

AGENDA

PORTLAND WATER DISTRICT

225 Douglass Street, Portland, Maine

Jeff P. Nixon Training Center

6:00 p.m. on Monday, September 29, 2025

<https://us06web.zoom.us/j/83130742574?pwd=wo37idyaFsUSnGYoSPUSNuRm3YAmue.1>

- | | | |
|-----|--|--------------------------------------|
| 1. | <u>Convene Meeting</u> with Pledge of Allegiance and moment of silence. | President Lunt |
| 2. | <u>Roll Call</u> | Clerk |
| 3a. | <u>Acceptance of Minutes</u> of the Regular Meeting of August 25, 2025 | President Lunt |
| 3b. | <u>Acceptance of Minutes</u> of the Workshop Meeting of September 8, 2025 | President Lunt |
| 4. | <u>Invitation for Public Comment</u> | President Lunt |
| 5. | <u>Public Information Session</u> on the Advanced Metering Infrastructure Project | President Lunt |
| 6. | <u>Reports:</u> | |
| | ▪ Operations Committee Reports | Trustee Crockett |
| | ▪ Planning Committee Reports | Trustee Shaughnessy |
| | ▪ Administration & Finance Committee Reports | Trustee Levinsky |
| | ▪ General Manager's Report | General Manager |
| 7. | <u>New Business</u> | |
| | A. <u>Order 25-020</u> authorizing the Treasurer to begin the process of increasing water rates by approximately 7.4% effective January 1, 2026. | Administration and Finance Committee |
| | B. <u>Order 25-021</u> authorizing the General Manager to execute a professional services contract with PC Construction in the amount of \$570,967 for design phase engineering services. | Operations Committee |
| | C. <u>Order 25-022</u> authorizing the General Manager to execute an easement release related to the relocation of a water main in Piper Road in Scarborough. | Planning Committee |
| | D. <u>Order 25-023</u> authorizing the General Manager to contribute up to \$20,000 to the Loon Echo Land Trust to support the conservation of land known as the Hennick property located in Naples. | Planning Committee |
| | E. <u>Resolution 25-014</u> confirming the General Manager's appointment of Greg Pellerin as the Executive Director of Asset Management and Planning, effective September 15, 2025. | President Lunt |
| 8. | <u>Other Business</u> An item may be added to this agenda provided seven trustees vote to waive the rule regarding agendas. | President Lunt |
| 9. | <u>Second Invitation for Public Comment</u> | President Lunt |
| 10. | <u>Trustee Comments</u> | President Lunt |

11. 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
12. Adjournment President Lunt

Donna M. Katsiaficas
Clerk

Portland Water District
Board of Trustees Regular Meeting
September 29, 2025

New Business

Agenda Item 7A-7E

BOARD OF TRUSTEES/AGENDA ITEM SUMMARY

Agenda Item: 7A Order 25-020
 Date of Meeting: September 29, 2025
 Subject: Water Rates Adjustment
 Presented By: David Kane, Executive Director of Administration

RECOMMENDATION

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

ORDERED, pursuant to Board of Trustees Policy, the Treasurer shall prepare the supporting documents for a water rate increase of approximately 7.4%, with new rates effective January 1, 2026.

BACKGROUND ANALYSIS

On September 8, 2025, the Administration and Finance Committee met and reviewed the proposed 2026 Budget. The budget included a net water fund budget of \$35,687,472, which is \$2,815,857 or 8.6% higher. Seventy percent of the increase is related to capital investments. All other expenses increased by 3.3%. To fully fund the budget, an average rate adjustment of 7.4%. The 7.4% rate adjustment is lower than the 8.6% budget increase due to the revenue generated by new customers, higher industrial revenue, and fee income.

The table below shows the rate adjustments since 2020 and the proposed 2026 increase in green. The typical residential monthly bill would be \$32.12, \$1.92 higher.

Customer Class	Meter/Usage	12/1/2020	3/1/2022	1/1/2023	1/1/2024	1/1/2025	1/1/2026
Residential	.62" meter, 7 HCF	\$ 25.10	\$ 25.91	\$ 27.19	\$ 28.71	\$ 30.20	\$ 32.12
Commercial	.62" meter, 40 HCF	\$ 105.13	\$ 108.88	\$ 114.85	\$ 121.22	\$ 128.16	\$ 137.25
Small Industrial	2" meter, 1,300 HCF	\$ 1,940.18	\$ 2,032.14	\$ 2,174.81	\$ 2,337.63	\$ 2,512.07	\$ 2,750.69
Large Industrial	8" meter, 56,000 HCF	\$ 62,945.23	\$ 65,786.45	\$ 70,327.11	\$ 76,570.48	\$ 82,244.88	\$ 90,181.93
Government	2" meter, 70 HCF	\$ 201.28	\$ 209.94	\$ 223.51	\$ 242.13	\$ 258.57	\$ 280.79
Sprinkler	6" meter (month)	\$ 38.53	\$ 39.92	\$ 41.92	\$ 44.30	\$ 46.58	\$ 49.58
Public Fire (per year)		\$ 1,511,988	\$ 1,566,432	\$ 1,644,768	\$ 1,738,188	\$ 1,827,705	\$ 1,945,591
(By Percent)							
Residential	.62" meter, 7 HCF	2.9%	3.2%	4.9%	5.6%	5.2%	6.4%
Commercial	.62" meter, 40 HCF	3.3%	3.6%	5.5%	5.5%	5.7%	7.1%
Small Industrial	2" meter, 1,300 HCF	4.5%	4.7%	7.0%	7.5%	7.5%	9.5%
Large Industrial	8" meter, 56,000 HCF	4.7%	4.5%	6.9%	8.9%	7.4%	9.7%
Government	2" meter, 70 HCF	4.0%	4.3%	6.5%	8.3%	6.8%	8.6%
Sprinkler	6" meter (month)	3.4%	3.6%	5.0%	5.7%	5.1%	6.4%
Public Fire (per year)		3.4%	3.6%	5.0%	5.7%	5.1%	6.4%

By approving the motion, the Board is authorizing Staff to send a letter to all customers announcing a public hearing on November 10, 2025. Staff will provide more information at that meeting, and the public will have an opportunity to provide the Board feedback on the proposed adjustment.

The complete schedule to implement the rate adjustment is as follows:

- September 8, 2025: The PWD Board of Trustees' Administration and Finance Committee reviews and makes rate recommendations. Finance staff provides up-to-date financial information and revenue projections.
- September 29, 2025: PWD Board considers approving the Administration and Finance Committee's recommendation of moving forward.
- October 10, 2025: Supporting documentation for a rate adjustment is available to the public.
- October 24, 2025: Published notice of a rate adjustment is sent to all customers. The notice includes an invitation to attend the public hearing.
- November 10, 2025: Special public hearing on the proposed rate adjustment. The General Manager and Treasurer provide information supporting the rate adjustment. The public has an opportunity to ask questions and provide feedback to the Board as they consider the proposed rate schedule.
- November 24, 2025: Board Business Meeting – Approve final rate schedule. The final rate schedule incorporates changes based on the public hearing and the Board's feedback.
- December 24, 2025: File final rate schedule based on public hearing and Board review. The rate schedule is distributed to the Maine PUC for informational purposes only.
- January 1, 2026: Rate adjustment effective date.

LEGAL REVIEW

Corporation Counsel has reviewed the proposed order as to form.

CONCLUSION(S)

Staff recommends forwarding the motion supporting a 7.4% rate adjustment. The Committee recommends that it be forwarded to the full Board for consideration.

ATTACHMENT(S)

None

BOARD OF TRUSTEES/AGENDA ITEM SUMMARY

Agenda Item: 7B Order 25-021
Date of Meeting: September 29, 2025
Subject: SLWTF Chemical Storage and Ozone Generator Design Build – Professional Services Contract Selection
Presented By: Kyle Jacobson, Senior Project Engineer

RECOMMENDATION

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

ORDERED, that the 2025 Capital Improvement Plan is amended in the amount of \$275,000 to include an additional project, Sebago Lake Water Treatment Facility Ozone Generator Project 2025-3372) (“Project 1”), to cover the capital expenses related to the renewal planning and engineering design for the ozone generation system; and

BE IT FURTHER ORDERED, the General Manager is authorized to execute a professional services contract with PC Construction in the amount of \$570,967 for design phase engineering services for the Chemical Storage and Ozone Generator Design Build Project; and that the General Manager and the Treasurer, each acting singly, are authorized to take such steps as may be necessary to accomplish the intent of this vote.

BACKGROUND ANALYSIS

In April 2025, the Board Approved an Engineering Method Request (Order 25-009) authorizing the Design-Build Method for procuring engineering and construction services for the Chemical Storage Facilities Upgrades project.

Staff has reviewed PC Construction’s preliminary design proposal and recommends awarding a \$570,967 contract for the preliminary design phase. Once the preliminary design is complete, staff will amend the contract to move forward with final design and the development of Guaranteed Maximum Price (GMP) orders accomplishing the intent of each capital project with a budget not to exceed the approved CIP funding.

Project #: If approved by the Board, a project (#3372) will be added to the 2025 CIP.

FISCAL REVIEW/FUNDING

Both projects will be financed by issuing water bonds. The 2025 Bond included \$1,550,000 to pay for the project. The 2026 \$5,450,000 will be included in the proposed 2026 Budget that will be reviewed by the Board in November. The updated multi-year forecast will include the proposed 2027 \$6,000,000 bond. The estimated annual debt service payment is \$1,203,000.

LEGAL REVIEW

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

CONCLUSION(S)

Staff recommends awarding the contract for design phase engineering services for the Chemical Storage and Ozone Generator Design Build Project to PC Construction. The Committee recommends that it be forwarded to the full Board for consideration.

ATTACHMENTS

Project Narratives

Bond Information

Ozone Generator Renewal Project:

Ozone is PWD's primary disinfectant; coupled with UV as a secondary disinfectant, it provides consumers with high-quality drinking water. For the past 2 years, PWD's backup generator has been out of commission, and efforts to work with the vendor to resolve the issues have been unsuccessful. PWD has an urgent and immediate need for the assessment of a replacement generator, and has a long-term need to develop a sustainable plan to ensure its ozone generator equipment is supported by technical service and available parts. Recently, a fix has been found, and the plant is running on two generators currently, but it is not in the District's interest to allow itself to get into that same position again, and this initial engineering effort points us in the correct direction as a leader in producing safe drinking water for our customers.

The Ozone Generators are nearing the end of their design life (approximately 5 years) and this is the planning for their replacement/renewal. Due to lead times in ozone generator availability and the complexity of the engineering design and construction, it is the correct time to begin this endeavor. The cost of producing off specification water, in the event of both generators failing, would be financially significant and irreputable to the trust we have with our customers.

Chemical Storage Facility Upgrade Project:

The current bulk chemical storage tanks are reaching the end of their useful lives and must be replaced before any failures are imminent. Additionally, many regulations regarding the storage and delivery of such chemicals have changed over the past 31 years. These renovation designs will include, redesign of existing chemical storage area or development of new storage area that facilitates future tank replacement and system O&M, replacement of existing storage tanks, redesign of chemical delivery piping, and ensuring that PWD meets all OSHA, federal, and state requirements for bulk chemical storage and delivery.

The chemicals used are Aqua Ammonia, Zinc Orthophosphate, Sodium Hypochlorite, Sodium Hydroxide, and Hydrofluosilicic Acid (Fluoride).

Financial Table

	Chemical Storage	Ozone Generator	Total	Annual Debt Service
Bonded in 2025	\$1,550,000		\$1,550,000	\$144,000
Proposed Bond in 2026	\$5,450,000		\$5,450,000	\$504,000
Proposed Bond in 2027		\$6,000,000	\$6,000,000	\$555,000
Total	\$7,000,000	\$6,000,000	\$13,000,000	\$1,203,000

BOARD OF TRUSTEES / AGENDA ITEM SUMMARY

Agenda Item: 7C Order 25-022
Date of Meeting: September 29, 2025
Subject: Piper Road Easement Relocation
Presented By: Laurel Jackson, Right of Way Agent

RECOMMENDATION

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

ORDERED, the General Manager is hereby authorized to execute an easement release related to the relocation of a water main in Piper Road in Scarborough in exchange for a new easement for the relocated water main; and

BE IT FURTHER ORDERED, that the General Manager and the Treasurer, each acting singly, are authorized to take such other steps as may be necessary to accomplish the intent of this vote.

BACKGROUND ANALYSIS

The District has a forty-foot wide easement for an 8-inch water main in Piper Road, a private road, in the Town of Scarborough. In 2023, it was discovered that the property owner, Piper Shores, had encroached on the easement by erecting a new building within the easement and by adding fill on top of the water main. The District and Piper Shores came to an agreement whereby Piper Shores would relocate a portion of the water main to a location acceptable to the District. The work of installing the water main has been completed to the District's satisfaction. The District will release the original easement, and a new forty-foot-wide easement will be granted to the District under the same terms of the original easement.

FISCAL REVIEW / FUNDING

Staff recommends that no cash payment be required for the easement release, as Piper Shores will grant a new easement of equivalent size and has relocated the water main at its own expense.

LEGAL REVIEW

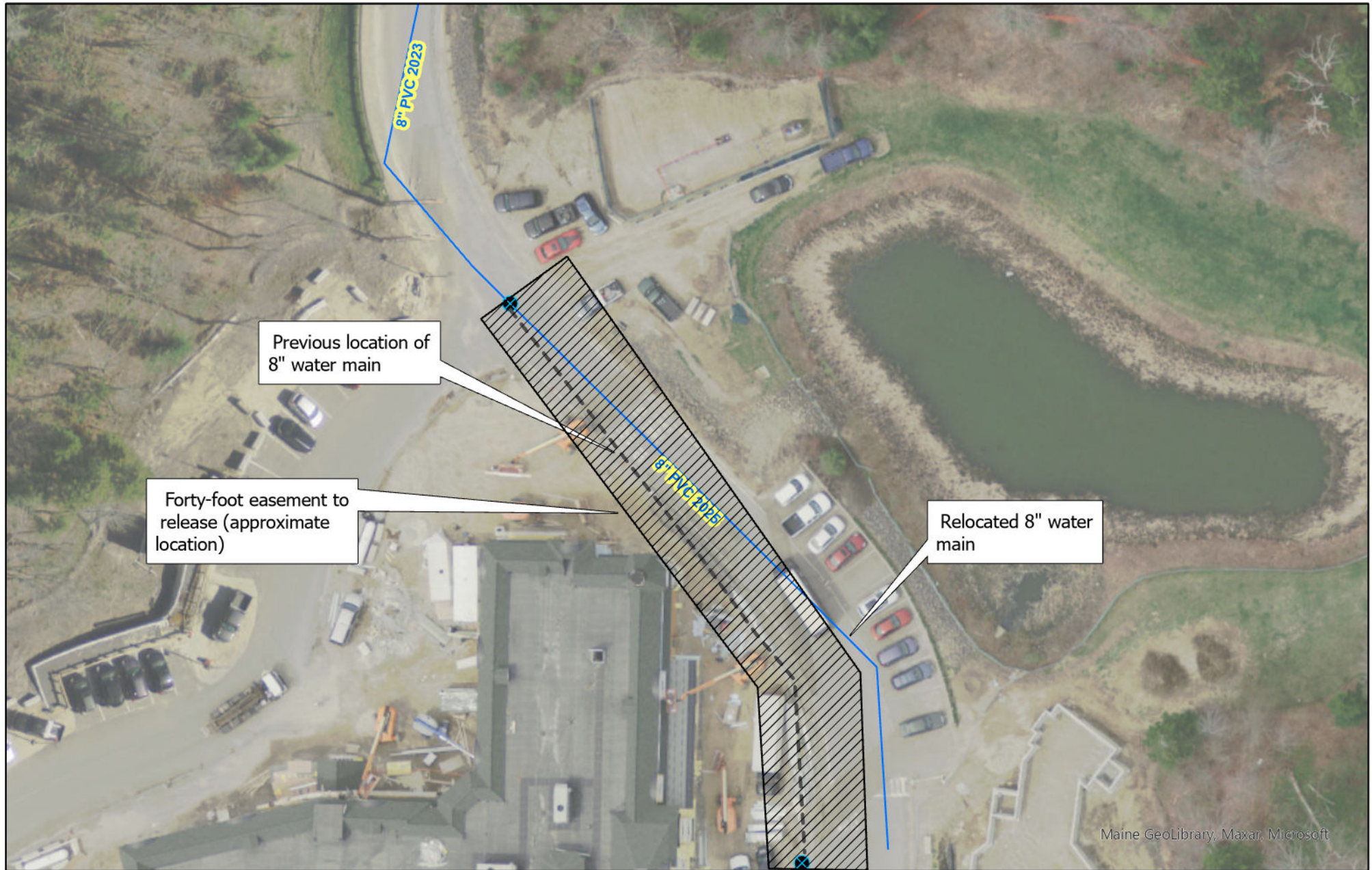
Corporation Counsel will review and approve the documents prior to their execution.

CONCLUSION(S)

Staff recommends that the easement release be approved. The Committee recommends that it be forwarded to the full Board for consideration.

ATTACHMENT(S)

Easement Schematic



Maine GeoLibrary, Maxar, Microsoft

Piper Road

Scarborough

PORTLAND WATER DISTRICT
225 Douglass Street
Portland, ME 04104

Relocation of Water Main
Piper Shores Property

Disclaimer: This map is suitable for preliminary study and analysis and is based on PWD record information. PWD is not liable for any damages whatsoever resulting from inaccurate data or from errors made in the location and marking of its infrastructure.

Prepared by Laurel Jackson August 21,, 2025

BOARD OF TRUSTEES/AGENDA ITEM SUMMARY

Agenda Item: 7D Order 25-023
Date of Meeting: September 29, 2025
Subject: Request for Contribution of up to \$20,000 to Loon Echo Land Trust to Support the Hennick Conservation Project
Presented By: Carina Brown, Water Resources Specialist

RECOMMENDATION

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

ORDERED, the General Manager is authorized to contribute up to \$20,000 to the Loon Echo Land Trust to support the conservation of land known as the Hennick property located in Naples.

BACKGROUND ANALYSIS

The Sebago Lake watershed encompasses 235,000 acres of land, which is primarily forested. The long-term water quality of the lake will be determined, in large part, by the conservation of those forests. Our Watershed Land Conservation Policy states our commitment to, and support for, locally-initiated land conservation efforts, since conserved forests naturally filter our customers' drinking water. At present, nearly 16% of the watershed is comprised of conserved land. Working with Sebago Clean Waters partners, we are working to bring that total to 25% by 2032.

The Hennick property is 27 acres located in Naples. Loon Echo Land Trust (LELT) will accept the donated land with the purpose of conserving it in perpetuity through a Declaration of Trust. The land will be owned and managed by LELT. The property is entirely forested and includes 1,250 feet of frontage on the Muddy River before it empties into Sebago Cove of Sebago Lake.

The recommended contribution of \$20,000 is the amount requested by Loon Echo Land Trust. In lieu of an appraisal, appraisal values of comparable lands conserved with a PWD contribution were utilized to calculate a range of recommended contribution values, which were between \$11,020 and \$27,954. The recommended contribution represents about \$740 per acre of protected land within the watershed. The generous donation of the full fee value by the landowner and contributions from Sebago Clean Waters and Western Maine Climate Fund will help make this acquisition possible. PWD's contribution is to be used for stewardship funds, needed to acquire the Hennick land in fee for conservation purposes.

FISCAL REVIEW / FUNDING

The recommended contribution of \$20,000 is the amount requested by the applicant and is within the range of possible calculated contributions determined by PWD's site-specific assessment. The contribution will be drawn from the PUC Watershed Protection Fund, which has an available balance of \$1.1M.

LEGAL REVIEW

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

CONCLUSION(S)

This project will contribute to the long-term protection of Sebago Lake, and the recommended contribution meets the guidelines of PWD's Watershed Land Conservation Policy. The Committee recommends it be forwarded to the full Board for consideration.

ATTACHMENT(S)

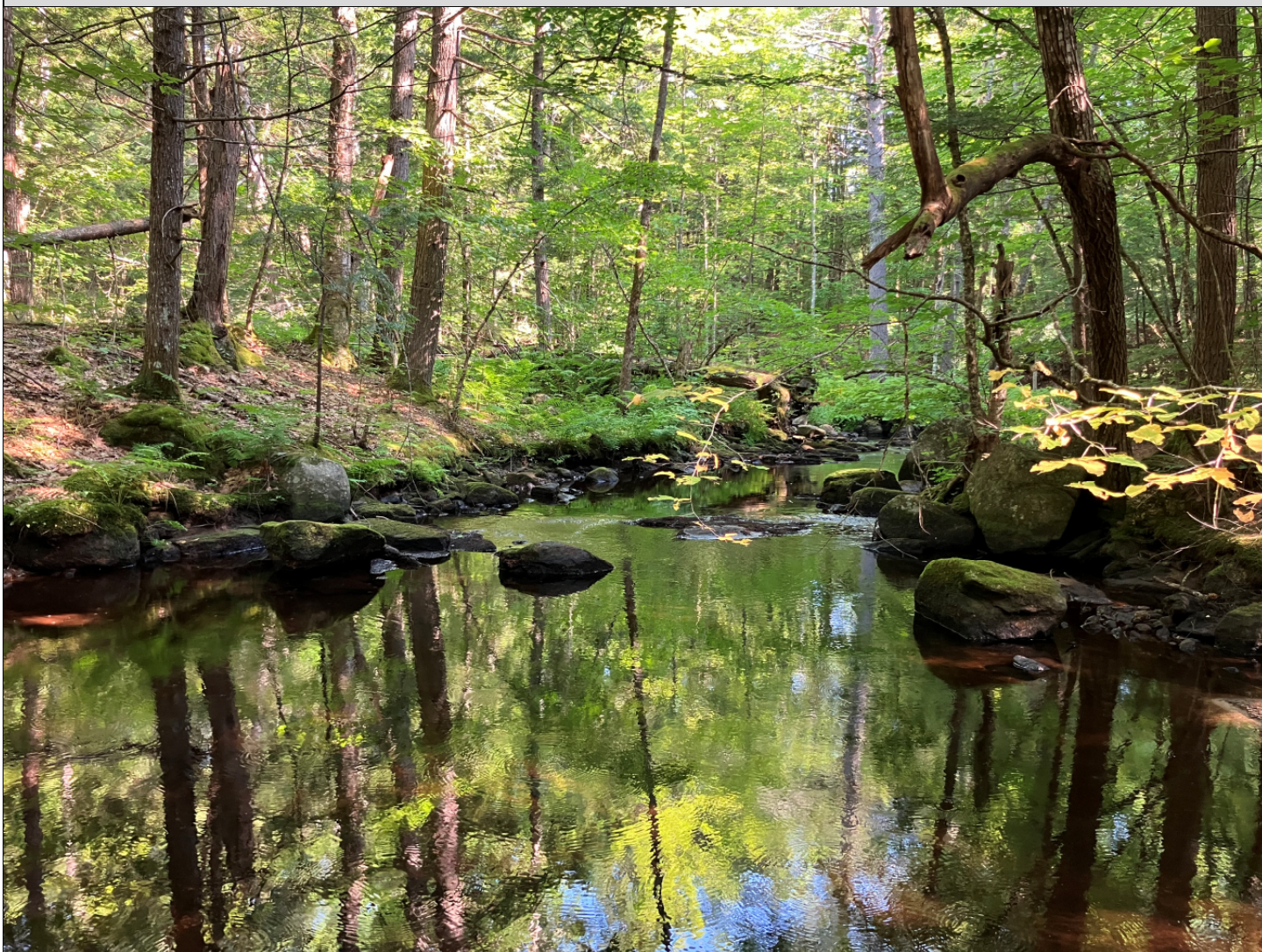
Hennick Report



PORTLAND WATER DISTRICT

Land Conservation Program

Site-Specific Assessment



Hennick Property

Naples, Maine

*Report prepared by PWD's Environmental Services Department
August 15, 2025*

Hennick Property Site Walk

Site Visit

Brie Holme and Carina Brown

July 29, 2025

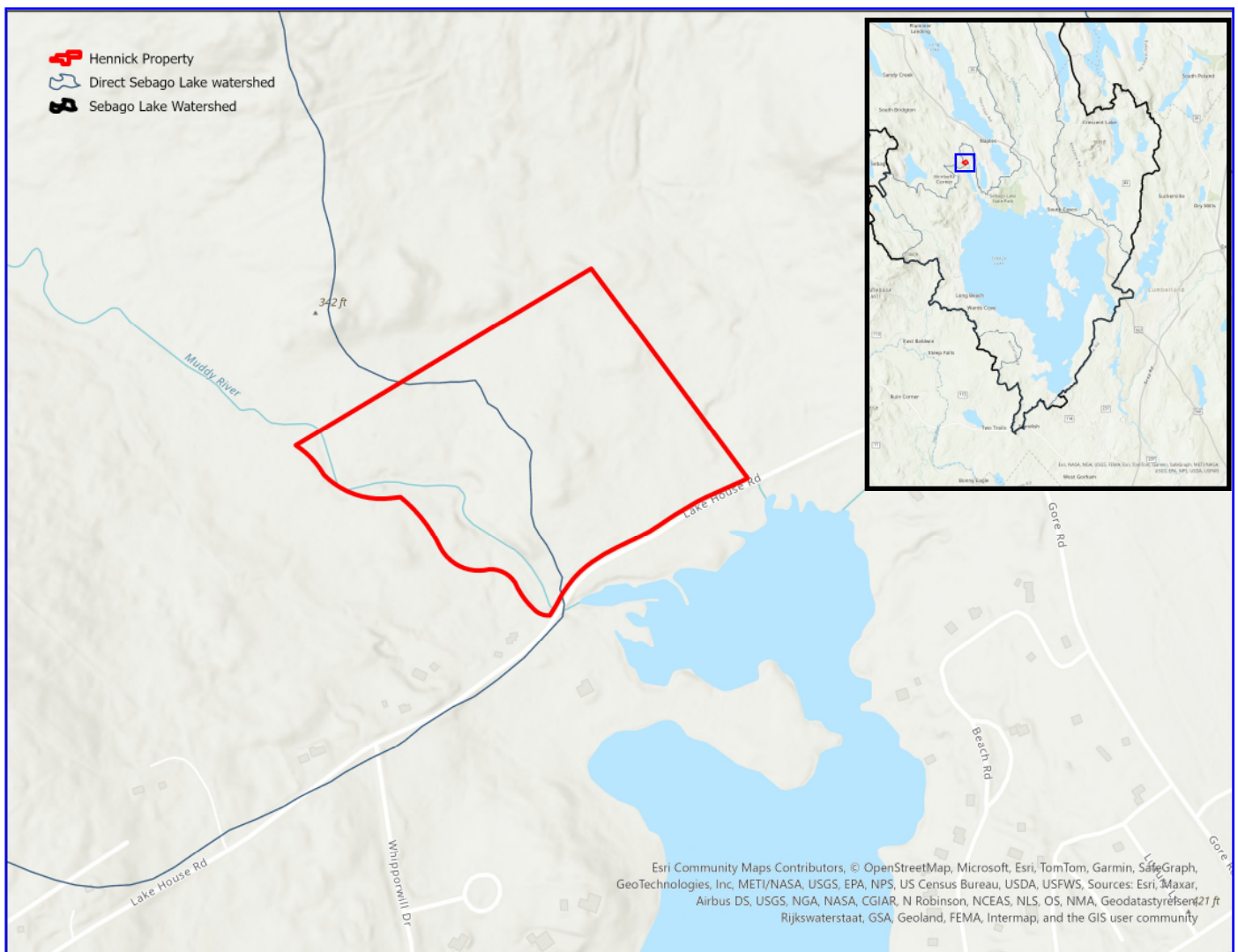
Description

The Hennick project is 27 acres of undeveloped forestland on the Muddy River in Naples with nearly 60% of the parcel being within the direct watershed of Sebago Lake. Its close proximity to Sebago Lake and location on the Muddy River make its conservation critical for protecting the water quality of Sebago Lake. The property is bounded on the west border by the Muddy River, right before it flows into Sebago Cove. The land will be protected by a fee donation to Loon Echo Land Trust.

Site Features

Location

The property is located in Naples.



Hennick Property Location map

Hennick Property Site Walk

Water Resources

The Muddy River flows along the western boundary of the property for approximately 1,250 ft. (0.24 miles). This is the last free-flowing stretch of the river before it enters Sebago Cove through a culvert. The Muddy River is home to wild brook trout and is annually stocked with brook trout by IF&W along the Hennick property boundary. This specific location has been known and loved by anglers for decades. Additionally, PWD's Water Resources staff use the property to test the water quality of the river on a monthly basis, and as a biomonitoring site to collect aquatic insects annually. Eight acres of significant sand and gravel aquifers underlay the property.

Connection to Sebago Lake

The Muddy River is a significant tributary to Sebago Lake. The river has excellent water quality.

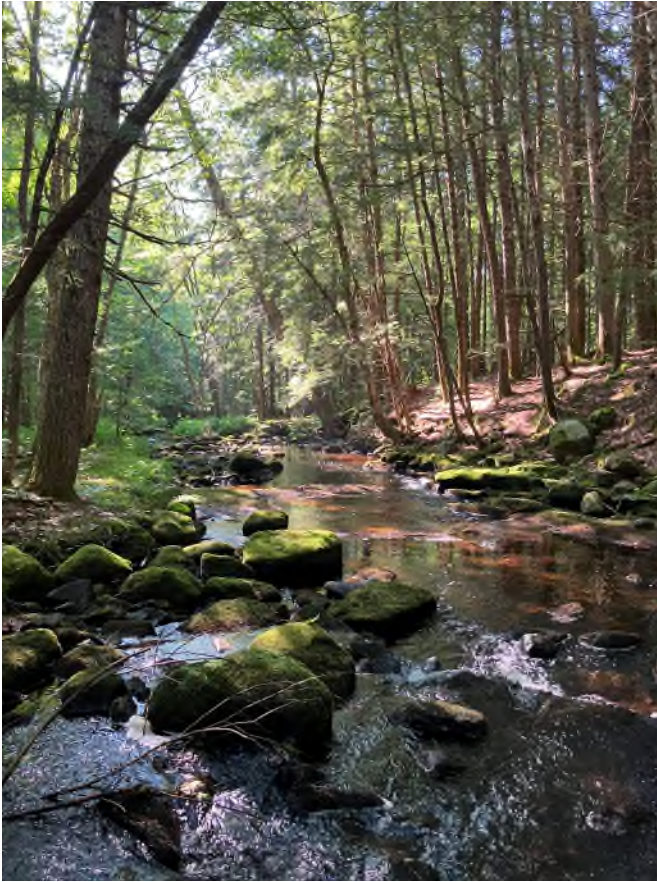


PWD Water Resources staff collecting aquatic insects in the Muddy River at the Hennick property. The insects indicate the river has excellent water quality.

Hennick Property Site Walk

Land Use/Land Cover

The land is entirely forested with a woods road providing access into the property. There have not been any known extensive harvests on the land, though selective harvests have occurred in the past. Once owned and managed by the land trust, stewardship plans will focus on public access for low impact recreation and forest management activities that focus on forest health and water quality protection, following a forest management plan prepared by a Maine- licensed forester that is updated at least every 10 years. The land trust does not plan to develop a trail system or parking area in the short term, given that the existing woods road can easily be accessed by visitors and there is a public, town-owned parking area across the road.



Muddy River



woods road

Hennick Fee Donation - Working Budget

updated: 07/01/2025

Expense

Stewardship Reserve

Taxes	\$	400.00
Monitoring	\$	150.00
Signage	\$	125.00
Administration	\$	250.00
Insurance	\$	400.00
Contingencies	\$	125.00
Annual total	\$	1,450.00
Capitalized Total	\$	36,250.00

Due Diligence

Legal	\$	3,000.00
Title	\$	2,000.00
Due Diligence Total	\$	5,000.00

Indirect cost total (10% rate)	\$	4,125.00
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Total Expenses	\$	45,375.00
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Income

Landowner donation	full fee value	
Western Maine Climate Fund	\$	5,000.00
SCW Land Protection Fund	\$	20,375.00
Portland Water District	\$	20,000.00
Total Income	\$	45,375.00

Status

anticipated

anticipated

submitted

GIS Site-Specific Property Assessment

Property Name: Hennick

Area (acres): 27

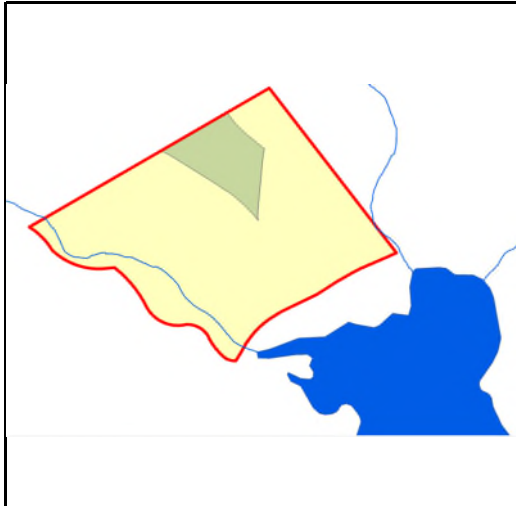
Location: Naples

Land Trust: LELT

Direct Sebago Lake Watershed

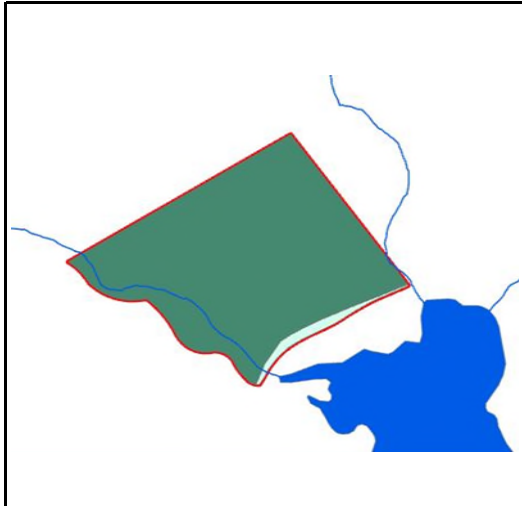
	acres	percent
Inside watershed	16	59.25926

Waterbodies map



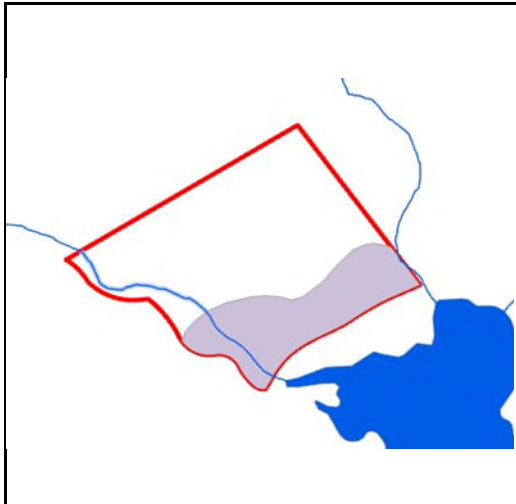
	acres	percent
Within 500 ft.	24	89
Within 500 - 1500 ft.	3	11
Beyond 1500 ft.	0	0

Land cover map



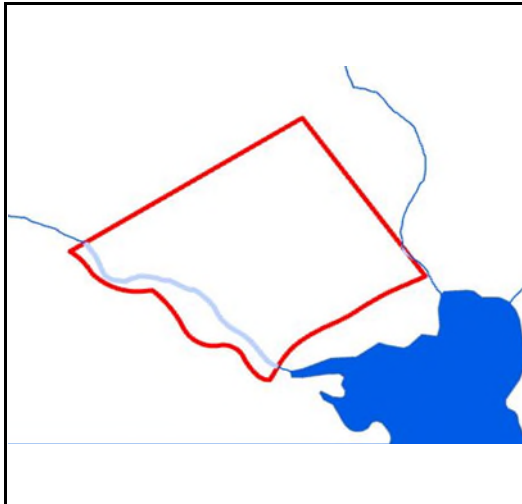
Forest cover	26	acres
	96	percent

Aquifer map



Sig. sand and gravel aquifers	8	acres
	30	percent

Wetlands map



Mapped wetlands	1	acres
	4	percent

Site-Specific Property Assessment

Property Name: Hennick

Appraised Value of Fee or Easement

Factors

25% or more in direct Sebago Lake watershed? add %

25% or more within 500 ft. of a waterbody? add %

25% or more within 1500 ft. of a waterbody? add %

100 ft. or more of frontage on a waterbody? add %

50% or more forested? add %

20% or more with mapped wetlands? add %

10% or more sign. sand and gravel aquifers? add %

25% or more in a shoreland town? add %

Likely to be developed? add %

Other (explain) - maximum of 3% add %

1 Public access planned

2 Wild Brook trout habitat

3 Part of regional Climate Resiliency Mapper cons. area

Calculated contribution (percent) - maximum 25% %

Calculated contribution

Amount requested

Recommended contribution

Comparable Appraisals for Calculated Contribution

Property Name: Hennick

Acres: 27

Calculated Contribution (%) 25

Property Name	Kimball Heirs	Sebago Cove	Edwards Mills	Deering-Northwest
Year Appraised	2024	2023	2022	2019
Appraised Value	\$267,000	\$1,495,000	\$1,175,500	\$39,000
Acres	85	361	720	20
Cost per Acre	\$3,141	\$4,141	\$1,633	\$1,950
Estimated Appraisal for Hennick	\$84,812	\$111,814	\$44,081	\$52,650
Calculated Contribution	\$21,203	\$27,954	\$11,020	\$13,163
Amount requested		\$20,000		
Recommended contribution		\$20,000		

BOARD OF TRUSTEES/AGENDA ITEM SUMMARY

Agenda Item: 7E Resolution 25-014
Date of Meeting: September 29, 2025
Subject: Confirmation of General Manager's Appointment of Executive Director of Asset Management and Planning
Presented By: Scott Firmin, General Manager

RECOMMENDATION

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

RESOLVED, the Board of Trustees confirms Greg Pellerin as PWD's Executive Director of Asset Management Planning, effective September 15, 2025.

BACKGROUND ANALYSIS

Greg Pellerin has been with PWD for nearly a decade and has recently served as the Engineering and Asset Management Services Manager. Greg has a varied background in delivering capital projects and implementing engineered solutions, including 5 years as a consulting engineer. Greg has been one of several members critical to the effort to deliver the North Windham Wastewater Facility.

This position was advertised both internally and externally. Greg was selected from a very impressive pool of candidates and will be an asset to PWD in this critical position.

LEGAL REVIEW

Corporation Counsel has reviewed the proposed Resolution as to form.

CONCLUSION(S)

Scott Firmin, General Manager, recommends the confirmation of Greg Pellerin as PWD's Executive Director of Asset Management Planning, effective September 15, 2025.

ATTACHMENT(S)

None.