

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, January 27, 2025. Attending from staff were C. Crovo, S. Firmin, J. Wallace, M. Archibald, D. Kane, J. Hudak, P. Cutrone, D. Katsiaficas, M. Clements, and C. Cote.

President Lunt convened the business meeting at 6:05 p.m., with the Pledge of Allegiance and a moment of silence.

ROLL CALL

The roll was called by the Clerk. All Trustees were present. Trustees Levinsky and Shaughnessy joined by Zoom. Trustee Douglas arrived at 6:10 p.m.

ACCEPTANCE OF MINUTES

Trustee Levinsky made a motion to accept the minutes of the Regular Meeting of December 16, 2024, seconded by Trustee Willett. It was voted all in favor.

Trustee Willett made a motion to accept the minutes of the Workshop Meeting of January 13, 2025, seconded by Trustee Crocket. It was voted all in favor.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

Trustee Shattuck-Heidorn provided a summary of the Operations Committee meeting on January 13, 2025.

With final engineering estimates of the expected tasks and expenses, staff recommended amending the project scope and budget for the North Windham Sewer Project. Staff described the current status of the Westbrook/Gorham Regional Wastewater Facility. Given the failure of the current conveyance system, staff provided a recommendation to adjust the current Sludge Conveyance project from the 2027 CIP to the 2025 CIP and to award a contract with a conveyance system supplier to provide a new system.

Planning Committee

Trustee Libby provided a summary of the Planning Committee meeting on January 13, 2025.

Staff shared the planned list of updated topics for the Planning Committee in 2025.

Staff shared the existing lease authorizing the use of a part of the Otter Ponds by the Greater Portland YMCA. The Y has not used the property for the past two summers and doesn't appear to be planning to in 2025 either. Staff will terminate the existing lease and, if the Y is interested, propose a revised one that has a contingency for maintenance of the camp property.

Manny Archibald, HR Director, led a discussion of the goals of an annual review of the GM and Corporate Counsel positions, both of which report directly to the Board. Options will be considered, and when the Board agrees on a process, it will be shared with Raftelis so potential GM candidates can be informed of it.

Administration and Finance Committee

Trustee Siviski provided a summary of the Administration and Finance Committee meeting on January 13, 2025.

Mr. Cutrone and Mr. Carty provided an overview of the proposed meter replacement project. Some of the items covered included:

- The purpose of the project is to replace meters and attached meter reading transmitting radio after approximately 20 years of use.
- Overview of the different phases of the project noting the proposed motion authorizing a project budget ends the procurement stage. The next stages are the startup, proof of concept and installation stages. Expected completion of the project is mid-2028.
- Reviewed the vendor selection process.

Mr. Kane presented motions expressing its intent to issue tax-exempt bond financing for the meter replacement project and Westbrook Regional Wastewater Treatment Facility's sludge conveyance projects. At a future meeting, the Board would need to authorize the specific bond amount after a public hearing.

The Committee reviewed the proposed 2025 Committee Workplan.

General Manager's Report

Michelle Clements, Communications and Public Relations Director, gave the Board a preview of the new PWD website. It is anticipated that the official roll out of the new website will be February 1.

NEW BUSINESS

Order 25-001, authorizing an amendment to the 2025 CIP to include the Meter Replacement Project.

In 2009, PWD completed a three-year project that changed out nearly all of its 50,000 plus meters with a drive-by radio read Automated Meter Reading (AMR) system. The drive-by system includes both a meter and an attached battery powered endpoint receiver transmitter (ERT). The meters and batteries were expected to function without intervention for 20 years for the smaller diameter meters and less for the larger diameter meters. We are now at the end of life for both small meters and their radio batteries.

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

It was Voted and unanimously,

ORDERED, that the 2025 Capital Improvement Plan (*Meter Master Plan CIP 2025-3250*) is amended to include a meter replacement project budget of \$33,600,000 and that the General Manager, and the Treasurer, each acting singly, are authorized to take such steps and execute any documents as may be necessary to accomplish the intent of the vote.

Resolution 25-002, declaring the Board's intent to issue debt to reimburse costs incurred by the Meter Replacement Project.

At the January 2025 Board meeting, a motion authorizing project to replace water meters will be considered. If the project authorization motion is approved, a vote to express the intention to finance the project by issuing tax-exempt bond would be in order. Of the \$33,950,000 authorized budget, the intention is to finance \$28,750,000 with the issuance of a tax-exempt bond.

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

It was Voted and unanimously,

RESOLVED, the Board of Trustees hereby declares its intent to issue debt to reimburse costs incurred by the Portland Water District for the Meter Replacement

Project. The full form of the resolution is attached hereto and incorporated herein by reference, and shall be part of the minutes of this meeting.

Order 25-002, authorizing an amendment to the North Windham Sewer Project budget.

PWD and the Town of Windham are moving into the next phases of design and construction for the North Windham Sewer project. Future phases will include the final phases of engineering and construction for the Wastewater Treatment Facility and collection system in North Windham. It will also include a task to build a Windham School Conveyance System, for conveyance of flows in the area of Windham Center Rd. to the new WWTF in North Windham.

It is expected that the total project budget for the NW WWTF and collection system will be \$47.8M, and the expected substantial completion for this system is Q1 2026. The remaining contracts include the final collection system contract (GMP4) and some remaining engineering and contractor support work for sewer services and hydrogeology support toward permitting.

For the Windham School Conveyance System, the Town has an approved budget of \$13M in order to construct the sewer, sewer pump stations, and sewer forcemains needed for the conveyance system. This task is entering preliminary design, and substantial completion is expected in Q2 2027.

It was moved by Trustee Shattuck-Heidorn and seconded by Trustee Siviski.

It was Voted and unanimously,

ORDERED, that the North Windham Sewer Project (*CIP 2022-182/3324*) budget is hereby amended by increasing it by \$20,800,000, for a total of \$60,800,000; 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.

Order 25-003, authorizing an amendment to the 2025 CIP for the Sludge Automation & Conveyance Upgrade 2025 416/3256.

The treatment plant has a single dewatering press that discharges onto a single conveyor. This feeds a “pugmill” and a somewhat unique sludge cake pump. This then discharges into a 30 yd trailer for transportation of the sludge to landfill. The “pugmill” and cake pumps are relics from the past when lime was added to sludge as part of land application decades ago. Landfilling of sludge does not require lime addition and this equipment now only acts as a conveyance system. There is a single system with no redundancy, and it is more complex than PWD staff can maintain without support from the manufacturer.

As reported to the BOT since August 2024, the conveyance system has been unreliable, and liquid sludge has been hauled from the treatment plant at significant expense. We have attempted to address the issues with the manufacturer. Unfortunately, several recommendations have failed to resolve the issues, and since October, the manufacturer has been largely non-responsive. To continue hauling liquid, which is our last option to maintain plant performance, we anticipate the cost in 2025 will exceed \$1,400,000. Additionally, the current system costs approximately \$100,000 every 12-18 months to service by replacing the wearable parts.

It was moved by Trustee Shattuck-Heidorn and seconded by Trustee McCann.

It was Voted and unanimously,

ORDERED, that the 2025 Capital Improvement Plan (*Sludge Automation & Conveyance Upgrade CIP 2025 416/3256*) is amended to include a project budget of \$2,000,000 to begin in 2025 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; and

BE IT FURTHER ORDERED, the General Manager, or Treasurer, each acting singly, are authorized to execute a contract for a sum not to exceed \$900,000 with Troy Industrial to supply a sludge conveyance system.

Resolution 25-002, declaring the Board's intent to issue debt to reimburse costs incurred by the Sludge Conveyance Project.

The 2025 Capital Improvement Plan includes a \$2 million sludge conveyance project with a scheduled year of 2027. Staff will begin preliminary work on the project in 2025. Since the project may be financed with a tax-exempt bond, an intent to borrow motion should be approved by the Board before expenditures are incurred. Before a bond is actually authorized or issued, a public hearing will be held. Subsequent to the hearing, the Board will consider authorizing the bond.

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

It was Voted and unanimously,

RESOLVED, the Board of Trustees hereby declares its intent to issue debt to reimburse costs incurred by the Portland Water District for the Sludge Conveyance Project at the Westbrook Regional Wastewater Treatment facility. The full form of the resolution is attached hereto and incorporated herein by reference, and shall be part of the minutes of this meeting.

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

Trustee Shattuck-Heidorn asked if the earthquake caused any effects to PWD operations. The answer was no.

EXECUTIVE SESSION

None

ADJOURNMENT

Meeting adjourned at 6:55 p.m.

Submitted by,

Donna M. Katsiaficas
Clerk