



MEMORANDUM PORTLAND WATER DISTRICT

TO: Board of Trustees

FROM: Carrie Walker

DATE: January 7, 2020

RE: **Workshop Meeting Monday, January 13, 2020**

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, January 13, 2020, 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>
Scholarship	Nixon Training Center	5:15 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. **CES Renewable Energy Project.** Charlie Agnew, Director of Energy Services for Competitive Energy Services (CES), will discuss an overview of the project, the market, status of buyer and seller commitments, and potential risks and how they are mitigated.
2. **Sustainability Efforts in Portland.** Troy Moon, Sustainability Coordinator for the City of Portland, will talk about sustainability and renewable energy efforts.
3. **BOT Discussion of Renewable Energy Proposal.**
4. **Other Business.**
5. **Adjourn.**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Scholarship Committee / Board of Trustees

FROM: Michelle Clements, Public Relations Manager

DATE: January 3, 2020

RE: **Scholarship Committee Meeting – January 13, 2020**

A meeting of the Scholarship Committee of the Portland Water District Board of Trustees is scheduled for Monday, January 13, 2020 in the Nixon Training Room at 225 Douglass Street, Portland, Maine. The start time is 5:15 p.m. or upon arrival of all committee members.

AGENDA

1. **Review proposed changes to DiPietro Scholarship.** Michelle Clements and Carrie Lewis will present proposed changes to the criteria, scoring and outreach for the Joseph A. DiPietro Memorial Scholarship to better attract students at community colleges and trade schools who are pursuing careers applicable to the water industry.
2. **Other Business**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Administration and Finance Committee / Board of Trustees

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

DATE: January 3, 2020

RE: **Administration and Finance Committee Meeting – January 13, 2020**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Monday, January 13, 2020 at 5:30 p.m., in the Monie Conference Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Renewal Energy Program Contract**
Staff will provide an update on the renewable energy proposal discussed at last month's Board meeting.
2. **Water Surplus Balance**
The Water Fund is anticipated to have a surplus balance for the year ending December 31, 2019. The Committee will discuss alternatives uses of the surplus balance.
3. **Water Rate Adjustment**
The 2020 Budget assumed a 3.5% average rate adjustment in 2020. The Committee will review and recommend whether staff should prepare the appropriate supporting documentation for the increase. (See attached memo)
4. **Billing and CMMS Projects Update**
Staff will provide an update on the projects.
5. **Other Business**
 - a) Open position status report.
 - b) 2020 Committee work plan review. (See attached)



MEMORANDUM PORTLAND WATER DISTRICT

TO: Operations Committee / Board of Trustees

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

DATE: January 3, 2020

RE: **Operations Committee Meeting – January 13, 2020**

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Monday, January 13, 2020 beginning at 5:30 p.m., in the Douglass Street EOC Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

- 1. Cape Elizabeth WWTF UV Project Update**
Staff will provide an update on the UV disinfection project, including the process beginning with preliminary design and budgeting through the pending final start-up of the newly installed system.
- 2. Committee 2020 Work Plan**
Staff will review final topics for the Committee's 2020 Work Plan.
- 3. Other Business**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Planning Committee / Board of Trustees

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

DATE: January 3, 2020

RE: **Planning Committee Meeting – January 13, 2020**

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Monday, January 13, 2020 at 5:30 p.m. at the Nixon Training Center, Portland Water District, 225 Douglass Street, Portland.

AGENDA

1. **Watershed Surveys, Protection Plans, and Implementation Projects in the Sebago Lake Watershed**
Staff will recommend changes to the District's contribution towards the State's 319-grant funded watershed projects. (See attached memo)
2. **Other Business**