



MEMORANDUM PORTLAND WATER DISTRICT

TO: Board of Trustees

FROM: Carrie Walker

DATE: October 8, 2019

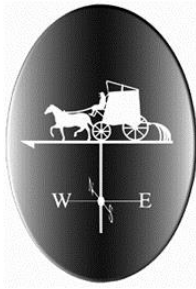
RE: **Workshop – Tuesday, October 15, 2019**

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Tuesday, October 15, 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. **PWD Focus on Safety**. Donna Libby, Employee Services Safety/Training Consultant, will provide the 2019 safety update to the Board.
2. **Employee Suggestions**. Carrie Lewis, General Manager, will provide the Board with an overview of suggestions to improve PWD that were provided by employees earlier this year.
3. **Other Business**.
4. **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: October 4, 2019

RE: **Administration and Finance Committee Meeting – October 15, 2019**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Tuesday, October 15, 2019 at 5:30 p.m., in the Monie Conference Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Bond Motion**

Mr. David Kane will present a motion(s) authorizing a \$1,025,000 bond to finance the costs related to the installation of the ultraviolet treatment system at the Cape Elizabeth Wastewater Treatment plant. (See attached memo)

2. **HomeServe Program**

Mr. David Kane will present a motion authorizing the renewal of the HomeServe program for three years. (See attached memo).

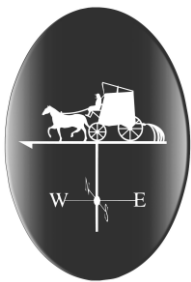
3. **Customer Billing and Asset Management Computer System Upgrade Projects**

Mr. Peter Cutrone and Mr. Gordon Johnson will present an update on the customer billing and asset management computer system upgrade projects.

4. **2021-2024 Financial Projection**

Mr. David Kane will lead a discussion on the 2021-2024 financial projections incorporated in the proposed 2020 Budget document.

5. **Other Business**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Operations Committee / Board of Trustees

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

DATE: October 4, 2019

RE: **Operations Committee Meeting – October 15, 2019**

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Tuesday, October 15, 2019 beginning at 5:30 p.m., in the Douglass Street EOC Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **East End WWTF Main 12.4 kV Power Distribution and Backup Power Project – Professional Services Contract Amendment**

Staff will provide a recommendation to amend the professional services agreement with Woodard & Curran to perform detailed design through bidding for electrical upgrades to the medium voltage power distribution system serving the EEWWTF and Northeast Pump Station.
(See attached memo)

2. **Portable Water Pump**

Staff will provide an overview of planning and use of the District's portable pump for project work and/or emergency use.

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: October 4, 2019

RE: **Planning Committee Meeting – October 15, 2019**

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Tuesday, October 15, 2019 at 5:30 p.m. at the Nixon Training Center, Portland Water District, 225 Douglass Street, Portland.

AGENDA

1. **Watershed Land Conservation Request – Deering – Northwest River – Loon Echo Land Trust**
Staff will recommend a contribution of \$8,970 to conserve 20-acres of land adjacent to the Tiger Hill Community Forest in the Sebago Lake Watershed. (See attached memo)
2. **Demolition and Site Restoration of 25 Dog Leg Road – Standish**
Staff will recommend a budget to demolish and restore the site of the recently acquired camp at 25 Dog Leg Road in Standish. (See attached memo)
3. **Watershed Surveys, Protection Plans, and Implementation Projects in the Sebago Lake Watershed**
Staff will discuss changes to the State's 319-grant funding
4. **Other Business**