DRAFT

As voted by the Board of Trustees and in accordance with the notice of the meeting, the Regular Meeting of the Board of Trustees of the Portland Water District was held at the Jeff P. Nixon Training Center, 225 Douglass Street, Portland, Maine, and via Zoom, on Monday, September 21, 2026. Attending from staff were S. Firmin, K. Tibbets, J. Wallace, D. Kane, G. Pellerin, C. Brown, C. Poulin, M. Clements, E. Archibald, and C. Davis.

President Lunt convened the business meeting at 6:01 p.m., with the Pledge of Allegiance and a moment of silence.

ROLL CALL

The roll was called by the Clerk. All trustees but Trustee Hewes, Trustee Scontras, and Trustee Shattuck-Heidorn were in attendance.

ACCEPTANCE OF MINUTES

Trustee Libby made a motion to accept the minutes of the Regular Meeting of August 24, 2026, seconded by Trustee Willett. It was voted all in favor.

Trustee Crockett made a motion to accept the minutes of the Workshop Meeting of September 14, 2026, seconded by Trustee Willett. It was voted all in favor.

INVITATION FOR PUBLIC COMMENT

None.

REPORTS

Operations Committee

Trustee Crockett provided a summary of the Operations Committee meeting on September 14, 2026.

Staff reviewed the status of Pump 2 at Northeast Pump Station and recommend amending the 2026 CIP not to exceed $200,000 to fund the pump repair project.

Staff provided a project update on the EEWWTF Comprehensive Design-Build.

Planning Committee

Trustee Douglas provided a summary of the Planning Committee meeting on September 14, 2026.

Adam Sellick provided an overview of the water main renewal program. He covered high level review of the mission and approach for the program, highlighting advancements made by staff on the program over the last year to build a foundation for future growth.

Administration and Finance

Trustee Willett provided a summary of the Administration and Finance Committee meeting on September 14, 2026.

Mr. Kane reviewed the 2027 actuarial valuation funding reports for the defined benefit pension plans.

Mr. Kane presented a motion authorizing the participation in the new Low-Income Assistance Program offered through the Maine Department of Health and Human Services (DHHS).

Mr. Kane provided a recommendation authorizing staff to prepare supporting documents for a water rate increase of 11.2%, including a notice to customers notifying them of the increase and public hearing on November 9, 2026.

General Manager's Report

Scott Firmin, General Manager, provided updates to the Board regarding the successful startup of the North Windham Wastewater Treatment Facility, noting the accomplishment and recognizing the Board's vision, the Town of Windham's support, and PWD staff's work in delivering the project. A Maine DEP staff tour of the facility is planned, and an open house is scheduled for October 8 at 2:00 p.m. Scott also noted that the Sebago Lake monitoring buoy is back in service; in response to questions regarding its recent technical issues and maintenance needs, staff will review the buoy's history and report back to the Board. The Board also discussed the impact of tariffs on project costs, including approximately $27,000 in additional costs for parts for the East End Wastewater Treatment Facility press. Finance staff reported that total tariff-related costs tracked to date are approximately $35,000–$40,000.

NEW BUSINESS

Order 26-020 authorizing the General Manager to execute an agreement with Maine Department of Health and Human Services to participate in the State's Low-Income Assistance Program.

In 2007, the Board adopted water rate tariffs incorporating a low-income rate. The adoption coincided with the Board recognizing the need to increase water rates annually to provide adequate funding to support the operating and capital needs of the District while realizing some customers may not be able to afford the higher rates. Customers who qualified for the state's heating assistance program (LiHEAP) as determined by the local community action program – Opportunity Alliance have the opportunity to enroll in the assistance program. Unfortunately, as the chart below indicates, the number of customers participating in the program has been trending down.

Recently, the Board requested staff to explore expanding the current low-income program. District staff became aware of a new program being implemented by electricity utilities in conjunction with the Department of Health and Human Services (DHHS). The utilities provide DHHS a list of customers and DHHS reviews the list and provides the utility a list of customers meeting the criteria established by the utility. Using the same criteria that Central Maine Power is using (see table below), DHHS reviewed records and identified 1,546 homeowners in Portland Water District's service territory who may be eligible for such a program.

It was moved by Trustee Willett and seconded by Trustee McCann.

It was Voted and unanimously,

> ORDERED, the General Manager is authorized to execute an agreement with Maine Department of Health and Human Services to participate in the State's Low-Income Assistance Program.

Order 26-021 authorizing the Treasurer to begin the process of increasing water rates by approximately 11.2% effective January 1, 2027.

At the July 14th Board Workshop meeting, staff indicated the 2027 targeted average water rate increase was 12.2%. Since that meeting, the general manager hosted budget review meetings with all departments and staff resulting in an updated budget request indicating a 11.2% is needed.

It was moved by Trustee Willett and seconded by Trustee McCann.

It was Voted and unanimously,

ORDERED, pursuant to Board of Trustees Policy, the Treasurer shall prepare the supporting documents for a water rate increase of approximately 11.2%, with new rates effective January 1, 2027.

Order 26-022 amending the 2026 Capital Improvement Plan to include an additional project, Northeast Station Pump.

Northeast Pump Station (NEPS) pump 2 has been out of service due to a programming failure that caused the pump to back spin causing severe damage. Pump 2 at NEPS is a 9,000 gallon per minute pump that is used primarily to handle flow during wet weather events. The initial repair costs were expected to be around $180,000 for a refurbishment incorporating original equipment manufacturer (OEM) parts. The costs may be lower if the impeller is manufactured at the repair facility. The repair time is estimated to be approximately five months, which is a fraction of the time required to order a new pump.

It was moved by Trustee Crockett and seconded by Trustee McCann.

It was Voted and unanimously,

ORDERED, that the 2026 Capital Improvement Plan is amended to include an additional project Northeast Station Pump ("Project") and to fund the Project in an amount not to exceed $200,000 related repair of the Northeast Pump Station's Pump 2, and 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.

SECOND INVITATION FOR PUBLIC COMMENT
None.

TRUSTEE COMMENTS
The Board revisited the Low -Income Home Energy Assistance Program and discussed notification for customers who qualify for the lower rate through the program. Customers identified through the DHHS list will automatically receive the lower rate, and PWD will notify them by letter or email, when available. Trustees expressed appreciation to staff for implementing the program and emphasized the importance of proactively supporting low-income customers, particularly as future infrastructure investments are expected to place upward pressure on rates. The Board also requested information comparing current diesel costs to costs two years ago to better understand the impact on PWD's operating expenses.

EXECUTIVE SESSION
Vice President McCann made a motion to go into executive session at 6:29 p.m., pursuant to 1 M.R.S. §405(6)(A), personnel matter, seconded by Trustee Libby. All in favor.

Trustee Libby made a motion to come out of executive session, pursuant to 1 M.R.S. §405(6)(A), personnel matter, seconded by Trustee Crockett. All in favor.

OTHER BUSINESS
None.

ADJOURNMENT
Meeting adjourned at 6:55 p.m.

Submitted by,

Kaitlin Tibbets
Assistant Clerk