

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 9, 2016. In attendance from staff were Messrs. Miller, Crovo, Kane, Firmin, Wallace, Johnson and Ms. Katsiaficas and Demers.

All Trustees were present.

President Cote convened the meeting at 6:40 p.m.

1. SMRWC Interconnectivity Study.

Paul Cote from Tata Howard presented the findings of the Southern Maine Regional Water Council Interconnectivity Study.

Mr. Cote had a power point presentation for the Board. He began his presentation by describing and identifying the 7 participating water systems. He also described the goals and parameters of the interconnectivity study. Mr. Cote provided a description of the existing systems in the participating water systems. He started with the Portland Water District.

Safe Yield and Maximum Daily Demands were described to the Board using a map and data. A PWD and Maine Water Company interconnection was explored, in the locations of Scarborough and Saco. The Maine Water Company and KKW interconnections – 2 of them – were also described. One connection is on Route 1, the other is near the University of New England.

Using his power point slides, Mr. Cote went on to describe various interconnections between combinations of 2 water districts. Mr. Cote described the water quality considerations that need to be taken into consideration; they include but are not limited to PH, water age, fluoride, and lead and copper concerns, and provided comparison information for each water system related to the various considerations.

If the systems decide to share water, the challenges will come with lead and copper limits and the sampling programs that will be required. Each system will probably need to be moved toward removing chloramines. A common corrosion control product will need to be selected. There will need to be common finished water PH. Differences in fluoridation practices will need to be addressed.

Trustee Swinton asked if each system added a different amount of fluoride. Mr. Cote responded the amount of the dosage was in common. The big systems have fluoride; the smaller systems do not.

A discussion as to the meaning and significance of the concept of safe yield occurred.

Trustee Garrison noted that the regional approach and interconnections made sense for 3 of the water districts because they were looking at new construction that would be quite costly to them in the near future - interconnections would help them out economically. With respect

to PWD, its costs are basically fixed, and any water that could move south would provide revenue to the District.

Trustee Lunt stated interconnections made the most sense from Biddeford Saco to the south.

Trustee Swinton asked if there were issues in dealing with a private water company versus another publicly owned utility. Mr. Cote explained this was not a question he could answer. He noted that this group worked well together and had made sustainable working relationships over the last 10 years.

Trustee Lunt suggested the next step should be exploring the politics of the interconnections. Mr. Miller stated that in order to move PWD water south, there needed to be a willing buyer-seller relationship with Biddeford Saco. They are not interested in buying PWD water. They are more interested in building a new plant, and he believes that announcement is imminent. They have an unlimited supply of water, and want to position themselves to supply water to the utilities to their south.

Trustee Garrison noted that the Biddeford Saco plans had not gone out to the public yet, and he expected public push back on their plans due to potential increases in water rates.

2. Engineering Consultant Procurement Policy.

Gordon Johnson, Engineering Services Manager reviewed the District's Engineering Consultant Procurement Policy.

Mr. Johnson provided a background for the selection process. He provided budget information to the Trustees including CIP information. The Board adopts the CIP annually. Projects are part of the plan; PWD partners with municipalities and agencies, which affects how the projects are delivered.

The Board has adopted a purchasing policy. There are 3 different methods to procure services for a project. The phased method can be used for engineering services. It begins with a study phase and ends with a contract administration phase. A comprehensive method requires only one trip to the Board for approval. Approval is sought for the hiring of one engineering firm for any and all phases of a particular project. The design build method has not been used much by the District. It would be used on smaller projects.

Consultants are used based on rate payer value considerations. Expertise may be needed that PWD does not have. PWD has increased the number of water main projects it is doing every year. Use of consultants allows PWD to stretch its resources.

Partnerships are also developed with municipalities; they may have already chosen their engineers for a project. We can utilize the same engineers. Use of consultants also allows PWD to educate consultants on our operations and expectations.

Mr. Johnson described the consideration used by PWD when choosing and hiring a consultant. The considerations include meeting schedules, change orders on construction

projects, staying within the scope of the project, appropriate project cost estimates and understanding the PWD approach.

Asset management plays a large role. PWD wants to have the operational staff understand its assets and how to identify and maintain the assets that are being built. Operators need to be able to find the records once the asset is built and to locate the asset. He described how that occurs.

Mr. Johnson described the role of SCADA in the process. Standardization is the overriding concern.

Mr. Johnson went on to describe the RFP process. PWD is looking to attract 5-10 firms interested in doing work for PWD. It begins with drafting the RFP, through steps leading to the issuance of the RFP, through evaluation. Evaluation teams are made up of 3-6 members, including the project lead engineer and relevant operational representatives. The proposal review process was also described. The goal is to recommend one consultant to the Board.

Proposers are asked to provide information on the level of effort for each phase of the project. The cost information is sealed and provided in a separate envelope. This allows for a better comparison among the proposers.

Once final proposal evaluation is completed cost information is then taken into account and ranked, with the help of the purchasing agent.

A final recommendation is then made.

Qualification Based Selection (QBS) is required for some programs. Cost cannot be taken into consideration for these selections. PWD has never used QBS in consultant selection.

A discussion occurred on the meaning of the scoring of proposals and the degree of exaggeration in the scoring.

3. Other Business.

The selection committee will meet at 5:00 p.m. before the next Workshop. If anyone new is interested in serving on the Committee they should contact the President.

4. Adjourn.

Meeting was adjourned at 8:02 p.m.

Submitted by,

Donna Katsiaficas
Clerk