



WORKSHOP MEETING BOARD OF TRUSTEES

225 Douglass Street, Portland, Maine
Jeff P. Nixon Training Center
6:30 p.m. on Monday, March 9, 2026

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, March 9, 2026. The meeting will begin at 6:30 p.m. in the Nixon Training Center at the general offices of the District located at 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 Room	5:30 p.m.
Operations	EOC 2 nd Floor	5:30 p.m.
Planning	Nixon Training Center	5:30 p.m.

AGENDA – WORKSHOP

1. Corporation Counsel Discussion
Staff will provide an overview of the status of hiring a new Corporation Counsel. Staff will also provide options to manage any interim period during the hiring process.
2. General Manager Comments
3. Other Business
4. Adjourn

Memorandum

To: Board of Trustees

From: Donna Katsiaficas, Corporation Counsel

Date: March 3, 2026

Cc:

Subject: Proposed Interim Measures for Corporation Counsel
Allocation of Duties

In the event that a candidate has not been chosen to fill my position by the time I leave (March 27), I am willing to continue to provide services for 12-16 hours per week for a period of a couple months. I would be able to do routine tasks, such as the agenda, contracts, claims administration, digsafe violations and routine real estate transactions.

I propose to engage a law firm to handle issues that come up that are not routine in nature or that will need continued work after my final departure – such as any real estate work that may need to be done related to any large development, or any intermunicipal agreements, or any work related to long term projects like biosolids. This would be on an interim basis until my replacement is hired.

I have solicited proposals from 2 firms that do municipal type work. There is 1 other firm in Portland that does such work, but because of potential conflicts of interest, and other various reasons, I did not solicit a proposal from that firm. I have received a proposal from one firm I solicited, and hope to have the other proposal from the second firm by the time of the Workshop on March 9. I plan to share these with the Board at that time.

The Board may want to consider keeping the door open to doing business with both of those firms in the event one firm has a conflict of interest.

Municipal work is normally billed at a lower rate than other work for private clients. The goal would be to involve the firms only as needed.

During the Workshop I can provide further explanation as to how this would work if the Board is interested in me pursuing this and getting it set up.

Corporation Counsel Search Process



To create an efficient process that is not bogged down by logistics, a meeting was held to discuss and determine what steps should be taken. Due to the tight timelines associated with this search, and in consultation and at the direction of the Board President and Vice President, the following process has been established:

Application Sourcing and Review:

1. Job posted to MMA, NEWWA, MWUA, MEWEA, NEWEA, LinkedIn, indeed, and the Maine bar Association. As part of the Maine Bar posting, the job is also posted to a legal job board network consisting of over 85 other job boards including the Mass. Bar Association, Boston Bar Association, and the New York State Bar Association. This is considered a passive recruiting approach.
2. Additionally, HR will be working on an active recruiting approach where we seek out qualified candidates and then solicit to gauge interest. This approach relies on everyone tapping into their networks to provide names as well as doing general resume searches to find candidates rather than wait for them to find us.
3. Applications are then reviewed by HR for minimum qualifications and passed to Corporation Counsel for a second look. When applicants are identified as potential candidates, those applications are forwarded on to the President and Vice President of the Board for final review before establishing an interview.

Interview Process:

1. The interview process will consist of three phases. HR will coordinate and schedule these interviews, including working with Interviewers to develop interview questions. Depending on the application flow, these interviews may be clumped together or spread apart, with the intent being to address applications quickly, so not to lose candidates due to a sluggish process.
2. The first level interview is more to establish cultural fit and work style. Interviewers selected for this include David Kane, Exec. Director of Admin, Paul Hunt, Environmental Services Manager, and Donna Katsiaticas, Corporation Counsel, as these are long tenured employees who will immediately understand if this person's approach will assimilate well with the rest of the organization.
3. The second level interview will establish more "in the weeds" topics as it relates to the work both from staff and Board perspectives. Interviewers selected for this step include David Kane, Donna Katsiaticas, and Scott Firmin, General Manager, from staff. Bill Lunt, Board President, Fred McCann, Vice President, and Gary Libby, with his legal expertise, will represent the Board. This meeting will be posted as required, but as executive session, due to three Board members being present.
4. The third level will consist of only the top candidate(s) being introduced to the Board at large and senior management staff for a final Q&A.

Selection:

1. Once the candidate(s) have completed all three steps of the interview process, the Board will make a decision, with staff providing recommendation, or direct HR to continue to source more candidates.
2. In the event a viable candidate is found and selected, we will engage with the legal firm of the Boards choosing to execute hiring terms and conditions. Recommendation would be to work with our long-standing partners at Bennett Law.

Search Firm:

If the application flow remains low, search firms will be engaged to increase exposure and speed up the process. There are several local and regional firms, as well as specialty search firms that will be compiled and presented to the Board President and Vice President for consideration. The firm would simply provide candidates for staff to present to the search group and establish interviews. Firms providing this service generally only charge a percentage of the annual salary of the selected candidate provided to us by that firm. Generally, they do not charge unless we select their offering for hire. All contracts for this service will be reviewed by Corporation Counsel.



MEMORANDUM PORTLAND WATER DISTRICT

TO: Administration and Finance Committee/Board of Trustees

FROM: David Kane, Executive Director of Administration
Emanuel Archibald, Human Services Director

DATE: March 3, 2026

RE: **Administration and Finance Committee Meeting – March 9, 2026**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Monday, March 9, 2026, at 5:30 p.m., in the Monie Conference Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Water Fund Annual Surplus Disposition**
The Committee will discuss the disposition of the expected 2025 Water Fund surplus. (See attachment).
2. **Cayenta AI Demonstration**
The Committee will be shown a demonstration of the new customer service AI tool.
3. **Committee Workplan**
The Committee will review the Committee's 2026 Workplan, including the addition of reviewing the 2025 Vendor Listing, procurement policy, and Home Service program review. (See attachment).
4. **Other Business**
 - A. Westbrook Wastewater Fund Transfer.

ADMINISTRATION AND FINANCE COMMITTEE/AGENDA ITEM SUMMARY

Agenda Item: 1
Date of Meeting: March 9, 2026
Subject: Allocation of 2025 Water Fund Surplus
Presented By: David Kane, Executive Director of Administration

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 Operating Reserve up to the Board target balance of \$7,289,055 with the remaining balance allocated to the Renewal and Replacement Fund.

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)

Staff recommends the annual surplus be retained in the operating fund balance.

ATTACHMENT(S)

None.

	Admin Committee 2026 Work Plan	Attachment 3.3
2026	DRAFT	
Jan	Cybersecurity Policy, Falmouth's request for refund	
Feb	Annual review of Turnover statistics/Recruiting Strategy, Water/Wastewater Spring Bond Authorization, Green Bond motion(s), Meter Project status - Gorham Pilot, Cayenat AI Product	
Mar	Annual Approve Water Surplus Disposition, Year End Actuary Report, Leave Policy update (impact of new Maine law), Westbrook funding transfer heads up	
Apr	Election of Chair, Annual WW Surplus Disposition, Amend Pension Plan for Union Contract Changes, Actuary Report, Procurement Policy	
May	Audit report ; 2025 Vendor Payment Review; Home Service Program Review	
Jun	Budget Parameters, Pension Actuary Funding Report, Safety Program and Training Programs update	
Jul	Water/Wastewater Fall Bond Authorization, Non-Union Comp Policy/Structure Change, Meter Project Update, Westbrook Fund transfer to cover operating shortfall	
Aug	(assume at Lake with limited committee meeting.	
Sep	Water Rate Adjustment Recommendation, Annual SIA Policy Amendment/Designation	
Oct	Annual Benefit Program Review, Terms&Conditions/Non-Tariff Review, Cybersecurity 2025 Update	
Nov	Budget Review,	
Dec	Annual Non-Union Pay Scale Adjustment; Pension COLA, Meter Project Update	



MEMORANDUM PORTLAND WATER DISTRICT

TO: Operations Committee/Board of Trustees

FROM: Charlene Poulin, Director of Operations - Wastewater
James Wallace, Director of Operations - Water

DATE: March 3, 2026

RE: **Operations Committee Meeting – March 9, 2026**

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Monday, March 9, 2026, at 5:30 p.m., in the Emergency Operations Center (EOC) Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Update on Asset Management and Maintenance Strategy in Wastewater Operations**
Staff will give a presentation on the asset management and maintenance strategy efforts that have been completed and the direction of future efforts.
2. **Update on the Preliminary Northeast Pump Station/CMP Relocation Work**
Staff will provide an update on the CMP substation and Northeast Pump Station force main relocation effort to support the substation project.
3. **Bay St. Great Diamond Leak Repair**
Staff will provide an update on the leak and boil water order that was required for the Islands of Casco Bay.
4. **Other Business**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Planning Committee/Board of Trustees

FROM: Greg Pellerin, Executive Director of AMAP

DATE: March 3, 2026

RE: Planning Committee Meeting – March 9, 2025

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Monday, March 9, 2026, at 5:30 p.m., in the Nixon Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. PWD Strategic Master Planning

Helen Newman, Project Engineer, and Greg Pellerin will provide an annual update on the District's strategic master planning efforts, and our goal to develop and maintain a planning level district-wide 20-year infrastructure investment plan. The presentation will include a review of the program's mission, current active efforts, and upcoming efforts.

2. MDOT Rail Trail Corridor Update

Staff will provide the committee with a brief summary of our collaboration with a legislatively sanctioned stakeholder workgroup and MDOT's railroad division regarding the State's ongoing project to extend the Mountain Division Trail from its current termination in Standish to Fryberg. The District has been working with MDOT and their consultants for several years to come up with a route for the trail to pass through the District's watershed protection land around Lower Bay.

3. Other Business