

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

225 Douglass Street, Portland, Maine  
Jeff P. Nixon Training Center

6:00 p.m. on Monday, March 23, 2026

<https://us06web.zoom.us/j/88330675460?pwd=ZUzwjUxDnHSEYiFvmMnRxBpr8z6Qbg.1>

1. Convene Meeting with Pledge of Allegiance and moment of silence. President Lunt
2. Roll Call Clerk
3. Election of Officers for 2026-2027 Clerk
  - President
  - Vice President
  - Treasurer
  - Clerk
  - Assistant Clerk

President for 2026-2027 assumes Chair
- 4a. Acceptance of Minutes of the Regular Meeting of February 23, 2026 President Lunt
- 4b. Acceptance of Minutes of the Workshop Meeting of March 9, 2026 President Lunt
5. Invitation for Public Comment President Lunt
6. Reports:
  - Operations Committee Reports Trustee Crockett
  - Planning Committee Reports Trustee Douglas
  - Administration & Finance Committee Reports Trustee Willett
  - General Manager's Report General Manager
7. New Business
  - A. Order 26-005 authorizing a transfer of the 2025 annual operating fund change in the Water Fund to the Operating Reserve. Administration and Finance Committee
  - B. Resolution 26-004 recognizing the accomplishments and contributions of retiring Corporation Counsel, Donna Katsiaficas. President Lunt
8. Other Business An item may be added to this agenda provided seven trustees vote to waive the rule regarding agendas. President Lunt
9. Second Invitation for Public Comment President Lunt
10. Trustee Comments 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**

**March 23, 2026**

**New Business**

**Agenda Items 7A-7B**

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

Agenda Item: 7A Order 26-005  
Date of Meeting: March 23, 2026  
Subject: Allocation of 2025 Water Fund Surplus  
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 2025 annual operating fund change in the Water Fund is hereby allocated to the Operating Reserve.

### **BACKGROUND ANALYSIS**

Preliminary unaudited 2025 Financials indicate the Water Fund will have a positive net change of approximately \$1,000,000. The financial results are due to higher water revenues (\$1,199,000) partially offset by higher net expenses (\$199,000) than anticipated. Some of the ways the surplus balance can be used are listed below:

- Operating Reserve Contribution: Operating Reserve is \$6.8 million, which is 20% of 2025 expenses, 5.0% lower than 25% target. Adding \$1.0 million to the reserve brings the balance to \$7.8 million, which is 23% of expenses.
- Watershed Supply Protection Fund Contribution: Per state law, the District may allocate any surplus balance generated from operations up to 5% of total revenue annually to the Water Supply Protection Fund. Based on preliminary 2025 results, up to \$1,700,000 may be allocated to the fund. The current available balance is \$0.7 million.
- Renewal and Replacement Fund Contribution: Projected 12/31/25 balance is \$4.2 million, which is \$150,000 higher the target balance.
- Dedicated Reserve
  - Master Plan and Related (\$440,981 available balance)
  - Rate Stabilization Fund (\$300,000 balance)
  - Watershed Protection Fund (\$591,948 available balance)
  - Capital Reserve Fund (\$4.2 million balance)

### **LEGAL REVIEW**

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

### **CONCLUSION(S)**

The Administration and Finance Committee reviewed at the March 9, 2026 meeting and recommended the motion be forwarded to the full Board for its consideration.

### **ATTACHMENT(S)**

None.



RESOLUTION RECOGNIZING THE SERVICE OF DONNA KATSIAFICAS  
PORTLAND WATER DISTRICT  
BOARD OF TRUSTEES

**WHEREAS**, Donna Katsiaficas joined the Portland Water District in September 2006 as Corporate Counsel and has served PWD with distinction for nearly two decades; and

**WHEREAS**, Donna has provided sound legal counsel to the Board of Trustees and staff, consistently offering clear, strategic guidance that protected PWD's interests; and

**WHEREAS**, Donna has been a valued member of the Senior Management Team, contributing to major decisions and initiatives with insight and unwavering dedication to good governance; and

**WHEREAS**, She has managed legal matters ranging from contracts and claims to regulatory compliance and policy development, ensuring PWD operated in a manner that was in accordance with the law; and

**WHEREAS**, Donna has been deeply respected by trustees, colleagues, and external partners alike for her integrity and deep knowledge of municipal and utility law; and

**WHEREAS**, In her role as Clerk, Donna ensured the integrity of PWD's official records, supported the Board of Trustees by preparing and maintaining accurate meeting minutes and actions, and upheld statutory and governance requirements essential to transparent and effective public administration; and

**WHEREAS**, Donna's retirement concludes many years of dedicated service, during which she provided reliable counsel, steadfast advocacy, and support to PWD;

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Trustees of the Portland Water District that Donna Katsiaficas be formally recognized and thanked for her outstanding service, wise counsel, and lasting contributions to PWD and the communities it serves.

**BE IT FURTHER RESOLVED**, that the Board extends its sincere best wishes to Donna in her next endeavor.

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Attest:  
Donna M. Katsiaficas  
Clerk

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William M, Lunt, III  
President