



MEMORANDUM PORTLAND WATER DISTRICT

TO: Board of Trustees

FROM: Carrie Walker

DATE: February 5, 2020

RE: **Workshop Meeting Monday, February 10, 2020**

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, February 10, 2020, 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>
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

- PWD Property Interests on Conserved Watershed Lands.** Paul Hunt, Environmental Services Manager, and Laurel Jackson, Water Resource Specialist, will discuss and explain the questions that have arisen in the past year regarding the District's need and/or approach to holding property interests on conserved watershed lands.
- Discussion of LD 2090.** Carrie Lewis, General Manager, will provide information to the Board on LD 2090 and discuss PWD's position on the bill. (See attachment)
- Other Business.**
- Executive Session regarding the General Manager's performance review.**
Pursuant to 1 M.R.S. §405(6)(A) personnel, the Board will go into executive session to conduct the General Manager's annual performance review.
- Adjourn.**



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: January 31, 2020

RE: **Administration and Finance Committee Meeting – February 10, 2020**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Monday, February 10, 2020 at 5:30 p.m., in the Monie Conference Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Water Bond**
Staff will present a motion authorizing the issuance of \$7 million water bond to pay for water main projects. (See attached memo)
2. **Green Bond Designation**
Staff will present a motion authorizing the designation of the \$7 million water bond as green. (See attached memo)
3. **Stabilization and Water Master Plan Fund Policy**
The Board authorized the creation of water rate stabilization and water master plan funds at their January meeting. Staff will present an amended fund balance policy incorporating those approved funds. (See attached memo)
4. **Long-term Financial Guidelines**
The Committee will discuss the guidelines to establish for the 2021 Budget.
5. **Other Business**
 - a) 2020 Committee work plan review. (See attached)



MEMORANDUM PORTLAND WATER DISTRICT

TO: Operations Committee / Board of Trustees

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

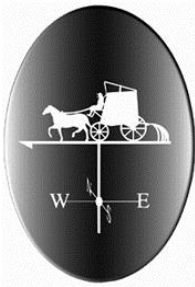
DATE: January 31, 2020

RE: **Operations Committee Meeting – February 10, 2020**

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Monday, February 10, 2020 beginning at 5:30 p.m., in the Douglass Street EOC Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **HVAC Upgrade Project – East End WWTF Dewatering Areas and Cape Elizabeth WWTF Headworks Area – Construction Services**
Staff will provide a recommendation to award a construction contract and to amend an engineering services contract for construction services for HVAC projects at the East End and Cape Elizabeth facilities. (See attached memo)
2. **EEWWTF Primary Gallery Electrical Upgrade Preliminary Design HVAC Project– Engineering Method Approval**
Staff will provide a recommended engineering approach for consideration. (See attached memo)
3. **EEWWTF Primary Clarifier Rehabilitation Project – CIP Amendment**
Staff will provide a recommendation to increase the project budget to address significant concrete deterioration discovered during construction. (See attached memo)
4. **Monthly Water Services Trustee Report Review**
Staff will review the current report and discuss possible changes with the Committee.
5. **Other Business**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Planning Committee / Board of Trustees

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

DATE: January 31, 2020

RE: **Planning Committee Meeting – February 10, 2020**

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Monday, February 10, 2020 at 5:30 p.m. at the Nixon Training Center, Portland Water District, 225 Douglass Street, Portland.

AGENDA

1. **Recommendation Policy Amendment – Watershed Surveys, Protection Plans, and Implementation Projects in the Sebago Lake Watershed Policy.**

Staff will recommend changes to the District's share towards the State's 319-grant funded watershed projects. (See attached memo)

2. **Request for Lease Extension – Presumpscot Regional Land Trust – Sebago To The Sea Trail.**

Staff will recommend extending the lease with the Land Trust. (See attached memo)

3. **Discussion on the Potential for Leasing District Property for a Solar Farm.**

Staff will discuss with the committee the leasing of District property for a solar farm development.

4. **Other Business.**