

AGENDA
PORTLAND WATER DISTRICT

225 Douglass Street, Portland, Maine
Jeff P. Nixon Training Center

6:00 p.m. on Monday, April 28, 2025

<https://us06web.zoom.us/j/82374810068?pwd=U6T3TYftzKnA3ZlTVg5n6jbDLrcsAc.1>

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| 1. | <u>Convene Meeting</u> with Pledge of Allegiance and moment of silence. | President Lunt |
| 2. | <u>Roll Call</u> | Clerk |
| 3a. | <u>Acceptance of Minutes</u> of the Regular Meeting of March 24, 2025 | President Lunt |
| 3b. | <u>Acceptance of Minutes</u> of the Workshop Meeting of April 14, 2025 | President Lunt |
| 4. | <u>Invitation for Public Comment</u> | President Lunt |
| 5. | <u>Reports:</u> | |
| | ▪ Operations Committee Reports | Trustee Shattuck-Heidorn |
| | ▪ Planning Committee Reports | Trustee Shaughnessy |
| | ▪ Administration & Finance Committee Reports | Trustee Levinsky |
| | ▪ General Manager's Report | Interim General Manager |
| 6. | <u>New Business</u> | |
| | A. <u>Resolution 25-005</u> directing that the Portland Wastewater Fund's 2024 surplus be distributed as described in the resolution. | Administration and Finance Committee |
| | B. <u>Order 25-008</u> authorizing the Design-Build Method for procuring engineering services for the EEWWTF Comprehensive Upgrade Project. | Operations Committee |
| | C. <u>Order 25-009</u> authorizing the Design-Build Method for procuring engineering services for the Chemical Storage Facilities Upgrades at the Sebago Lake Water Treatment Facility. | Operations Committee |
| | | President Lunt |
| 7. | <u>Other Business</u> An item may be added to this agenda provided seven trustees vote to waive the rule regarding agendas. | |
| 8. | <u>Second Invitation for Public Comment</u> | President Lunt |
| 9. | <u>Trustee Comments</u> | President Lunt |
| 10. | <u>Executive Session</u> A motion will be made to go into Executive Session pursuant to 1 M.R.S. §405(6)(D) to discuss labor negotiations. | President Lunt |
| 11. | <u>Adjournment</u> | President Lunt |

Donna M. Katsiaficas
Clerk

Portland Water District
Board of Trustees Regular Meeting
April 28, 2025

New Business

Agenda Item 6A-6C

BOARD OF TRUSTEES/AGENDA ITEM SUMMARY

Agenda Item: 6A Resolution 25-005
Date of Meeting: April 28, 2025
Subject: Allocation of 2024 Surplus Balances
Presented By: David Kane, Treasurer

RECOMMENDATION

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

RESOLVED, that the Portland Wastewater Fund's 2024 surplus be distributed in the following manner:

- \$162,000 be transferred to the Portland Wastewater Fund's Renewal and Replacement Fund;
- \$250,000 be returned to the City of Portland; and
- The balance retained to address the Northeast Pump Station repair project.

FISCAL REVIEW / FUNDING

The Portland and Windham wastewater funds had annual operating surpluses of \$1,227,076 and \$35,377, respectively. The Portland fund results are due to higher interest and septage revenue (\$314,956), and lower operating expenses (\$822,137). It is recommended Portland's surplus be allocated in the following manner: \$162,000 to the District's Renewal and Replacement, \$250,000 to be returned to the City and the balance retained for the Northeast Pump Station repair project. The proposed motion authorizes the transfers. The Windham-South fund results are due to higher interest income (\$27,662). It is recommended the surplus be retained by the District as requested by the Town.

The Cape Elizabeth and Gorham wastewater funds had net income. Since the cumulative balance is below the target level, it is recommended that the annual balance be left in the contingency fund.

The Cumberland and Windham-North funds have a cumulative deficit. The deficits will be addressed in the 2026 budget and assessment.

Operating Funds:

	1/1/2024 Balance	2024 Net Change (Unaudited)	12/31/2024 Balance	Target (25% of Budget)	Over/(Under) Target
Water	\$6,803,197	\$13,861	\$6,817,058	\$7,865,199	(\$1,048,141)
Wastewater Funds:					
Cape Elizabeth	\$382,796	\$69,500	\$452,296	\$618,257	(\$165,961)
Cumberland	\$27,140	(\$66,198)	(\$39,058)	\$329,147	(\$368,205)
Gorham	\$112,965	\$34,291	\$147,256	\$433,831	(\$286,575)
Portland	\$4,175,510	\$1,227,076	\$5,402,586	\$4,376,958	\$1,025,628
Westbrook	\$218,603	(\$12,079)	\$206,524	\$1,059,048	(\$852,524)
Windham-So	\$168,202	\$35,377	\$203,579	\$150,869	\$52,710
Windham-No	(\$53,846)	\$27,032	(\$26,814)	\$0	\$0

Renewal and Replacement Funds:

	12/31/2024 Balance (Budget)	Target	Over/(Under) Target
Water	\$7,958,564	\$3,901,000	\$4,057,564
Water-Capital Reserve	\$2,724,620	\$0	\$0
Wastewater Funds:			
Cape Elizabeth	\$776,324	\$957,000	(\$180,676)
Cumberland	\$197,441	\$474,000	(\$276,559)
Gorham	\$815,395	\$943,000	(\$127,605)
Portland	\$6,138,081	\$6,300,000	(\$161,919)
Westbrook	\$3,205,600	\$1,168,000	\$2,037,600
Windham-So	\$409,743	\$196,000	\$213,743

LEGAL REVIEW

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

CONCLUSION(S)

The Administration and Finance Committee recommends the proposed motion be forwarded to the full Board for its consideration. The Committee concurred with the Town's recommendation. Portland requested the surplus balance be returned to the City. It was noted that a significant failure at the Northeast Pump Station recently which may cost significant to repair. The Committee recommended the 2024 surplus be distributed in the following manner: \$162,000 to the District's Renewal and Replacement, \$250,000 to be returned to the City and the balance retained for the Northeast Pump Station repair project.

ATTACHMENT(S)

None.

BOARD OF TRUSTEES/AGENDA ITEM SUMMARY

Agenda Item: 6B Order 25-008
Date of Meeting: April 28, 2025
Subject: EEWWTF Comprehensive Upgrade Project – Professional Services Contract – Engineering Method Approval
Presented By: Kyle Jacobson, Senior Project Engineer

RECOMMENDATION

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

ORDERED, that the Design-Build Method is authorized for the procurement of engineering services for the EEWWTF Comprehensive 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

The East End Wastewater Treatment Facility (EEWWTF) was originally constructed in 1979 and was designed to treat incoming sanitary and stormwater flows from the City of Portland. The EEWWTF is the largest municipal treatment plant in the State of Maine. Several plant processes have provided service beyond their expected useful life and require renewal and improvement. PWD's Capital Improvement Plan (CIP) has included important projects across the facility impacting several process areas (see Table 1 in Attachments). A major challenge with this project is the requirement to have multiple construction efforts happening simultaneously across the plant in order to meet the project schedule requirements.

The PWD Project Team recommends the 'Design-Build' project delivery method for this project. The more traditional project delivery approach of 'Design-Bid-Build' would not serve the complexity and urgency of the projects because, in aggregate, these projects require careful planning with operations staff and consideration of up and downstream impacts, thereby requiring a wholistic approach overall set of projects not just each project individually.

The Design-Build method will provide a team consisting of the Owner and the Designer-Builder. The Designer-Builder will be a single contractual entity comprised of an engineering consultant team and a construction contractor firm. This method allows for collaborative work at the project onset to develop an agreed-upon project sequence, schedule, and Maintenance of Plant Operations (MOPO) plan. This step is unique to Design-Build, and we feel it is essential for successfully delivering these projects.

FISCAL REVIEW/FUNDING

The project will be submitted for consideration for the CWSRF project list for funding through Maine Municipal Bond Bank. The anticipated annual operating fund impact would be \$1,401,000. If the project does not qualify for the CWSRF program, the annual impact is estimated at \$1,698,000. The Dewatering System Upgrade sub-project has already received two loans (principal forgiven) from the CWSRF program with principal forgiveness: one for \$526,720 and one for \$375,000, for a total of \$901,720. The multi-year forecast provided by the City included the financing cost related to this project.

LEGAL REVIEW

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

CONCLUSION(S)

Staff is requesting authorization of the Design-Build Method for the reasons stated above. If approved, staff will be issuing a formal Request for Qualifications from Design-Build teams in May 2025, with the intent of selecting a Design-Build team by July 2025. The committee voted 3-0 to forward the item to the full board for consideration.

ATTACHMENT(S)

Table of Projects.

CIP Plan Important Projects

CIP Project	Total Est. Project Cost	Project Description
2023-Subprogram 21/Project 3204	\$500,000	Dewatering System Upgrade
2024-Subprogram 21/Project 3204	\$11,000,000	
2025-Subprogram 21/Project 3204	\$2,500,000	
2024-Subprogram 21/Project 3148	\$3,000,000	Return Sludge Piping Replacement
2024-Subprogram 21/Project 3150	\$100,000	HVAC Upgrades – Tunnel and Pump Area
2025-Subprogram 21/Project 3150	\$1,750,000	HVAC Upgrades – Process Area, Tunnel and Pump Gallery
2024-Subprogram 21/Project 3151	\$1,250,000	Influent Screen #2 and Headworks Conveyors
TOTAL	\$20,100,000	

BOARD OF TRUSTEES/AGENDA ITEM SUMMARY

Agenda Item: 6C Order 25-009
Date of Meeting: April 28, 2025
Subject: Chemical Storage Facilities Upgrades (CIP Proj 3210/122) at the Sebago Lake Water Treatment Facility – Professional Services Contract – Engineering Method Approval
Presented By: Tamara Risser, PE, Project Engineer

RECOMMENDATION

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

ORDERED, that the Design-Build Method is authorized for the procurement of engineering and construction services for the Chemical Storage Facilities Upgrades at the Sebago Lake Water Treatment Facility, 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

The District has been working with a third-party consultant to evaluate chemical storage upgrades at the Sebago Lake Water Treatment Facility starting in 2021 using Water Operations R&R funding. The District reviewed the Technical Memorandum that was produced which recommended replacing tanks and appurtenances maintaining the existing layout. This option requires temporary chemical feed and costly demolition and reconstruction for future tank replacement. Further review settled on options to either add a small annex and reconfigure existing space to facilitate tank maintenance and replacement or create new space proximate to chemical injection point to reduce significant annual chemical feed costs. The District wishes to take a Design/Build approach to ensure the engineer/contractor provides the District with a collaborative phased approach that executes the project while safeguarding operations i.e. public health and safety. Further, this project can be prioritized with system construction in phases to leverage creative cost containment solutions.

With these considerations in mind, staff is requesting that future engineering services procurements for this project, utilize the Design-Build Method instead of the Comprehensive Method. Staff is requesting authorization of the Design-Build Method at this time to prepare for the next steps toward successful implementation of the project; Staff anticipates recommending selection of design-build firm to the Board in early summer 2025.

FISCAL REVIEW/ FUNDING

It is expected that the project will be bond financed. The project cost impact is expected to be approximately \$6M to \$7M. The table below shows expected project CIP funding requirements over the next three years.

<u>Water</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
3210/122 Chemical Storage Facil. Upgrades	\$1,550,000	\$2,250,000	3,200,000

The multi-year forecast included bond financing of \$5.55 million. The current total estimated cost is \$7.0 million. The higher cost project cost increases the annual debt service by approximately \$130,000 over the amount included in the multi-year plan.

LEGAL REVIEW

Corporation Counsel has reviewed and approved the form of motion.

CONCLUSION(S)

Staff recommends that the Design-Build Method be utilized to procure engineering and construction phase services for this project. The committee voted 3-0 to forward the item to the full board for consideration.

ATTACHMENTS

None.