



## MEMORANDUM PORTLAND WATER DISTRICT

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TO: Board of Trustees

FROM: Carrie Walker

DATE: September 4, 2019

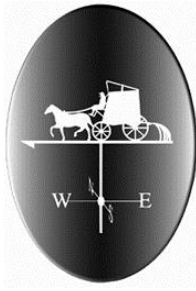
RE: **Workshop – Monday, September 9, 2019**

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, September 9, 2019. The meeting will begin 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:

<b><u>Committee</u></b>	<b><u>Room / Location</u></b>	<b><u>Time</u></b>
Administration & Finance	Monie Conference Room	5:30 p.m.
Operations	EOC 2 <sup>nd</sup> Floor	5:30 p.m.
Planning	Nixon Training Center	5:30 p.m.

### **AGENDA – WORKSHOP**

1. **Legislative Update.** Donna Katsiaficas, Corporate Counsel, will present an overview of the First Regular Session of the 129<sup>th</sup> Legislature.
2. **Capital Improvement Projects Update.** Chris Crovo, Director of Asset Management and Planning, will provide the Board with an update on current projects.
3. **Other Business.**
4. **Executive Session regarding Labor Union Negotiations.** Pursuant to 1 M.R.S. §405(6)(D) labor negotiations, the Board may go into executive session to discuss the status of labor union contract negotiations.
5. **Adjourn.**



## MEMORANDUM PORTLAND WATER DISTRICT

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TO: Administration and Finance Committee / Board of Trustees

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

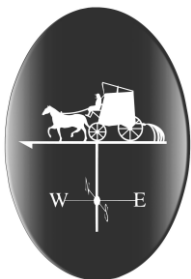
DATE: August 30, 2019

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

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

### **AGENDA**

1. **Credit and Collection Process**  
Ms. Robin Doiron will present an overview of the credit and collection process.
2. **2020 Property and Liability Insurance Renewal**  
Mr. David Kane will present an overview of the proposed property and liability insurance renewal (see Attachment A).
3. **2020 Budget**  
Staff will provide an update on the 2020 budget including reviewing the water revenue assumptions and financial policies.
4. **Other Business**



## MEMORANDUM PORTLAND WATER DISTRICT

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TO: Operations Committee / Board of Trustees

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

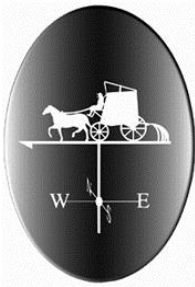
DATE: August 30, 2019

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

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Monday, September 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 Secondary Clarifier and Return Activated Sludge Piping Assessment Project – Professional Services Contract Amendment**  
Staff will provide a recommendation to amend the professional services agreement with Tighe & Bond to perform onsite assessments of the secondary clarifiers.
2. **East End WWTF Disinfection System Hypochlorite Tank Replacement - Budget Amendment**  
Staff will provide a recommendation to amend the 2018 CIP, Project # 409-2699, to increase the aforementioned project budget by \$1,500.
3. **Excavations in the Public Right-of-Way**  
Staff will review the steps involved with work on water assets in the public right-of-way.
4. **Other Business**



## MEMORANDUM PORTLAND WATER DISTRICT

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TO: Planning Committee / Board of Trustees

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

DATE: August 30, 2019

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

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

### **AGENDA**

1. **Request for Easement Swap– Westcott Road – Smillie Property , Gorham**  
Staff will recommend providing an access easement across District's fee owned land in exchange for access easement across the Smillie property. (See attached memo)
2. **Watershed Survey and Implementation Project (319 Grant Project) – Trickey Pond -Naples**  
Staff will recommend providing in kind support and cash to develop a watershed protection plan for Trickey Pond. (See attached memo)
3. **Other Business**