



MEMORANDUM PORTLAND WATER DISTRICT

TO: Board of Trustees

FROM: Carrie Walker

DATE: February 5, 2019

RE: **Workshop Meeting Monday, February 11, 2019**

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, February 11, 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. **DEP's Notice of Violation and Pending Enforcement Action at the East End WWTF.**
Scott Firmin, Director of Wastewater, will provide the Board with an update.
2. **Communications Update.** Michelle Clements, Public Relations Manager, will present an overview of 2018's "Customer Communications and Outreach" and discuss plans for 2019.
3. **Other Business.**
4. **Adjourn.**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Pension Committee / Board of Trustees

FROM: Mary Demers, Director of Employee Services

DATE: February 1, 2019

RE: **Pension Committee Meeting – February 11, 2019**

A meeting of the Pension Committee of the Portland Water District Board of Trustees is scheduled for Monday, February 11, 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

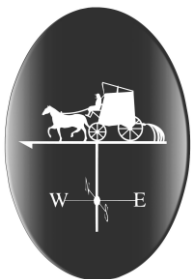
DATE: February 1, 2019

RE: **Administration and Finance Committee Meeting – February 11, 2019**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Monday, February 11, 2019 at 5:30 p.m., in the Monie Conference Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Water Fund 2018 Surplus Balance Allocation**
The Committee will consider a recommendation to allocate the 2018 surplus balances. (See attached memo)
2. **Wastewater Funds 2018 Surplus Balance Allocation**
The Committee will consider a recommendation to allocate the 2018 surplus balances. (See attached memo)
3. **Audit Services**
The Audit Services contract expires after the completion of the 2018 audit. The Committee will discuss options to contract for those services starting in 2019. (See attached memo)
4. **Vendor Payment Review**
A review of 2018 vendor purchases will be presented for the Committee's review. The attached documents include a listing of all credit card transactions (Attachments A1-A2, spending summary by vendor and by amount) and accounts payable check transactions (Attachments B1-B3, by vendor, by amount, and a summary list of the top 20 vendors).
5. **Other Business**
 - A. **Billing and Computerized Maintenance Management System Projects.** Each month an update on the project will be provided if needed.



MEMORANDUM PORTLAND WATER DISTRICT

TO: Operations Committee / Board of Trustees

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

DATE: February 1, 2019

RE: **Operations Committee Meeting – February 11, 2019**

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Monday, February 11, 2019 beginning at 5:30 p.m., in the Douglass Street EOC of the District, 225 Douglass Street, Portland, Maine.

AGENDA

- 1. Fore River Pump Station Phase II Upgrade – Construction**
Staff will recommend proceeding with construction of upgrades to the Fore River Pump Station and an amendment to the Capital Improvement Plan.
- 2. Waiver from Filtration Criteria – Treatment**
Staff will discuss the waiver from filtration criteria as it applies to the A3-Treatment/Systems group, and show how the District annually reviews these standards with the Maine Drinking Water Program to maintain compliance with the waiver.
- 3. Committee 2019 Work Plan**
Staff will bring a draft work plan to the meeting.
- 4. Other Business**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Planning Committee / Board of Trustees

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

DATE: February 1, 2019

RE: **Planning Committee Agenda – February 11, 2019**

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Monday, February 11, 2019 at 5:30 p.m. at the Nixon Training Center, Portland Water District, 225 Douglass Street, Portland.

AGENDA

1. **Amend the Watershed Land Conservation Policy**
Staff will recommend amending the Watershed Land Policy to acquire a real estate interest in conserved land to which it contributes. (See attached memo)
2. **Adopt Policy 640**
Staff will recommend adopting Policy 640 - Private Fire Protection Services. (See attached memo)
3. **Sale of Surplus Land – Munjoy Hill Reservoir – Walnut Street, Portland, Silver Street Development Corp. an affiliate of Island View Apartments LP**
Staff will review with the Committee the history of the property, deeds, easements and configuration of the existing concrete reservoir. Staff will discuss next steps with the Committee.
4. **Updates**
 - Watershed Land Acquisition – 25 Dog Leg Road – Standish
 - CMP Substation – Purchase and Sale Agreement
5. **Other Business**