each municipality's operating and capital fund balance are listed below with a comparison of the balances to the target balance established by Board policy.

	<i>Operating Contingency Fund</i>		<i>Capital Renewal and Replacement Fund</i>		
	Balance	Target (25% of Budget)	Balance	Target (3% of Assets)	Target (5% of Assets)
<b>Cape Elizabeth</b>	\$ 400,000	\$ 368,855	\$ 286,870	\$ 487,500	\$ 812,500
<b>Cumberland</b>	\$ 328,678	\$ 212,593	\$ 276,532	\$ 232,600	\$ 387,600
<b>Gorham</b>	\$ 310,000	\$ 282,928	\$ 889,358	\$ 528,500	\$ 880,800
<b>Portland</b>	\$ 3,150,009	\$ 3,006,470	\$ 3,251,089	\$ 3,130,800	\$ 5,217,900
<b>Westbrook</b>	\$ 844,744	\$ 676,666	\$ 2,971,109	\$ 643,200	\$ 1,072,000
<b>Windham</b>	\$ 109,069	\$ 91,617	\$ 331,933	\$ 90,200	\$ 150,400

All funds currently have cumulative operating contingency fund balances in excess of the Board policy target balance. It is recommended to transfer all of the 2016 net income to the capital

renewal and replacement (R&R) funds. The R&R balances in excess of the target may be used to finance larger projects that typically would have been bond financed and reduce future debt service payments.

Trustee Garrison asked if the value of the funds was minus depreciation. Mr. Kane explained that is was not.

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

It was Voted and unanimously,

ORDERED, that the 2016 annual operating fund net income in the Cumberland, Gorham, Portland, Westbrook and Windham Wastewater Funds is hereby transferred to their respective Capital Renewal and Replacement Funds, and

BE IT FURTHER ORDERED, that the Board hereby adopts the amended Fund Balance policy dated June 26, 2017, in substantial form as attached hereto as Exhibit A.

**Order 17-018**, authorizing the General Manager to execute a service contract amendment with Wright-Pierce and a construction contract with Apex Construction for the Wards Hill Pump Station Project.

Trustee Curtis asked to be recused from this vote as the company he is affiliated with bid on the project.

Trustee Willey made the motion to recuse Trustee Curtis and it was seconded by Trustee Garrison. Voted all in favor (Trustee Curtis abstaining).

In 2003, PWD completed the Comprehensive Water System Strategic Plan (CWSSP), to guide the development of the water system through the year 2020. One of the CWSSP recommendations included consolidation of the North 407 pressure zone (Windham) and the Southern 407 zone (Gorham) as the most efficient means of addressing the long term needs of the pumping and storage facilities currently serving those areas. The 407 zone consolidation recommendations included installation of a pump station off of Wards Hill Road.

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

It was Voted 11-1 (Trustee Curtis abstained) and,

WHEREAS; the Board authorized the comprehensive method of engineering services for the Wards Hill Pump Station Project in May 2011 (Project); and

WHEREAS; the Board authorized a service contract with Wright-Pierce in March 2016 for the Project,

ORDERED; the General Manager is hereby authorized to execute a service contract amendment with Wright-Pierce, in the amount of \$170,000 for construction and application engineering services for the Wards Hill Pump Station Project (CIP 2017 – 307/1382); and

BE IT FURTHER ORDERED, a construction contract with Apex Construction, Inc. is hereby authorized, in the amount of \$1,528,400 for the Wards Hill Pump Station Project (CIP 2017 – 307/1382); and

BE IT FURTHER ORDERED, that a total project budget is hereby authorized, not to exceed \$2,130,000; 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 17-019**, authorizing the General Manager to execute a service and construction contract with Woodard & Curran for the Northeast Pump Station Odor Control Project.

The Northeast Pump Station is the largest wastewater pumping facility in the system (50 MGD). The proposed project would install an odor scrubber similar to the system in operation at the India Street Station to mitigate odors.

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

It was Voted and unanimously,

WHEREAS; the Board authorized the design-build method of engineering services for the Northeast Pump Station Odor Control Project in January 2017 (Project);

ORDERED; the General Manager is hereby authorized to execute a service and construction contract with Woodard & Curran in the amount of \$487,000 for design and construction of the Northeast Pump Station Odor Control Project (CIP 2017 – 420/2532); and

BE IT FURTHER ORDERED, that a total project budget is hereby authorized, not to exceed \$550,000; 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 17-020**, authorizing the General Manager to execute a release deed to the City of Portland for the easement in Wessex Street, Portland.

Trustee Curtis asked to be recused from this vote as the company he is affiliated with is doing the site work on this project.

Trustee Libby made the motion to recuse Trustee Curtis and it was seconded by Trustee Garrison. Voted all in favor (Trustee Curtis abstaining).

The City of Portland is razing the current Hall Elementary School located at 23 Orono Road in Portland and plans to construct an all new school on the site. The District has a 20” water main that runs through the property in an easement. During negotiations with the City, the District has agreed to abandon a portion of the 20” main running through the property to accommodate the new location of the school on the site. The City is constructing a new water main connection between Warwick Street and Purchas Street and providing the District with an easement for that

water main. Staff has determined that this 20" main is not a critical feed to the Warren Avenue area and that the additional connections will continue to provide adequate water supply to that area. The easiest way to modify the District's easement is to release the old easement and accept a new easement from the City for the new water main location.

Trustee Cote asked who would be responsible for paying to abandon the main. It will be the City of Portland's responsibility.

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

It was Voted 11-1 (Trustee Curtis abstained) and,

ORDERED, the General Manager is authorized to execute a release deed to the City of Portland for the easement in Wessex Street in Portland as part of an easement swap and further 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**

President Lunt asked to add an item to the agenda. Trustee Libby moved to waive the rules in order to add an item to the agenda. Trustee Willey seconded and all voted in favor of adding Resolution 17-009 to the agenda.

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

It was Voted and unanimously,

WHEREAS, the Portland Water District Board of Trustees recognizes that PWD employees are dedicated, hard-working and continued to serve the District through a difficult winter and challenging spring season; and

WHEREAS, the Board of Trustees, General Manager and Senior Management Team wish to express appreciation for the efforts made by all of its employees to ensure the smooth and successful operation of the District; and

WHEREAS, July 4, 2017, is on a Tuesday;

RESOLVED, that in appreciation for the efforts of PWD employees, the District will be closed for regular business on July 3, 2017, with employees having the day off with pay; employees in essential positions will be given a day off with pay at another time as approved by management.

**SECOND INVITATION FOR PUBLIC COMMENT**

None

**TRUSTEE COMMENTS**

Trustee Levinsky works at a local summer camp and passed on to the Board that he has received comments on how enjoyable our water is.

Trustee Garrison congratulated Trustee Swinton on receiving her AWWA Public Officials Certificate.

**Adjournment.**

Meeting adjourned at 7:00 p.m.

Submitted by,

Donna M. Katsiaticas  
Clerk