



## MEMORANDUM PORTLAND WATER DISTRICT

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TO: Board of Trustees

FROM: Carrie Walker

DATE: January 5, 2021

RE: **Workshop Meeting – Monday, January 11, 2021**

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, January 11, 2021, at 6:30 p.m., remotely via teleconference. Please go to [www.pwd.org](http://www.pwd.org) for specific access information or call 207-523-5266.

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

<b><u>Committee</u></b>	<b><u>Room / Location</u></b>	<b><u>Time</u></b>
Administration & Finance	Remotely	5:30 p.m.
Operations	Remotely	5:30 p.m.
Planning	Remotely	5:30 p.m.

### **AGENDA – WORKSHOP**

1. **Pivoting During a Pandemic: Reshaping Outreach and Communications Strategies Amidst an Ongoing Crisis.** Michelle Clements, Public Relations Manager, and Sarah Plummer, Environmental Education Coordinator, will share the District’s approach to engaging audiences during this challenging time where messages require recrafting, communications and outreach strategies have had to be adjusted and redeveloped to reach audiences.
2. **Other Business.**
3. **Executive Session regarding the General Manager’s performance review.**  
Pursuant to 1 M.R.S. §405(6)(A) personnel, the Board will go into executive session to conduct the General Manager’s annual performance review.
4. **Adjourn.**



## MEMORANDUM PORTLAND WATER DISTRICT

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TO: Administration and Finance Committee / Board of Trustees

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

DATE: December 31, 2020

RE: **Administration and Finance Committee Meeting – January 11, 2021**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Monday, January 11, 2021. The meeting will begin at 5:30 p.m. via teleconference. The public may access the meeting by dialing 408-418-9388, access code 132 142 8125, meeting password 94835969.

### **AGENDA**

**1. Bond Motions**

A motion stating the District's intent to issue bonds related to the purchase of Watershed Land will be presented to the Committee. Two motions authorizing the issuance of bond funding for the Westbrook Wastewater Aeration Project and Water Main Renewal Projects will be presented. Additionally, a motion declaring the Water Main Renewal bond as a 'green' bond will be presented. (See attached memos)

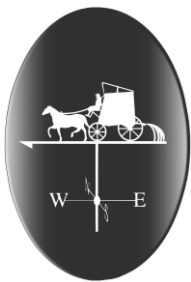
**2. Earned Paid Leave Law and Minimum Wage Ordinance**

Staff will provide an overview of two recently enacted laws, Maine's Earned Paid Leave and City of Portland's Minimum Wage, and how the laws impact the District.

**3. Renewable Energy Projects Update**

Staff will provide an update on the status of the renewable energy projects.

**4. Other Business**



## MEMORANDUM PORTLAND WATER DISTRICT

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TO: Operations Committee / Board of Trustees

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

DATE: December 31, 2020

RE: **Operations Committee Meeting – January 11, 2021**

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Monday, January 11, 2021. The meeting will begin at 5:30 p.m. via teleconference. The public may access the meeting by dialing 408-418-9388, access code 132 502 2655, meeting password 57746325.

### **AGENDA**

1. **Cape Elizabeth WWTF Process Evaluation (Advanced Treatment) - Professional Services Contract**  
Staff will provide a recommendation to award an engineering services contract for alternatives evaluation and concept level planning for the Cape Elizabeth WWTF Process Evaluation (Advanced Treatment) project. (See attached memo)
2. **Right of Way Maintenance Update**  
Staff will provide an update on maintenance of the District's Rights-of-Way.
3. **Other Business**



## MEMORANDUM PORTLAND WATER DISTRICT

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TO: Planning Committee / Board of Trustees

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

DATE: December 31, 2020

RE: **Planning Committee Meeting – January 11, 2021**

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Monday, January 11, 2021. The meeting will begin at 5:30 p.m. via teleconference. The public may access the meeting by dialing 408-418-9388, access code 132 317 0802, meeting password 73762647.

### **AGENDA**

1. **Lease extension – Gorham Pump Station Parking Lease - Madison VWB Realty LLC**  
Staff will recommend executing a new lease with Madison VWB Realty LLC for another 5-years. (See attached memo)
2. **Potential Telecommunication lease – Cumberland tank**  
A representative from Verizon will discuss with the committee a proposal for leasing space on the Cumberland tank and surrounding property to install telecommunication equipment.  
(See attached plan)
3. **Industrial Pretreatment (IPT) update**  
Staff will provide an overview and update on the District's Industrial Pretreatment Program.
4. **Other Business**