

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, August 22, 2016. Attending from staff were Messrs. Miller, Kane, Johnson, Crovo, Wallace, Firmin and Mses. Katsiaticas, and Walker. The meeting was convened by President Cote at 6:03 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 Ross.

Voted all in favor to waive the reading and accept the minutes of the Regular Meeting of June 27, 2016, and the Workshop Meetings of July 11, 2016 and August 8, 2016.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

Trustee Lunt provided a summary of the Operations Committee meeting on July 11, 2016. Staff discussed the operational status of wastewater systems and wastewater treatment through mid-year in each of our communities. Staff also discussed on-going efforts to continue to develop employees in the Wastewater Services Group.

Trustee Lunt provided a summary of the Operations Committee meeting on August 8, 2016. Staff presented a recommendation for the engineering services to evaluate the HVAC systems at all four WWTF's. The Committee voted 3-0 to recommend the item be forwarded to the full Board of Trustees for approval. Staff provided an update on water field and water treatment activities through mid-year.

Ongoing construction of the new aeration system and an aerator failure at the East End Wastewater Treatment Facility has caused a number of operational issues, including odor complaints from residents. Staff spent a considerable amount of time finding and installing temporary equipment to increase aeration. However, this did not add enough to prevent odors or to meet ideal process needs. Our contractor and engineering consultant, along with District engineering and operations staff were able to expedite start-up of the new aeration system to address many of the issues. The newly upgraded aeration basin was put into service almost a month earlier than planned. The equipment is running in manual mode, and there is still much more installation and testing that will need to be completed. Staff is discussing an option to keep the temporary equipment until the next aeration basin upgrade is complete.

Staff was also asked about the status of Falmouth's Mill Creek Pump Station force main project. After receiving only a single bid that exceeded the engineer's estimate for the project, Falmouth is evaluating options that include award of the contract to the sole bidder. The item was on the agenda of the Town of Falmouth's Council that night.

Planning Committee

Trustee Swinton provided a summary of the Planning Committee's meeting on July 11, 2016. Staff reported that the Shore Acres tank project is nearly complete and to date had not received any complaints regarding the project and noted that all the air sampling to measurements for lead had come back clean (non-detects). The contractor is expected to complete his work at the by July 22rd. The committee and staff reviewed the energy and water use ordinance that both South Portland and Portland are proposing to enact in the upcoming months. Although the committee found the ordinances interesting they felt that staff did not need to spend any more time on the issue. It was noted that the Portland ordinance if adopted as drafted would require the District to report its energy use to the city for the Douglass Street and East End facilities starting at the end of 2017.

Trustee Libby (Trustee Swinton was absent) provided a summary of the Planning Committee's meeting on August 8, 2016. Staff presented proposed language to be added to the District's existing Watershed Land Conservation Policy to provide guidelines for consideration of District support for agricultural easements in the Sebago Lake watershed. The committee discussed the language and requested that staff return with a method for evaluating potential agricultural easements that is based on their potential water quality impact. Staff provided an update and slide show showing the development progress of Standish's Mr. and Mrs. John Rich Jr. Memorial Beach. Staff also provided the committee with information about how the District develops partnerships with municipalities around the lake.

Administration and Finance Committee

Trustee Siviski (Trustee Garrison was absent) gave a summary of the Administration and Finance Committee's meeting on July 11, 2016. Mr. Joseph Cuetara, the District's Financial Advisor from Moors & Cabot, presented 'A Day in the Life of a Bond Issue..' which highlighted the tax aspects of debt issuance, different methods to sell bonds, a typical bond issuance timeline and the rating process. Mr. Kane noted the preliminary actuary's analysis calculates a 2017 pension plan contribution of approximately \$1,550,000, which is \$350,000 higher than the contribution made in 2016. The increase is primarily due to using a more up-to-date mortality table and recently approved union benefit enhancements.

Trustee Garrison gave a summary of the Administration and Finance Committee's meeting on August 8, 2016. Mr. Davis presented a new mapping application developed by the Information Services Department. Working closely with staff from the Resource Center, a smart phone / tablet application has been developed that is now available to visitors of PWD's 1,700 acre Sebago Lake Land Reserve which annually has around 25,000 visitors. By using the GPS functionality of their smart phones, the visitors are shown their GPS location on the trail map app allowing for much easier navigation of the vast trail system. Mr. Davis also gave a tour of the computing facilities at the Sebago Lake Treatment Facility. The Information Services Department has been working on creating a "Cold Site" at this location. This cold site would

consist of a subset of computer infrastructure that runs the computer network at PWD. This site would act as the main data center in case of disaster at our existing main data center.

General Manager's Report

The General Manager noted that odors from the East End Treatment Plant had been a problem, but that they now appear to be under control. A final draft permit has been issued by the DEP for operation of the East End Treatment Plant.

The drought in Southern Maine has not been a concern for Portland Water District customers due to the abundant resource of Sebago Lake. Water revenue is up almost 20% over the June/July period compared to last year.

Trail Day is scheduled at the Sebago Lake Land Reserve for September 17. Lots of activities have been planned including; learn to fish, introduction to kayaking, hikes and walks on the trails for various age groups.

The Standish Town Beach is making progress. Mr. Miller asked Trustee Lunt to provide an update. Trustee Lunt recently attended a ceremony marking the construction progress on the beach. The access road and the parking lot have been constructed, and the remainder of the project is almost complete. The beach will be open to the public in the spring of 2017.

NEW BUSINESS

Order 16-030, authorizing a contract with Hazen and Sawyer for engineering services to evaluate the HVAC systems at all four wastewater treatment facilities.

The heating, ventilation, and air conditioning, (HVAC) systems at the District's wastewater treatment plants are generally original equipment and have not undergone significant modification or upgrade since construction. The age and criticality of the HVAC equipment at these facilities is driving the need for a comprehensive evaluation. Further, standardization across facilities offers significant long term benefits in terms of efficiency of operation. This project will evaluate the HVAC system at each treatment plant and develop a schedule and budget for the coordinated upgrade or replacement of critical components of the system.

Two firms responded to the RFP, assembled qualified teams, and developed proposals which highlighted the proposed methods of addressing the challenges anticipated to achieve success. Based on the outcome of the review and ranking, Hazen and Sawyer received the best overall score (100). Staff therefore recommends the award to Hazen and Sawyer for an amount of \$96,000, which includes alternatives analysis and evaluation, planning level cost estimating, and development of a summary report document.

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

It was Voted and unanimously,

ORDERED, a professional services contract with Hazen and Sawyer in the amount of \$96,000 for engineering services for the WWTF HVAC Systems Evaluation (CIP 2016-421/2472) is hereby authorized; and that the General Manager and the Treasurer, each acting singly, are authorized to take such steps as may be necessary to accomplish the intent of the vote.

Order 16-031, hiring a consultant for executive search services for the General Manager position.

The General Manager's Succession Committee requested RFP's for executive search services from four different firms. Three proposals were received and the firms were interviewed on August 22, 2016. Spano Pratt Executive Search came highly recommended. The most recent work conducted by them in the New England area was for New England Water Works Association. The committee is confident in their ability to conduct the search and work with the Board. The process will begin immediately with the hopes of having a candidate in the next 2-3 months.

Trustee Garrison asked to recuse himself so he may reserve the right to apply for the position in the future. Trustee Libby made the motion and Trustee Dreger seconded, it was voted all in favor.

The main motions was then moved by President Cote and seconded by Trustee Libby.

It was Voted (10-0, Trustee Garrison abstained) and,

ORDERED, that the General Manager is hereby authorized to execute a contract with Spano Pratt Executive Search for executive search services and to authorize a fee of \$35,500 plus expenses for the project.

EXECUTIVE SESSION

None

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

None

August 22, 2016

TRUSTEE COMMENTS

President Cote commended the staff on the way the District handled the recent odor complaints.

Adjournment.

Meeting adjourned at 6:32 p.m.

Submitted by

Donna M. Katsiaficas
Clerk