

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, July 28, 2025. Attending from staff were S. Firmin, D. Katsiaficas, J. Wallace, G. Pellerin, M. Clements, C. Poulin, D. Kane, C. Davis, J. Hudak, C. Brown, and K. Tibbets. Attending from the public were J. Kendrick and J. Dubois.

President Lunt convened the business meeting at 6:00 p.m., with the Pledge of Allegiance and a moment of silence.

ROLL CALL

The roll was called by the Clerk. Trustees Willett, Shattuck-Heidorn, and Siviski were absent.

ACCEPTANCE OF MINUTES

Trustee Crockett made a motion to accept the minutes of the Regular Meeting of June 23, 2025, seconded by Trustee Voltz. It was voted all in favor.

Trustee Shaughnessy made a motion to accept the minutes of the Workshop Meeting of July 14, 2025, seconded by Trustee Crockett. It was voted all in favor.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

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

Staff provided an update on efforts to predict Likelihood of Failure, Consequence of Failure, and Business Risk using available asset and location information.

Staff provided a recommendation to authorize a contract for engineering services for the development of Linear Asset Condition Assessment Program for water mains and wastewater force mains.

Staff provided an update on one of the Water Treatment Facilities' ozone generator power control modules. The manufacturer has repaired the first unit, and staff are waiting for the manufacturer's technician to ship it to Standish for re-installation.

Planning Committee

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

Kirsten Bshara, Environmental Compliance Coordinator, presented information on the District's Water Quality Parameters and Disinfection Byproducts monitoring programs.

Staff advised that the Otter Ponds lease with the YMCA is still in negotiation.

Staff provided an update that federal RCPP grant funds are now available after being frozen for a period of time.

Administration and Finance Committee

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

David Kane, Executive Director of Administration, presented motions to authorize the issuance of bonds to finance capital projects up to the amounts listed below:

- Cumberland Wastewater - \$1,050,000: Powell Road Pump Station
- Cape Elizabeth Wastewater - \$6,200,000 Treatment Plant Aeration and Clarifier Upgrade
- Portland Wastewater - \$20,100,000 East End Treatment Upgrade Projects
- Westbrook - \$11,600,000 Combined Sewer Overflow Conduit

Mr. Kane also provided an update on the first draft of the 2026 budget.

Staff shared a project introduction letter they intend to send to all customers in the coming month.

Staff shared that the investment advisor recommends that investment changes be implemented for 457 retirement plans in August.

General Manager's Report

Scott Firmin, General Manager, advised that the August 11 workshop meeting will be held at the Sebago Lake Water Treatment Facility. Six seats are available on the boat for the Trustees to tour the lake, and he recommended signing up.

The General Manager informed the Trustees that papers for the Cape Elizabeth/South Portland Trustee Position will be available starting July 30.

The General Manager provided an update on the status of the ozone treatment situation at the water treatment facility.

NEW BUSINESS

Public Hearing. David Kane, Executive Director of Administration, provided an overview of each bond proposal, outlining the specific purposes and intended uses for the requested funds.

Resolution 25-009, authorizing the issuance of up to \$1,050,000 in Cumberland wastewater bonds.

The approved 2024 Capital Improvement Plan (CIP) includes \$800,000 to upgrade the Powell Road Pump Station (CIP 2024 41-3244). At its December 16, 2024, meeting, the Board increased the budget to \$1,050,000 (Order 24-037).

The 2025 Budget assumed a 20-year bond of \$1,100,000 would be issued for this project.

The 2025 Budget includes the debt service impact of the proposed \$1,100,000 bond with an assumed annual interest rate of 4%. This results in an estimated first-year debt service impact to the Town of Cumberland's assessment of \$99,000. By decreasing the bond amount to \$1,050,000, but with a slightly higher assumed interest rate of 4.35%, the resulting estimated first-year debt service impact is slightly reduced to \$98,175. The impact to the average sewer ratepayer is \$76 per year, or \$6.35 per month.

It was moved by Trustee Levinsky and seconded by McCann.

It was Voted and unanimously,

RESOLVED, the issuance of up to \$1,050,000 in Cumberland wastewater bonds to finance upgrades to the Powell Road Pump Station and related infrastructure projects is hereby authorized. The full form of the Resolution attached hereto is hereby

approved and shall be attached to and incorporated as part of the minutes of this meeting.

Resolution 25-010, authorizing the issuance of up to \$6,200,000 in Cape Elizabeth wastewater bonds.

The approved 2025 Capital Improvement Plan (CIP) includes \$1,300,000 (in 2025) and \$1,500,000 (in 2026) to upgrade the aeration and clarifier system at the treatment facility (CIP 2025 41-3188). Staff estimates the cost to exceed \$6,200,000 but have not put the project out to bid. Staff requests authority to bond the project costs up to \$6,200,000 but will bond only the amount the Board approves as the project budget.

Staff intends to bond \$1,000,000 in 2025. The bond proceeds will be used to cover project costs through the middle of 2026.

The 2025 Budget includes the debt service impact of issuing a \$1,300,000 bond with an assumed interest rate of 4%. This results in an estimated first-year debt service impact to the Town of Cape Elizabeth's assessment of \$117,000. By decreasing the bond amount to \$1,000,000 in 2025, but with a slightly higher assumed interest rate of 4.25%, the resulting estimated debt service impact in the first year is slightly reduced to \$92,500.

The multi-year forecast provided to the Town had assumed a total project cost of \$2,800,000, with an annual bond payment of \$252,000. Assuming the project cost increases to the maximum amount authorized, \$6,200,000, the annual bond payment would be \$573,500 starting in 2027. Staff will update the multi-year forecast to reflect this higher amount. The impact to the average sewer ratepayer is \$37 per year, or \$3.16 per month.

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

It was Voted and unanimously,

RESOLVED, the issuance of up to \$6,200,000 in Cape Elizabeth wastewater bonds to finance upgrades to the aeration and clarifier system at the treatment facility and related infrastructure projects is hereby authorized. The full form of the Resolution attached hereto is hereby approved and shall be attached to and incorporated as part of the minutes of this meeting.

Resolution 25-011, authorizing the issuance of up to \$20,100,000 in Portland wastewater bonds.

At the April 28, 2025, meeting, the Board authorized the procurement of engineering services for the projects listed in the table below. The projects have not been put out to bid, so the actual project costs may change. Staff requests authority to bond the project costs up to \$20,100,000 but will bond only the amount the Board approves as the project budget.

Staff intends to bond \$4,000,000 in 2025. The bond proceeds will be used to cover the project costs through the middle of 2026. Additional bonds will be issued in future years to cover the project costs in excess of \$4,000,000.

The 2025 Budget forecast provided to the City assumed bonds for the projects would be issued each year through 2028. Once all the projects are completed, the annual debt service payment is estimated to be \$854,000. The impact to the average sewer ratepayer is \$49 per year, or \$4.10 per month.

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

It was Voted and unanimously,

RESOLVED, the issuance of up to \$20,100,000 in Portland wastewater bonds to finance upgrades to the dewatering system, return sludge piping replacement, influent screen and headwork conveyors, and the heating, ventilation, and air conditioning system at the treatment facility and related infrastructure projects is hereby authorized. The full form of the Resolution attached hereto is hereby approved and shall be attached to and incorporated as part of the minutes of this meeting.

Resolution 25-012, authorizing the issuance of up to \$11,600,000 in Westbrook wastewater bonds.

The approved 2025 Capital Improvement Plan (CIP) includes \$300,000 (in 2025) and \$10,000,000 (in 2026) for the construction of a combined sewer overflow conduit (CIP 2025 29-3310). The project has not been put out to bid, so the final cost may be different. Staff requests authority to bond the project costs up to the updated cost estimate of \$11,600,000 but will bond only the amount the Board approves as the project budget. Preliminary engineering is scheduled to begin this year, with the conduit construction not completed until 2027.

The project was granted State Revolving Loan funding (SRF) for up to \$10,000,000. Being eligible for SRF will result in lower interest expense costs, as the interest rate will be 2% less than the market interest rate. The 20-year savings are estimated to be \$2.5 million. Once the project is completed, the annual debt service payment is estimated to be \$898,000. The impact to the average sewer ratepayer is \$185 per year, or \$15.46 per month.

The multi-year forecast provided to the City included the project assuming a market interest rate at a total cost of \$10,300,000. The updated forecast will reflect the lower SRF interest, partially offset by the impact of the higher project budget.

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

It was Voted and unanimously,

RESOLVED, the issuance of up to \$11,600,000 in Westbrook wastewater bonds to finance the construction of a combined sewer overflow conduit and a related infrastructure project is hereby authorized. The full form of the Resolution attached hereto is hereby approved and shall be attached to and incorporated as part of the minutes of this meeting.

Order 25-015, authorizing the General Manager to execute a professional services contract with HDR Engineering, Inc.

In 2023, PWD undertook the first phase of an updated asset management-based master planning effort. This initial project involved conducting a risk analysis of the linear water system infrastructure, primarily focusing on distribution mains. As a next step, PWD has identified the creation of a Condition Assessment Program for transmission mains and wastewater force mains. This program will enable PWD to make data-informed decisions based on risk and asset condition data. It will support future CIP planning to help avoid expensive and preventable repair costs, ensure project value, and maximize impact on the organizational level of service.

PWD issued a Request for Proposals for the development of a Water and Wastewater Linear Asset Condition Program, and staff reviewed and scored four qualification packages from engineering firms that provided proposed methods for achieving the project goals. Based on the outcome of the review and ranking, HDR Engineering, Inc., received the highest overall score. Staff recommended award to HDR Engineering, Inc. for \$997,000, and total project budget not exceeding \$1,000,000.

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

It was Voted and unanimously,

ORDERED, the General Manager is authorized to execute a professional services contract with HDR Engineering, Inc. in the amount of \$697,900.00 for engineering services for the development of a Water Linear Asset Condition Assessment Program as a subcomponent of the CIAMP project CIP 2024 and 2025-3/3071; and

BE IT FURTHER ORDERED, that the General Manager is authorized to execute a professional services contract with HDR Engineering, Inc. in the amount of \$299,100.00 for engineering services for the development of a Wastewater Linear Asset Condition Assessment Program for the Portland Force Main Asset Condition Assessment project (CIP 2024-421/3268); and

BE IT FURTHER ORDERED, that the Phased Method is hereby authorized for the procurement of engineering services for the Comprehensive Infrastructure Asset Management Plan (CIAMP) Project, pursuant to the District's Purchasing Policy; and

BE IT FURTHER ORDERED, that a total Water and Wastewater Linear Asset Condition Assessment Program budget is hereby authorized, not to exceed \$1,000,000.00; and

BE IT FURTHER ORDERED, 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.

Order 25-016, authorizing the General Manager to execute an Easement and Maintenance Agreement with the City of Portland.

The City of Portland approached the Portland Water District to participate as a neighborhood stakeholder and host property in its Public Art Program. Specifically, an Italian Heritage Committee is seeking to place a monument on PWD property at the India Street Pump Station, the original location of the Grand Trunk Railroad Station—a historic arrival point for many Italian immigrants who helped shape Portland's "Little Italy" neighborhood.

Jim Dubois and Judith Kendrick, from the public, spoke on the significance of the proposed statue's location and expressed their gratitude to the Portland Water District for helping pull this project together.

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

It was Voted and unanimously,

July 28, 2025

ORDERED, The General Manager is authorized to execute an Easement and Maintenance Agreement with the City of Portland for the placement of public art on the PWD's property located on India Street in Portland:

BE IT FURTHER ORDERED, that the General Manager and the Treasurer, each acting singly, may take any actions necessary to effect the intent of this vote.

Resolution 25-013, confirming the General Manager's appointment of Charlene Poulin as the Director of Operations – Wastewater, effective July 14, 2025.

Charlene Poulin has served as PWD's Chief Operator of Wastewater Services for nearly 15 years. In that time, Charlene has managed and coordinated daily operations, significant upgrades, community projects, and has led several company-wide efforts. Charlene will undoubtedly continue to provide leadership for the Wastewater Services Group and as a member of the Senior Management Team.

This position was advertised both internally and externally. Charlene was selected from a very impressive pool of candidates and will be an asset to PWD.

It was moved by President Lunt and seconded by Trustee McCann.

It was Voted and unanimously,

RESOLVED, the Board of Trustees confirms Charlene Poulin as PWD's Director of Operations – Wastewater, effective July 14, 2025.

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

None.

EXECUTIVE SESSION

A motion may be made to go into Executive Session at any time during the meeting to discuss, pursuant to 1 M.R.S. §405(6)(A) personnel, 1 M.R.S. §405(6)(C) real estate, 1 M.R.S. §405 (6)(D) labor negotiations, or 1 M.R.S. §405(6)(E) legal matters.

ADJOURNMENT

Meeting adjourned at 6:50 p.m.

Submitted by,

Donna M. Katsiaficas

Donna M. Katsiaficas
Clerk