



**MEMORANDUM
PORTLAND WATER DISTRICT**

TO: Board of Trustees
FROM: Carrie Walker
DATE: November 5, 2019
RE: **Workshop Meeting Tuesday, November 12, 2019**

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Tuesday, November 12, 2019, 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>
Pension	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. **2020-2024 Capital Improvement.** Chris Crovo, Director of Asset Management and Planning, will present the proposed CIP. *Please bring your budget books or iPads to the meeting.*
2. **Other Business.**
3. **Adjourn.**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Pension Committee / Board of Trustees

FROM: Mary Demers, Director of Employee Services

DATE: November 1, 2019

RE: **Pension Committee Meeting – November 12, 2019**

A meeting of the Pension Committee of the Portland Water District Board of Trustees is scheduled for Tuesday, November 12, 2019 in the General Manager's Conference Room at 225 Douglass Street, Portland, Maine. The start time is 5:00 p.m. or upon arrival of all Committee members.

AGENDA

1. **Approval of Pension Distributions**
Staff will present a request to approve a retirement benefit.
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

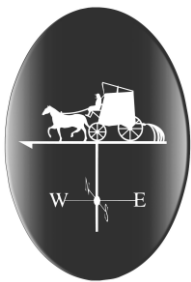
DATE: November 1, 2019

RE: **Administration and Finance Committee Meeting – November 12, 2019**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Tuesday, November 12, 2019 at 5:30 p.m., in the Monie Conference Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Pensioners' Annual Cost-of-Living Adjustment**
The Committee will discuss the annual cost-of-living adjustment that may be given to current pensioners and make a recommendation to the full Board on any changes for 2020.
(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. **2020 Budget**
The administrative departments will present their respective budgets (see 2020 Proposed Comprehensive Annual Budget Report – Operating Expenses, pages 229 through 247). Also, an overview of the Budget by Fund, Revenue, Human Resources and Capital Finance sections will be provided. *Please bring your budget notebooks or iPads to this meeting.*
(See attached memo)
4. **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: November 1, 2019

RE: **Operations Committee Meeting – November 12, 2019**

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Tuesday, November 12, 2019 beginning at 5:30 p.m., in the Douglass Street EOC of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. 2020 Budget

The operational departments will present their respective budgets (see 2020 Proposed Comprehensive Budget Report, Departmental Expenses, Water Services starting on page 156, and Wastewater Services starting on page 176.) *Please bring your budget notebooks or iPads to this meeting.*

2. Other Business



MEMORANDUM PORTLAND WATER DISTRICT

TO: Planning Committee / Board of Trustees

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

DATE: November 1, 2019

RE: **Planning Committee Meeting – November 12, 2019**

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Tuesday, November 12, 2019 at 5:30 p.m. at the Nixon Training Center, Portland Water District, 225 Douglass Street, Portland.

AGENDA

1. 2020 Budget Review

The Asset Management and Planning Departments (Environmental and Engineering Services) will present their respective budgets. See 2020 Comprehensive Budget Report – Operating Expenses, pages 194 – 226. *Please bring your budget notebooks or iPads to this meeting.*

2. Other Business