

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 February 8, 2016. In attendance from staff were Messrs. Miller, Crovo, Kane, Firmin, Wallace, Johnson and Ms. Katsiaficas.

All Trustees were present with the exception of Trustee Ross.

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

### **1. Review of Proposed Changes to Chapters 62 and 675.**

Donna Katsiaficas, Corporate Counsel, led a discussion with Chris Crovo, Director of Asset Management and Planning, and David Kane, Treasurer, on the proposed changes to Chapters 62 (Water Service Standards) and 675 (Infrastructure Surcharge and Capital Reserve Accounts) which were previously adopted by the Board in November, 2015.

Ms. Katsiaficas began the presentation by providing a summary of the process and an overview of the changes proposed by the staff to Chapters 675 and 62. She explained that if passed, these will become policies of the Board. It is anticipated that revisions to Chapter 65 will be discussed by the Board at its March workshop. The three policies will then be brought to the Board for approval at the March business meeting. Terms and conditions will be cross referenced in the policy revisions in order to simplify the policies and make them easier for customers to understand.

Mr. Crovo then took over the presentation explaining the changes to Chapter 62. He noted that Chapter 62 will become a policy of the District and will no longer be known as Chapter 62. Staff, including Gordon Johnson and Donna Katsiaficas and the General Manager reviewed the rule and proposed changes, with the goal of simplifying the rule and making it understandable for the customer, as well as conforming to the business of the Water District. He noted that the terms and conditions will contain much of what Chapter 62 originally contained. References to investment owned utilities were removed from the rule. Minor changes included a change from 20 PSI to 40 PSI for a limited service agreement. Metering requirements are now references as AWWA standards instead of the chart that used to be supplied in Chapter 62. The Appeals process has been revised to refer to the appeals process now handled by the Board of Trustees.

David Kane discussed proposed changes to Chapter 675. The Chapter deals with the funding of capital projects; it deals with capital reserves and surcharges. The chapter has been changed to conform with PWD practice, and to replace the PUC with the Portland Water District. The policy does not address rates. Chapter 675 will be reviewed in March at the March workshop. The changes will be more detailed than was discussed today.

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**2. Update on Search for General Manager.**

Rick Dacri of Dacri Associates was unable to attend the meeting to provide an update to the Board on the status of the search for the new General Manager due to inclement weather.

Trustee Libby made a motion to go into executive session, pursuant to 1 M.R.S. §405(6)(A) personnel, to discuss the status of the search for the new General Manager, seconded by Trustee Douglass. All voted in favor.

**3. Other Business.**

None

**4. Adjourn.**

Meeting was adjourned at 8:02 p.m.

Submitted by,

Donna Katsiaficas  
Clerk