

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, September 25, 2017. Attending from staff were Messrs. Kane, Crovo, Firmin, Johnson, Wallace and Ms. 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.

### **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 Beck.

Voted all in favor to waive the reading and accept the minutes of the Regular Meeting of July 24, 2017 and the Workshop Meeting of August 14, 2017 and September 11, 2017.

### **INVITATION FOR PUBLIC COMMENT**

None

### **REPORTS**

#### **Operations Committee**

Trustee Douglas provided a summary of the Operations Committee meeting on September 11, 2017. Staff recommended the comprehensive method for procurement of engineering services for the Cape Elizabeth WWTF Headworks Heating and Ventilation Design Project. Staff also provided an update on the District's efforts to comply with environmental requirements when discharging water from hydrants and water lines into Municipal Separate Stormwater Sewer Systems. The District's primary Best Management Practice for hydrant discharges is dechlorination.

#### **Planning Committee**

Trustee Levinsky provided a summary of the Planning Committee meeting on September 11, 2017. Staff discussed and recommended an easement swap in Gorham and a contribution to the Western Foothills Land Trust. Staff noted that the new lake monitoring buoy would be installed for the remainder of the fall season. The goal is to utilize the buoy for 4- 6 weeks this fall before the winter season to work out start-up issues and prepare for next year's monitoring season (April – November). The Trust for Public Land has join the effort in conserving land in the Sebago Lake watershed. The Sebago Clean Waters group is now comprised of the Trust Public Lands, The Nature Conservancy, Open Space Institute, Loon Echo Land Trust, Western Foothills Land Trust, Casco Bay Estuary Partnership, Highstead Foundation and the Portland Water District. The Group is currently working on developing a long-term strategy to increase funding for land conservation in the watershed.

Trustee Levinsky received an inquiry from a customer regarding the district's efforts in protecting the water supply from a pipeline leak. The Committee asked the Staff to prepare a summary of the District's efforts over the past 5 years regarding the Portland to Montreal Oil pipeline and the issues surrounding the reversal of flow and the transport of tarsands and

Watershed Protection. Trustee Siviski asked if Trustee Levinsky's response to the customer could be shared with the Trustees. Trustee Levinsky will share the response.

### **Administration and Finance Committee**

Trustee Garrison provided a summary of the Administration and Finance Committee meeting on September 11, 2017. Mr. Peter Cutrone provided a detail update on the Asset, Billing and Customer Information system project. He reviewed the procurement process and timeline noting the vendor selection process is progressing consistent with the previously presented timeline. PWD staff followed capital procurement policy procedures to evaluate proposals, host and conduct on-site vendor demonstrations, follow up on short list vendor references. Additionally four PWD staff went to visit existing vendor clients to sit with our peers and see the proposed product solution in actual use and discuss the product, vendor and implementation experience. PWD staff recommends Cayenta for our solution needs and is proceeding with contract negotiations. The intent is to bring the contract to the Board of Trustees in November for approval.

Staff went into Executive Session to discuss the results of the recently conducted information system audit.

Staff discussed and recommended a motion authorizing issuing \$550,000 to finance the costs related to upgrading the odor system at the Northeast Pump Station in Portland.

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

Ms. Carrie Lewis provided the following update.

Sneak preview of the budget anticipates an overall increase of 3.6%.

The Customer Service Satisfaction survey will be going out in the next 60 days.

Agendas for the monthly business meetings are posted on the District website and have been updated back to January 2017. All supporting documents have been included. The monthly PR and Media report will now go through the week prior to the Board business meeting, ensuring the Trustees have the latest information.

The contract authorizing water service to Yarmouth ends in 2018 and Yarmouth has requested to continue the service.

Woodfords Corner water main replacement continues. The contractor is working around the clock to replace 2,400' of old cast-iron pipe. The main itself is in good shape; however, the services that feed off the main are not.

New 4" gas main has been installed on Douglass St. to service the gas burner. Estimated annual savings in fuel is \$18,000.

PWD lab received 100% acceptable score for all blind performance-testing samples in 2017.

Seasonal water service will be discontinued the second half of October.

Paul Hunt and Laurel Jackson will present information on how PWD protects the land around Sebago Lake at the Portland Sustainability Series "Conservation and Kegs: How Keeping Land Green is Good for Maine Breweries" at the Portland Public Library on September 27<sup>th</sup> starting at 6:00 P.M.

Trustee Willey congratulated the lab on achieving a 100% acceptable score for all blind performance-testing samples.

Trustee Libby would like to know if we have a way of tracking how many people are viewing the website and what content they are viewing. Ms. Lewis indicated we do and she will follow up with Ms. Clements to have those numbers included in the monthly PR and Media report.

Trustee Levinsky had a question about Sebago Lake level as reported in the monthly report. Outflows were reduced on August 4<sup>th</sup> and he would like to know what that means. Ms. Lewis will follow up Environmental Services and get an answer.

Trustee Garrison commented that many of the larger utilities are doing the JD Power survey and was wondering if we would have the opportunity to cross-reference some of those questions in our Customer Service Satisfaction survey. The firm conducting our survey will be including some benchmarking questions.

Trustee Willey asked, in regards to the Woodfords Corner Project, is there a limit to a project that would force it to come back to the Board. Chris Crovo explained that as long as we stay within the total approved water main budget amount the Board is not informed about an individual main project going over budget.

Trustee Libby inquired what would happen if a project doubled or tripled in cost. Is there a way for the Trustees to look at the project? Chris Crovo explained there is not and that it would be difficult to manage because of the timing in awarding and we typically partner with the city involved and sometimes MDOT.

President Lunt is pleased that the Woodford Corner project did move forward.

## **NEW BUSINESS**

**Public Hearing**, regarding the issuance of sewer bonds to finance upgrades to the Northeast Pump Station and related infrastructure.

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

**Resolution 17-010**, authorizing issuance of up to \$550,000 in bonds to finance upgrades to the Northeast Pump Station and related infrastructure.

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. At the Board's June 26, 2017 meeting, the Board voted to install the system with a budget of up to \$550,000.

The bond is proposed to be issued through the Maine Municipal Bond Bank's General Resolution program. The estimated debt service schedule is attached. It indicates that the first full year's debt service payment would be \$44,600. Future financial impact was incorporated into the assessment forecast provided to the City of Portland.

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

It was Voted and unanimously,

RESOLVED, the issuance of up to \$550,000 in Sewer Bonds to finance upgrades to the Northeast Pump Station and related infrastructure located in Portland 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 17-024**, authorizing the comprehensive engineering method for the procurement of engineering services for the Cape Elizabeth Wastewater Treatment Facility Headworks Heating and Ventilation Design Project.

Pursuant to the District's Purchasing Policy, staff is seeking approval from the Board of Trustees to procure engineering services for detailed design of the headworks area ventilation upgrades for the Cape Elizabeth WWTF. The Comprehensive Method for engineering would result in one engineering consulting firm that would provide all the engineering services for the project from design to startup of the upgrade.

The detailed design effort will include development of plans and specifications to upgrade the ventilation and heating systems in the headworks area of the plant. This upgrade will replace equipment that has reached the end of its useful life and bring the ventilation system into compliance with current codes and industry guidelines. Staff estimates that the cost for detailed design to be \$25,000. Pending approval of the proposed construction project in 2018 (proposed project #2571), it is estimated that another \$250,000 will be needed for construction and construction phase engineering. The estimates for engineering and construction are based on concept level planning completed as part of the ongoing WWTF HVAC systems evaluation effort.

Once the Comprehensive Method is approved, staff will issue a request for proposals. It is expected that a recommendation will be offered to the Board for design of the upgrades in December 2017.

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

It was Voted and unanimously,

ORDERED, that the Comprehensive Method is authorized for the procurement of engineering services for the Cape Elizabeth WWTF Headworks Heating and Ventilation Design 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 17-025** authorizing an easement swap in Gorham.

Robert Hamblen is proposing a new 5-lot subdivision on land located on the Libby Road in Gorham as shown on the attached map. The District has an access easement that runs through the property to get to the two water transmission mains that run through the rear of the property. The existing access road will run through three of the proposed house lots. During discussions with Mr. Hamblen, the District has agreed to release a portion of the access easement running through the house lots. Mr. Hamblen in return has agreed to grant a new easement in the proposed roadway of the new subdivision and a strip of land from the end of the road back onto the existing access road.

Staff has determined that this relocated access easement will continue to provide adequate access to the transmission mains.

Trustee Siviski asked for clarification on the location of the proposed new easement in relation to the existing easement. Chris Crovo explained the new easement is located on the subdivision road which will connect at the end to the existing easement.

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

It was Voted and unanimously,

**ORDERED**, the General Manager is authorized to execute a release deed to Charles Hamblen for a portion of the access easement off Libby Road in Gorham in return for an easement in the proposed roadway of Mr. Hamblen's development, 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.

**Order 17-026**, 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 Hawk Mountain conservation project is a 16-acre parcel located in the town of Waterford. The Western Foothills Land Trust will accept the donated land with the purpose of conserving it in perpetuity. With the adjacent parcels already conserved, the donation of the 16-acre lot will create a contiguous area of 183 acres of conserved land on Hawk Mountain.

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.

Trustee Beck inquired if the Western Foothills Land Trust understood our process in determining how much money the District will contribute since the amount approved is considerably less than

the amount they requested. Trustee Libby explained that they regularly make requests and are fully aware of our process.

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

It was Voted and unanimously,

ORDERED, that the General Manager is authorized to contribute up to \$2,420 to the Western Foothills Land Trust, to support the conservation of the 16-acre Hawk Mountain parcel.

**Resolution 17-011** establishing a Special Election for the Trustee representing Portland.

A Trustee seat on the Board representing the City of Portland is vacant due to the resignation of Nisha Swinton. Pursuant to the District's Charter, the vacancy must be filled by a special election; the District is responsible for the costs of the election. Trustee Swinton's term was scheduled to expire in November of 2018.

The Portland City Clerk has been consulted. It is too late to have the Trustee position filled by election on the November ballot. The next available election at the municipal level is the election on the school budget. This will take place in either May or June of 2018.

In order to minimize the costs of the election to the District, and to assure a higher voter turnout, it is suggested that the special election occur in either May or June, 2018 at the same time as the municipal elections on the school budget in Portland. Under the Portland City Charter, the earliest the election could be held is January if the Board chooses to hold an election at an earlier date.

Trustees Willey, Libby and Levinsky presently represent the City of Portland, therefore the residents of the City continue to have representation on the Board.

The Trustees discussed the options available regarding the Special Election. Both Trustee Libby and Willey were in favor of holding the special election at the next municipal election in Portland. Trustee Garrison suggested that the District's Charter be reviewed to see if an appointment could be made in the event that a seat is left vacant before the term has expired. Trustee Levinsky was concerned about the cost to the District for a Special Election.

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

It was Voted and unanimously,

BE IT RESOLVED, that the Clerk of the City of Portland is hereby requested to hold an election for the vacant Trustee position on the Board of the Portland Water District at the municipal election scheduled either May or June, 2018.

**EXECUTIVE SESSION**

None

**OTHER BUSINESS**

Ms. Lewis reminded the Board that next workshop meeting will be on Tuesday, October 10<sup>th</sup>.

**SECOND INVITATION FOR PUBLIC COMMENT**

None

**TRUSTEE COMMENTS**

Trustee Willey would like to thank Dan Murray, a board member at the Portland YMCA in the 70s, who was instrumental in developing the camp out in Standish as a place for the kids who attend the YMCA to go to in the summer.

**Adjournment.**

Meeting adjourned at 7:01 p.m.

Submitted by

Carrie E. Walker  
Clerk Pro Tem