



**MEMORANDUM
PORTLAND WATER DISTRICT**

TO: Board of Trustees
FROM: Carrie Walker
DATE: April 2, 2019
RE: **Workshop Meeting Monday, April 8, 2019**

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, April 8, 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>
Scholarship Committee	Nixon Training Center	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.

SPECIAL MEETING

A special meeting will be held to consider an easement modification at 58 Fore Street, Portland.

AGENDA – WORKSHOP

1. **Roles of Lab Staff in Compliance Monitoring/Reporting.** District’s Environmental Laboratory staff will be introduced and explain the roles they play in support of Wastewater, Water and IPT compliance and operations.
2. **IPT Update.** Staff will provide an IPT program update and describe reorganization in the program to address PWD’s new responsibilities for all aspects of the Portland IPT Program.
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: March 29, 2019

RE: **Administration and Finance Committee Meeting – April 8, 2019**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Monday, April 8, 2019 at 5:30 p.m., in the Monie Conference Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Election of Committee Chair**

The Committee will elect a chair for the next 12 months.

2. **Student Outreach**

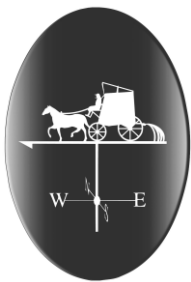
Ms. Mary Demers will provide an overview of the District's efforts to reach out to students.

3. **Pension Plans' Investment Results and Actuary Reports**

Cliff White, the District's financial advisor from Morgan Stanley, will present a general market overview and a summary of the District's pension funds investment results of the defined benefit pension plans (See Attachment A). Mr. David Kane will review the recently completed pension plan valuation reports (see Attachment B and C). Additionally, a summary of the recently completed Deferred Compensation Plan's Investment review will be discussed (see Attachment D).

4. **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: March 29, 2019

RE: **Operations Committee Meeting – April 8, 2019**

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Monday, April 8, 2019 beginning at 5:30 p.m., in the Douglass Street EOC of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Annual Election of the Committee Chair**
The Committee will elect a chair for the next 12 months.
2. **Westbrook Aeration Design Engineering Procurement Recommendation**
Staff will provide a recommendation for the selection of an engineering firm to provide technical services for this project. (See attached memo)
3. **Baxter PS Upgrades Engineering Procurement Recommendation**
Staff will provide a recommendation for the selection of an engineering firm to provide technical services for this project. (See attached memo)
4. **Ottawa Road Standby Generator Replacement**
Staff will provide a recommendation for the replacement of the standby generator. (See attached memo)
5. **Combined Sewer Overflow Annual Plan**
Staff will review the CSO monitoring program.
6. **Other Business**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Planning Committee / Board of Trustees

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

DATE: March 29, 2019

RE: **Planning Committee Meeting – April 8, 2019**

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Monday, April 8, 2019 at 5:30 p.m. at the Nixon Training Center, Portland Water District, 225 Douglass Street, Portland.

AGENDA

1. **Annual Election of the Committee Chair**
The Committee will elect a chair for the next 12 months.
2. **Request for Easement Modification – 58 Fore Street – Portland**
Staff will recommend an easement modification to allow for utility crossings and other underground infrastructure within the easement. (See attached memo)
3. **Maine Turnpike Widening Project – Impact to Water and Wastewater Infrastructure**
Staff will provide an overview of the MTA widening projects and the impacts to the District water and wastewater infrastructure.
4. **Updates:**
 - Sale of Surplus Land – Munjoy Hill Reservoir – North Street, Portland, Silver Street LLC.
Staff will recommend to the Committee to table this indefinitely.
 - Upcoming Outreach Events – Drinking Water Week Activities, Trout Releases
5. **Other Business**