



**MEMORANDUM
PORTLAND WATER DISTRICT**

TO: Board of Trustees
FROM: Carrie Walker
DATE: December 5, 2017
RE: **Workshop Meeting Monday, December 11, 2017**

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, December 11, 2017 at 6:30 p.m. in the Nixon Training Center at the general offices of the District, 225 Douglass Street, Portland, Maine.

The workshop will be preceded by meetings of the following Board committees:

<u>Committee</u>	<u>Room / Location</u>	<u>Time</u>
Water Filling Station Grant	General Manager's Conference Room	5:00 p.m.
Administration & Finance	Monie Conference Room	5:30 p.m.
Operations	EOC 2 nd Floor	5:30 p.m.
Planning	Nixon Training Center	5:30 p.m.

AGENDA – WORKSHOP

1. **PWD Focus on Safety**. Donna Libby, Employee Services Safety/Training Consultant and Mindi Pelletier, Employee Services Consultant, will give a talk about Safety and Accident Prevention efforts at PWD.
2. **Employee Satisfaction Survey**. Mary Demers, Director of Employee Services, will present the results of the Employee Satisfaction Survey.
3. **Other Business**.
4. **Adjourn**.