



MEMORANDUM PORTLAND WATER DISTRICT

TO: Board of Trustees

FROM: Carrie Walker

DATE: May 5, 2020

RE: **Workshop Meeting Monday, May 11, 2020**

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, May 11, 2020, at 6:30 p.m., remotely via teleconference. Please go to www.pwd.org for specific access information or call 207-523-5266.

The workshop will be preceded by meetings of the following Board committees:

<u>Committee</u>	<u>Room / Location</u>	<u>Time</u>
Pension	Remotely	5:00 p.m.
Administration & Finance	Remotely	5:30 p.m.
Operations	Remotely	5:30 p.m.
Planning	Remotely	5:30 p.m.

AGENDA – WORKSHOP

1. **2019 Audit Report.** Representatives from Wipfli LLP, the District’s auditor, will present the 2019 audit report.
2. **District’s Finances.** David Kane, Director of Administration, will present a preliminary, high-level update on the impact of COVID-19 on the District’s finances.
3. **Seasonal Water Services.** Carrie Lewis, General Manager and Jim Wallace, Director of Water Services will provide an update to the Board.
4. **North Windham Decentralized Wastewater Project.** Chris Crovo, Director of Asset Management and Planning and Scott Firmin, Director of Wastewater Services, will provide an update on this project. (See attached memo)
5. **Other Business.**
6. **Adjournment.**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Pension Committee / Board of Trustees

FROM: Mary Demers, Director of Employee Services

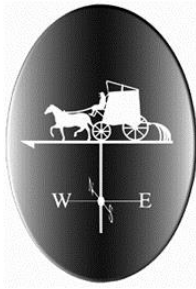
DATE: May 1, 2020

RE: **Pension Committee Meeting – May 11, 2020**

A remote meeting of the Pension Committee of the Portland Water District Board of Trustees is scheduled for Monday, May 11, 2020. The meeting will begin at 5:00 p.m. via teleconference. The public may access the meeting by dialing 408-418-9388, access code 792 539 433, meeting password 32947379.

AGENDA

1. **Approval of Pension Distributions**
Staff will present a request to approve benefits for two retirees.
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 Employees Services

DATE: May 1, 2020

RE: **Administration and Finance Committee Meeting – May 11, 2020**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Monday, May 11, 2020. The meeting will begin at 5:30 p.m. via teleconference. The public may access the meeting by dialing 408-418-9388, access code 790 517 731, meeting password 29979875.

AGENDA

1. 2019 Audit Reports

A representative of Wipfli LLC will present the results of the 2019 financial audit.
(See attached memo)

2. Pension Plan Amendment

Ms. Demers will present a proposed motion to amend the Bargaining Unit Pension plan to reflect the changes in the pension plan benefits included in the new labor contract. (See attached memo)

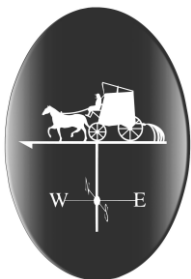
3. Waste water Bond Authorizations

Mr. David Kane will present a motion to increase the amount authorized to be bonded to finance HVAC upgrades at the Cape Elizabeth and East End Treatment plants. (See attached memo)

4. 2020 Water Rate Adjustment

Staff will present the Water Fund's billing and financial results for 2020. The Committee will discuss those results and how they impact the proposed 2020 water rate adjustment.

5. 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: May 1, 2020

RE: **Operations Committee Meeting – May 11, 2020**

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Monday, May 11, 2020. The meeting will begin at 5:30 p.m. via teleconference. The public may access the meeting by dialing 408-418-9388, access code 798 665 961, meeting password 57245435.

AGENDA

- 1. Waste water Network #2 Upgrade Project – Professional Services Contract – Engineering Method Approval**
Staff will provide a recommendation for the method of procurement for this project.
(See attached memo)
- 2. 2020 Seasonal Service**
Staff will review the Seasonal Service Program, including seasonal mains and meters.
- 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: May 1, 2020

RE: **Planning Committee Meeting – May 11, 2020**

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Monday, May 11, 2020. The meeting will begin at 5:30 p.m. via teleconference. The public may access the meeting by dialing 408-418-9388, access code 792 539 433, meeting password 89349524.

AGENDA

1. **Release of option to purchase land regarding Stephen Brown estate in Waterford**
Staff will recommend to release to the option. (See attached memo)
2. **Request for watershed land conservation contribution from Western Foothills Land Trust for the City Brook parcel in Waterford**
Staff will recommend contributing \$4,675 to the Western Foothills Land trust to conserve 16-acre parcel the town of Waterford. (See attached memo)
3. **Discussion to solicit proposals to lease a portion of the Rocky Hill property in Westbrook for a solar farm development**
Staff will discuss soliciting proposals to lease a portion of the District's property at Rocky Hill for a solar farm development. (See attached memo)
4. **Cumberland Tank – cellular communication lease – Verizon**
Staff will discuss interest from Verizon to lease space on the Cumberland Tank for cellular antennas.
5. **Other Business**