

As voted by the Board of Trustees and in accordance with the notice of the meeting, the Regular Meeting of the Board of Trustees of the Portland Water District was held at the Jeff P. Nixon Training Center, 225 Douglass Street, Portland, Maine, and via Zoom, on Monday, April 28, 2025. Attending from staff were C. Crovo, S. Firmin, M. Archibald, D. Kane, J. Hudak, D. Katsiaficas, M. Clements, C. Brown and K. Tibbets.

President Lunt convened the business meeting at 6:02 p.m., with the Pledge of Allegiance and a moment of silence.

ROLL CALL

The roll was called by the Clerk. Trustee Libby was absent.

ACCEPTANCE OF MINUTES

Trustee Willett made a motion to accept the minutes of the Regular Meeting of March 24, 2025, seconded by Trustee Shaunessy. It was voted all in favor.

Trustee McCann made a motion to accept the minutes of the Workshop Meeting of April 14, 2025, seconded by Trustee Siviski. It was voted all in favor.

INVITATION FOR PUBLIC COMMENT

Joe Piccone, the bargaining agent for the Teamsters Union Local, addressed the Board. He continued his request for Trustee participation in negotiations. He noted the district's final offer was made today and was rejected. He criticized the District for only having lawyers at today's bargaining meeting, not management. (Management was not involved due to GM candidate interviews, as noted by Mr. Piccone). He continued to insist that the Trustees have a Labor Committee and voiced complaints about hiring a General Manager and the salary range for the position. He objected to the hiring of any candidate in the proposed salary range until the labor contract was settled.

REPORTS

Operations Committee

Trustee Crockett provided a summary of the Operations Committee meeting on April 14, 2025.

Trustee Crockett was elected chair.

Staff recommended using design-build engineering services to renew and improve the East End Water Treatment Facility. The anticipated scope includes dewatering upgrades, headworks improvements, HVAC upgrades, and RAS piping replacement.

Staff recommended using design-build engineering services to replace chemical tanks at the Sebago Lake Water Treatment Facility. The project will evaluate a number of replacement options and the logistics required to keep critical systems operational during the project.

Staff provided an update on the Westbrook Treatment Facility's cake pump rebuild. The dewatering system is now fully functioning, and liquid hauling has ended. The focus is turning to the conveyor project, which will replace this more complicated system that is challenging to service with a simpler system that can be serviced and maintained with PWD or local service providers. While there has been no dewatering at the facility since August, staff's extraordinary efforts prevented any treatment violations.

Staff also provided an update on the Northeast Pump Station issues with Pump 2, which was damaged during a wet weather event. Efforts to isolate the pump have not been successful, but staff continue to work to safely isolate the pump for assessment and repair.

Planning Committee

Trustee Shaughnessy provided a summary of the Planning Committee meeting on April 14, 2025.

Trustee Shaughnessy was elected chair.

Paul Hunt provided a summary of the District's Lakescaping program, budget and expenses over the years.

Staff informed the Committee that Tilson Technology approached the District to gauge interest in developing a cell tower on District property in Cape Elizabeth.

Staff presented on PWD's source protection and monitoring of Sebago Lake

Gambo Surplus Property—Staff updated the Committee on the appraisal results of the surplus property on Gambo Rd in Windham.

Administration and Finance Committee

Trustee Levinsky provided a summary of the Administration and Finance Committee meeting on April 14, 2025.

Trustee Levinsky was elected chair.

The Committee discussed how to distribute the 2024 annual surplus balances as the discussion had been tabled at the previous meeting. 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.

Mr. Archibald provided a safety program update.

Mr. Kane provided an update on the Pension Plans.

General Manager's Report

Michelle Clements updated the Board about District activities for Drinking Water Week. PWD has scheduled four public tours at the Lake. Paul Hunt will give two talks about PWD's history. All tours and the talks are at capacity. In June, PWD will have events for Clean Water Week.

NEW BUSINESS

Resolution 25-005, directing that the Portland Wastewater Fund's 2024 surplus be distributed as described in the resolution.

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.

It was moved by Trustee Levinsky and seconded by McCann.

It was Voted and unanimously,

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.

Order 25-008, authorizing the Design-Build Method for procuring engineering services for the EEWWTF Comprehensive Upgrade Project.

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).

The PWD Project Team recommended 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.

It was moved by Trustee Crockett and seconded by Trustee McCann.

It was Voted and unanimously,

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.

Order 25-009, authorizing the Design-Build Method for procuring engineering services for the Chemical Storage Facilities Upgrades at the Sebago Lake Water Treatment Facility.

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 requested that future engineering services procurements for this project, utilize the Design-Build Method instead of the Comprehensive Method. Staff requested 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.

It was moved by Trustee Crockett and seconded by Trustee McCann.

It was Voted and unanimously,

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.

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

Trustee Levinsky asked when the Buoy would be in; staff is currently working on repairs.

President Lunt shared that Trustee Libby remains in the hospital recovering from surgery.

EXECUTIVE SESSION

A motion was made to go into executive session by Trustee McCann, seconded by Trustee Crockett, pursuant to 1 M.R.S. §405 (6)(D) labor negotiations for the purpose of consulting with legal counsel regarding labor contract. Voted unanimously.

A motion was made to come out of the executive session made by Trustee Voltz, seconded by Trustee Crockett. Voted unanimously.

ADJOURNMENT

Meeting adjourned at 7:15 p.m.

Submitted by,
Donna M. Katsiaficas
Donna M. Katsiaficas
Clerk