

As voted by the Board of Trustees and in accordance with the notice of the meeting, the monthly Workshop Meeting of the Board of Trustees of the Portland Water District was held in the Nixon Training Center at the general offices of the District, 225 Douglass Street, Portland, Maine on Tuesday, November 13, 2018. In attendance from staff were Messrs. Crovo, Kane, Firmin, Wallace, Johnson, Cutrone and Mses. Lewis, Katsiaticas and Demers. President Lunt convened the Workshop at 6:48 p.m.

All Trustees were present except Trustee Garrison.

Trustee Siviski appeared at the Operations Committee meeting, but left as the workshop began.

1. Project ABC.

Carrie Lewis, General Manager, provided an update to the Board.

Ms. Lewis described the process used by PWD in its software purchase. She noted that the Fit-Gap analysis has been completed. She noted that the analysis showed that there were more issues on the asset management side of the Fit-Gap analysis.

PWD members of the procurement team went to Chicago to a user conference. Ms. Lewis attended as well. There were 1,200 people at the conference; about 200 had the product PWD was seeking to buy. PWD staff discussed the asset management product with attendees at the conference. As a result of conversations and the Fit-Gap analysis, Ms. Lewis advised Cayenta that PWD would not be proceeding with the asset management portion of the contract.

The contract is an “all or nothing” contract, whereby if PWD terminates the contract; all software is returned to Cayenta. Cayenta has had several conversations with PWD, and has indicated that it is willing to negotiate to allow PWD to pursue the billing portion of the software, while withdrawing from the asset management side of the purchase.

Trustee Willey asked about the contract termination. Ms. Lewis explained that it was still being negotiated.

Trustee Libby expressed disappointment that PWD had “wasted” so much time. He asked what happened, given PWD’s positive views when the company was selected. Ms. Lewis said she believed that Cayenta did not accurately describe their product to PWD during the procurement process. She agreed with Trustee Willey that it was important to maintain a good relationship with the Company because PWD seeks to buy the CIS system.

Trustee Beck asked if PWD was the first company to use the asset management system. Ms. Lewis said no, but other companies are set up differently than PWD.

Trustee Douglas asked if PWD was disappointed that it was moving forward with the CIS system with Cayenta. Ms. Lewis said she might do things differently if she could start all over again. However, she said PWD can make the CIS system work. She went on to say if she was starting over, she would split the purchase and handle the billing and asset management separately.

The conditions for continuing with Cayenta are to have the data system details given to PWD so that it can be integrated with an asset management system to be purchased, and that the items of the Fit-Gap analysis be addressed.

Ms. Lewis said she would keep the Board advised on the status of the relationship as things move forward.

2. 2019-2023 Capital Improvement.

Chris Crovo, Director of Asset Management and Planning, presented the proposed CIP. He provided a Power Point presentation to the Board.

Mr. Crovo described the CIP process for 2019. PWD has a 5 year CIP plan. He provided a schematic as to how the process works.

The 2019 Capital Plan is estimated to be 23 million dollars. It includes multiple programs. SCADA and technology for both water and wastewater and technology upgrade is anticipated to cost \$600,000.

Approximately 1.2 million dollars will be spent on wastewater and pumping stations. Projects include improvements to Cape Elizabeth pump stations, Windham Little Falls and possibly Depot Street projects and Portland pump stations.

Wastewater treatment facilities are budget for upgrades of 5.8 million dollars. This includes a backup power upgrade for the East End plant. Mr. Crovo noted that he is negotiating with CMP for the placement of a substation on the property, which may alleviate the need to spend a portion of the proposed budget amount. CMP needs to upgrade the electrical system grid for the entire Portland peninsula. The City is supportive of the substation location on PWD property. Trustee Willey noted that the City does not want the substation in East Bayside due to the neighborhood opposition. Trustee Beck noted that power on the peninsula is a problem and needs substantial improvement.

The regional treatment facility in Westbrook is also slated for substantial improvements.

Approximately 8 million dollars in water main replacement projects are proposed for 2019. Many of the projects will be done in conjunction with CSO projects done by the City of Portland. Projects will also occur in Gorham and South Portland. Trustee Cote asked how much does PWD save by teaming with the cities. Mr. Crovo said generally a 20-25% savings; although savings appeared to be reduced recently.

Water distribution system upgrades are also scheduled. One of the larger projects is the replacement of the tank in North Windham. PWD will replace the existing tank with a 1 million gallon tank. PWD is in the process of buying property and having the engineering done to do the project.

The Douglass Street slate roof is scheduled to be partially replaced – Phase 2 of 3. PWD's slate roof has lasted 93 years.

President Lunt and Mr. Crovo had a discussion about the generator out at the water facility and its history and use.

3. Other Business.

Ms. Lewis advised the Board that they may hear from employees who are unhappy with the revised private work policy. The new policy requires that a form be submitted every year by employees who do private work. She described some of the private work that employees are engaged in, noting some was done for a company owned by a PWD employee. The union was advised of the new policy and made no comment.

There is an open house on Dec. 6 for the Ward's Hill pump station. Trustees are invited to attend.

PWD has 15 applications for the water bottle filling station grants. Trustees should advise the President if they do/don't want to serve on the awards committee.

A draft Trustee meeting schedule for 2019 is in the Trustee packets. The calendar is typically approved in November during the business meeting.

Trustee Willey mentioned that the budget presentation is also an operating plan for the District. He quoted Trustee Rich's opponent from an ad in the West End News, "...deregulation of the PWD places *a greater burden on the Trustees* to ensure that the tariffed rates that the PWD charges are fair, just, and reasonable". He also requested a list of the boards and activities that staff and Trustees undertake as part of their advocacy for PWD.

President Lunt mentioned that at the Planning Committee, internships at the high school level were mentioned. The discussion was initiated by Trustee Grant. Ms. Lewis will get some ideas from staff for a high school internship program, which she will bring back to the Trustees with the intention of bringing it forward to the Board during the next budget cycle.

4. Adjourn.

The meeting adjourned at 7:55 p.m.

Submitted by,

Donna M. Katsiaficas
Clerk