

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, July 23, 2018. Attending from staff were Messrs. Crovo, Kane, Johnson, Wallace, Firmin, and Ms. Lewis, Katsiaficas, Demers and Walker. In attendance from the public was Olivia Grondin, David Grondin, Michele Grondin of Westbrook, Eleanor DiPietro of Portland, Christopher Teret of Portland and Joe Piccone from the Teamsters Union. 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. All Trustees were present except Trustee Grant.

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 June 25, 2018, and the Workshop Meeting of July 9, 2018.

INVITATION FOR PUBLIC COMMENT

Chris Teret of 73 Anderson Street, Portland, who is also a PWD employee and Union Steward, addressed the Board and expressed displeasure regarding the grievance process. He also requested that the Board take a more active role in the grievance process and labor negotiations.

AWARD OF JOSEPH DIPIETRO SCHOLARSHIP TO RECIPIENTS

The Scholarship Committee awarded two scholarships this year. David Grondin of Westbrook and Emily Wilson of Gorham were the recipients. President Lunt presented the Joseph DiPietro Scholarship Award to David Grondin. Emily Wilson was unable to attend the meeting. Both will be attending Southern Maine Community College in the fall.

Trustee Libby spoke about Joseph DiPietro and his commitment to the community and the value of education. Mr. DiPietro had a life long interest in public service.

REPORTS

Operations Committee

Trustee Beck (Trustee Siviski was absent from the committee meeting) provided a summary of the Operations Committee meeting on July 9, 2018. Staff provided a recommendation for the selection of an engineering firm to provide technical services for the East End dewatering area HVAC upgrades and the Cape Elizabeth WWTF headworks area. Staff provided a recommendation for the use of the comprehensive method for engineering services for the Little John pump station upgrade. Staff also provided a summary of the ongoing efforts to manage nitrogen in the effluent from several of our treatment facilities. The presentation included a review of monitoring requirements in our permits and the “adaptive management” approach that we are using to operate the plants in an effort to reduce nitrogen in the effluent. This “adaptive management” approach involves efforts to reduce nitrogen discharges using the facilities and systems we have without performing additional capital upgrades.

Planning Committee

Trustee Levinsky provided a summary of the Planning Committee meeting on July 9, 2018. Rebekah Sirois, Industrial Pretreatment Program Supervisor, explained to the Committee that it will take at least a year to complete the transition of the IPT program from the City to the District. The District, with the help of the City, has begun sampling industries, and is partnering with the City on inspections of industries as well. A new permit form has been developed by the District. Local limits will be upcoming in both Portland and Westbrook. Laurel Jackson, Water Resources Specialist, updated the Committee of the activities of the Healthy Watershed Consortium. The Consortium is in the process of hiring a consultant who will be charged with implementing a work plan and developing a water fund. Paul Hunt is on the hiring committee. Donna Katsiaficas, Corporate Counsel, explained the concerns expressed by the District's Bond Counsel with the District's present form of participating in land conservation deals and the provisions of the District's Charter. Ms. Katsiaficas outlined some solutions to take care of those concerns. The solutions will be discussed at a future meeting of the Committee.

Administration and Finance Committee

Trustee Willey provided a summary of the Administration and Finance Committee meeting on July 9, 2018. The Committee reviewed the recently completed actuarial valuation reports, including the recommended 2019 contribution. Strong investment returns combined with the Board's decision to make the actuarially determined recommended contribution each year has significantly closed the gap between the assets and liabilities. The recommended 2019 contribution is \$1,112,744. Every 2 years the Board approves the water terms and conditions (T&C). The T&C includes the 'tariff' fees charged to customers for monopolistic services provided by the District. A schedule of other non-tariff fees charged has been created for the Board's review and approval. In the future, the non-tariff fees will be updated at the same time the T&C fees are updated. The non-tariff fees schedule contains only 1 new fee not currently being charged – the Industrial Pretreatment Permit fee. The City of Portland requested the District take over the program effective August 1, 2018. The District will charge the same \$300 permit fee the City charged. The Committee reviewed the model staff uses to determine the water consumption assumption and the impact it has on the expected revenue and rate adjustment.

General Manager's Report

Ms. Lewis reported the following:

- The financial services staff has received the 2018 Distinguished Budget Presentation Award from GFOA.
- PWD had rented a water pump to provide service in the 407 zone in Gorham, which had proven to be a wise move as it had been used 8 times so far.
- The successful effort undertaken by PWD to stop a tree from being taken down during a construction project on Maple Street in Westbrook.

Trustee Cote inquired about the radio interference with the SCADA system. Ms. Lewis explained that they have a higher rated license than the District does and therefore the District is working to find a solution to reduce the impact on our system.

NEW BUSINESS

Order 18-022, authorizing the fee schedule for non-water tariff services.

The District assesses fees to customers and other entities for services provided. For water services that customers are required to obtain from the District, any fees are incorporated in the Terms and Conditions. For other services, the proposed fee schedule has been created to consolidate in one place all the fees. It is intended that the fee schedule will be updated and reviewed by the Board at the same time the Terms and Conditions are updated, usually every two years.

The only new fee is the Industrial Pretreatment Permit fee of \$300. The District is taking over the responsibility of the Industrial Pretreatment program effective August 1, 2018 from the City of Portland. The City had collected a \$300 fee for an IPT permit and the District is proposing to continue the fee. The fee offsets some of the program costs and reduces the assessment to the City of Portland.

Trustee Garrison noted that the fee did not have supporting documentation behind it. Staff has been asked to review the fee and level of service associated with it.

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

It was Voted and unanimously,

ORDERED, that the Fee Schedule for Non-Water Tariff Services is hereby effective as of August 1, 2018.

Order 18-023, authorizing a professional services contract with Triple Point Engineering.

This effort will develop detailed design plans and specifications based on concept level recommendations in the Wastewater Treatment Facilities HVAC Master Plan regarding the dewatering area at the East End plant and the headworks area at the Cape Elizabeth plant.

The proposed scope for this effort involves upgrading the ventilation systems in the dewatering and chemical storage areas of the East End to remove interconnections to the sludge cake garage which is served by the odor control system. The project will also provide ventilation for the Cape Elizabeth WWTF headworks area.

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

It was Voted and unanimously,

ORDERED, a professional services contract with Triple Point Engineering in the amount of \$69,100 is hereby authorized for design phase engineering services for the East End WWTF Dewatering Area HVAC Upgrades (CIP 2018-21/2705) and the Cape Elizabeth WWTF Headworks HVAC Upgrades

(CIP 2017-418/2570); 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 18-024, authorizing the comprehensive engineering method of procurement for the Little John pump station project.

Pursuant to the District's purchasing policy, staff is seeking approval from the Board of Trustees to procure engineering services (comprehensive method) for design and construction services associated with the upgrades to the Little John Pump Station.

Staff estimates that the cost for the design phase portion of this project to be \$150,000-\$175,000. The design will include upgrades to the pumps, piping, electrical equipment, and facility support systems. The Construction and associated Construction Services portion of this project are currently projected to be undertaken in 2019.

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

It was Voted and unanimously,

ORDERED, that the Comprehensive Engineering Method is hereby authorized for the procurement of engineering services for the Little John Pump Station (Cape Elizabeth) Upgrades 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.

Order 18-025, approving revised Cross Connection Control Program.

The State of Maine requires that all public drinking water suppliers maintain a Cross Connection Control Program. The purpose is to prevent the contamination of drinking water by the backflow of water or other liquids, mixtures or substances into the distribution pipes of a water supply system from an unintended source.

During a review of water quality programs in 2017, staff determined that a revision of the District's Cross Connection Control Program was due. Two significant water main breaks in Portland during 2012 and 2017 resulted in precautionary boil water orders for areas of the peninsula. The boil water orders were necessary, because low water pressure had created the potential for contaminants to be drawn back into the distribution system. These events encouraged staff to update the program and include additional requirements to reduce the potential for contamination of the distribution system.

The update includes overall reformatting of the document and creation of new sections to reflect the EPA's 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 buildings with an existing unprotected fire sprinkler system, that receives a substantial renovation, will need to be upgraded to meet all current cross connection control standards.

Staff will proactively initiate a six-month education and outreach program for plumbing professionals, municipal partners, and the public. These changes would then go into effect on January 1, 2019.

Trustee Willey had some concerns on how the public outreach will take place. The education for the cross connection control program is only relevant to a small percentage of the District's customer base. The target will be to plumbing professionals, contractors, and municipalities to educate them before any construction starts.

Trustee Garrison remarked that this is a significant way to protect customers by not allowing contaminants into the system.

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

It was Vote and unanimously,

ORDERED, that the revised Cross Connection Control Program attached hereto is approved, with the effective date of January 1, 2019.

EXECUTIVE SESSION

None

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

None

Adjournment.

Meeting adjourned at 6:46 p.m.

Submitted by

Donna M. Katsiaficas,
Clerk