



MEMORANDUM PORTLAND WATER DISTRICT

TO: Board of Trustees

FROM: Carrie Walker

DATE: December 4, 2018

RE: **Workshop Meeting Monday, December 10, 2018**

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, December 10, 2018 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	4:45 p.m.
Water Filling Station Grant	General Manager's Conference Room	4:55 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. **City of Portland Water Resources Update.** Nancy Gallinaro, Water Resources Manager, will present an update on the City of Portland's Integrated Planning effort and compliance with consent and administrative orders.
2. **Background for Permit Report to DEP.** Scott Firmin, Director of Wastewater Services, will lead a discussion on the review of the required nutrient optimization efforts at the East End Wastewater Treatment Facility and the required reportings. (See attached memo)
3. **Performance Review Format.** The Board will discuss a proposed new format for the performance review of the General Manager.
4. **Other Business.**
5. **Adjourn.**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Pension Committee / Board of Trustees

FROM: Mary Demers, Director of Employee Services

DATE: November 30, 2018

RE: **Pension Committee Meeting – December 10, 2018**

A meeting of the Pension Committee of the Portland Water District Board of Trustees is scheduled for Monday, December 10, 2018 in the General Manager's Conference Room at 225 Douglass Street, Portland, Maine. The start time is 4:45 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.



MEMORANDUM PORTLAND WATER DISTRICT

TO: Administration and Finance Committee / Board of Trustees

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

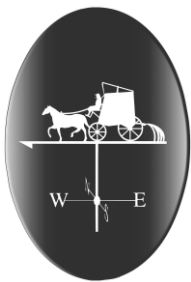
DATE: November 30, 2018

RE: **Administration and Finance Committee Meeting – December 10, 2018**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Monday, December 10, 2018 at 5:30 p.m., in the Monie Conference Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Bond Motion – Cape Elizabeth and Portland Wastewater Bonds**
A bond motion authorizing the issuance of \$2.5M Portland wastewater bond to finance the upgrade of the Fore River Pump Station and \$875,000 Cape Elizabeth wastewater bond to finance the installation of an ultraviolet treatment system will be presented.
(See attached memo)
2. **Bond Motion – Water Bonds**
A bond motion authorizing the issuance of \$7.5M water bonds to finance water main projects will be presented. (See attached memo)
3. **Employee Benefits Program**
An overview of the employee benefit program to be offered to employees for 2019 will be presented.
4. **Other Business**
 - 2019 Budget Document Review – The Committee will review the new items incorporated in the 2019 Budget document.



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 30, 2018

RE: **Operations Committee Meeting – December 10, 2018**

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Monday, December 10, 2018 beginning at 5:30 p.m., in the Douglass Street EOC of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Little John Pump Station Upgrade – Selection of Consultant**
Staff will provide a recommendation for the selection of an engineering firm to provide technical services for this project. (See attached memo)
2. **Baxter Boulevard Pump Station Upgrade – Engineering Method Request**
Staff will provide a recommendation for the method of procurement for this project.
(See attached memo)
3. **Westbrook-Gorham-Windham Regional WWTF Aeration Upgrade – Engineering Method Request**
Staff will provide a recommendation for the method of procurement for this project.
(See attached memo)
4. **Westbrook-Gorham-Windham Regional WWTF Sludge Storage Odor Control Project – Engineering Method Request**
Staff will provide a recommendation for the method of procurement for this project.
(See attached memo)
5. **East End WWTF Annual “Nutrient Optimization” Progress Report**
Staff will summarize the report and discuss the endorsement of the report by the Board of Trustees. (See workshop agenda)
6. **Other**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Planning Committee / Board of Trustees

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

DATE: November 30, 2018

RE: **Planning Committee Meeting – December 10, 2018**

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Monday, December 10, 2018 at 5:30 p.m. at the Nixon Training Center, Portland Water District, 225 Douglass Street, Portland.

AGENDA

- 1. Request for contribution to the Trust for Public Land to support the Sebago Community Forest conservation project – Sebago**
Staff will recommend a contribution of up to \$345,000 toward the purchase of 1,417 acres in the direct watershed of Sebago Lake in the town of Sebago. (See attached memo)
- 2. Recommendation to amend the Southern Maine Regional Water Council Bylaws.**
Staff will recommend amendments to the SMRWC bylaws. (See attached memo)
- 3. Other Business**