

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 remotely on Monday, February 14, 2022. In attendance from staff were Messrs. Crovo, Kane, Wallace, Firmin and Mses. Lewis, Katsiaficas, Clements, Demers and Walker. President Douglas convened the Workshop at 6:38 p.m.

All Trustees were present.

### **1. Wastewater Documentary Fundraising Video**

Michelle Clements, Public Relations Manager, shared with the Board a fund-raising video made by Portland-based documentary filmmakers about wastewater collection and treatment that features PWD employees and the East End Wastewater Treatment Plant.

Ms. Clement gave an introduction to the project. She explained the process for making the video and gave a background on the makers of the documentary. The video sound was not operational. The video link will be sent to the Trustees and they will review the video at their leisure and get back to staff with comments.

### **2. RFP for Comprehensive Infrastructure Asset Management Plan (CIAMP) Project**

Chris Crovo, Director of Asset Management and Planning provided an update to the process and schedule of the RFP along with Trustee involvement in the project.

Mr. Crovo stated that the Board voted on the comprehensive method to procure services for this project. The RFP will be delayed while the EAM system is populated. The next General Manager will be involved in the process. There will be a workshop prior to going out to RFP for the consultant in order to get Trustee input on the large plan. It is anticipated the workshop will likely occur in the fall.

Trustee Garrison asked if there should be an RFQ process first in order to solicit interest due to the complicated nature of the project. Mr. Crovo said that could be considered, but noted PWD does not traditionally do that. Trustee Garrison asked if an RFI could be done. Mr. Crovo said that is basically what is contemplated, and that there is still time to develop the process. There may be a lot of interest in this process, and it is possible that teams of professionals will be put together to do the study. This will be discussed with the Trustees.

The scope of services will be defined in consultation with the Trustees.

President Douglas supported delaying the process to allow the next General Manager to participate.

### **3. Standish Steering Committee Membership**

The Town of Standish has requested a meeting of the PWD Standish Steering Committee. It has been several years since the full Committee last met, so reconsideration of PWD's membership is in order. The most recent membership included Trustees Lunt, Siviski, and Ross.

Trustee Lunt explained that he met with Standish Town Councilor Ben Macri. They discussed the Standish Steering Committee, and discussed the history of the Committee and how it has worked in the past. Mr. Macri came up with a list of questions he wanted answers to. The answers have been crafted with assistance of staff.

Standish will have 3 members on the Committee, as will PWD. Standish wants to discuss using a piece of PWD property for parking.

The Committee has not met for quite some time. Meetings alternate between Standish and PWD locations.

Trustee Lunt is on the Committee. President Douglas asked for volunteers to serve on the Committee. Trustee Siviski indicated he did not wish to continue serving. Trustee Cote volunteered to serve. President Douglas offered to serve.

#### **4. General Manager Succession Planning**

President Douglas led a discussion on the planning process for the selection of a General Manager with a target to replace Ms. Lewis by the end of June.

President Douglass suggested a succession committee be formed. Trustee Lunt, Beck and Cote will serve. Trustee Libby offered to serve as well. Trustee Rich will also serve. President Douglas will serve as needed. Trustee Cote will serve as the chair of the Committee and will communicate with Ms. Lewis on administrative matters.

An RFP will be drafted to procure an HR consultant to conduct the search. A list of consultants will be put together to receive the RFP. The RFP should be sent out ASAP once the consultants who are to receive it are chosen.

Trustee Libby suggested an interim manager may be needed if Carrie Lewis leaves in June. Ms. Lewis suggested she would be willing to stay while the search is conducted.

The first meeting will be on February 28 at 5:00 PM at the District. Notice will be posted on the website and in the customer service department.

#### **5. Other Business**

President Douglas polled the Trustees as to whether they want to meet in person.

Trustee Levinsky wants to meet remotely. Trustee Lunt wants to meet in person. Trustee Garrison asked if everyone would be masked; Ms. Lewis said masks would be required. The tables would continue to be in a circle and 6 feet apart. Trustee Rich is comfortable meeting in person. Trustee Libby and Beck want to meet in person. Trustee Siviski had no strong preference. Trustee Garrison had no preference. Trustee Shattuck Heidorn was willing to meet in person.

For February 28, the meeting will be in person at the Nixon Room.

Ms. Lewis reported that the fact finding for our labor negotiations will be provided by the Maine Labor Relations Board. They will set a date.

PWD is trying to move to a zoom platform for meetings. For in person meetings, the public would be able to participate using zoom.

**6. Adjourn**

The meeting was adjourned at 7:17 p.m.

Submitted by,

Donna M. Katsiaticas  
Clerk