

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 May 8, 2017. In attendance from staff were Messrs. Crovo, Kane, Quirk, Wallace, Johnson, Koza and Ms. Lewis, Demers and Katsiaficas.

All Trustees were present.

President Lunt convened the meeting at 6:45 pm.

## **1. 2016 Audit Report.**

Representatives from MacPage LLC, the District's auditor, presented the 2016 audit report.

General Manager Lewis thanked the finance staff for their efforts in managing the District's financial affairs.

Jeff Hubert from MacPage gave the presentation to the Board. The Audit report for 2016 was in the Board packet. MacPage is an independent firm engaged by the District to perform the 2016 audit. No audit adjustments were proposed as a result of the audit. A clean opinion was issued by the auditors for 2016. No material weaknesses or significant deficiencies were identified. Minor recommendations were made by the auditors and reviewed by the Finance Committee. Mr. Hubert reviewed specifics of the District's financial condition. Over all, he reported that the District is in good financial condition.

Trustee Levinsky asked if audit standards had changed over the years. Mr. Hubert responded that MacPage expanded the audit this year over internal controls without notifying the District staff, and that the District performed well.

## **2. PWD Infrastructure Protection, Preparedness and Resiliency.**

Mike Koza, Regulatory and Security Advisor, lead a discussion regarding PWD's preparedness and cyber related exercises.

Mr. Koza began by wishing everyone a happy drinking water week.

He then began his presentation on critical infrastructure. The water/wastewater sectors are part of the nation's critical infrastructure worthy of protection. It is considered a "lifeline" sector by the Department of Homeland Security.

Homeland Security has identified 16 sectors of critical infrastructure to be protected. Each sector has a sector specific plan for protection. He identified the most significant risks for the water and wastewater infrastructure. Risks include natural disasters and cyber events, among others. Standards are written with help of EPA, Homeland Security and AWWA.

Over the years, PWD has taken steps to protect its infrastructure. Fencing around the perimeter, lighting, hardened doors and windows, access controls, ID badges, video monitoring and visitor management are all actions taken by PWD to protect its facilities. Some of the improvements have been funded with Homeland Security funds.

Trustee Cote asked if the Trustees had limited access to the Douglass Street facility. Chris Crovo said there are limitations for all staff in varying degrees, including Trustees.

PWD has also worked to reduce vulnerabilities. A vulnerability assessment and an emergency response plan have been completed. This occurred in 2003. A new vulnerability assessment was completed in 2013. It is no longer focused on terrorism. It now focuses more on natural disasters and other threats. The assessment complies with state and federal requirements, and meets RAMCAP standards.

PWD has participated in numerous exercises designed to increase the District's preparedness in mitigating consequences in the event of a significant event that could impact the District's operations. He gave examples of the many exercises that PWD staff has participated in along with other public agencies. Exercises included both threats to the water system and the wastewater system.

Cyber threats have also been the subject of training and exercises. The system of communications has also been reviewed. PWD has worked with the County EMA to improve communications with the agency and other critical partners, including CMP. Using Twitter and Facebook as well as the Code Red County system and other social media have been explored to get the District's message out in the event of an emergency.

Trustee Willey asked who is in charge of getting an alert out. Mr. Koza responded that for the media, it would be Michelle Clements. Mr. Koza and Michelle Clements are basically responsible for sending out most alerts.

Mr. Koza then explained how PWD compares to other water utilities in the sector. In 2014, Homeland Security performed a site visit and created a site assistance visit report which ranked PWD against other water utilities in the country. Overall, PWD was above average for protective measures, compared to 282 other water treatment facilities that were assessed. Mr. Koza believes that PWD's efforts are at a reasonable and prudent level of expenditure in relation to level of security. It was assessed similarly in the realm of resiliency.

Trustee Levinsky asked if PWD has an anonymous tip line. Mr. Koza responded that PWD does not.

President Lunt asked about a prior miscommunication with a fire department or emergency staff. Mr. Koza explained the situation and indicated that the problem had been rectified. He also asked if PWD could work with the 911 system. Jim Wallace responded and explained that the 911 system was not very effective for the District's purposes related to public health.

Terrorism is a continuing threat, but other threats including natural disasters are a greater risk to the District.

**3. Other Business.**

General Manager Lewis spoke of private hydrants and indicated that the Trustee packets contained a list of private hydrants in each Trustee's community.

She also requested workshop topics for future workshops.

She advised that the charity golf tournament will occur on July 12<sup>th</sup>.

Mr. Miller's recognition will occur on May 22<sup>nd</sup> at the business meeting. An informal reception will follow.

**4. Adjourn.**

The meeting was adjourned at 7:40 p.m.

Submitted by,

Donna Katsiaticas  
Clerk