



MEMORANDUM PORTLAND WATER DISTRICT

TO: Board of Trustees

FROM: Carrie Walker

DATE: December 3, 2019

RE: **Workshop Meeting Monday, December 9, 2019**

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, December 9, 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>
Water Filling Station	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. **Nutrient Optimization Discussion.** Scott Firmin, Director of Wastewater Services, will provide an update to the Board on Nutrient Optimization.
2. **CES Solar Project.** Carrie Lewis, General Manager and David Kane, Director of Administration, will provide a conceptual description of the renewable energy procurement that is being explored.
3. **Freedom of Access Training.** Donna Katsiaficas, Corporate Counsel, will provide training to the Board on Maine's Freedom of Access Act. (See attached memo)
4. **Other Business.**
5. **Adjourn.**



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 29, 2019

RE: **Administration and Finance Committee Meeting – December 9, 2019**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Monday, December 9, 2019 at 5:30 p.m., in the Monie Conference Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Ready-to-Serve Fee Update**

Robert Bartels and Helen Newman discussed the concept of assessing property owners for an inactive water service line at the Committee's March 11, 2019 meeting. An update will be provided to the Committee. No action on this item will be requested by staff this month.

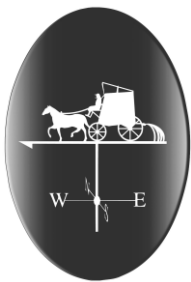
2. **Renewal Energy Proposal**

Staff will provide an overview of a renewable energy procurement proposal. No action on this item will be requested by staff this month.

3. **Water Surplus Balance**

The Water Fund is anticipated to have a surplus balance for the year ending December 31, 2019. The Committee will discuss alternative uses of the surplus balance. No action on this item will be requested by staff this month. (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 29, 2019

RE: **Operations Committee Meeting – December 9, 2019**

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Monday, December 9, 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 3rd floor HVAC Project – Professional Services Contract – Engineering Method Approval and Procurement Recommendation**
Staff will provide a recommendation for the engineering method and a recommendation for the selection of an engineering firm to provide technical services for this project. (See attached memo)
2. **Committee 2020 Work Plan**
Staff will discuss potential 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: November 29, 2019

RE: **Planning Committee Meeting – December 9, 2019**

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Monday, December 9, 2019 at 5:30 p.m. at the Nixon Training Center, Portland Water District, 225 Douglass Street, Portland.

AGENDA

- 1. Watershed Land Conservation Request – the Briggs property in Waterford – Western Foothills Land Trust**
Staff will recommend a contribution of \$9,000 to conserve 28-acres located in the town of Waterford in the Sebago Lake Watershed. (See attached memo)
- 2. Request for Land Swap – Westcott Road – Smillie Property, Gorham Land Swap**
This item was tabled in September for more information. Staff will recommend a land swap. (See attached memo)
- 3. Other Business**