

**AGENDA**  
**PORTLAND WATER DISTRICT**

225 Douglass Street, Portland, Maine

Jeff P. Nixon Training Center

6:00 p.m. on Monday, December 15, 2025

<https://us06web.zoom.us/j/89395418777?pwd=enHWGzCpyEp1lOwiQFobBsg4ml0GiW.1>

1. Convene Meeting with Pledge of Allegiance and moment of silence. President Lunt
2. Roll Call Clerk
- 3a. Acceptance of Minutes of the Regular Meeting of November 24, 2025 President Lunt
- 3b. Acceptance of Minutes of the Workshop Meeting of December 8, 2025 President Lunt
4. Invitation for Public Comment President Lunt
5. Reports:
  - Operations Committee Reports Trustee Crockett
  - Planning Committee Reports Trustee Douglas
  - Administration & Finance Committee Reports Trustee Willett
  - General Manager's Report General Manager
6. New Business
  - A. Resolution 25-017 awarding the Water Bottle Filling Station Grants. Water Bottle Filling Station Committee
  - B. Order 25-032 authorizing amendments to the District's Deferred Compensation (457) Plan. Administration and Finance Committee
  - C. Order 25-033 authorizing an adjustment to pension benefits for eligible retirees and annuitants. Administration and Finance Committee
  - D. Order 25-034 authorizing an adjustment of the Non-Union Salary Structure. Administration and Finance Committee
  - E. Resolution 25-018 appointing a representative to the Southern Maine Regional Water Council Board of Directors. President Lunt
  - F. Order 25-035 authorizing a compensation adjustment for the Corporation Counsel. President Lunt
  - G. Resolution 25-019 adopting the Board of Trustees meeting schedule for 2026. President Lunt
7. Other Business An item may be added to this agenda provided seven trustees vote to waive the rule regarding agendas. President Lunt
8. Second Invitation for Public Comment President Lunt
9. Trustee Comments President Lunt
10. Executive Session A motion may be made to go into Executive Session at any time during the meeting to discuss, pursuant to 1 M.R.S. §405(6)(A) personnel, 1 M.R.S. §405(6)(C) real estate, 1 M.R.S. §405 (6)(D) labor negotiations, or 1 M.R.S. §405(6)(E) legal matters. President Lunt
11. Adjournment President Lunt

Donna M. Katsiaficas  
Clerk

**Portland Water District**  
**Board of Trustees Regular Meeting**  
**December 15, 2025**

**New Business**

**Agenda Item 6A-6G**

## **BOARD OF TRUSTEES/AGENDA ITEM SUMMARY**

Agenda Item: 6A Resolution 25-017  
Date of Meeting: December 15, 2025  
Subject: Water Bottle Filling Station Grant Awards  
Presented By: Michelle Clements, Director of Communications and Public Relations

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### **RECOMMENDATION**

The following proposed language is presented for Board of Trustee approval:

BE IT RESOLVED, that the Board of Trustees hereby awards the following Water Bottle Filling Station Grants for the installation year of 2026:

			Maximum
Children's Odyssey	Portland	Retrofit	\$850
Cumberland Farmer's Club	Cumberland	Outside	\$5,000
Cumberland Police Department	Cumberland	Retrofit	\$850
Developers Collaborative	Portland	Retrofit	\$850
SPACE Gallery	Portland	Stand Alone	\$2,000
The Point Community Center	South Portland	Retrofit	\$850

### **BACKGROUND**

In 2013, the Board of Trustees authorized the development of the Water Bottle Filling Station Grant program. In 2021 the Board increased maximum funding to \$10,000, from \$7,000 annually. Water bottle filling station grants provide a maximum value of \$5,000 for outdoor units, \$2,000 for stand-alone units, and \$850 for retrofits - to entities within the service territory.

The Water Bottle Filling Fountain Grant Committee met on December 8 and selected six recipients out of twenty-four applications for the Board's consideration. Applications were reviewed and judged primarily on potential exposure, public access, and the promotion of healthy tap water. The total maximum award is \$10,400 which is over the maximum budgeted amount because generally, units cost less than the maximum and sometimes recipients decline to install units.

### **FISCAL REVIEW / FUNDING**

Funding of \$10,000 is included in the public relations budget for 2026.

### **LEGAL REVIEW**

Corporate Counsel has reviewed and approved the proposed motion as to form.

### **CONCLUSION(S)**

The Water Bottle Filling Station Grant Sub Committee endorses the proposed motion for the full Board's consideration.

### **ATTACHMENTS**

The six applications.

**From:** [Portland Water District via Portland Water District](#)  
**To:** [Carrie Cote](#)  
**Subject:** Form submission from: Water Bottle Filling Station Grant Application  
**Date:** Tuesday, August 13, 2024 11:38:03 AM

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**Name:** Tina Cannon

**Company or Organization:** Children's Odyssey

**Street Address:** 19 Libby St

**City:** Portland

**State:** ME

**Zip Code:** 04103

**Phone Number:** 2078788868

**Email Address:** tina@childrensodyssey.org

**Installation Year:** 2025

**Which type of unit are you applying for?:** Retro

**Describe the location of proposed installation:** first floor main hallway two stations

**Describe exposure, approximate number of people passing by the unit, current use of fountains, etc.:** 110 children and 50 staff

**Explain your organization's need / reason for applying for a grant and interest in a bottle filling fountain:** We currently have two exsisting water fountain stations and would love to have the children be able to refill their water bottles.

**Who is your primary audience for the unit?:** children and staff

**Who will be installing the unit?:** Contractor

**How did you learn of the grant program?:** Other

**Does your organization agree to pay all installation, maintenance, and water costs associated with the unit?:** Yes

**Do you need to pursue additional approvals in order to install the unit?:** No

## Kaitlin Tibbets

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**From:** Portland Water District <noreply@pwd.org>  
**Sent:** Monday, October 6, 2025 2:49 PM  
**To:** Michelle Clements; Kaitlin Tibbets  
**Subject:** New submission from Water Bottle Filling Station Grant Application

**Name:** Elizabeth Tarantino

**Company or Organization Name:** Cumberland Farmers Club - Cumberland Fairgrounds

**Address:** PO BOX 745 - 197 Blanchard Rd

Cumberland, Maine 04021

United States

**Phone:** (207) 504-7032

**Email:** cfcsecretary@maine.rr.com

**Installation Year:** 2026

**Which type of unit are you applying for?** Outside Unit

**Describe the location of proposed installation:** Cumberland Fairgrounds, Cumberland ME

**Describe exposure, approximate number of people passing by the unit, current use of fountains, etc:** During the week of the Fair itself, we have 90,000+ visitors to the Fairgrounds. The Fairgrounds, when not in use for an event, is open to the public, and many community members use the Fairgrounds daily to walk, exercise dogs, ride bicycles with kids, etc. We also host approximately 25 different events (some multiple days) on the Fairgrounds each year between May - September, including 2 "Maine Ultimate Yard Sale" events which has approximately 6000 attendees, a 5-day Dog Show (open to the public) with over 500 participants, the annual HART Yard Sale, Circus Smirkus (3 days with multiple shows), Fairgrounds 5K non-profit event, and last year also hosted "Big Bounce America", the worlds largest Bounce House event. We also host Harness Racing at our Grandstands and Racetrack on weekends from April through December.

**Explain your organization's need / reason for applying for a grant and interest in a bottle filling fountain:** We have many school outings during the Fair itself, and nowhere for students and teachers to fill water bottles. We had multiple occasions during our last Fair where visitors came to the Main Office and we filled their water bottles from our kitchen sink. Other than the Fair though, our Main Office is typically not open during events (like Maine's Ultimate Yard Sale), so that isn't an option at other times. Additionally, the community use of the Fairgrounds for walking and other exercise when events are not occurring, many of those community members would benefit from having a water fill station available. We are a 501 C-3 non-profit organization, and being granted funding for a water bottle filling station would be an immense benefit to us and to our audience.,

**Who is your primary audience for the unit?** Fairgoers, event attendees, community members

**Who will be installing the unit?** Internal Facilities Staff

**How did you learn of the grant program?** Internet

**Does your organization agree to pay all installation, maintenance, and water costs associated with the unit?** Yes

**Do you need to pursue additional approvals in order to install the unit?** No

## Kaitlin Tibbets

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**From:** Portland Water District <noreply@pwd.org>  
**Sent:** Wednesday, October 1, 2025 11:07 AM  
**To:** Michelle Clements; Kaitlin Tibbets  
**Subject:** New submission from Water Bottle Filling Station Grant Application

**Name:** Mindy Coe

**Company or Organization Name:** Cumberland Police Department

**Address:** 290 Tuttle Road  
Cumberland, Maine 04021  
United States

**Phone:** (207) 829-6391

**Email:** mcoe@cumberlandmaine.com

**Installation Year:** 2025

**Which type of unit are you applying for?** Retrofit (Bottle Filling Unit Only) Can only be retrofitted to an existing, working fountain, 10 years old or newer.

**Describe the location of proposed installation:** Inside the Police Department lobby

**Describe exposure, approximate number of people passing by the unit, current use of fountains, etc:** Significant walk in traffic, also located next to trailhead and have people coming in to use the water fountain. Officers would be using daily.

**Explain your organization's need / reason for applying for a grant and interest in a bottle filling fountain:** Currently using a stand alone water jug service. Would like to replace that with the bottle station that would be available for the officers as well as local traffic.

**Who is your primary audience for the unit?** Police Department and Cumberland residents using the trails

**Who will be installing the unit?** Contractor

**How did you learn of the grant program?** Internet

**Does your organization agree to pay all installation, maintenance, and water costs associated with the unit?** Yes

**Do you need to pursue additional approvals in order to install the unit?** No

## Kaitlin Tibbets

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**From:** Portland Water District <noreply@pwd.org>  
**Sent:** Thursday, September 25, 2025 11:16 AM  
**To:** Michelle Clements; Kaitlin Tibbets  
**Subject:** New submission from Water Bottle Filling Station Grant Application

**Name:** Nathan Rogers

**Company or Organization Name:** Developers Collaborative

**Address:** 631 Stevens Avenue, Portland, ME, USA

Portland, Maine 04103

United States

**Phone:** (207) 807-2633

**Email:** nate@dcmaine.com

**Installation Year:** 2026

**Which type of unit are you applying for?** Retrofit (Bottle Filling Unit Only) Can only be retrofitted to an existing, working fountain, 10 years old or newer.

**Describe the location of proposed installation:** Stevens Square Community Center: A mixed-use campus providing senior, affordable housing, along with a fitness facility, other wellness facilities, office space, a cafe, a full gym, and, most recently added, the Good Theater. This campus serves the Deering Center neighborhood and beyond with shows, events, and opportunities daily.

**Describe exposure, approximate number of people passing by the unit, current use of fountains, etc:** Hourly, a lobby retrofit unit would see 50-250 people pass by on a normal weekday. Weekend shows, games, events bring upwards of 400 people to the lobby. From basketball games to a pool working, watching a show at the theater, coming in for work, this center sees activity at all hours of the day.

**Explain your organization's need / reason for applying for a grant and interest in a bottle filling fountain:** We encourage sustainability. The center is a prime example of this. You live on the campus where you can work out, get treatments, grab a bite to eat, and so much more. It's a good concept for our environment, our community, and our quality of life. On that same topic, so are reusable water bottles. We would appreciate the opportunity to install a unit in our lobby (which currently lacks a water fountain/bottle filler).

**Who is your primary audience for the unit?** The entire community. The center itself has 10 tenants ranging from food service to physical therapy to a travel basketball organization, to a theater company. There are endless numbers of groups that access the community center every day.

**Who will be installing the unit?** Contractor

**How did you learn of the grant program?** Direct Mail: Brochure

**Does your organization agree to pay all installation, maintenance, and water costs associated with the unit?** Yes

**Do you need to pursue additional approvals in order to install the unit?** No

## Kaitlin Tibbets

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**From:** Portland Water District <noreply@pwd.org>  
**Sent:** Tuesday, August 5, 2025 4:47 PM  
**To:** Michelle Clements; Kaitlin Tibbets  
**Subject:** New submission from Water Bottle Filling Station Grant Application

**Name:** Kelsey Johnson

**Company or Organization Name:** SPACE Gallery

**Address:** 538 Congress Street

Portland, Maine 04101

United States

**Phone:** (609) 220-7046

**Email:** director@space538.org

**Installation Year:** 2026

**Which type of unit are you applying for?** Stand Alone

**Describe the location of proposed installation:** Inside our busy nonprofit community event venue. We are free and open to the public for all First Friday Art Walks, have our water and restroom facilities open for major downtown community events like the Pride Parade, and are home to over 200 public events (over 50 of them free to the public) per year, on top of peer nonprofit and community group rentals and private events. We host community workshops, school programs, and other educational groups as well who would all have expanded access during their programs through this installation.

**Describe exposure, approximate number of people passing by the unit, current use of fountains, etc:** Last year we had over 25,000 people at events, and over 36k total in visitors including gallery visitors. We estimate the actual total visitors to be much higher due to volunteer counts at large community events. Currently we have two concessions countertop water dispensers (3.5 gallon each) for free water at our events and during open hours.

**Explain your organization's need / reason for applying for a grant and interest in a bottle filling fountain:** Our hardworking event staff at busy events (especially in the summer or at dance parties) refill these stations regularly by hand, so having a standalone plumbing unit would be fabulous in addition to encouraging reusable water bottles at events and less waste. This interest aligns with our nonprofit strategic plan of a more environmentally-conscious facility. We also have 31 below-market artist studios (including three awarded rent free on an annual basis to artists of color, and visiting artists in residence) upstairs and increased access for tenants outside of studio facility sinks and as small business workers in our city would be a significant infrastructure update for all of them.

**Who is your primary audience for the unit?** 1. Local Art-Seeking Public & Portland Community

General public and cultural attendees: Portland's "First Friday Art Walk" draws a monthly crowd of thousands through the Arts District; SPACE is frequently noted as a key destination in the heart of the district for fresh, experimental exhibitions, community pop ups, fairs, and free music during the art walk.

2. Arts-aware locals & regular visitors: SPACE has a membership of over 500 community members, and has a regular audience subscribing to our news, events, and invitations of over 20,000 people.

2. Artists, Creative Practitioners & Resident Studios

Practicing artists in Maine: SPACE owns and operates 31 below-market-rate studios above the gallery, serving both resident artists and those in the affiliated artist-in-residence program. Our mission is to lower barriers for local creative work and be a local creative small business incubator.

4. Emerging and experimental artists: SPACE is a business for artistic labor and supports adventurous, under-recognized, boundary-pushing practices. In 2023 we worked with over 1200 artists, last year with over 1000.

5. Community Advocates, Educators and Students, and Social Justice & Dialogue-Oriented Audiences



We are a space for conversations: exhibitions and events center on community education, social justice, civic dialogue, and public engagement around the pressing issues of our local, national, and global communities. We host groups and peer nonprofits interested in civic engagement and intersectional values in their unique events, rentals, fundraisers, and educational events, tours, and groups.

#### 6. Music, Film & Performance Enthusiasts

SPACE regularly hosts multiple events per week with live music, experimental performance, dance, film screenings, and talks—often with local and national artists.

#### 7. Collaborators & Partner Organizations

SPACE collaborates with nonprofits who do not have their own event spaces ranging from community radio, literary groups, youth programs, immigrant-led start ups and advocacy groups, local labor organizers, and other nonprofit affinity groups. All of these bring in their own communities to use our facilities, making SPACE a diverse event venue with different audiences any night of the week.

#### 8. Out-of-Town Tourists & Nationally Networked Art Audiences

For visitors to Portland, especially those familiar with contemporary or experimental art trends, SPACE offers a unique destination—a local touchpoint for nationally-networked cultural programming. In the summer we have many tourist visitors, but receive national visitors and regional visitors year round who travel for SPACE events and exhibitions that don't happen elsewhere in the region.

**Who will be installing the unit?** Contractor

**How did you learn of the grant program?** Direct Mail: Brochure

**Does your organization agree to pay all installation, maintenance, and water costs associated with the unit?** Yes

**Do you need to pursue additional approvals in order to install the unit?** No

## Kaitlin Tibbets

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**From:** Portland Water District <noreply@pwd.org>  
**Sent:** Wednesday, October 1, 2025 2:23 PM  
**To:** Michelle Clements; Kaitlin Tibbets  
**Subject:** New submission from Water Bottle Filling Station Grant Application

**Name:** William Simpson

**Company or Organization Name:** T2025he Point Community Center

**Address:** 345 Clarkspend Parkway

South Portland, Maine 04106

United States

**Phone:** (207) 205-0226

**Email:** bill@eastpoint.church

**Installation Year:** 2025

**Which type of unit are you applying for?** Retrofit (Bottle Filling Unit Only) Can only be retrofitted to an existing, working fountain, 10 years old or newer.

**Describe the location of proposed installation:** Outside the men's/women's locker rooms

**Describe exposure, approximate number of people passing by the unit, current use of fountains, etc:** There are dozens of sports teams that use the indoor turf field and basketball court every day, especially through the fall through spring. There are family's that come in every day to play on the turf and playscape, so it's hard to estimate how many people come through our doors!

**Explain your organization's need / reason for applying for a grant and interest in a bottle filling fountain:** We have seen thousands of bottles saved already from the bottle fill we installed a couple years ago! All the athletic teams bring water bottles that refill. It also is much neater if they refill their bottles keeping the floor drier and prevents slipping on the polished concrete!

**Who is your primary audience for the unit?** General public

**Who will be installing the unit?** Internal Facilities Staff

**How did you learn of the grant program?** Direct Mail: Brochure

**Does your organization agree to pay all installation, maintenance, and water costs associated with the unit?** Yes

**Do you need to pursue additional approvals in order to install the unit?** No

## **BOARD OF TRUSTEES/AGENDA ITEM SUMMARY**

Agenda Item: 6B Order 25-032  
Date of Meeting: December 15, 2025  
Subject: Defined Benefit and Deferred Compensation (457) Plans Amendments  
Presented By: David Kane, Executive Director of Administration

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### **RECOMMENDATION**

The following proposed language is presented for Board of Trustee approval:

ORDERED, the amendment and restatement of the District's Deferred Compensation plan ("457 Plan") is hereby authorized. The full form of the Order attached hereto is hereby approved and shall be attached to and incorporated as part of the minutes of this meeting.

BE IT FURTHER ORDERED, the amendment of the District's Bargaining Unit Employees' Pension Plan and the District's Non-Union Bargaining Unit Pension Plan is hereby authorized. The full form of the Order is attached hereto as approved and shall be attached to and incorporated as part of the minutes of this meeting.

### **BACKGROUND**

PWD offers a deferred compensation plan to employees, which enables them to save for retirement in a tax-favored manner. For union employees hired after December 31, 2010, and non-union employees after December 31, 2011, participation is mandatory. For employees hired before those dates, participation is voluntary. Additionally, those employees participate in either the Bargaining or Non-Bargaining Unit Pension Plans.

Each plan has a plan document that outlines how the plan operates is required. The Deferred Compensation and Defined Benefits Plans were last restated in 2013 and 2015, respectively. Legal counsel recommended that the plan be restated to incorporate amendments approved by the Board since the restatements and the proposed amendments to comply with the recently enacted federal law (SECURE Act).

The proposed motion incorporates three changes to the plan document to be implemented effective January 1, 2026, including:

- Deferred Compensation: District's matching contribution to catch-up must be made to a Roth account for employees with salaries above \$150,000.
- Defined Benefits Plans:
  - Increasing the age at which an employee must begin taking benefits.
  - Allowing the District to distribute benefits if the terminated employee's benefit amount is less than \$7,000, up from \$5,000.

### **FISCAL REVIEW / FUNDING**

The changes do not result in any fiscal impact to PWD.

### **LEGAL REVIEW**

Corporation Counsel reviewed the proposed motion and approved it as to form.

**CONCLUSION(S)**

The Administration and Finance Committee recommends that the motions be forwarded to the full Board for its consideration.

**MOTION FOR INCLUSION IN THE MINUTES  
OF THE MEETING OF THE BOARD OF TRUSTEES  
OF THE  
PORTLAND WATER DISTRICT**

**December 15, 2025**

The following proposed language is presented for the Board of Trustees approval:

**WHEREAS**, effective January 1, 2026, the District wishes to *implement* the mandatory SECURE 2.0 change requiring the District's Deferred Compensation Plan (the "457 Plan" or the "Plan") to designate additional Salary Deferral Contributions, up to the Age 50 Catch-up Dollar Amount, as Roth Salary Deferral Contributions in the case of a Participant whose Federal Insurance Contributions Act wages from the District for the preceding calendar year exceeded \$150,000 (indexed for inflation); and

**WHEREAS**, effective generally January 1, 2026, the District also wishes to *amend and restate* the 457 Plan to incorporate all Amendments adopted since the 457 Plan was last restated on January 1, 2023, and to reflect the following features, with the formal Plan restatement to be drafted and executed by December 31, 2026 or such later time as may be permitted by IRS guidance:

- SECURE 1.0 and 2.0 changes previously approved for implementation by the Board of Trustees at the meeting of December 18, 2023; and
- SECURE 2.0 mandatory change requiring the Plan to designate additional Salary Deferral Contributions, up to the Age 50 Catch-up Dollar Amount, as Roth Salary Deferral Contributions in case of certain Participants as described in the immediately preceding recital paragraph.

**WHEREAS**, effective generally January 1, 2026, the District also wishes to *amend and restate* the Portland Water District Bargaining Unit Employees' Pension Plan and the Portland Water District Non-Bargaining Unit Employees' Pension Plan (the "Pension Plans"), to incorporate all Amendments adopted since the Pension Plans were last restated effective January 1, 2015, and to include the following SECURE 1.0 and 2.0 changes, with the formal Plan restatement to be drafted and executed by December 31, 2026 or such later time as may be permitted by IRS guidance:

- Increase the Required Beginning Date age from 70 1/2 to:
  - 72 for Participants who turn 70 1/2 after December 31, 2019;
  - 73 for Participants who turn 72 after December 31, 2022;
  - 75 for Participants who turn 74 after December 31, 2032; and
- Increase the small benefit involuntary cashout limit from \$5,000 to \$7,000.

**NOW THEREFORE, IT IS HEREBY:**

**ORDERED**, to approve the implementation of the SECURE 2.0 change requiring the 457 Plan to designate additional Salary Deferral Contributions up to the Age 50 Catch-up Dollar Amount, as Roth Salary Deferral Contributions in the case of Participants whose Federal Insurance Contributions Act wages from the District for the preceding calendar year exceeded \$150,000 (indexed for inflation), effective January 1, 2026; and

**BE IT FURTHER ORDERED**, to approve the implementation of the SECURE 1.0 and 2.0 changes permitting the Pension Plans to increase the Required Beginning Date trigger age for the Pension Plans

as permitted by law and effective as described in the recitals hereto; and to increase the small benefit involuntary cashout limit from \$5,000 to \$7,000, effective January 1, 2026; and

**BE IT FURTHER ORDERED**, to approve the amendment and restatement of the 457 Plan, effective generally January 1, 2026, to incorporate any required and all Board-approved optional SECURE 1.0 and 2.0 changes, with the formal Plan restatement to be prepared and executed by December 31, 2026 or such later date as may be permitted by IRS guidance; and

**BE IT FURTHER ORDERED**, to approve the amendment and restatement of the Pension Plans, effective generally January 1, 2026, to incorporate any required and all Board-approved optional SECURE 1.0 and 2.0 changes, with the formal Plan restatements to be prepared and executed by December 31, 2026 or such later date as may be permitted by IRS guidance; and

**BE IT FURTHER ORDERED**, that the General Manager and the Treasurer, or each acting singly, is hereby authorized and directed to take any actions necessary or appropriate to effectuate the foregoing Orders, including but not limited to: (i) executing the formal Plan documents; (ii) communicating Plan changes to Plan participants and eligible individuals; and (iii) working with legal counsel and/or the Plan's and the Pension Plans' third party administrator to develop appropriate implementation plans, policies, administrative forms, and communications; and

**BE IT FURTHER ORDERED**, that all actions heretofore taken by any employee of the District in connection with the activities authorized by the foregoing resolutions, and all actions related thereto, are hereby approved, ratified, and confirmed in all respects.

## **BOARD OF TRUSTEES/AGENDA ITEM SUMMARY**

Agenda Item: 6C Order 25-033  
Date of Meeting: December 15, 2025  
Subject: 2026 Pension Adjustment  
Presented By: David Kane, Executive Director of Administration

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### **RECOMMENDATION**

The following proposed language is presented for Board of Trustee approval:

ORDERED, an adjustment of 1.30% in pension benefits is authorized for eligible retirees and annuitants, effective January 1, 2026, in accordance with Article X of PWD's pension plans.

### **BACKGROUND ANALYSIS**

Since 1989, the Board of Trustees has the authority to grant an annual adjustment in pension benefits equal to one-half of the previous year's Consumer Price Index (CPI) increase, up to a maximum of 5%. The adjustment is not automatic; it is subject to the Board's approval on an annual basis. The table below indicates the increases given since 2009:

1989 - 2008:	50% of CPI
2009:	Eligible for 2.41%, no increase granted
2010:	CPI negative, no increase granted
2011:	Eligible for 1.14%, no increase granted
2012:	50% of CPI, 1.61%
2013:	50% of CPI, 1.20%
2014:	50% of CPI, 0.72%
2015:	50% of CPI, 0.82%
2016:	CPI negative, no increase granted
2017	50% of CPI, 0.36%
2018	50% of CPI, 1.03%
2019	50% of CPI, 1.29%
2020	50% of CPI, 0.82%
2021	50% of CPI, 0.67%
2022	50% of CPI, 2.10%
2023	50% of CPI 4.32%
2024	50% of CPI 2.20%
2025	50% of CPI 2.94%
2026	50% of CPI 2.60%

The CPI average for 2025 (November 2024 to October 2025) increased 2.60% over the 2024 average. Therefore, pension benefits for eligible retirees and beneficiaries could increase by 1.30%. The impact of providing the adjustment would be approximately \$ 2,447 per month, bringing the total pension payments to approximately \$190,734 per month for 153 pensioners and beneficiaries. Retirees eligible for an increase are pensioners receiving a pension as of January 1, 2026.

**ALTERNATIVES CONSIDERED**

The increase is discretionary, and no increase is necessary. The Board could grant any increase up to 1.30%, which is 50% of the Consumer Price Index.

**FISCAL REVIEW / FUNDING**

The last actuary study was done as of May 1, 2025. A summary of the study results is below:

	<b>Non-Bargaining</b>	<b>Bargaining</b>	<b>Total</b>
Assets	\$ 15,129,292	\$ 17,425,192	\$ 32,554,484
Liability	\$ 15,998,029	\$ 17,022,644	\$ 33,020,673
Unfunded	<u>\$ (868,737)</u>	<u>\$ 402,548</u>	<u>\$ (466,189)</u>
 Funding Percent	 <b>95%</b>	 <b>102%</b>	 <b>99%</b>

The proposed COLA adjustment would require an additional cash payment of \$29,372 (\$2,447\*12 months) a year. The proposed change increases the pension liability by an estimated \$200,000.

**LEGAL REVIEW**

Corporation Counsel reviewed the proposed motion and approved it as to form.

**CONCLUSION(S)**

Staff recommends that the Committee approve forwarding this order to the Board for consideration. The Committee recommended the motion be forwarded to the full Board for its consideration.

**ATTACHMENT(S)**

None.



## **BOARD OF TRUSTEES/AGENDA ITEM SUMMARY**

Agenda Item: 6D Order 25-034  
Date of Meeting: December 15, 2025  
Subject: Non-Union Salary Structure  
Presented By: Manny Archibald, Director of Human Resources

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### **RECOMMENDATION**

The following proposed language is presented for Board of Trustee approval:

ORDERED, the Non-Union Salary Structure, in substantial form as attached hereto, is hereby adopted to become effective January 1, 2026.

### **BACKGROUND**

The Board adopted the Non-Union Compensation Policy, which states that the minimum and maximum pay levels established for each pay band will remain in effect until the next salary structure review. The current structure was approved on December 16, 2024, with an effective date of January 1, 2025. Per the recommendation of PWD's compensation consultant, KMA, the minimum and maximum of each non-union broadband should be increased by 3% effective January 1, 2026, as shown in Attachment A-1.

### **FISCAL REVIEW / FUNDING**

Adoption of the revised salary structure will not have the effect of increasing employee compensation at this time; it will simply change the pay range allowable for each position.

### **LEGAL REVIEW**

Corporation Counsel reviewed the proposed motion and approved it as to form.

### **CONCLUSION(S)**

Staff recommends that the Board approve the proposed motion. The Committee recommended the motion be forwarded to the full Board for its consideration.

### **ATTACHMENT(S)**

- A. Recommended broadband salary structure effective January 1, 2026 (A-1); and salary structure currently in place (A-2).

**Portland Water District  
Recommended Salary Structure  
1-Jan-26**

Attachment A-1

		MINIMUM	MAXIMUM
Grade 8		<b>\$178,500</b>	<b>\$243,300</b>
	Grade 8	General Manager 9018	
Grade 7		<b>\$141,400</b>	<b>\$191,200</b>
	Grade 7	Corporate Counsel 9035	
	Grade 7	Executive Director of Administration 9004	
	Grade 7	Executive Director of Asset Management/Planning 9005	
Grade 6		<b>\$118,100</b>	<b>\$162,200</b>
	Grade 6	Director of Human Resources 9007	
	Grade 6	Director of Operation Services, Water 9011	
	Grade 6	Director of Operation Services, Wastewater 9011	
	Grade 6	Engineering/Asset Mgmt Services Manager 9031	
Grade 5		<b>\$92,700</b>	<b>\$139,100</b>
	Grade 5	Customer Services Manager 9006	
	Grade 5	Director of Financial Services 9008	
	Grade 5	Water Systems Manager 9014	
	Grade 5	SCADA Manager, 9507	
	Grade 5	Environmental Services Manager 9020	
	Grade 5	Information Services Manager 9010	
	Grade 5	Project Manager Administration 9047	
	Grade 5	Communications & Public Relations Director 9025	
	Grade 5	Senior Project Engineer 9045	
Grade 4		<b>\$85,800</b>	<b>\$128,500</b>
	Grade 4	Network Administrator III 9026	
	Grade 4	Project Engineers 9030	
	Grade 4	Regulatory & Security Advisor 9028	
	Grade 4	Right of Way Agent 5014	
	Grade 4	Utility Asset Coordinator 9038	
	Grade 4	Asset Manager Program Manager 9049	
	Grade 4	Transmission/Distribution Supervisor 5011	
	Grade 4	Utility Asset Coordinator Water 9039	
	Grade 4	Capital Planning Delivery Manager 9510	
	Grade 4	Engineering and Construction Development Manager 9511	
	Grade 4	Engineering Technology Manager 9512	
	Grade 4	Programmer Business Analyst 9509	
	Grade 4	Wastewater Chief Operator - Plant 9042	
	Grade 4	Wastewater Chief Operator - Systems 9050	
	Grade 4	Wastewater Maintenance Manager Planner Scheduler 9048	
	Grade 4	Water Services Plant/System Chief Operator 9002	
Grade 3		<b>\$78,700</b>	<b>\$114,700</b>
	Grade 3	Business System Analyst GIS, Senior 9505	
	Grade 3	Chief of Security Operations 1069	
	Grade 3	Facilities Manager 5019	
	Grade 3	Environmental Compliance Coordinator 5038	
	Grade 3	Network Administrator II-9044	
	Grade 3	Source Protection Coordinator 5018	
	Grade 3	Utility Specialist Supervisor 9023	
	Grade 3	Water Quality Program Manager 9506	
Grade 2		<b>\$67,200</b>	<b>\$98,500</b>
	Grade 2	Associate Engineer 5023	
	Grade 2	Asset Management Analyst 9043	
	Grade 2	Human Resources Generalist 5036	
	Grade 2	Safety Specialist 5004	
	Grade 2	Associate Engineer SCADA Services, 5037	
	Grade 2	Senior HR Specialist 5003	
	Grade 2	Financial Analyst 5020	
	Grade 2	Purchasing Agent/Buyer 5005	
	Grade 2	Scheduler/Coordinator-AMaP 5032	
	Grade 2	Scheduler/Coordinator-Operations 5033	
	Grade 2	Network Admin I 9503	
Non-Exempt		<b>\$56,800</b>	<b>\$80,000</b>
	Non-Exempt	General Accounting Assistant 5028	
	Non-Exempt	AutoCAD Specialist -Part Time 9508	
	Non-Exempt	Executive Administrative & Community Engagement Specialist 5010	

**Portland Water District  
Recommended Salary Structure  
1-Jan-25**

		MINIMUM	MAXIMUM
<b>Grade 8</b>		<b>\$173,300</b>	<b>\$236,200</b>
	Grade 8	General Manager 9018	
<b>Grade 7</b>		<b>\$137,300</b>	<b>\$185,600</b>
	Grade 7	Corporate Counsel 9035	
	Grade 7	Executive Director of Administration 9004	
	Grade 7	Executive Director of Asset Management/Planning 9005	
<b>Grade 6</b>		<b>\$114,700</b>	<b>\$157,500</b>
	Grade 6	Director of Human Resources 9007	
	Grade 6	Director of Operation Services, Water 9011	
	Grade 6	Director of Operation Services, Wastewater 9011	
	Grade 6	Engineering/Asset Mgmt Services Manager 9031	
<b>Grade 5</b>		<b>\$90,000</b>	<b>\$135,000</b>
	Grade 5	Customer Services Manager 9006	
	Grade 5	Director of Financial Services 9008	
	Grade 5	Water Systems Manager 9014	
	Grade 5	SCADA Manager, 9507	
	Grade 5	Environmental Services Manager 9020	
	Grade 5	Information Services Manager 9010	
	Grade 5	Project Manager Administration 9047	
	Grade 5	Communications & Public Relations Director 9025	
	Grade 5	Senior Project Engineer 9045	
		<b>\$83,300</b>	<b>\$124,800</b>
<b>Grade 4</b>	Grade 4	Network Administrator III 9026	
	Grade 4	Project Engineers 9030	
	Grade 4	Regulatory & Security Advisor 9028	
	Grade 4	Right of Way Agent 5014	
	Grade 4	Utility Asset Coordinator 9038	
	Grade 4	Asset Manager Program Manager 9049	
	Grade 4	Transmission/Distribution Supervisor 5011	
	Grade 4	Utility Asset Coordinator Water 9039	
	Grade 4	Programmer Business Analyst 9509	
	Grade 4	Wastewater Chief Operator - Plant 9042	
	Grade 4	Wastewater Chief Operator - Systems 9050	
	Grade 4	Wastewater Maintenance Manager Planner Scheduler 9048	
	Grade 4	Water Services Plant/System Chief Operator 9002	
		<b>\$76,400</b>	<b>\$111,400</b>
<b>Grade 3</b>	Grade 3	Business System Analyst GIS, Senior 9505	
	Grade 3	Chief of Security Operations 1069	
	Grade 3	Facilities Manager 5019	
	Grade 3	Environmental Compliance Coordinator 5038	
	Grade 3	Network Administrator II-9044	
	Grade 3	Source Protection Coordinator 5018	
	Grade 3	Utility Specialist Supervisor 9023	
	Grade 3	Water Quality Program Manager 9506	
		<b>\$65,200</b>	<b>\$95,600</b>
<b>Grade 2</b>	Grade 2	Associate Engineer 5023	
	Grade 2	Asset Management Analyst 9043	
	Grade 2	Human Resources Generalist 5036	
	Grade 2	Safety Specialist 5004	
	Grade 2	Associate Engineer SCADA Services, 5037	
	Grade 2	Senior HR Specialist 5003	
	Grade 2	Financial Analyst 5020	
	Grade 2	Purchasing Agent/Buyer 5005	
	Grade 2	Scheduler/Coordinator-AMaP 5032	
	Grade 2	Scheduler/Coordinator-Operations 5033	
	Grade 2	Network Admin I 9503	
		<b>\$55,100</b>	<b>\$77,700</b>
<b>Non-Exempt</b>	Non-Exempt	General Accounting Assistant 5028	
	Non-Exempt	AutoCAD Specialist -Part Time 9508	
	Non-Exempt	Executive Administrative Communication Specialist 5010	



## **BOARD OF TRUSTEES/AGENDA ITEM SUMMARY**

Agenda Item: 6E Resolution 25-018  
Date of Meeting: December 15, 2025  
Subject: Southern Maine Regional Water Council Representative  
Presented By: Scott Firmin, General Manager

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The Board of Trustees must annually appoint a representative to serve on the Southern Maine Regional Water Council.

Pursuant to the Council's bylaws, the District's appointment would be confirmed by the membership at the next annual meeting, which will occur in April 2026. The period of appointment as PWD's representative will be from January 1, 2026, through December 31, 2026.

The following motion is proposed:

BE IT RESOLVED, that Jim Wallace is appointed as Portland Water District's representative to the Board of Directors of the Southern Maine Regional Water Council.



## **BOARD OF TRUSTEES/AGENDA ITEM SUMMARY**

Agenda Item: 6F Order 25-035  
Date of Meeting: December 15, 2025  
Subject: Corporation Counsel Annual Review  
Presented By: President William Lunt, Vice President Fred McCann

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### **RECOMMENDATION**

The following proposed language is presented for Board of Trustee approval:

**WHEREAS**, the Board of Trustees has completed the annual review of the Corporation Counsel's job performance for 2025; and

**WHEREAS**, in recognition of her initiative and contributions to the District during its period of transition;

**NOW THEREFORE, IT IS ORDERED:** The annual compensation for the Corporation Counsel is hereby increased by 5% effective January 1, 2026.

## **BOARD OF TRUSTEES / AGENDA ITEM SUMMARY**

Agenda Item: 6G Resolution 25-019  
Date of Meeting: December 15, 2025  
Subject: Board's Meeting Schedule for 2026  
Presented By: Scott Firmin, General Manager

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### **RECOMMENDATION**

The following proposed language is presented for Board of Trustee approval:

RESOLVED, to adopt the proposed Board of Trustees meeting schedule for 2026,  
attached hereto and incorporated herein by reference.

### **ATTACHMENT(S)**

Proposed 2026 Meeting Schedule

**Portland Water District  
Board of Trustees' 2026 Meeting Schedule**

<u>Month</u>	<u>Day</u>	<u>Meeting</u>	<u>Time</u>
January	12	Standing Committees	5:30 p.m.
		Workshop	6:30 p.m.
	26	Regular Meeting	6:00 p.m.
February	9	Standing Committees	5:30 p.m.
		Workshop	6:30 p.m.
	23	Regular Meeting	6:00 p.m.
March	9	Standing Committees	5:30 p.m.
		Workshop	6:30 p.m.
	23	Regular	6:00 p.m.
April	13	Standing Committees	5:30 p.m.
		Workshop	6:30 p.m.
	27	Regular Meeting	6:00 p.m.
May	11	Standing Committees	5:30 p.m.
		Workshop	6:30 p.m.
	(Tues.) 26	Regular Meeting	6:00 p.m.
June	8	Standing Committees	5:30 p.m.
		Workshop	6:30 p.m.
	22	Regular Meeting	6:00 p.m.
July	13	Standing Committees	5:30 p.m.
		Workshop	6:30 p.m.
	27	Regular Meeting	6:00 p.m.
August	10	Standing Committees	5:30 p.m.
		Workshop	6:30 p.m.
	24	Regular Meeting	6:00 p.m.
September	14	Standing Committees	5:30 p.m.
		Workshop	6:30 p.m.
	28	Regular Meeting	6:00 p.m.
October	(Tues.) 13	Standing Committees	5:30 p.m.
		Workshop	6:30 p.m.
	26	Regular Meeting	6:00 p.m.
November	9	Standing Committees	5:30 p.m.
		Workshop	6:30 p.m.
	23	Regular Meeting	6:00 p.m.
December	14	Standing Committees	5:30 p.m.
		Workshop	6:30 p.m.
	28	Regular Meeting	6:00 p.m.

Industry Conferences:

ACE	June 21 – 24	Washington, D.C.
WEFTEC	Sept. 26 – 30	New Orleans, LA
NEWEA	Jan. 25 – 28	Boston, MA
Rosh Hashanah	Sept. 11 – 13	
Yom Kippur	Sept. 20 – 21	