



MEMORANDUM PORTLAND WATER DISTRICT

TO: Board of Trustees

FROM: Carrie Walker

DATE: June 11, 2019

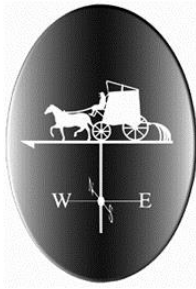
RE: **Workshop – Monday, June 17, 2019**

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, June 17, 2019. The meeting will begin 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>
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. **Review and Discussion of Board Budget Guidelines.** Carrie Lewis, General Manager, and David Kane, Director of Administration, will present an overview of board-directed budget guidelines and how O&M and capital expenditures impact water rates.
2. **Other Business.**
3. **Adjourn.**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Administration and Finance Committee / Board of Trustees

FROM: David Kane, Director of Administration
Mary Demers, Director of Employees Services

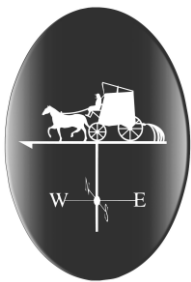
DATE: June 7, 2019

RE: **Administration and Finance Committee Meeting – June 17, 2019**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Monday, June 17, 2019 at 5:30 p.m., in the Monie Conference Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Bond Authorization – Westbrook Wastewater Treatment Plant: Aeration and Secondary Clarifier Project**
A motion to authorize the issuance of a \$10.5 million bond to finance the upgrade of the aeration and secondary clarifier at the Westbrook Wastewater Treatment Plant. (See attached memo)
2. **Bond Authorization – Water Bond for Tiger Hill Community Forest Easement**
A motion to authorize the issuance of a \$345,000 bond to finance the purchase of a conservation easement of Tiger Hill Community Forest located in Sebago. (See attached memo)
3. **Employee Satisfaction Survey**
Ms. Mary Demers will provide an overview on the proposed process to solicit employee feedback.
4. **Other Business**
 - A. **Billing and Computerized Maintenance Management System Projects.** Each month an update on the project will be provided if needed.
 - B. **Low-Income Customer Assistance Program.** The City of Portland's housing program was eliminated from the City's 2019-2020 budget. The Committee will discuss the continuation of the program.
 - C. **Operating Fund Investments.** At the request of the Committee, Mr. David Kane will present additional information on investment options for the District's Operating Funds.



MEMORANDUM PORTLAND WATER DISTRICT

TO: Operations Committee / Board of Trustees

FROM: Scott Firmin, Director of Wastewater Services
James Wallace, Director of Water Services

DATE: June 7, 2019

RE: **Operations Committee Meeting – June 17, 2019**

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Monday, June 17, 2019 beginning at 5:30 p.m., in the Douglass Street EOC of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Cape Elizabeth Wastewater Treatment Facility UV Disinfection – Construction**
Staff will provide a recommendation for selection of a consultant and contractor.
(See attached memo)
2. **Update on Cross Connection Control Program**
Staff will provide an update on the January 1, 2019 implementation of the new Cross Connection Control Program rules.
3. **Digsafe Program**
Staff will provide an overview of PWD's involvement with the Digsafe Program.
4. **Other Business**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Planning Committee / Board of Trustees

FROM: Christopher Crovo, P.E., Director of Asset Management and Planning

DATE: June 7, 2019

RE: **Planning Committee Meeting – June 17, 2019**

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Monday, June 17, 2019 at 5:30 p.m. at the Nixon Training Center, Portland Water District, 225 Douglass Street, Portland.

AGENDA

- 1. Request for Lease –HE Sargent Company -Warren Ave, Portland**
Staff will recommend a lease to HE Sargent. (See attached memo)
- 2. Request for Land Swap – Westcott Road – Gorham**
Staff will recommend swapping land to accommodate a development and the District's access to its transmission main. (See attached memo)
- 3. Request for Utility Use Agreement on District Property – 350 Clarks Pond LLC – South Portland**
Staff will recommend a Utility Use Agreement. (See attached memo)
- 4. SMRWC- Update on Maine Water Company and Interconnection**
Staff will review the status of Maine Water and potential interconnection with the District. (See attached letter from Maine Water)
- 5. Other Business**