



## MEMORANDUM PORTLAND WATER DISTRICT

---

TO: Board of Trustees

FROM: Carrie Walker

DATE: October 5, 2021

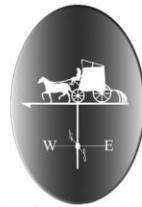
RE: **Workshop Meeting – Tuesday, October 12, 2021**

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Tuesday, October 12, 2021. The meeting will begin at 6:30 p.m. in the Nixon Training Center at the general offices of the District, 225 Douglass Street, Portland, Maine. The Workshop will be preceded by meetings of the following Board Committees:

<b><u>Committee</u></b>	<b><u>Room / Location</u></b>	<b><u>Time</u></b>
Administration & Finance	3 <sup>rd</sup> Floor Conference Room	5:30 p.m.
Operations	Nixon Training Center	5:30 p.m.
Planning	EOC 2 <sup>nd</sup> Floor	5:30 p.m.

### **AGENDA – WORKSHOP**

1. **Apportionment of Trustees.** David Kane, Executive Director of Administration, will discuss the apportionment of Trustee representation among member municipalities based on the 2020 census. (See attached memo)
2. **Other Business**
3. **Executive Session regarding Labor Union Negotiations.** Pursuant to 1 M.R.S. §405(6)(D) labor negotiations, the Board will go into executive session to discuss the status of labor union contract negotiations with Teamsters Local Union #340.
4. **Adjourn**



Portland Water District  
*From Sebago Lake To Casco Bay*

## **BOARD OF TRUSTEES / AGENDA ITEM SUMMARY**

Agenda Item: 1  
Date of Meeting: October 12, 2021  
Subject: Apportionment of Trustees  
Presented By: David Kane, Executive Director of Administration

---

### **RECOMMENDATION**

The following proposed language is presented for Board of Trustee approval:

WHEREAS, Section 18 of the District's Charter establishes the number of Trustees on the Board of Trustees and their allocation among the District's member municipalities; and

WHEREAS, a reapportionment of District Trustees to reflect 2000 Census data among member municipalities was approved by the Board of Trustees in November 2001; and

WHEREAS, updated 2020 Census data indicates the current apportionment of Trustees appears reasonable and equitable; and

BE IT RESOLVED, that no changes shall be made to the current apportionment of Trustees among the member municipalities.

### **BACKGROUND ANALYSIS**

The current District Charter outlines the appointment of Trustees to member municipalities in Section 18 – see charter excerpt below:

#### **Section 18 - Board of Trustees**

The affairs of the District are managed by a board of trustees composed of 11 members, 4 of whom are elected by a plurality of the voters of the City of Portland, 2 by a plurality of the voters of the City of South Portland and the Town of Cape Elizabeth, one by a plurality of the voters of the City of Westbrook, one by a plurality of the voters of the Town of Gorham, one by a plurality of the voters of the Town of Raymond and the Town of Windham, one by a plurality of the voters of the Town of Scarborough and one by a plurality of the voters of the Town of Falmouth and the Town of Cumberland.

The current apportionment was approved in November 2001. After the 2010 Census, the Board reviewed at their April 25, 2011 meeting and affirmed the appropriateness of the apportionment.\*

\*There is no legal requirement that Trustees be allocated according to population – that has been our practice.

The Trustees' apportionment is reviewed by the Board subsequent to each national census and follows the one-person, one-vote principle. The table on the next page indicates the 2020 population per the 2020 census and number of customers as of December 31, 2020 with the relative percent per community. The second table sorts the data by the current Trustees' apportionment.

**All Communities - 2020 Census and Customers Served:**

City/Town	2020 Population	Percent of Total Pop.	Percent of 11 Trustees	No. Customers (Services)	Percent of Customers	Percent of 11 Trustees
Cape Elizabeth	9,535	5%	0.50	3,684	7%	0.73
Cumberland	8,473	4%	0.45	1,972	4%	0.39
Falmouth	12,444	6%	0.65	3,544	6%	0.71
Gorham	18,336	9%	0.96	3,038	5%	0.60
Portland	68,408	33%	3.60	19,010	34%	3.78
Scarborough	22,135	11%	1.16	5,618	10%	1.12
South Portland	26,498	13%	1.39	8,678	16%	1.73
Westbrook	20,400	10%	1.07	6,143	11%	1.22
Windham	18,434	9%	0.97	3,551	6%	0.71
Raymond	4,536	2%	0.24	45		
<b>Total</b>	<b>209,199</b>	<b>100%</b>	<b>11.00</b>	<b>55,283</b>	<b>100%</b>	<b>10.99</b>
Standish	10,244			831		
<b>Total</b>	<b>219,443</b>			<b>56,114</b>		
<b>Per Seat</b>	<b>19,018</b>			<b>5,030</b>		

**Data Sorted by Current Trustee Apportionment:**

**Municipality with Four Trustee:**

Portland	68,408	33%	3.60	19,010	34%	3.78
----------	--------	-----	------	--------	-----	------

**Municipalities with One Trustee Each:**

Gorham	18,336	9%	0.96	3,038	5%	0.60
Scarborough	22,135	11%	1.16	5,618	10%	1.12
Westbrook	20,400	10%	1.07	6,143	11%	1.22

**Combined have Two Trustees:**

Cape Elizabeth	9,535	5%	0.50	3,684	7%	0.73
South Portland	26,498	13%	0.45	1,972	4%	0.39
	<b>36,033</b>	<b>17%</b>	<b>0.95</b>	<b>5,656</b>	<b>10%</b>	<b>1.13</b>

**Combined have One Trustee:**

Cumberland	8,473	4%	0.45	1,972	4%	0.39
Falmouth	12,444	6%	0.65	3,544	6%	0.71
	<b>20,917</b>	<b>10%</b>	<b>1.10</b>	<b>5,516</b>	<b>10%</b>	<b>1.10</b>
Windham	18,434	9%	0.97	3,551	6%	0.71
Raymond	4,536	2%	0.24	45	0%	0.00
	<b>22,970</b>	<b>11%</b>	<b>1.21</b>	<b>3,596</b>	<b>6%</b>	<b>0.71</b>

**FISCAL REVIEW / FUNDING**

No fiscal impact

**LEGAL REVIEW**

Corporate Counsel reviewed the proposed motion and approved it as to form.

**ATTACHMENT(S)**

None



## MEMORANDUM PORTLAND WATER DISTRICT

---

FROM: David Kane, Director of Administration  
Mary Demers, Director of Employee Services

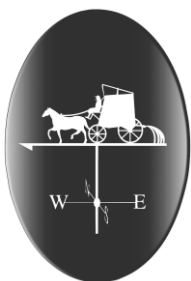
DATE: October 1, 2021

RE: **Administration and Finance Committee Meeting – October 12, 2021**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Tuesday, October 12, 2021. The meeting will begin at 5:30 p.m. in the Third Floor Training Room at 225 Douglass Street, Portland, Maine.

### **AGENDA**

1. **ABC-CMMS**  
The Committee will be updated on the status of the billing and asset management system software upgrades.
2. **Employee Turnover Trends**  
At the request of the Committee, a summary of recent employee turnover trends will be presented.
3. **Health Insurance**  
An overview of the current health insurance program, including the projected 2022 premiums, will be presented.
4. **Other Business**



## MEMORANDUM PORTLAND WATER DISTRICT

---

TO: Operations Committee / Board of Trustees

FROM: Scott Firmin, Director of Wastewater Services  
James Wallace, Director of Water Services

DATE: October 1, 2021

RE: **Operations Committee Meeting – October 12, 2021**

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Tuesday, October 12, 2021 beginning at 5:30 p.m., in the Douglass Street Nixon Room of the District, 225 Douglass Street, Portland, Maine.

### **AGENDA**

1. **Engineering Method Approval – Garrison St and Congress St. Pump Station Upgrades**  
Staff will provide a recommendation for the method of procurement for these projects (CIP 3184 and 3185). (See attached memo)
2. **Westbrook Combined Sewer Overflow Long Term Control Plan - Professional Services Contract - Selection**  
Staff will provide a recommendation for the selection of the consultant for the Westbrook Long Term Control Plan. (See attached memo)
3. **Other Business**



Portland Water District  
*From Sebago Lake To Casco Bay*

## **OPERATIONS COMMITTEE / AGENDA ITEM SUMMARY**

Agenda Item: 1  
Date of Meeting: October 12, 2021  
Subject: Congress and Garrison Street Pump Stations Upgrade (Portland) – Professional Services Contract – Engineering Method Approval  
Presented By: Greg Pellerin, Senior Project Engineer

---

### **RECOMMENDATION**

The following proposed language is presented for Board of Trustee approval:

ORDERED, that the Comprehensive Engineering Method is authorized for the procurement of engineering services for the Congress and Garrison Street Pump Stations (Portland) Upgrade Project, pursuant to the District's Purchasing Policy, and that the General Manager and the Treasurer, each acting singly, are authorized to take such other steps as may be necessary to accomplish the intent of this vote.

### **BACKGROUND ANALYSIS**

Pursuant to the District's purchasing policy, staff is seeking approval from the Board of Trustees to procure engineering services (comprehensive method) for design and construction services associated with the upgrades to the Congress and Garrison Street Pump Stations. The Comprehensive Method for engineering would result in one engineering consulting firm that would provide all the engineering services for the project from design to startup of the upgraded stations.

Staff estimates the cost for the design phase portion of this project to be \$150,000. The design will include upgrading the two stations to serve for another full useful lifecycle. The stations will also be updated in accordance with the PWD standard submersible pump station configuration. The structure(s), pumping systems, electrical and controls systems shall all be renewed or replaced as part of this project. The total project budget per the 2021 Capital Improvement Plan is \$1,500,000

Once the Method is approved, staff will issue a request for proposals. It is expected that a recommendation will be offered to the Board at the March meetings.

### **FISCAL REVIEW/ FUNDING**

The project was included in the 2021 CIP, Subprogram 70 projects #3184 and 3185.

**LEGAL REVIEW**

Corporate Counsel has reviewed and approved the form of motion.

**CONCLUSION(S)**

Staff recommends that the comprehensive engineering method be utilized for engineering services for this project.

**ATTACHMENTS**

None



Portland Water District  
*From Sebago Lake To Casco Bay*

## **OPERATIONS COMMITTEE / AGENDA ITEM SUMMARY**

Agenda Item: 2  
Date of Meeting: October 12, 2021  
Subject: Westbrook Combined Sewer Overflow Long Term Control Plan - Professional Services Contract - Selection  
Presented By: Scott Firmin, Director of Wastewater Services

---

### **RECOMMENDATION**

The following proposed language is presented for Board of Trustee approval:

ORDERED, the General Manager is authorized to execute a professional services contract with Wright-Pierce in the amount of \$148,962 for engineering services for the Westbrook Combined Sewer Overflow Long Term Control Plan (2020 CIP, Subprogram 29, Project 3164, 2021 CIP, Subprogram 29, Projects 3163 and 3230) 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.

### **BACKGROUND ANALYSIS**

As a community with Combined Sewers, the City of Westbrook (along with the District) are required to mitigate the sources of extraneous water into sewers that contribute to CSO discharges. Staff is recommending the selection of an engineering firm to assist with an update of the Westbrook Combined Sewer Long Term Control Plan.

Normally updated every 5 years, this effort will evaluate the work completed by the City of Westbrook in their collection system and work completed by PWD on interceptors and interceptor pump stations during the last phase of the plan. The phased method for engineering will limit the scope of services of this contract to the conceptual development of interceptor storage, calibration of the existing system model, immediate flow monitoring, and the development of a detailed scope for determining the source of wet weather flows and the ultimate mitigation of these flows.

The budget for this effort includes \$75,000 for the plan update, \$25,000 for model calibration, and \$50,000 for flow monitoring. The evaluation will help to identify future efforts to further mitigate wet weather flows and combined sewer overflows.

Staff reviewed and scored three proposals from engineering teams that provided proposed methods for achieving the project goals. Based on the outcome of the review and ranking, Wright-Pierce received the best overall score (128). Staff therefore recommends award to Wright-Pierce for an amount of \$148,962.



**Project # :**

2020 CIP, Subprogram 29, Project 3164 (model calibration), 2021 CIP, Subprogram 29, Projects 3163 and 3230 (plan update and flow monitoring).

**FISCAL REVIEW/FUNDING**

The project was included in the following: 2020 CIP, Subprogram 29, Project 3164 (model calibration), 2021 CIP, Subprogram 29, Projects 3163 and 3230 (plan update and flow monitoring). Project costs will be allocated through capitalization and/or expense based on the effort expended for each segment, as identified in the CIP.

**LEGAL REVIEW**

Corporate Counsel has reviewed the proposed order as to form.

**CONCLUSION(S)**

Staff recommends awarding the contract for engineering services for the Westbrook Combined Sewer Overflow Long Term Control Plan to Wright-Pierce.

**ATTACHMENT(S)**

SUPPORTING INFORMATION

## **SUPPORTING INFORMATION**

Four qualified engineering firms were contacted to respond to the RFP: Klienfelder, Wright-Pierce, Tighe & Bond, and Woodard & Curran. Woodard & Curran decided not to pursue this project. Three proposals were received. A selection team of three PWD staff including representation from Wastewater Operations and AMaP along with two representatives from the City of Westbrook (due to the implications of the study on city infrastructure) was assembled to review each firm's proposal. The selection committee conducted a review of the proposals and held three interviews, one with each of the firms.

Each selection team member then ranked the proposals based on the two non-fee categories identified in the RFP; Methods & Approach (35%) and Qualifications & Experience (35%) and a final review meeting was held. Each proposal was ranked for each category using a 1-3 scale where a #1 ranking represented the proposal that best met the requirements. The rankings for each firm were averaged for the entire review team. The lump sum fee information for each proposal was opened and added to the overall ranking of the proposals (at 30%). Therefore a total of 100 represents a perfect score and the lowest fee.

The firms developed proposals that highlighted the proposed methods of addressing the challenges anticipated to achieve success. Based on the outcome of the review and ranking, the Wright-Pierce team received the best overall score (128).

Key factors that led to recommendation of Wright-Pierce include the following:

- A number of related projects throughout Maine and New England;
- Demonstrated success in negotiating Long Term Control Plans with Maine DEP;
- In-house team dedicated to Infrastructure Assessment and flow monitoring;
- Clear understanding of each element of the project.

The following table summarizes the results of the selection committee’s evaluation of each respondent, including a scoring breakdown:

<b>Criteria</b>	<b>Klienfelder</b>	<b>Tighe &amp; Bond</b>	<b>Wright-Pierce</b>
<b>1. Methods &amp; Approach</b>			
Weight - 35% (Best Score = 35)			
<b>Methods Score</b>	42	105	63
<b>2. Qualifications &amp; Experience</b>			
Weight - 35% (Best Score = 35)			
<b>Qualifications Score</b>	77	98	35
<b>3. Fee</b>			
Weight - 30% (Best Score = 30)			
Lump Sum Fee	\$150,000	\$150,000	\$148,962
<b>Fee Score</b>	30.42	30.42	30
<b>Total Score</b>	149	233	128
<b>Rank</b>	<b>2</b>	<b>3</b>	<b>1</b>

As approved by Board Order 21-017 on May 24, 2021 the phased method for procuring engineering services will be used for this project.



## MEMORANDUM PORTLAND WATER DISTRICT

---

TO: Planning Committee / Board of Trustees

FROM: Christopher Crovo, P.E., Director of Asset Management and Planning

DATE: October 1, 2021

RE: **Planning Committee Meeting – October 12, 2021**

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Tuesday, October 12, 2021 at 5:30 p.m. in the Douglass Street EOC of the District, 225 Douglass Street, Portland, Maine.

### **AGENDA**

1. **Review of the District's New Enterprise Asset Management System (EAM)**  
Staff will review with the Committee the new EAM system.
2. **Other Business**