

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 April 11, 2016. In attendance from staff were Messrs. Miller, Crovo, Kane, Wallace, Johnson and Messes. Katsiaficas and Demers.

All Trustees were present.

President Cote convened the meeting at 6:41p.m.

### **1. Review of Proposed Changes to Policy 650.**

Chris Crovo, Director of Asset Management and Planning led a discussion on the proposed changes to Policy 650 (Water Main Extension and Service Line Policy) which was previously adopted by the Board in November, 2015.

Mr. Crovo had a power point presentation for the Board. Mr. Crovo began his presentation explaining the basic changes to Chapter 65 of the PUC Rules, which is becoming Policy 650. The original rule was 20 pages long - it will now be 7 pages. A major revision is that the portion of the Rule dealing with investing utilities has been removed, as PWD is not an investing water utility under the Rule. Other changes include making the Board of Trustees the appellate body for issues, instead of the PUC. Generic language was also removed in favor of specific references to PWD standards.

Policy 650 establishes conditions and standards for the extension of water mains and water service. Mr. Crovo explained the definitions of terms that will be contained in the Policy. He introduced the concepts of “proper development” of the system, and “imprudent judgment”, both concepts presently used by the PUC when making decisions, but the terms have not been specifically defined in PUC rules. Staff will help the Board identify the concepts as they continue to evolve.

Mr. Crovo explained the general provisions of Policy 650 related to main extensions and customer contributions for the extension of mains. He explained when the District will participate in costs of main extensions. When the general water system will benefit from the proposed extension, the District will participate in paying the costs. An 8 inch main is the minimum size, if there is a fire hydrant. If there is no hydrant requirement, PWD may require a 4 inch main if it improves water quality.

PWD performs cost estimates. It determines the customer’s contribution when tying into a main extension. The Board was provided with an explanation of the terms of a customer’s contribution for a main extension, and provided an example of how the calculation of the contribution would be made. An explanation was also provided as to how new connections to a main extension would be allocated and calculated. Extensions to serve developments are handled differently.

Mr. Crovo gave the Board an example of the types of appeals that the Board may expect to see related to main extension issues.

Donna Katsiaficas explained the appeal process and what the Board's role will be in the handling of appeals.

**2. Executive Session.**

Trustee Dreger made a motion to go into executive session, pursuant to 1 M.R.S. §405(6)(A) personnel, to discuss the status of the negotiation of an offer for the General Manager's position, seconded by Trustee Lunt. All voted in favor.

**3. Other Business.**

The Board was advised that Committee assignments will be coming out in an email. Also, the Southern Maine Regional Water Council meeting is Thursday, and Trustees can have a ride if they appear at the District.

**4. Adjourn.**

Meeting was adjourned at 8:10 p.m.

Submitted by,

Donna Katsiaficas  
Clerk