

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 19, 2016. Attending from staff were Messrs. Johnson, Crovo, Wallace, Firmin and Ms. Walker. The meeting was convened by President Cote at 6:08 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 except Trustee Douglas.

**ACCEPTANCE OF MINUTES**

It was moved by Trustee Libby seconded by Trustee Dreger.

Voted all in favor to waive the reading and accept the minutes of the Regular Meeting of August 22, 2016, and the Workshop Meeting of September 12, 2016.

**INVITATION FOR PUBLIC COMMENT**

None

**REPORTS**

**Operations Committee**

Trustee Lunt provided a summary of the Operations Committee meeting on September 12, 2016. Staff reviewed PWD's biosolids management program and the various outlets for the disposal and reuse of biosolids. The recent addition of the Village Green digester facility as an outlet for our service provider was highlighted. The performance and future upgrade of the current belt filter press at the Westbrook Treatment Facility was also discussed.

Staff provided an update on the District's ongoing efforts to manage sediment and chlorinated water discharges. District staff is working closely with DEP, the Maine Drinking Water Program, and other state associations to create Best Management Practices for hydrant flushing de-chlorination.

A boil water order was issued for the islands in Casco Bay on September 5th. Staff will follow-up on this incident's limited outreach as an opportunity to improve the District's public notification processes.

Staff updated the committee on the on-going efforts to address odor complaints on the East End WWTF. The facility is currently under-going an upgrade to the aeration systems, with work on one of the three tanks completed. The second tank will be under construction until November/December. The last tank is scheduled to for cleaning and updating in January 2017 with completion by next summer.

After installing a new shaft on pump #1 at the Fore River Wastewater Pump Station, the pump passed the vibration test. The contractor will now begin the installation of the other pump.

**Planning Committee**

Trustee Ross (Trustee Swinton was absent) provided a summary of the Planning Committee's meeting on September 12, 2016. Staff reviewed and recommended amending the policy to evaluate and contribute to conservation projects that may include buffered portions of agricultural properties in the Sebago Lake Watershed.

Staff reviewed with the committee two recently completed projects at the Douglass Street Facility. The first project was the customer parking lot rehabilitation project which included reconstructing and paving the lot along with replacing the brick sidewalk and improving drainage. Also discussed was the newly installed heat pump for the second floor administrative offices. Staff also reported that the third floor wall replacement project has been postponed to next year due to the lack of access to the wall and permitting requirements needed from the railroad. Staff is investigating purchasing a strip of land behind the building for permanent access and to alleviate the permit requirements. Trustee Libby added railroads property runs to the back wall of the District's building. Originally the District approached the railroad for the opportunity to do some improvements the list of requirements was quite expensive and the cost the railroad wanted was quite stunning. The District is now looking to purchase a small parcel to the rear of the building from the railroad so that ladders can be put up and maintenance can be done without need to acquire permits.

**Administration and Finance Committee**

Trustee Garrison gave a summary of the Administration and Finance Committee's meeting on September 12, 2016. Ms. Mary Demers provided an update on the District's compliance with Globally Harmonized System of Classification and Labeling (GHS). She noted that GHS is the new international standards of classifying chemical hazards, standardizing the approach of labeling and providing information on safety data sheets. The District have updated their policy, inventoried and labeled chemicals appropriately, updated safety data sheets and continued providing annual refresher training course for employees.

Mr. David Kane presented updated valuation reports for the Non-bargaining and Bargaining Units' pension plans. The reports recommend a contribution of \$1,583,014 be made to the plans in 2017. The amount is \$406,840 higher than last year due to the lower investment returns in 2015, updating the mortality table which indicates pensioners are living longer and the impact of the recently approved union contract with higher benefits. The recommended contribution was incorporated into the proposed 2017 budget that will be reviewed by the Board in November.

Mr. David Fox presented a status report on the water cost of service study. He noted that residential customers are subsidizing industrial customers, fire protection services are being under recovered, current fixed charges are sufficient for reasonable revenue stability and no significant changes need to be done to the current rate structure. Several options on how to address the items were presented. He noted that he will be seeking input from the Board during the workshop session.

**General Manager's Report**

Mr. Miller was not present for the meeting. President Cote indicated that he had not heard of anything to report in addition to the written report Mr. Miller provided to the Board.

**NEW BUSINESS**

**Resolution 16-010**, approving the non-bargaining and bargaining unit employees' pension plans actuarial valuation reports for the year beginning January 1, 2017.

The District has two defined benefit plans – a non-bargaining unit plan and a bargaining unit plan. The actuary conducted a study using data as of May 1, 2016 to determine the plans liabilities and calculated a recommended plan contribution. Effective for 2016, new accounting rules promulgated by the Government Accounting Standards Boards required the actuary to calculate the liabilities using different and more conservative assumptions than the past.

A summary of the report findings is presented in the table below. The minimum, or 'fully funded', 2017 pension contribution recommended is \$1,583,014. The contribution amount is higher than the prior year primarily due to using a more recent mortality table which indicates people are living longer and lower investment returns than expected. Staff's recommendation to contribute \$1,583,014 to the Pension Funds in 2017, subject to the review of the 2017 Budget.

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

It was Voted and unanimously,

**RESOLVED**, that the Non-Bargaining and Bargaining Unit Employees' Pension Plans Actuarial Valuation Reports prepared by Actuarial Design & Solutions for the year beginning January 1, 2017 are hereby accepted.

**Order 16-032**, approving an amendment to the Watershed Land Conservation Outside the Two-Mile Limit Policy.

The District's "Watershed Land Conservation Outside the Two-mile Limit" policy, first adopted in 2007, states the District's commitment to and support for, locally-initiated land conservation efforts. The policy outlines the District's support for the land preservation efforts of watershed landowners. The policy recognizes that in general, vegetated land is better for water quality than paved land and other impervious land. Forests represent the most desirable form of vegetation for water quality protection. The District's land conservation policy was amended in 2013, creating a Land Conservation Program. This program prioritizes forested land that is near rivers and lakes as being the most important to conserve. Forested lands that are proposed to be conserved with an easement or purchased in fee are eligible for supporting contributions from the District.

Because agricultural activities can be less favorable for water quality than most forest management activities, the District will contribute only to conserving the portion of the land that will benefit water quality. The conservation of the forested and wetland portions of the land supports the District's goal of conserving land to protect water quality and could provide the most significant buffer between land use practices and a water body.

Trustee Siviski inquired as to why the policy needed to be amended. Trustee Libby explained that the District has started to receive requests for agricultural land support. The District would like to be able to support the watershed, river and lakes if there is a buffer zone between it and the agricultural use. The existing policy did not provide any guidance.

Trustee Levinsky wanted to know if the amendment gives the committee guidance or leverage to be more favorable to the more benign uses. The answer is no, the District either supports the use or not. The amendment to the policy is so that the District can support the forested area between the agricultural use and the watershed.

It was moved by Trustee Swinton and seconded by Trustee Dreger.

It was Voted and unanimously,

ORDERED, that the District's policy "Watershed Land Conservation Outside the Two-mile Limit", which was first adopted in 2007 and amended in 2013, is hereby amended with respect to agricultural properties, as shown in the amended policy, attached hereto and incorporated herein by reference.

#### **EXECUTIVE SESSION**

None

#### **OTHER BUSINESS**

None

#### **SECOND INVITATION FOR PUBLIC COMMENT**

None

#### **TRUSTEE COMMENTS**

None

#### **Adjournment.**

Meeting adjourned at 6:30 p.m. and the Board went into a Workshop meeting with Spano Pratt Executive Search.

September 19, 2016

The Board met in a Workshop setting to introduce the consultant hired to search for a new General Manager. The firm of Spano Pratt Executive Search was represented by Rose Spano Iannelli and Jamie Pratt. The agenda included an overview of the firm and the steps that will be followed in the search and hiring process. The meeting ended at 7:15pm.

Submitted by,

Carrie Walker  
Clerk Pro Tem