

July 24, 2017

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 24, 2017. Attending from staff were Messrs. Kane, Crovo, Firmin, Johnson, Wallace, Cutrone and Mses. Demers, Lewis and Walker. The meeting was convened by President Lunt at 6:00 p.m. with the Pledge of Allegiance and a moment of silence.

The Board had a moment of silence in remembrance of Trustee John (Jack) Brady who passed away on July 17, 2017.

### **ROLL CALL**

The roll was called by the Clerk. All Trustees were present except Trustees Douglas and Garrison.

### **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 26, 2017 and the Workshop Meeting of July 10, 2017.

### **INVITATION FOR PUBLIC COMMENT**

None

### **REPORTS**

#### **Operations Committee**

Trustee Beck provided a summary of the Operations Committee meeting on July 10, 2017. Staff proposed to add a project to the 2017 CIP to refurbish one rotary press at the East End WWTF. During the annual inspection, the manufacturer noted that three channels were excessively worn and recommended replacement. Unfortunately, the inspection was done after the 2018 CIP planning process was complete. Staff reviewed the seasonal main deactivation schedule and discussed interest from customers on the islands in Casco Bay to extend seasonal service to the last Monday in October. After reviewing procedures and newly available temperature data, the committee agreed to pilot the extension of the seasonal service date for the islands. Staff also updated the committee on significant main renewal projects currently underway, and discussed schedule changes for others that were planned for 2017.

#### **Planning Committee**

Trustee Levinsky provided a summary of the Planning Committee meeting on July 10, 2017. Staff discussed with the committee and recommended contributing \$13,600 to the Western Foothills Land Trust to support the conservation of the 68-acre Fogg property. Staff reported that Verizon's communication antenna installation is complete and fully operational. A final site walk was recently completed and it was determined that Verizon met all the commitments outlined in the lease agreement and the design plans for the site. Staff also provided a brief update on the various efforts on land conservation in the Sebago Lake Watershed.

### **Administration and Finance Committee**

Trustee Willey provided a summary of the Administration and Finance Committee meeting on July 10, 2017. Peter Cutrone reviewed the procurement schedule for the Asset, Billing and Customer Service (ABC) system replacement project. He noted the vendor demonstrations are scheduled for the week of July 24th. The target date to select a vendor is September. The contract for the consultant assisting the District through the project, Arcadis, is scheduled to expire at that time; however, staff recommends their contract be extended to include the contract negotiation and 'fit-gap' analysis. David Kane presented a motion authorizing issuing \$1M to finance the costs related to upgrading the sludge dewatering system at the Westbrook Regional Wastewater Facility. The project was included in the Board approved Capital Improvement Plan and the impact of the \$1M bond was included in the financial projections provided to Gorham, Westbrook and Windham last year. Mr. Kane also presented an overview of the current property and liability insurance program. He noted the policy year expires 10/1/2017 and he is seeking quotes from our current broker, Clark Insurance, and Maine Municipal Association. The quotes are due by mid-August and will be reviewed by an independent consultant, Chuck Soucy from Albert Risk Consultants. Mr. Soucy will provide his recommendation by September 1st.

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

Ms. Carrie Lewis provided the following update.

She received many thanks for the "Employee Appreciation Day" on July 3<sup>rd</sup>.

PWD has been assigned an Aa3 rating by Moody's Investors Service and AA by Standard & Poor's Financial Services.

Project ABC will be reviewing the 3 firms who were invited to do demonstrations the week of July 24<sup>th</sup>.

The District has joined the organization, Utilities United Against Scams.

Mr. Kane and Ms. Demers were able to negotiate a reduction in fees charged by Principal on the 457 Deferred Compensation Plan.

The Maine Drinking Water Program conducted the annual inspection for the Filtration Waiver on June 27<sup>th</sup>.

On July 1<sup>st</sup> the DEP issued the new 5-year permit for the operation of the Westbrook/Gorham/Windham Regional Wastewater Treatment Facility. The City of Westbrook is now listed as a joint permittee for their obligations under the City of Westbrook's Long Term Control Plan.

Trustee Libby voiced his concern over the loss of power at the East End and inquired if there was a generator capacity for a long-term outage. Scott Firmin, Director of Wastewater, explained that the generator attempted to transfer and was unable to causing the plant to go without power. AC Electric was brought in to inspect the system, and discovered an issue with the transfer switch and serviced a breaker. Other issues were also identified and at this time, we are waiting for AC Electric to get back to us. We do have generator capacity; it's just a question of if the transfer can take place. Of note, last year a complete evaluation was done of the wastewater facilities and the East End is 40 years old as is all the electrical equipment.

Trustee Levinsky asked if the reported violations on the lower bay surveillance report, particularly the 2-mile limit, were normal for this time of year. Chris Crovo explained that the number is probably a little low due to the weather we have had so far this summer.

### **NEW BUSINESS**

**Public Hearing**, regarding the issuance of sewer bonds to finance upgrades at the Westbrook Regional Wastewater Treatment Facility.

President Lunt opened the public hearing, seeing no one from the public; President Lunt closed the public hearing.

**Resolution 17-009**, authorizing issuance of up to \$1,000,000 in bonds to finance upgrades to the sludge dewatering system and related infrastructure at the Westbrook Regional Wastewater Treatment Facility.

In 2001, a Westbrook Comprehensive Plant Evaluation Program was completed and identified a number of upgrades needed including upgrading the sludge dewatering equipment. The project was included in the 2015 CIP (project 167 – 2534) which was approved on November 24, 2014.

The bond is proposed to be issued through the Maine Municipal Bond Bank's State Revolving Loan program. The estimated debt service schedule is attached. It indicates that the first full year's debt service payment would be \$63,000. Future financial impact was incorporated into the assessment forecast provided to the City of Westbrook.

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

It was Voted and unanimously,

**RESOLVED**, the issuance of up to \$1,000,000 in Gorham, Westbrook and Windham Wastewater Bonds to finance upgrades to the sludge dewatering system and related infrastructure at the Westbrook Regional Wastewater Treatment facility 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 17-021**, authorizing the General Manager to execute an amendment to the professional services contract with Arcadis for the Hansen System Replacement Evaluation.

The Board of Trustees previously approved a contract with Arcadis for professional services to assist the District in the RFP process to identify and select new products for our asset management, billing and customer relations software (Order 16-041). The current contracted engagement ends at the point of product/vendor selection. The District would like to retain the services of Arcadis to assist the District in negotiating a contract with the nominated vendor(s) and to participate in the Fit-Gap analysis at the outset of implementing the new software.

July 24, 2017

A Fit-Gap analysis is a more in-depth mapping of District processes in relation to the asset management, billing and customer relations software and identifies where a gap exists and how the gap is addressed.

Staff therefore recommends amending the current contract with Arcadis to extend services for contract negotiation and execution of the ABC contract vendor and participate in the solution design and Fit-Gap process. A project contingency of \$17,425 is also being requested in order to cover potential unforeseen costs.

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

It was Voted and unanimously,

ORDERED, the General Manager is hereby authorized to execute an amendment to the professional services contract with Arcadis for a sum not to exceed \$136,050 for the Hansen System Replacement Evaluation (CIP 2016-50/2541).

BE IT FURTHER ORDERED, a total Hansen System Replacement Evaluation project budget of \$235,000 is hereby authorized; 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 17-022, authorizing an increase to the 2017 CIP Water Facilities Renewal & Replacement Program 409-2559.

There are two rotary dewatering presses at the East End WWTF, which dewater the sludge produced in the treatment process. The presses are completely disassembled and inspected each year. It was noted that three (3) channels on one press were excessively worn. The manufacturer subsequently reviewed these channels and recommended that three (3) be replaced. Staff recommends that three (3) new channels are purchased and installed in the rotary press. The manufacturer will review the removed channels for a possible rebuild.

The channels are considered a wear item and do require replacement when they show wear. The channels have been in service for 8 years, which is not an unreasonable service life. The current condition of the unit makes consistent operation difficult. Maintenance on the second rotary press unit can't be completed until this press can operate reliably. Once the new channels are installed, work on the second unit will take place.

Trustee Siviski inquired if the potential savings would be due to increased efficiency once the unit was repaired. Ms. Lewis confirmed this.

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

It was Voted and unanimously,

ORDERED, that the 2017 Capital Improvement Plan Water Facilities Renewal and Replacement Program 409-2559 is hereby increased by \$100,000 for the purchase and

~~installation of 3 new rotary press dewatering channels at the East End Wastewater Treatment Facility.~~

**REVISED 7/24/17**

*There was an error in the original order, the order should read as follows:*

**ORDERED**, that the 2017 Capital Improvement Plan East End Wastewater Treatment Facility Renewal and Replacement Program 409 - 2559 is hereby increased by \$100,000 for the purchase and installation of 3 new rotary press dewatering channels at the East End Wastewater Treatment Facility.

**Order 17-023**, authorizing a contribution to the Western Foothills Land Trust.

The Sebago Lake watershed encompasses 450 square miles and includes parts of more than 20 towns. The long-term water quality of the lake is in large part a function of the nature and scope of development of the watershed. The District's 2013 Watershed Land Conservation Policy states the District's commitment to and support for locally-initiated land conservation efforts.

The Fogg Lot is a 68-acre parcel located in the town of Otisfield. It is located directly on the Crooked River and is entirely forested. The Western Foothills Land Trust will purchase the land with the purpose of conserving it in perpetuity. With the adjacent parcels already conserved, the conservation of the Fogg Lot will create a contiguous area of 268 acres of protected land on the Crooked River. The Crooked River is the major tributary to Sebago Lake, supplying 38% of its surface water inflow. Conservation of land directly on the river will be beneficial to Sebago Lake's water quality into the future.

The land will be owned and managed by Western Foothills Land Trust. The District will require that the land be legally protected from development in perpetuity.

The Trustees discussed the benefits of contributing to the land trust and noted that this is not the usual type of contribution made by PWD. This contribution to the land trust is so they may purchase the property.

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

It was Voted and unanimously,

**ORDERED**, that the General Manager is authorized to contribute up to \$13,600 to the Western Foothills Land Trust, to support the conservation of the 68-acre Fogg property.

**EXECUTIVE SESSION**

None

**OTHER BUSINESS**

None

July 24, 2017

**SECOND INVITATION FOR PUBLIC COMMENT**

None

**TRUSTEE COMMENTS**

Trustee Willey noted that a copy of the Sebago Lake Land Reserve handout was provided to all Trustees and explained that it is useful to know why PWD harvests trees on the land reserve.

**Adjournment.**

Meeting adjourned at 6:54 p.m.

Submitted by

Carrie E. Walker  
Clerk Pro Tem