

## Mission Statement

### *Our Mission*

*To protect public health, safety, and the environment by providing our customers first-class water, wastewater, and related services.*

### *Our Vision*

*With our customers' best interest in mind, we will use innovative approaches to become a trusted provider of world-class products and services and a leader in our industry.*

*We will become a premier employer and a respected community partner.*

### *Portland Water District History*

**1908:** Took over the Portland Water Company and began serving water to Portland and South Portland. PWD subsequently expanded services to include 11 communities.

**1912:** Built a new, 42-inch main from Sebago Lake to Portland, increasing the availability of water.

**1913:** The Maine Legislature recognized the importance of protecting the source and made it illegal to swim within two miles of the public water intakes.

**1914:** Started treating the water with chlorine and in 1938 switched to chloramines.

**1979-93:** Became the region's wastewater provider and constructed five wastewater treatment facilities to serve Portland, Westbrook, Gorham, Windham and Cape Elizabeth. The Little Falls facility was decommissioned in 2008.

**1994:** Met new, challenging regulations with a state-of-the-art ozonation facility and began using ozone for primary disinfection.

**2008:** Celebrated 100 years of service.



## Board of Trustees Meetings

The Board generally meets twice monthly; a workshop session is held the 2nd Monday of each month, and a regular business meeting is held the 4th Monday of each month. The Board votes on topics only at the regular business meeting.

The Board elects a President and Vice President annually. The President assigns members of the Board to serve on at least one of three standing committees:

- Administration & Finance
- Operations
- Asset Management & Planning (AMAP)

Standing committees and workshop meetings are generally held on the same day.

Special meetings may be called as needed.

Trustees receive a stipend of \$100 per meeting, up to \$2,400 per year.

For further information about the Board of Trustees election process contact:

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or

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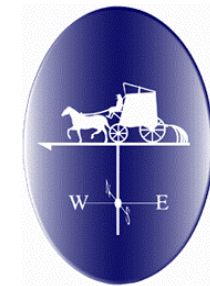
This brochure is a summary of general provisions pertaining to the election of PWD Trustees. It is intended as a guide only and should not be relied upon for interpretation of state, local, or PWD election laws. For specific information, key dates, and processes, contact the PWD or Municipal Clerk.



## *Portland Water District*

# Board of Trustees

## *Election Manual*



Portland Water District, January 2016

The Portland Water District (PWD) is a quasi-municipal organization chartered by the Maine Legislature in 1907. PWD has the exclusive authority to provide public water services to the nearly 200,000 people in the cities of Portland, South Portland, and Westbrook, and the towns of Cape Elizabeth, Cumberland, Falmouth, Gorham, Raymond, Scarborough, Windham, and Standish. PWD also provides partial or complete wastewater services to Portland, Westbrook, Cape Elizabeth, Cumberland, Gorham, and Windham.

The Board of Trustees is the governing body of PWD. Much like a city council, the Board adopts a budget; approves the rates and charges for public services; establishes District-wide policies and plans, and appoints a general manager to administer the affairs of the organization.

### Trustee Representation

The Board of Trustees is comprised of eleven members who serve staggered, 5-year terms. In most years, two positions become open for election.

Trustees are elected from geographic areas designed to provide representation proportionate to the population of PWD's service area. This is why some towns and cities are combined to comprise an area that elects two Trustees.

### Election Dates

Election dates are coordinated with municipal elections as much as practical. Therefore, Trustees are elected at different times depending on the area represented. South Portland, Portland, Cape Elizabeth, Scarborough, Gorham, Westbrook, Raymond and Windham elections are held in November; Cumberland, and Falmouth elections are typically held in June.

## The Election Process

### **Nominations**

In order to be included on a ballot, a qualified resident must file nomination papers with the municipal clerk (or in the case of multi-city/town areas, with each clerk). Each municipal clerk determines the schedule for obtaining and filing nomination papers in that clerk's city or town. The number of valid signatures needed for a nomination is governed by PWD.

Only if valid nominations are made in each of the towns, will the candidate's name be placed on the ballot of all towns. Failure to file papers in any of the towns results in an invalid nomination for all towns.

### **Determining A Successful Candidate**

Municipal clerks certify the results of the election to PWD's clerk. At its meeting following the election, the Board of Trustees shall determine and declare the successful candidates of each area. In case of a tie, Board members will select the candidate who will become the Trustee.

### **Write-in Candidacy**

Please check with the municipal clerk relating to requirements for write-in candidates. Requirements for write-in candidates may vary by municipality.

<u>Representing City / Town</u>	<u>No. Qualified City / Town Voter Signatures Required</u>
Cape Elizabeth / South Portland	At least 100 but not more than 150 from South Portland & 35 but not more than 50 from Cape Elizabeth
Portland	At least 100 but not more than 150
Westbrook	At least 100 but not more than 150
Scarborough	At least 35 but not more than 50
Gorham	At least 35 but not more than 50
Cumberland / Falmouth	At least 35 but not more than 50 from Cumberland & 35 but not more than 50 from Falmouth.
Raymond/Windham	At least 35 but not more than 50 from Raymond & 35 but not more than 50 from Windham