



WORKSHOP MEETING BOARD OF TRUSTEES

225 Douglass Street, Portland, Maine
Jeff P. Nixon Training Center
6:00 p.m. on Monday, June 8, 2026

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, June 8, 2026. The meeting will begin at 6:00 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>
Pension	3 rd Floor Training Room	5:15 p.m.
Administration & Finance	3 rd Floor Training 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. **Facilitated Work Session**

Staff will present a summary of future challenges and opportunities to engage the Board in a discussion of current and future priorities.

The following materials for the session are attached:

- Agenda
- Facilitator Biography
- Staff Presentation

2. **General Manager Comments**

3. **Other Business**

4. **Adjourn**

Objectives

- To identify and understand future challenges and opportunities most likely to require investment, staff capacity, and/or other resources.
- Work towards general consensus, in collaboration with the General Manager and Senior Management Team members, on how to proceed with the most significant future considerations.

Agenda

- 6:15 **Opening**
- General Manager Scott Firmin and President Bill Lunt will explain the context and objectives for the workshop.
 - Facilitator Craig Freshley will explain the agenda and some discussion guidelines.
 - For Craig's benefit, we will do some quick introductions.
- 6:25 **Senior Management Team Considerations for the Future**
- The General Manager will present some key issues facing the Water Sector nationally.
 - Senior Management Team members will collaboratively present and briefly explain top challenges and opportunities, from their perspective, most likely to need additional investment, staff capacity, or other resources.
- 7:00 **Board Discussion and Additional Issues**
- Each Board member will have an opportunity to suggest additional future items.
 - Board members can discuss all the items and the relative urgency and magnitude of the items.
- 7:40 **Emerging Conclusions**
- With Craig's help, we will discuss, identify, and document emerging conclusions.
 - As appropriate, we will also identify needs for further information.
- 7:45 **Ongoing Plans**
- Craig and Scott will explain their suggestions for the next Big Picture Workshop and subsequent workshops; how we may organize and revisit the top items and explore new emerging issues.
 - The Board will discuss, revise, and develop general consensus on a plan for the next meeting and going forward.
- 7:55 **Closing Comments**
- Each person will have a chance to say a brief last word, such as a take-away or hope for the future.
- 8:00 **Adjourn**

Good Group Decisions (<https://goodgroupdecisions.com>)

Meeting facilitation, dynamic talks, and collaboration expertise to help your group be more productive.

Craig's Biography

Craig Freshley is a Maine-based **speaker, author, and professional meeting facilitator** who helps folks get along and work together better. As the founder of **Good Group Decisions**, he's helped thousands of groups — from nonprofits and governments to businesses — be more efficient, collaborative, and productive.

Craig's book *Together We Decide: An Essential Guide for Making Good Group Decisions* was an Amazon **#1 New Release and Top-10 Bestseller**, praised for its practical insight and inspiring ideas. He has also won the **American Civic Collaboration Award** for creating Make Shift Coffee Houses — community forums where Democrats and Republicans gathered to understand each other.

Over his career, Craig has facilitated **3,000+ meetings**, developed hundreds of actionable tips and videos on collaboration, and built a reputation for transforming how groups work together. He also serves as a Senior Vice President of Strategic Government Resources.

Craig holds degrees in Political Science, Philosophy, and Public Policy, and his early career included roles in Maine state planning and nonprofit leadership. He lives in a cohousing community and embraces Quaker values of respect, curiosity, and shared purpose.


Working with Craig (<https://goodgroupdecisions.com/working-with-craig/>)



Craig Freshley accepts the 2019 American Civic Collaboration Award from Caroline Klibanoff at the National Conference on Citizenship in Washington, DC, October 30, 2019.

Ready to keep learning?

Sign up for my Newsletter




Portland Water District
From Sebago Lake to Casco Bay

Future Challenges, Opportunities & Strategic Considerations

Portland Water District – Trustee Session

Presented by:
Senior Management Team




Portland Water District
From Sebago Lake to Casco Bay

Why We're Here



- Share management's perspective on emerging items
- Highlight risks and opportunities facing the organization
- Align on long-term priorities and strategic direction
- Gather trustee input to inform future planning


Our Vision, Our Mission



VISION - Our future goal and aspiration
With our customers' best interests as a guide, we will use innovative approaches to become a trusted provider of industry-leading water services.

MISSION - Our purpose, what we do
Protect public health, safety, and the environment by providing customers with high-quality, reliable, and affordable water services.

Corporate Goals



Goal 1 – Public Health and Safety
Protect public health and safety by providing services that meet or exceed federal, state and local health, and safety standards.

Goal 2 – Environmental Stewardship
Ensure the sustainability of natural resources by protecting the environment within our shared watersheds and service area.

Goal 3 – Reliable & Sustainable Service
Provide services in a manner that is reliable and sustainable, so customers can depend on them.

Goal 4 – High Value
Provide high value services, which requires engaging and understanding customer needs and priorities; balancing competing goals with the cost of services with customers' ability to pay.

Goal 5 – High-Performance and Supportive Work Environment
Maintain a safe work atmosphere that values diversity and inclusiveness, collaboration, engagement, and respect, while embracing continuous improvement and efficiency.

Approach




- Input gathered from senior leadership across departments
- Review of operational, regulatory, financial, and environmental factors
- Focus on forward-looking risks and system sustainability
- Many themes represent District-wide issues, not isolated problems

2026 Water Research Foundation's Focus on the Future



<p>RESILIENCE & CLIMATE ADAPTATION Extreme Weather • Drought • Flooding • Wildfire Impacts Climate Risk Metrics • Long-Term Planning • Water Security</p>	<p>SUSTAINABILITY & RESOURCE RECOVERY Circular Water Economy • Energy Optimization • Net Zero Nutrient Recovery • Carbon Reduction • Biosolids Strategy</p>
<p>WATER QUALITY & PUBLIC HEALTH Emerging Contaminants • PFAS • Microbial Risks • Biofilms Source Protection • Monitoring Innovation • Regulatory Evolution</p>	<p>DIVERSIFIED & FLEXIBLE WATER SUPPLY Reuse • Decentralized Systems • Building-Scale Recycling Groundwater Resilience • Demand Management • Drought Tools</p>
<p>INFRASTRUCTURE MODERNIZATION Aging Assets • Renewal Strategies • Smart Maintenance System Integrity • Extreme Event Recovery • Reliability</p>	<p>WORKFORCE & ORGANIZATIONAL CAPACITY Talent Retention • Skills Gaps • Branding Water Careers Leadership Development • Culture • Knowledge Transfer</p>
<p>TECHNOLOGY & DIGITAL TRANSFORMATION AI & Machine Learning • Digital Twins • Remote Sensing Real-Time Monitoring • Data Integration • Cybersecurity</p>	<p>FINANCIAL & GOVERNANCE INNOVATION Affordability • Rate Design • AMI-Driven Insights Long-Term Investment • Hidden Costs • Governance Models</p>

EQUITY • COMMUNITY TRUST • COMMUNICATION

Emerging Areas



1. Sustaining a Skilled and Resilient Workforce
2. Increasing Complexity and Uncertainty
3. Maintaining Reliable and Resilient Systems
4. Balancing Investment Needs and Ratepayer Impact
5. Increasing Environmental Risks
6. Leveraging Technology
7. Strengthening Engagement, Transparency, Public Trust



Sustaining a Skilled and Resilient Workforce



Key Issues:

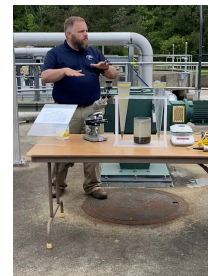
- Aging workforce and retirement risk
- Attracting and retaining talent
- Retaining institutional knowledge
- Certification and training barriers
- Productivity

Why It Matters:

- Direct impact on operational reliability and compliance
- Impact on ability to respond to other risks

Implications:

- Increased focus on succession planning
- Need for enhanced recruitment, retention, and training strategies
- Greater investment in workforce development



Organizational Goal: High-Performance & Supportive Work Environment

Increasing Complexity and Uncertainty



Key Issues:

- Emerging regulations (PFAS, nutrient limits) and permitting challenges
- Biosolids and disposal constraints
- Regulatory timelines vs operational capacity

Why It Matters:

- Significant capital and operational impacts
- Increased compliance risk

Implications:

- Continued effort on proactive regulatory engagement
- Flexible and adaptive planning strategies
- Long-term capital investment planning



From Sebago Lake to Casco Bay

Organizational Goal: Public Health and Safety

Maintaining Reliable and Resilient Systems



From Sebago Lake to Casco Bay



Key Issues:

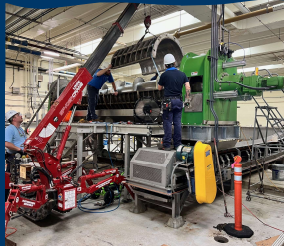
- Aging infrastructure and deferred maintenance
- Cost of contracted services & lack of vendor support
- Ability to support growth (capacity)

Why it Matters:

- Resilient operations require reliable systems
- Maximize return on capital investment

Implications:

- Leveraging data driven asset management approach
- Planning & prioritization of capital investments
- Refinement of maintenance strategy



Organizational Goal: Reliable and Sustainable Service

Balancing Investment Needs and Ratepayer Impact



Key Issues:

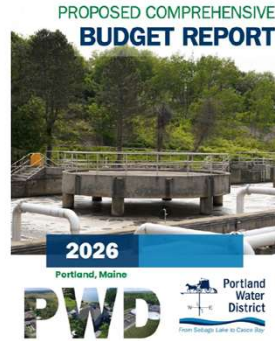
- Increasing capital and operational costs
- Rate pressure and affordability concerns
- Limited funding sources
- Uncertainty in long-term costs

Why It Matters:

- Direct impact on customers and public expectations
- Constrains ability to make needed investments

Implications:

- Need for long-range financial planning
- Exploration of alternative funding mechanisms
- Clear communication of value and cost drivers

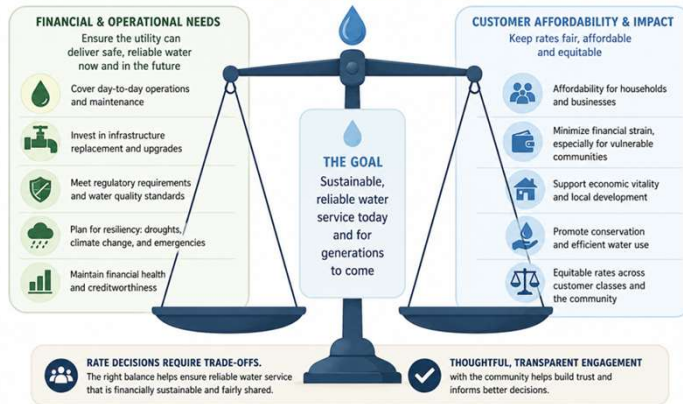


Organizational Goal: High Value Services

Balancing Investment Needs and Ratepayer Impact



WHAT A WATER UTILITY NEEDS TO BALANCE AS IT CONSIDERS SETTING RATES



BALANCING TODAY'S NEEDS WITH TOMORROW'S RESPONSIBILITIES. WE'RE HERE FOR LIFE.



Organizational Goal: High Value Services

Affordability

Water 2025

Household Income	Value	Annual Bill as Percentage of Household Income by Household Size									
		HCF	2	5	7	10	12	14	17	19	22
		Household Size	1	2	3	4	5	6	7	8	9
20th Percentile	\$ 26,200		0.69%	1.11%	1.38%	1.80%	2.07%	2.35%	2.77%	3.04%	3.46%
40th Percentile	\$ 48,100		0.38%	0.60%	0.75%	0.98%	1.13%	1.28%	1.51%	1.66%	1.88%
Median	\$ 60,500		0.30%	0.48%	0.60%	0.78%	0.90%	1.02%	1.20%	1.32%	1.50%
60th Percentile	\$112,900		0.16%	0.26%	0.32%	0.42%	0.48%	0.55%	0.64%	0.71%	0.80%
80th Percentile	\$202,200		0.09%	0.14%	0.18%	0.23%	0.27%	0.30%	0.36%	0.39%	0.45%

Portland Water District
From Sebago Lake to Casco Bay

Sewer

Household Income	Value	Annual Bill as Percentage of Household Income by Household Size									
		HCF	2	5	7	10	12	14	17	19	22
		Household Size	1	2	3	4	5	6	7	8	9
20th Percentile	\$ 26,200		1.53%	3.32%	4.51%	6.30%	7.49%	8.68%	10.47%	11.66%	13.44%
40th Percentile	\$ 48,100		0.84%	1.81%	2.46%	3.43%	4.08%	4.73%	5.70%	6.35%	7.32%
Median	\$ 60,500		0.66%	1.44%	1.95%	2.73%	3.24%	3.76%	4.53%	5.05%	5.82%
60th Percentile	\$112,900		0.36%	0.77%	1.05%	1.46%	1.74%	2.01%	2.43%	2.71%	3.12%
80th Percentile	\$202,200		0.20%	0.43%	0.58%	0.82%	0.97%	1.12%	1.38%	1.51%	1.74%

Portland Water District
From Sebago Lake to Casco Bay

Increasing Environmental Risks

Portland Water District
From Sebago Lake to Casco Bay

Key Issues:



- Climate and storm intensity
- System capacity strained
- Watershed protection and water supply resilience
- Energy reliability

Why It Matters:

- Amplifies existing infrastructure challenges
- Increases operational uncertainty


Implications:

- Integration of climate resilience into planning
- Strong partnerships (e.g., watershed initiatives)
- Investment in system adaptability

Organizational Goal: Environmental Stewardship

Leveraging Technology



Portland Water District
From Sebago Lake to Casco Bay



Key Issues:

- Need for ongoing SCADA system modernization
- Leverage automation to improve performance
- Leverage software to support operations

Why It Matters:


- Enables efficiency, reliability, and decision-making
- Supports workforce performance

Implications:

- Continued investment in digital infrastructure
- Supports advancement thru data-driven decision-making





Organizational Goals: High-Performance & Supportive Work Environment and Reliable and Sustainable Service

Strengthening Engagement, Transparency, Public Trust





Portland Water District
From Sebago Lake to Casco Bay



KEY ISSUES



 Rising expectations for transparency and real time communication	 Increasing complexity of infrastructure and rates	 Fragmented audiences and communication channels	 Misinformation and reputational risk
---	--	--	---

WHY IT MATTERS

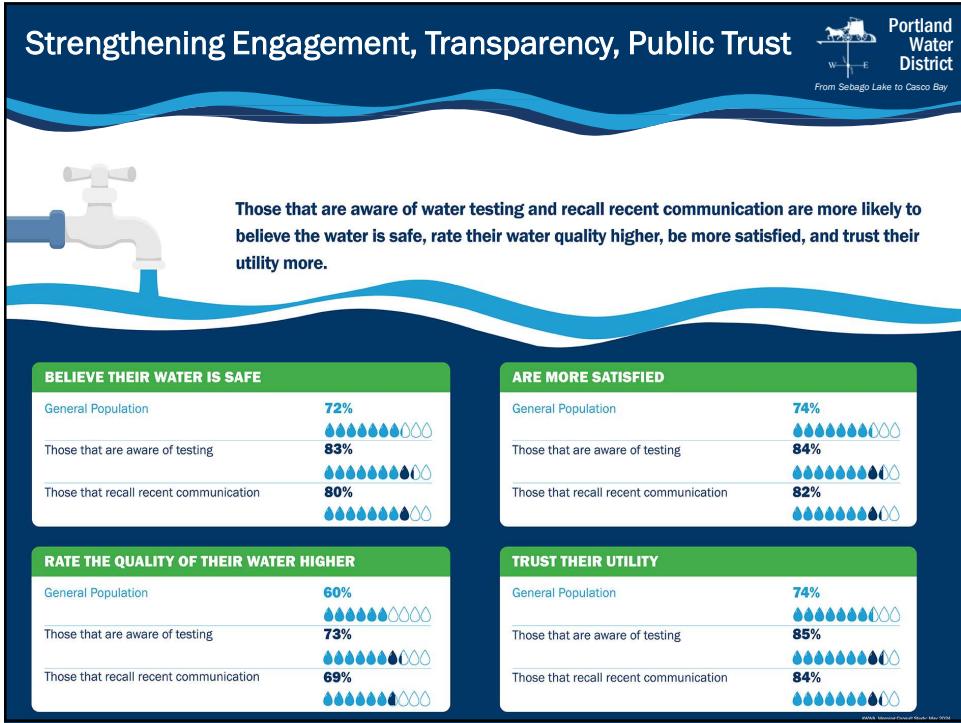
 Influences support for rates and major investments	 Shapes public trust and organizational reputation	 Impacts customer, community, and stakeholder confidence
---	--	---

IMPLICATIONS


 More proactive community engagement and education Builds understanding and relationships through ongoing outreach, listening, and partnerships	 Clear, consistent communication of value and investments Explain what we do, why it matters, and how investments protect public health and the environment.	 Additional resources to meet demand Sustained communication needs require additional staff capacity and specialized skills.
---	--	---

 Effective communication supports public trust, operational readiness, and infrastructure investment.


Organizational Goal: High Value Services



Key Takeaways Across All Themes



Portland Water District
From Sebago Lake to Casco Bay

- Competent workforce affects the ability to address all other risks
- Capital investment needs are increasing across PWD
- Regulatory uncertainty complicates long-term planning
- Climate impacts will strain infrastructure
- Public trust and affordability are critical to long-term success

Positioning PWD for long-term resilience and service excellence



MEMORANDUM PORTLAND WATER DISTRICT

TO: Pension Committee/Board of Trustees

FROM: Manny Archibald, Director of Human Resources

DATE: June 2, 2026

RE: Pension Committee Meeting – June 8th, 2026

A meeting of the Pension Committee of the Portland Water District Board of Trustees is scheduled for Monday June 8th 2026, in the 3rd Floor Training Room at the District office, 225 Douglass Street, Portland, Maine. The meeting is scheduled to start at 5:15 p.m.

AGENDA

1. Approval of Pension Distributions
Staff will present a request to approve benefits for two retirees.
2. Other Business



MEMORANDUM PORTLAND WATER DISTRICT

TO: Administration and Finance Committee/Board of Trustees

FROM: David Kane, Executive Director of Administration
Manny Archibald, Director of Employee Services

DATE: June 2, 2026

RE: **Administration and Finance Committee Meeting – June 8, 2026**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Monday, June 8, 2026, at 5:30 p.m., in the 3rd Floor Training Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Bond Authorization**
Staff will present motions to authorize bonds to finance projects approved in the capital improvement plan (see attachments).
2. **Organization Chart Review**
Staff will review the current organization chart (see attachment).
3. **Other Business**



ADMINISTRATION AND FINANCE COMMITTEE/AGENDA ITEM SUMMARY

Agenda Item: 1A
Date of Meeting: June 8, 2026
Subject: Cumberland Sewer Bonds - \$1,600,000
Presented By: David Kane, Executive Director of Administration

RECOMMENDATION

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

RESOLVED, the issuance of up to \$1,600,000 in Cumberland sewer bonds to finance upgrades to the Tuttle Road Force Main and related infrastructure projects is hereby authorized. The full form of the Resolution attached hereto is hereby approved and shall be attached to and incorporated as part of the minutes of this meeting.

BACKGROUND ANALYSIS

The approved 2026 Capital Improvement Plan (CIP) includes \$1,600,000 to upgrade the Tuttle Road Force Main (CIP 2026 41-3229). The 2026 Budget assumed a 20-year bond of \$1,600,000 would be issued for this project.

FISCAL REVIEW/FUNDING

The 2026 Budget includes the debt service impact of the proposed \$1,600,000 bond with an assumed annual interest rate of 4%. This results in an estimated first-year debt service impact to the Town of Cumberland's assessment of \$144,000. The impact on the average sewer rate payer is \$109 per year, or \$9.08 per month.

LEGAL REVIEW

Bond Counsel has reviewed the proposed Resolution as to form.

CONCLUSION(S)

Staff recommends the motion be approved.

ATTACHMENT(S)

A. Full Form of Motion

**PORTLAND WATER DISTRICT
RESOLUTION OF BOARD OF TRUSTEES
AUTHORIZING SEWER BONDS IN THE AGGREGATE
PRINCIPAL AMOUNT NOT TO EXCEED \$1,600,000**

WHEREAS, the Portland Water District (the “District”) intends to finance the Costs (as defined herein) of upgrades to the Tuttle Road Force Main and other related waste water and sewage system infrastructure upgrades and improvements in the Town of Cumberland (all collectively, the “Project”).

WHEREAS, the District desires to finance the Costs of such Project by issuing its sewer bonds in the maximum aggregate amount of \$1,600,000 and to borrow such money through a public offering or through the Maine Municipal Bond Bank’s Clean Water State Revolving Loan Fund program, or its general resolution borrowing program or through another qualified purchaser of the bonds or a combination thereof;

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Trustees of the Portland Water District (the “Board”) Assembled, following a public hearing duly called, noticed and held under District Policy No 6.50-15:

THAT: Pursuant to the District’s Charter, Chapter 84 of the Private and Special Laws of 1975 and all amendments thereof and acts additional thereto, and all other authority thereto enabling, there is hereby authorized and approved the issuance of the District’s sewer bonds (the “Bonds”) and notes in anticipation thereof (the “Notes”) in an aggregate principal amount not to exceed \$1,600,000, the proceeds of which are appropriated for and shall be used to finance the Costs of the Project.

THAT: Each Bond or Note shall be signed in the name of and on behalf of the District, by the Treasurer and either the President or Vice-President of the District, and shall be sealed with the seal of the District, attested to by its Clerk.

THAT: The Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District, to establish, determine and approve the time of the sale, award and settlement of the Bonds and Notes, which may be issued at one time, or from time to time, through a public offering (on a competitive or negotiated basis or a combination thereof) or through the Maine Municipal Bond Bank’s Clean Water State Revolving Loan Fund (“CWSRF”) program or its general resolution (“General Resolution”) borrowing program or to another qualified purchaser of the Bonds or a combination thereof, and such Bonds may be issued in serial form or as term bonds, or some combination thereof, such establishment, determination and approval to be conclusively evidenced by his execution thereof, all as the Treasurer shall determine to be appropriate in his sole discretion.

THAT: The Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District, to establish, determine and approve the date, form, denominations, interest rates, maturity (not to exceed 40 years from the date(s) of issuance), provisions for early redemption, and other details of the Bonds and Notes, such establishment, determination and approval to be conclusively evidenced by his execution thereof, all as the Treasurer shall determine to be appropriate in his sole discretion.

THAT: The Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District, to do or cause to be done all such acts and things necessary and expedient in connection with the financing of the Project and the issuance the Bonds and Notes, and the investment of the proceeds thereof, including to select a financial advisor, underwriter, or paying agent/registrar with respects to the Bonds and Notes, and to execute, deliver, file, approve, and record all agreements, investment agreements, bond

purchase agreements, preliminary and final official statements or other offering documents, escrow agreements, continuing disclosure agreements, tax compliance agreements, or arbitrage certificates, and all other closing certificates and documents (collectively with any other agreements authorized herein, referred to as the “Bond Documents”), which Bond Documents may be in such form and contain such terms, conditions and provisions including, without limitation, the waiving of the District’s sovereign or governmental immunity with respect to the enforceability of any of the forgoing, which waiver of sovereign or governmental immunity is hereby authorized, confirmed and approved, as the Treasurer shall establish, determine and approve, such establishment, determination and approval to be conclusively evidenced by his execution thereof.

THAT: If the Bonds or Notes (or any portion thereof) are issued to the Maine Municipal Bond Bank (the “Bond Bank”) pursuant to the CWSRF program, or its General Resolution program, the Treasurer and either the President or Vice-President of the District be and hereby are authorized, in the name and on behalf of the District, to execute and deliver, under the seal of the District attested by its Clerk, one or more loan agreements between the District and the Bond Bank providing for loans from the Bond Bank to the District in an amount not to exceed the amount of Bonds authorized hereby, said loan agreements to be in the usual and ordinary form utilized by the Bond Bank in connection with the CWSRF program or its General Resolution program, which is hereby approved, and to contain such other terms and provisions, not contrary to the general tenor hereof, as the Treasurer and either the President or Vice-President of the District may approve, their approval to be conclusively evidenced by the execution thereof.

THAT: If the Bonds and Notes (or any portion thereof) hereinbefore authorized are issued on a tax-exempt basis, the Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District:

- To covenant and certify (A) that no part of the proceeds of the issue and sale of such Bonds and Notes, including any use of the Project, shall be used directly or indirectly to acquire any securities or obligations, the acquisition of which would cause such Bonds or Notes to be “private activity bonds” or “arbitrage bonds” within the meaning of Sections 141 or 148 of the Internal Revenue Code of 1986, as amended (the “Code”), and (B) that the District will file any required reports and take any other action that may be necessary to insure that interest on the Bonds or Notes will remain exempt from federal income taxation, and that the District will refrain from any action that would cause interest on the Bonds and Notes to be subject to federal income taxation; and
- To designate the Bond or Notes, or a portion thereof, as qualified tax-exempt obligations under and as permitted by Section 265(b)(3) of the Code, to the extent such designation is available and permissible under said Section 265(b)(3).

THAT: The term “Cost” or “Costs” as used herein and applied to the Project, or any portion thereof, includes, but is not limited to (1) the purchase price or acquisition cost of all or any portion of the Project; (2) the cost to design, construct, renovate, improve, furnish and equip the Project; (3) the cost of land, easements and other real property interests, landscaping and site preparation, all appurtenances and other fixtures, facilities, buildings and structures either on, above, or under the ground which are used or usable in connection with the Project; (4) the cost of feasibility studies, surveys, environmental studies and assessments, engineering, plans and specifications, legal and other professional services associated with the Project; and (5) issuance costs, including premiums for insurance, capitalized interest and other fees and expenses relating to the financing transaction.

THAT: The investment earnings on the proceeds of the Bonds and Notes, if any, and the excess proceeds of such Bonds and Notes (including premium), if any, be and hereby are appropriated for the following purposes, such proceeds to be held and applied in the order of priority determined by the Treasurer, for the following purposes:

1. To any Costs of the Project in excess of the principal amount of the Bonds or Notes;
2. If issued on a tax-exempt basis, in accordance with applicable terms and provisions of the Arbitrage and the Use of Proceeds Certificate delivered in connection with the sale of the Bonds or Notes;
3. To pay debt service on the Bonds;
4. To any other project or improvement for which the Board has authorized the District's bonds; and
5. To the District's general fund.

THAT: The District covenants to establish, maintain, apportion, revise and collect rates, fees, charges and assessments for waste water and sewage services furnished by the District, to pay when due current expenses of operating and maintaining the waste water and sewage system and to pay when due principal, interest and premium, if any, of all outstanding waste water and sewage system indebtedness, including any Bonds hereinabove authorized, created or assumed by the District to provide a waste water and sewage system or otherwise for waste water and sewage system purposes.

THAT: If the Treasurer, and either the President or Vice-President of the District or Clerk are for any reason unavailable to approve and execute the Bonds, Notes, or any related Bond Document, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, in an interim or acting basis or otherwise, is authorized, in the name of and on behalf of the District, to act for such official with the same force and effect as if such person had himself or herself performed such act.

THAT: If any authorized representative of the District who has signed or sealed the Bonds and Notes shall cease to be such officer or official before the Bonds or Notes so signed and sealed shall have been actually delivered by the District and/or authenticated, such Bonds or Notes nevertheless may be issued, delivered and authenticated with the same force and effect as though the person or persons who signed or sealed such Bonds or Notes had not ceased to be such officer or official; and also any such Bonds or Notes may be signed and sealed in the name of and on behalf of the District by those persons who, at the actual date of the execution of such Bonds or Notes, shall be the proper officers and officials of the District, although at the nominal date of such Bonds or Notes any such person shall not have been such officer or official.

THAT: During the term any of the Bonds are outstanding, the Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District, to issue and deliver refunding bonds, on either a current or advance refunding basis, to refund some or all of the Bonds then outstanding, and to establish, determine and approve the time of the sale, award and settlement of such refunding bonds, and the date, form, denominations, interest rates, maturities (not to exceed 40 years from the date of issuance of the original Bonds), provisions for early redemption, and, all other details of such refunding bonds, such establishment, determination and approval to be conclusively evidenced by his execution thereof, and to execute and deliver, in the name of and on behalf of the District, such additional Bond Documents as may be reasonable or necessary with respect to such refunding, and each refunding bond issued hereunder shall be signed in the same manner as the Bonds.

THAT: Notwithstanding the above provisions of this Resolution, to the extent deemed necessary or appropriate by the Treasurer, the Bonds and Notes may be issued as water bonds, sewer bonds or some combination thereof as the Treasurer shall determine and establish and that the debt service on the Bonds and Notes shall be allocated annually between the water system and the waste water and sewage system in a manner consistent with Section 15 of the District's Charter.

THAT: To the extent any of the Bonds and Notes shall be allocated to the District's water system as provided in the foregoing paragraph, the District covenants to establish, maintain, apportion, revise and collect rates, fees, charges and assessments for water services furnished by the District, to pay when due current expenses of operating and maintaining the water system and to pay when due principal, interest and premium, if any, of all outstanding water indebtedness, including any Bonds so allocated, created or assumed by the District to provide a water system or otherwise for water purposes.

THAT: If the Bonds or Notes, or any portion of them, are issued through the CWSRF program, the following resolutions required by Section C(4)(e) of the State of Maine Revolving Loan Fund Rules, Chapter 595, Department of Environmental Protection and the Bond Bank (the "SRF Regulations"), and governing any loan to be made to the District under the State Revolving Loan Fund Program be and hereby are adopted with respect to the said Bonds or Notes issued through the CWSRF program:

(1) that a Project Account shall be created for the Project, which shall be separate from all other accounts of the District. If operating revenues are to be used to retire the debt, a sub-account will be established.

(2) that the Project Account shall be maintained in accordance with standards set forth by the Maine Municipal Bond Bank and in accordance with generally accepted government account standards.

(3) that a final accounting shall be made to the Bond Bank of the total cost of the project upon completion of the Project performance certification as set out in Section G(3) of the SRF Regulations and the District acknowledges that the Bond Bank reserves the right at its sole discretion to be provided with a cost certification of the Project as built.

(4) that an annual audit of the District, prepared by a certified public accountant or licensed public accountant, be provided to the Bond Bank for the term of the loan.

(5) that the District shall maintain insurance coverage on the Project in an amount adequate to protect the Bond Bank's interest for the term of the loan, with the Bond Bank named as loss payee.

(6) that the District will comply with any special conditions specified by the Department of Environmental Protection's environmental determination until all financial obligations to the State have been discharged.

(7) that the District certify to the Bond Bank that it has secured all permits, licenses, and approvals necessary and that it has a dedicated source of revenue for repayment.

(8) that the District establish a rate, charge, or assessment schedule in order to pay principal and interest. Such rate change or schedule shall provide total operations

and debt service coverage at a level at which the coverage for the Bond Bank is sufficient.

(9) that the District must demonstrate the ability to pay reasonably anticipated costs of operating and maintaining the financed Project.

(10) that the District abide by the SRF Regulations, as revised and amended, and relevant State statutes of the State of Maine.



ADMINISTRATION AND FINANCE COMMITTEE/AGENDA ITEM SUMMARY

Agenda Item: 1B
 Date of Meeting: June 8, 2026
 Subject: Portland Sewer Bonds - \$5,500,000
 Presented By: David Kane, Executive Director of Administration

RECOMMENDATION

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

RESOLVED, the issuance of up to \$5,500,000 in Portland sewer bonds to finance upgrades to the Northeast and India Street Pump Stations’ Electrical system and related wastewater and sewage infrastructure project in Portland is hereby authorized. The full form of the Resolution attached hereto is hereby approved and shall be attached to and incorporated as part of the minutes of this meeting.

BACKGROUND ANALYSIS

The Board has authorized three related projects:

2025 India Street Pump Station Generator and HVAC upgrade (70/3187)	\$1,500,000
2026 Northeast Pump Station Generator and Switchgear Replacement (70/3205)	\$3,750,000
2024 Entry Gate Replacement	\$ 100,000
Contingency	<u>\$ 150,000</u>
Total	<u>\$5,500,000</u>

The proposed motion authorizes a bond to be issued through the Maine Municipal Bond Bank. The expected term is 20 years at 4.25%

FISCAL REVIEW/FUNDING

The 2026 Budget assumed the \$5.5 million to be financed through the Maine Municipal Bond Bank’s General Resolution Bond. The budget assumed a 20-term and 4.25%. The annual debt service payment would be approximately \$508,000. The impact on the average sewer ratepayer is \$29/per year, or \$2.43 per month.

LEGAL REVIEW

Bond Counsel has reviewed the proposed Resolution as to form.

CONCLUSION(S)

Staff recommends the motion be approved.

ATTACHMENT(S)

A. Full Form of Motion

**PORTLAND WATER DISTRICT
RESOLUTION OF BOARD OF TRUSTEES
AUTHORIZING SEWER BONDS IN THE AGGREGATE
PRINCIPAL AMOUNT NOT TO EXCEED \$5,500,000**

WHEREAS, the Portland Water District (the “District”) intends to finance the Costs (as defined herein) of Northeast and India Street Pump Stations’ Electrical system and related waste water and sewage infrastructure project in Portland (all collectively, the “Project”).

WHEREAS, the District desires to finance the Costs of such Project by issuing its sewer bonds in the maximum aggregate amount of \$5,500,000 and to borrow such money through a public offering or through the Maine Municipal Bond Bank’s Clean Water State Revolving Loan Fund program, or its general resolution borrowing program or through another qualified purchaser of the bonds or a combination thereof;

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Trustees of the Portland Water District (the “Board”) Assembled, following a public hearing duly called, noticed and held under District Policy No 6.50-15:

THAT: Pursuant to the District’s Charter, Chapter 84 of the Private and Special Laws of 1975 and all amendments thereof and acts additional thereto, and all other authority thereto enabling, there is hereby authorized and approved the issuance of the District’s sewer bonds (the “Bonds”) and notes in anticipation thereof (the “Notes”) in an aggregate principal amount not to exceed \$5,500,000, the proceeds of which are appropriated for and shall be used to finance the Costs of the Project.

THAT: Each Bond or Note shall be signed in the name of and on behalf of the District, by the Treasurer and either the President or Vice-President of the District, and shall be sealed with the seal of the District, attested to by its Clerk.

THAT: The Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District, to establish, determine and approve the time of the sale, award and settlement of the Bonds and Notes, which may be issued at one time, or from time to time, through a public offering (on a competitive or negotiated basis or a combination thereof) or through the Maine Municipal Bond Bank’s Clean Water State Revolving Loan Fund (“CWSRF”) program or its general resolution (“General Resolution”) borrowing program or to another qualified purchaser of the Bonds or a combination thereof, and such Bonds may be issued in serial form or as term bonds, or some combination thereof, such establishment, determination and approval to be conclusively evidenced by his execution thereof, all as the Treasurer shall determine to be appropriate in his sole discretion.

THAT: The Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District, to establish, determine and approve the date, form, denominations, interest rates, maturity (not to exceed 40 years from the date(s) of issuance), provisions for early redemption, and other details of the Bonds and Notes, such establishment, determination and approval to be conclusively evidenced by his execution thereof, all as the Treasurer shall determine to be appropriate in his sole discretion.

THAT: The Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District, to do or cause to be done all such acts and things necessary and expedient in connection with the financing of the Project and the issuance the Bonds and Notes, and the investment of the proceeds thereof, including to select a financial advisor, underwriter, or paying agent/registrar with respects to the Bonds and Notes, and to execute, deliver, file, approve, and record all agreements, investment agreements, bond

purchase agreements, preliminary and final official statements or other offering documents, escrow agreements, continuing disclosure agreements, tax compliance agreements, or arbitrage certificates, and all other closing certificates and documents (collectively with any other agreements authorized herein, referred to as the “Bond Documents”), which Bond Documents may be in such form and contain such terms, conditions and provisions including, without limitation, the waiving of the District’s sovereign or governmental immunity with respect to the enforceability of any of the forgoing, which waiver of sovereign or governmental immunity is hereby authorized, confirmed and approved, as the Treasurer shall establish, determine and approve, such establishment, determination and approval to be conclusively evidenced by his execution thereof.

THAT: If the Bonds or Notes (or any portion thereof) are issued to the Maine Municipal Bond Bank (the “Bond Bank”) pursuant to the CWSRF program, or its General Resolution program, the Treasurer and either the President or Vice-President of the District be and hereby are authorized, in the name and on behalf of the District, to execute and deliver, under the seal of the District attested by its Clerk, one or more loan agreements between the District and the Bond Bank providing for loans from the Bond Bank to the District in an amount not to exceed the amount of Bonds authorized hereby, said loan agreements to be in the usual and ordinary form utilized by the Bond Bank in connection with the CWSRF program or its General Resolution program, which is hereby approved, and to contain such other terms and provisions, not contrary to the general tenor hereof, as the Treasurer and either the President or Vice-President of the District may approve, their approval to be conclusively evidenced by the execution thereof.

THAT: If the Bonds and Notes (or any portion thereof) hereinbefore authorized are issued on a tax-exempt basis, the Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District:

- To covenant and certify (A) that no part of the proceeds of the issue and sale of such Bonds and Notes, including any use of the Project, shall be used directly or indirectly to acquire any securities or obligations, the acquisition of which would cause such Bonds or Notes to be “private activity bonds” or “arbitrage bonds” within the meaning of Sections 141 or 148 of the Internal Revenue Code of 1986, as amended (the “Code”), and (B) that the District will file any required reports and take any other action that may be necessary to insure that interest on the Bonds or Notes will remain exempt from federal income taxation, and that the District will refrain from any action that would cause interest on the Bonds and Notes to be subject to federal income taxation; and
- To designate the Bond or Notes, or a portion thereof, as qualified tax-exempt obligations under and as permitted by Section 265(b)(3) of the Code, to the extent such designation is available and permissible under said Section 265(b)(3).

THAT: The term “Cost” or “Costs” as used herein and applied to the Project, or any portion thereof, includes, but is not limited to (1) the purchase price or acquisition cost of all or any portion of the Project; (2) the cost to design, construct, renovate, improve, furnish and equip the Project; (3) the cost of land, easements and other real property interests, landscaping and site preparation, all appurtenances and other fixtures, facilities, buildings and structures either on, above, or under the ground which are used or usable in connection with the Project; (4) the cost of feasibility studies, surveys, environmental studies and assessments, engineering, plans and specifications, legal and other professional services associated with the Project; and (5) issuance costs, including premiums for insurance, capitalized interest and other fees and expenses relating to the financing transaction.

THAT: The investment earnings on the proceeds of the Bonds and Notes, if any, and the excess proceeds of such Bonds and Notes (including premium), if any, be and hereby are appropriated for the following purposes, such proceeds to be held and applied in the order of priority determined by the Treasurer, for the following purposes:

1. To any Costs of the Project in excess of the principal amount of the Bonds or Notes;
2. If issued on a tax-exempt basis, in accordance with applicable terms and provisions of the Arbitrage and the Use of Proceeds Certificate delivered in connection with the sale of the Bonds or Notes;
3. To pay debt service on the Bonds;
4. To any other project or improvement for which the Board has authorized the District's bonds; and
5. To the District's general fund.

THAT: The District covenants to establish, maintain, apportion, revise and collect rates, fees, charges and assessments for waste water and sewage services furnished by the District, to pay when due current expenses of operating and maintaining the waste water and sewage system and to pay when due principal, interest and premium, if any, of all outstanding waste water and sewage system indebtedness, including any Bonds hereinabove authorized, created or assumed by the District to provide a waste water and sewage system or otherwise for waste water and sewage system purposes.

THAT: If the Treasurer, and either the President or Vice-President of the District or Clerk are for any reason unavailable to approve and execute the Bonds, Notes, or any related Bond Document, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, in an interim or acting basis or otherwise, is authorized, in the name of and on behalf of the District, to act for such official with the same force and effect as if such person had himself or herself performed such act.

THAT: If any authorized representative of the District who has signed or sealed the Bonds and Notes shall cease to be such officer or official before the Bonds or Notes so signed and sealed shall have been actually delivered by the District and/or authenticated, such Bonds or Notes nevertheless may be issued, delivered and authenticated with the same force and effect as though the person or persons who signed or sealed such Bonds or Notes had not ceased to be such officer or official; and also any such Bonds or Notes may be signed and sealed in the name of and on behalf of the District by those persons who, at the actual date of the execution of such Bonds or Notes, shall be the proper officers and officials of the District, although at the nominal date of such Bonds or Notes any such person shall not have been such officer or official.

THAT: During the term any of the Bonds are outstanding, the Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District, to issue and deliver refunding bonds, on either a current or advance refunding basis, to refund some or all of the Bonds then outstanding, and to establish, determine and approve the time of the sale, award and settlement of such refunding bonds, and the date, form, denominations, interest rates, maturities (not to exceed 40 years from the date of issuance of the original Bonds), provisions for early redemption, and, all other details of such refunding bonds, such establishment, determination and approval to be conclusively evidenced by his execution thereof, and to execute and deliver, in the name of and on behalf of the District, such additional Bond Documents as may be reasonable or necessary with respect to such refunding, and each refunding bond issued hereunder shall be signed in the same manner as the Bonds.

THAT: Notwithstanding the above provisions of this Resolution, to the extent deemed necessary or appropriate by the Treasurer, the Bonds and Notes may be issued as water bonds, sewer bonds or some combination thereof as the Treasurer shall determine and establish and that the debt service on the Bonds and Notes shall be allocated annually between the water system and the waste water and sewage system in a manner consistent with Section 15 of the District's Charter.

THAT: To the extent any of the Bonds and Notes shall be allocated to the District's water system as provided in the foregoing paragraph, the District covenants to establish, maintain, apportion, revise and collect rates, fees, charges and assessments for water services furnished by the District, to pay when due current expenses of operating and maintaining the water system and to pay when due principal, interest and premium, if any, of all outstanding water indebtedness, including any Bonds so allocated, created or assumed by the District to provide a water system or otherwise for water purposes.

THAT: If the Bonds or Notes, or any portion of them, are issued through the CWSRF program, the following resolutions required by Section C(4)(e) of the State of Maine Revolving Loan Fund Rules, Chapter 595, Department of Environmental Protection and the Bond Bank (the "SRF Regulations"), and governing any loan to be made to the District under the State Revolving Loan Fund Program be and hereby are adopted with respect to the said Bonds or Notes issued through the CWSRF program:

(1) that a Project Account shall be created for the Project, which shall be separate from all other accounts of the District. If operating revenues are to be used to retire the debt, a sub-account will be established.

(2) that the Project Account shall be maintained in accordance with standards set forth by the Maine Municipal Bond Bank and in accordance with generally accepted government account standards.

(3) that a final accounting shall be made to the Bond Bank of the total cost of the project upon completion of the Project performance certification as set out in Section G(3) of the SRF Regulations and the District acknowledges that the Bond Bank reserves the right at its sole discretion to be provided with a cost certification of the Project as built.

(4) that an annual audit of the District, prepared by a certified public accountant or licensed public accountant, be provided to the Bond Bank for the term of the loan.

(5) that the District shall maintain insurance coverage on the Project in an amount adequate to protect the Bond Bank's interest for the term of the loan, with the Bond Bank named as loss payee.

(6) that the District will comply with any special conditions specified by the Department of Environmental Protection's environmental determination until all financial obligations to the State have been discharged.

(7) that the District certify to the Bond Bank that it has secured all permits, licenses, and approvals necessary and that it has a dedicated source of revenue for repayment.

(8) that the District establish a rate, charge, or assessment schedule in order to pay principal and interest. Such rate change or schedule shall provide total operations

and debt service coverage at a level at which the coverage for the Bond Bank is sufficient.

(9) that the District must demonstrate the ability to pay reasonably anticipated costs of operating and maintaining the financed Project.

(10) that the District abide by the SRF Regulations, as revised and amended, and relevant State statutes of the State of Maine.



ADMINISTRATION AND FINANCE COMMITTEE/AGENDA ITEM SUMMARY

Agenda Item: 1C
 Date of Meeting: June 8, 2026
 Subject: Westbrook/Gorham/Windham Sewer Bonds - \$6,000,000
 Presented By: David Kane, Executive Director of Administration

RECOMMENDATION

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

RESOLVED, the issuance of up to \$6,000,000 in Westbrook/Gorham/Windham wastewater bonds to finance upgrades to the Centrifuge and related wastewater and sewage infrastructure project at the Westbrook Regional Wastewater Treatment is hereby authorized. The full form of the Resolution attached hereto is hereby approved and shall be attached to and incorporated as part of the minutes of this meeting.

BACKGROUND ANALYSIS

The approved 2026 Capital Improvement Plan (CIP) includes \$6,000,000 to upgrade the Centrifuge (CIP 2026 416-3366 in 2028). The 2026 Budget assumed a 20-year bond of \$6,000,000 would be issued for this project in 2028. Because of operational issues, the project has been expedited. On February 23, 2026, the Board approved Order 26-003 authorizing a budget of \$350,000 to begin the preliminary engineering. Since the District is beginning to incur costs, an intent-to-borrow motion is in order to comply with IRS rules related to tax-exempt financing.

FISCAL REVIEW/FUNDING

The 2026 multi-year forecast assumed that the project’s debt service payments, starting in 2029, would be \$540,000. Those payments may begin a year earlier and will be reflected in the updated forecast. The debt service payment will mostly be offset by lower biosolids costs. The debt service impact to a typical rate payer is as follows:

	Year	Month
Westbrook	\$ 73	\$ 6
Gorham	\$ 80	\$ 7
Windham	\$206	\$17

Until the project is completed, the higher biosolids costs will be incurred, and those higher costs were not included in the 2026 budget or forecast. Administration and Finance Committee reviewed the options and recommended any operating fund deficit be covered by a transfer from Westbrook’s Renewal and Replacement fund and Gorham/Windham’s Operating fund surpluses.

LEGAL REVIEW

Bond Counsel has reviewed the proposed Resolution as to form.

CONCLUSION(S)

Staff recommends the motion be approved.

ATTACHMENT(S)

A. Full Form of Motion

**PORTLAND WATER DISTRICT
RESOLUTION OF BOARD OF TRUSTEES
AUTHORIZING SEWER BONDS IN THE AGGREGATE
PRINCIPAL AMOUNT NOT TO EXCEED \$6,000,000**

WHEREAS, the Portland Water District (the “District”) intends to finance the Costs (as defined herein) of upgrades to the Centrifuge and related waste water and sewage infrastructure project at the Westbrook Regional Wastewater Treatment (all collectively, the “Project”).

WHEREAS, the District desires to finance the Costs of such Project by issuing its sewer bonds in the maximum aggregate amount of \$6,000,000 and to borrow such money through a public offering or through the Maine Municipal Bond Bank’s Clean Water State Revolving Loan Fund program, or its general resolution borrowing program or through another qualified purchaser of the bonds or a combination thereof;

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Trustees of the Portland Water District (the “Board”) Assembled, following a public hearing duly called, noticed and held under District Policy No 6.50-15:

THAT: Pursuant to the District’s Charter, Chapter 84 of the Private and Special Laws of 1975 and all amendments thereof and acts additional thereto, and all other authority thereto enabling, there is hereby authorized and approved the issuance of the District’s sewer bonds (the “Bonds”) and notes in anticipation thereof (the “Notes”) in an aggregate principal amount not to exceed \$6,000,000, the proceeds of which are appropriated for and shall be used to finance the Costs of the Project.

THAT: Each Bond or Note shall be signed in the name of and on behalf of the District, by the Treasurer and either the President or Vice-President of the District, and shall be sealed with the seal of the District, attested to by its Clerk.

THAT: The Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District, to establish, determine and approve the time of the sale, award and settlement of the Bonds and Notes, which may be issued at one time, or from time to time, through a public offering (on a competitive or negotiated basis or a combination thereof) or through the Maine Municipal Bond Bank’s Clean Water State Revolving Loan Fund (“CWSRF”) program or its general resolution (“General Resolution”) borrowing program or to another qualified purchaser of the Bonds or a combination thereof, and such Bonds may be issued in serial form or as term bonds, or some combination thereof, such establishment, determination and approval to be conclusively evidenced by his execution thereof, all as the Treasurer shall determine to be appropriate in his sole discretion.

THAT: The Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District, to establish, determine and approve the date, form, denominations, interest rates, maturity (not to exceed 40 years from the date(s) of issuance), provisions for early redemption, and other details of the Bonds and Notes, such establishment, determination and approval to be conclusively evidenced by his execution thereof, all as the Treasurer shall determine to be appropriate in his sole discretion.

THAT: The Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District, to do or cause to be done all such acts and things necessary and expedient in connection with the financing of the Project and the issuance the Bonds and Notes, and the investment of the proceeds thereof, including to select a financial advisor, underwriter, or paying agent/registrar with respects to the Bonds and Notes, and to execute, deliver, file, approve, and record all agreements, investment agreements, bond

purchase agreements, preliminary and final official statements or other offering documents, escrow agreements, continuing disclosure agreements, tax compliance agreements, or arbitrage certificates, and all other closing certificates and documents (collectively with any other agreements authorized herein, referred to as the “Bond Documents”), which Bond Documents may be in such form and contain such terms, conditions and provisions including, without limitation, the waiving of the District’s sovereign or governmental immunity with respect to the enforceability of any of the forgoing, which waiver of sovereign or governmental immunity is hereby authorized, confirmed and approved, as the Treasurer shall establish, determine and approve, such establishment, determination and approval to be conclusively evidenced by his execution thereof.

THAT: If the Bonds or Notes (or any portion thereof) are issued to the Maine Municipal Bond Bank (the “Bond Bank”) pursuant to the CWSRF program, or its General Resolution program, the Treasurer and either the President or Vice-President of the District be and hereby are authorized, in the name and on behalf of the District, to execute and deliver, under the seal of the District attested by its Clerk, one or more loan agreements between the District and the Bond Bank providing for loans from the Bond Bank to the District in an amount not to exceed the amount of Bonds authorized hereby, said loan agreements to be in the usual and ordinary form utilized by the Bond Bank in connection with the CWSRF program or its General Resolution program, which is hereby approved, and to contain such other terms and provisions, not contrary to the general tenor hereof, as the Treasurer and either the President or Vice-President of the District may approve, their approval to be conclusively evidenced by the execution thereof.

THAT: If the Bonds and Notes (or any portion thereof) hereinbefore authorized are issued on a tax-exempt basis, the Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District:

- To covenant and certify (A) that no part of the proceeds of the issue and sale of such Bonds and Notes, including any use of the Project, shall be used directly or indirectly to acquire any securities or obligations, the acquisition of which would cause such Bonds or Notes to be “private activity bonds” or “arbitrage bonds” within the meaning of Sections 141 or 148 of the Internal Revenue Code of 1986, as amended (the “Code”), and (B) that the District will file any required reports and take any other action that may be necessary to insure that interest on the Bonds or Notes will remain exempt from federal income taxation, and that the District will refrain from any action that would cause interest on the Bonds and Notes to be subject to federal income taxation; and
- To designate the Bond or Notes, or a portion thereof, as qualified tax-exempt obligations under and as permitted by Section 265(b)(3) of the Code, to the extent such designation is available and permissible under said Section 265(b)(3).

THAT: The term “Cost” or “Costs” as used herein and applied to the Project, or any portion thereof, includes, but is not limited to (1) the purchase price or acquisition cost of all or any portion of the Project; (2) the cost to design, construct, renovate, improve, furnish and equip the Project; (3) the cost of land, easements and other real property interests, landscaping and site preparation, all appurtenances and other fixtures, facilities, buildings and structures either on, above, or under the ground which are used or usable in connection with the Project; (4) the cost of feasibility studies, surveys, environmental studies and assessments, engineering, plans and specifications, legal and other professional services associated with the Project; and (5) issuance costs, including premiums for insurance, capitalized interest and other fees and expenses relating to the financing transaction.

THAT: The investment earnings on the proceeds of the Bonds and Notes, if any, and the excess proceeds of such Bonds and Notes (including premium), if any, be and hereby are appropriated for the following purposes, such proceeds to be held and applied in the order of priority determined by the Treasurer, for the following purposes:

1. To any Costs of the Project in excess of the principal amount of the Bonds or Notes;
2. If issued on a tax-exempt basis, in accordance with applicable terms and provisions of the Arbitrage and the Use of Proceeds Certificate delivered in connection with the sale of the Bonds or Notes;
3. To pay debt service on the Bonds;
4. To any other project or improvement for which the Board has authorized the District's bonds; and
5. To the District's general fund.

THAT: The District covenants to establish, maintain, apportion, revise and collect rates, fees, charges and assessments for water services furnished by the District, to pay when due current expenses of operating and maintaining the waste water and sewage system and to pay when due principal, interest and premium, if any, of all outstanding waste water and sewage system indebtedness, including any Bonds hereinabove authorized, created or assumed by the District to provide a waste water and sewage system or otherwise for waste water and sewage system purposes.

THAT: If the Treasurer, and either the President or Vice-President of the District or Clerk are for any reason unavailable to approve and execute the Bonds, Notes, or any related Bond Document, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, in an interim or acting basis or otherwise, is authorized, in the name of and on behalf of the District, to act for such official with the same force and effect as if such person had himself or herself performed such act.

THAT: If any authorized representative of the District who has signed or sealed the Bonds and Notes shall cease to be such officer or official before the Bonds or Notes so signed and sealed shall have been actually delivered by the District and/or authenticated, such Bonds or Notes nevertheless may be issued, delivered and authenticated with the same force and effect as though the person or persons who signed or sealed such Bonds or Notes had not ceased to be such officer or official; and also any such Bonds or Notes may be signed and sealed in the name of and on behalf of the District by those persons who, at the actual date of the execution of such Bonds or Notes, shall be the proper officers and officials of the District, although at the nominal date of such Bonds or Notes any such person shall not have been such officer or official.

THAT: During the term any of the Bonds are outstanding, the Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District, to issue and deliver refunding bonds, on either a current or advance refunding basis, to refund some or all of the Bonds then outstanding, and to establish, determine and approve the time of the sale, award and settlement of such refunding bonds, and the date, form, denominations, interest rates, maturities (not to exceed 40 years from the date of issuance of the original Bonds), provisions for early redemption, and, all other details of such refunding bonds, such establishment, determination and approval to be conclusively evidenced by his execution thereof, and to execute and deliver, in the name of and on behalf of the District, such additional Bond Documents as may be reasonable or necessary with respect to such refunding, and each refunding bond issued hereunder shall be signed in the same manner as the Bonds.

THAT: Notwithstanding the above provisions of this Resolution, to the extent deemed necessary or appropriate by the Treasurer, the Bonds and Notes may be issued as water bonds, sewer bonds or some combination thereof as the Treasurer shall determine and establish and that the debt service on the Bonds and Notes shall be allocated annually between the water system and the waste water and sewage system in a manner consistent with Section 15 of the District's Charter.

THAT: To the extent any of the Bonds and Notes shall be allocated to the District's water system as provided in the foregoing paragraph, the District covenants to establish, maintain, apportion, revise and collect rates, fees, charges and assessments for water services furnished by the District, to pay when due current expenses of operating and maintaining the water system and to pay when due principal, interest and premium, if any, of all outstanding water indebtedness, including any Bonds so allocated, created or assumed by the District to provide a water system or otherwise for water purposes.

THAT: If the Bonds or Notes, or any portion of them, are issued through the CWSRF program, the following resolutions required by Section C(4)(e) of the State of Maine Revolving Loan Fund Rules, Chapter 595, Department of Environmental Protection and the Bond Bank (the "SRF Regulations"), and governing any loan to be made to the District under the State Revolving Loan Fund Program be and hereby are adopted with respect to the said Bonds or Notes issued through the CWSRF program:

(1) that a Project Account shall be created for the Project, which shall be separate from all other accounts of the District. If operating revenues are to be used to retire the debt, a sub-account will be established.

(2) that the Project Account shall be maintained in accordance with standards set forth by the Maine Municipal Bond Bank and in accordance with generally accepted government account standards.

(3) that a final accounting shall be made to the Bond Bank of the total cost of the project upon completion of the Project performance certification as set out in Section G(3) of the SRF Regulations and the District acknowledges that the Bond Bank reserves the right at its sole discretion to be provided with a cost certification of the Project as built.

(4) that an annual audit of the District, prepared by a certified public accountant or licensed public accountant, be provided to the Bond Bank for the term of the loan.

(5) that the District shall maintain insurance coverage on the Project in an amount adequate to protect the Bond Bank's interest for the term of the loan, with the Bond Bank named as loss payee.

(6) that the District will comply with any special conditions specified by the Department of Environmental Protection's environmental determination until all financial obligations to the State have been discharged.

(7) that the District certify to the Bond Bank that it has secured all permits, licenses, and approvals necessary and that it has a dedicated source of revenue for repayment.

(8) that the District establish a rate, charge, or assessment schedule in order to pay principal and interest. Such rate change or schedule shall provide total operations

and debt service coverage at a level at which the coverage for the Bond Bank is sufficient.

(9) that the District must demonstrate the ability to pay reasonably anticipated costs of operating and maintaining the financed Project.

(10) that the District abide by the SRF Regulations, as revised and amended, and relevant State statutes of the State of Maine.

THAT Prior to the issuance of the Bonds or Notes, the Treasurer is hereby authorized to expend available funds of the District to pay Costs of the Projects (referred to as “original expenditures”) which may be reimbursed from the proceeds of the Bonds or Notes. To that end, the District hereby declares that it expects the Bonds or Notes to be issued on a tax-exempt basis in an amount equal to the amount of Bonds and Notes authorized by this Resolution, and to further declare its official intent to reimburse itself for any such original expenditures from the proceeds of such Bonds or Notes, and this Resolution shall constitute a Declaration of Official Intent pursuant to Treasury Regulation §1.150-2, and shall be kept available for public inspection during reasonable business hours at the office of the District Clerk.



ADMINISTRATION AND FINANCE COMMITTEE/AGENDA ITEM SUMMARY

Agenda Item: 1D
Date of Meeting: June 8, 2026
Subject: Westbrook/Gorham/Windham Sewer Bonds - \$2,000,000
Presented By: David Kane, Executive Director of Administration

RECOMMENDATION

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

RESOLVED, the issuance of up to \$2,000,000 in Westbrook/Gorham/Windham wastewater bonds to finance upgrades to the Sludge Conveyance System and related infrastructure project at the Westbrook Regional Wastewater Treatment is hereby authorized. The full form of the Resolution attached hereto is hereby approved and shall be attached to and incorporated as part of the minutes of this meeting.

BACKGROUND ANALYSIS

At the January 27, 2025, meeting, the Board authorized amending the 2025 CIP to include up to \$2 million for the Sludge Automation and Conveyance upgrade project (CIP 2025 416/3256). The proposed motion authorizes the issuance of a bond to finance the project.

FISCAL REVIEW/FUNDING

The 2026 Budget assumed the \$2 million to be financed through the Maine Municipal Bond Bank's General Resolution Bond. The budget assumed a 20-term and 4.25%. The annual debt service payment would be approximately \$185,000.

The debt service impact to a typical rate payer is as follows:

	Year	Month
Westbrook	\$ 25	\$ 2
Gorham	\$ 27	\$ 2
Windham	\$ 70	\$ 6

LEGAL REVIEW

Bond Counsel has reviewed the proposed Resolution as to form.

CONCLUSION(S)

Staff recommends the motion be approved.

ATTACHMENT(S)

A. Full Form of Motion

**PORTLAND WATER DISTRICT
RESOLUTION OF BOARD OF TRUSTEES
AUTHORIZING SEWER BONDS IN THE AGGREGATE
PRINCIPAL AMOUNT NOT TO EXCEED \$2,000,000**

WHEREAS, the Portland Water District (the “District”) intends to finance the Costs (as defined herein) of upgrades to the Sludge Conveyance System and related waste water and sewage infrastructure project at the Westbrook Regional Wastewater Treatment (all collectively, the “Project”).

WHEREAS, the District desires to finance the Costs of such Project by issuing its sewer bonds in the maximum aggregate amount of \$2,000,000 and to borrow such money through a public offering or through the Maine Municipal Bond Bank’s Clean Water State Revolving Loan Fund program, or its general resolution borrowing program or through another qualified purchaser of the bonds or a combination thereof;

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Trustees of the Portland Water District (the “Board”) Assembled, following a public hearing duly called, noticed and held under District Policy No 6.50-15:

THAT: Pursuant to the District’s Charter, Chapter 84 of the Private and Special Laws of 1975 and all amendments thereof and acts additional thereto, and all other authority thereto enabling, there is hereby authorized and approved the issuance of the District’s sewer bonds (the “Bonds”) and notes in anticipation thereof (the “Notes”) in an aggregate principal amount not to exceed \$2,000,000, the proceeds of which are appropriated for and shall be used to finance the Costs of the Project.

THAT: Each Bond or Note shall be signed in the name of and on behalf of the District, by the Treasurer and either the President or Vice-President of the District, and shall be sealed with the seal of the District, attested to by its Clerk.

THAT: The Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District, to establish, determine and approve the time of the sale, award and settlement of the Bonds and Notes, which may be issued at one time, or from time to time, through a public offering (on a competitive or negotiated basis or a combination thereof) or through the Maine Municipal Bond Bank’s Clean Water State Revolving Loan Fund (“CWSRF”) program or its general resolution (“General Resolution”) borrowing program or to another qualified purchaser of the Bonds or a combination thereof, and such Bonds may be issued in serial form or as term bonds, or some combination thereof, such establishment, determination and approval to be conclusively evidenced by his execution thereof, all as the Treasurer shall determine to be appropriate in his sole discretion.

THAT: The Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District, to establish, determine and approve the date, form, denominations, interest rates, maturity (not to exceed 40 years from the date(s) of issuance), provisions for early redemption, and other details of the Bonds and Notes, such establishment, determination and approval to be conclusively evidenced by his execution thereof, all as the Treasurer shall determine to be appropriate in his sole discretion.

THAT: The Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District, to do or cause to be done all such acts and things necessary and expedient in connection with the financing of the Project and the issuance the Bonds and Notes, and the investment of the proceeds thereof, including to select a financial advisor, underwriter, or paying agent/registrar with respects to the Bonds and Notes, and to

execute, deliver, file, approve, and record all agreements, investment agreements, bond purchase agreements, preliminary and final official statements or other offering documents, escrow agreements, continuing disclosure agreements, tax compliance agreements, or arbitrage certificates, and all other closing certificates and documents (collectively with any other agreements authorized herein, referred to as the “Bond Documents”), which Bond Documents may be in such form and contain such terms, conditions and provisions including, without limitation, the waiving of the District’s sovereign or governmental immunity with respect to the enforceability of any of the forgoing, which waiver of sovereign or governmental immunity is hereby authorized, confirmed and approved, as the Treasurer shall establish, determine and approve, such establishment, determination and approval to be conclusively evidenced by his execution thereof.

THAT: If the Bonds or Notes (or any portion thereof) are issued to the Maine Municipal Bond Bank (the “Bond Bank”) pursuant to the CWSRF program, or its General Resolution program, the Treasurer and either the President or Vice-President of the District be and hereby are authorized, in the name and on behalf of the District, to execute and deliver, under the seal of the District attested by its Clerk, one or more loan agreements between the District and the Bond Bank providing for loans from the Bond Bank to the District in an amount not to exceed the amount of Bonds authorized hereby, said loan agreements to be in the usual and ordinary form utilized by the Bond Bank in connection with the CWSRF program or its General Resolution program, which is hereby approved, and to contain such other terms and provisions, not contrary to the general tenor hereof, as the Treasurer and either the President or Vice-President of the District may approve, their approval to be conclusively evidenced by the execution thereof.

THAT: If the Bonds and Notes (or any portion thereof) hereinbefore authorized are issued on a tax-exempt basis, the Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District:

- To covenant and certify (A) that no part of the proceeds of the issue and sale of such Bonds and Notes, including any use of the Project, shall be used directly or indirectly to acquire any securities or obligations, the acquisition of which would cause such Bonds or Notes to be “private activity bonds” or “arbitrage bonds” within the meaning of Sections 141 or 148 of the Internal Revenue Code of 1986, as amended (the “Code”), and (B) that the District will file any required reports and take any other action that may be necessary to insure that interest on the Bonds or Notes will remain exempt from federal income taxation, and that the District will refrain from any action that would cause interest on the Bonds and Notes to be subject to federal income taxation; and
- To designate the Bond or Notes, or a portion thereof, as qualified tax-exempt obligations under and as permitted by Section 265(b)(3) of the Code, to the extent such designation is available and permissible under said Section 265(b)(3).

THAT: The term “Cost” or “Costs” as used herein and applied to the Project, or any portion thereof, includes, but is not limited to (1) the purchase price or acquisition cost of all or any portion of the Project; (2) the cost to design, construct, renovate, improve, furnish and equip the Project; (3) the cost of land, easements and other real property interests, landscaping and site preparation, all appurtenances and other fixtures, facilities, buildings and structures either on, above, or under the ground which are used or usable in connection with the Project; (4) the cost of feasibility studies, surveys, environmental studies and assessments, engineering, plans and specifications, legal and other professional services associated with the Project; and (5) issuance costs, including premiums for insurance, capitalized interest and other fees and expenses relating to the financing transaction.

THAT: The investment earnings on the proceeds of the Bonds and Notes, if any, and the excess proceeds of such Bonds and Notes (including premium), if any, be and hereby are appropriated for the following purposes, such proceeds to be held and applied in the order of priority determined by the Treasurer, for the following purposes:

1. To any Costs of the Project in excess of the principal amount of the Bonds or Notes;
2. If issued on a tax-exempt basis, in accordance with applicable terms and provisions of the Arbitrage and the Use of Proceeds Certificate delivered in connection with the sale of the Bonds or Notes;
3. To pay debt service on the Bonds;
4. To any other project or improvement for which the Board has authorized the District's bonds; and
5. To the District's general fund.

THAT: The District covenants to establish, maintain, apportion, revise and collect rates, fees, charges and assessments for water services furnished by the District, to pay when due current expenses of operating and maintaining the waste water and sewage system and to pay when due principal, interest and premium, if any, of all outstanding waste water and sewage system indebtedness, including any Bonds hereinabove authorized, created or assumed by the District to provide a waste water and sewage system or otherwise for water system purposes.

THAT: If the Treasurer, and either the President or Vice-President of the District or Clerk are for any reason unavailable to approve and execute the Bonds, Notes, or any related Bond Document, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, in an interim or acting basis or otherwise, is authorized, in the name of and on behalf of the District, to act for such official with the same force and effect as if such person had himself or herself performed such act.

THAT: If any authorized representative of the District who has signed or sealed the Bonds and Notes shall cease to be such officer or official before the Bonds or Notes so signed and sealed shall have been actually delivered by the District and/or authenticated, such Bonds or Notes nevertheless may be issued, delivered and authenticated with the same force and effect as though the person or persons who signed or sealed such Bonds or Notes had not ceased to be such officer or official; and also any such Bonds or Notes may be signed and sealed in the name of and on behalf of the District by those persons who, at the actual date of the execution of such Bonds or Notes, shall be the proper officers and officials of the District, although at the nominal date of such Bonds or Notes any such person shall not have been such officer or official.

THAT: During the term any of the Bonds are outstanding, the Board delegates to the Treasurer the power and authority, in the name of and on behalf of the District, to issue and deliver refunding bonds, on either a current or advance refunding basis, to refund some or all of the Bonds then outstanding, and to establish, determine and approve the time of the sale, award and settlement of such refunding bonds, and the date, form, denominations, interest rates, maturities (not to exceed 40 years from the date of issuance of the original Bonds), provisions for early redemption, and, all other details of such refunding bonds, such establishment, determination and approval to be conclusively evidenced by his execution thereof, and to execute and deliver, in the name of and on behalf of the District, such additional Bond Documents as may be reasonable or necessary with respect to such refunding, and each refunding bond issued hereunder shall be signed in the same manner as the Bonds.

THAT: Notwithstanding the above provisions of this Resolution, to the extent deemed necessary or appropriate by the Treasurer, the Bonds and Notes may be issued as water bonds, sewer bonds or some combination thereof as the Treasurer shall determine and establish and that the debt service on the Bonds and Notes shall be allocated annually between the water system and the waste water and sewage system in a manner consistent with Section 15 of the District's Charter.

THAT: To the extent any of the Bonds and Notes shall be allocated to the District's water system as provided in the foregoing paragraph, the District covenants to establish, maintain, apportion, revise and collect rates, fees, charges and assessments for water services furnished by the District, to pay when due current expenses of operating and maintaining the water system and to pay when due principal, interest and premium, if any, of all outstanding water indebtedness, including any Bonds so allocated, created or assumed by the District to provide a water system or otherwise for water purposes.

THAT: If the Bonds or Notes, or any portion of them, are issued through the CWSRF program, the following resolutions required by Section C(4)(e) of the State of Maine Revolving Loan Fund Rules, Chapter 595, Department of Environmental Protection and the Bond Bank (the "SRF Regulations"), and governing any loan to be made to the District under the State Revolving Loan Fund Program be and hereby are adopted with respect to the said Bonds or Notes issued through the CWSRF program:

(1) that a Project Account shall be created for the Project, which shall be separate from all other accounts of the District. If operating revenues are to be used to retire the debt, a sub-account will be established.

(2) that the Project Account shall be maintained in accordance with standards set forth by the Maine Municipal Bond Bank and in accordance with generally accepted government account standards.

(3) that a final accounting shall be made to the Bond Bank of the total cost of the project upon completion of the Project performance certification as set out in Section G(3) of the SRF Regulations and the District acknowledges that the Bond Bank reserves the right at its sole discretion to be provided with a cost certification of the Project as built.

(4) that an annual audit of the District, prepared by a certified public accountant or licensed public accountant, be provided to the Bond Bank for the term of the loan.

(5) that the District shall maintain insurance coverage on the Project in an amount adequate to protect the Bond Bank's interest for the term of the loan, with the Bond Bank named as loss payee.

(6) that the District will comply with any special conditions specified by the Department of Environmental Protection's environmental determination until all financial obligations to the State have been discharged.


(7) that the District certify to the Bond Bank that it has secured all permits, licenses, and approvals necessary and that it has a dedicated source of revenue for repayment.

(8) that the District establish a rate, charge, or assessment schedule in order to pay principal and interest. Such rate change or schedule shall provide total operations

and debt service coverage at a level at which the coverage for the Bond Bank is sufficient.

(9) that the District must demonstrate the ability to pay reasonably anticipated costs of operating and maintaining the financed Project.

(10) that the District abide by the SRF Regulations, as revised and amended, and relevant State statutes of the State of Maine.




DONINA KATSIATICAS
9035-CORPORATE COUNSEL


Board of Trustees




SCOTT FIRMIN
9018-GENERAL MANAGER




Manny Archibald
9007-DIRECTOR OF HUMAN R...
3




MICHELLE CLEMENTS
2025-COMMUNICATIONS AND...
1



DAVID KANE
9004-EXEC DIRECTOR OF AD...
4




GREG PELLERIN
9005-EXEC DIRECTOR OF AMAP
6




CHARLENE POULIN
9011-DIRECTOR OF OPR SRVS
4




JAMES WALLACE
9011-DIRECTOR OF OPR SRVS
4



CARRIE COTE
5036 - HR Generalist



Kaitlin Tibbets
5010-EXECUTIVE ADMIN ASST




PETER CUTRONE
9047-PROJECT MANAGER AD...




BOBBY BARTELS
9511 ENGINEERING & CONSTR...



LAUREL JACKSON
5014-RIGHT OF WAY AGENT



CHRISTOPHER COGAN
9048-WW MAINTENANCE MA...



SCOTT BICKFORD
9002-WTR SVS PLNT/SYS CHL...



Colin Foye
5004 - Safety Coordinator



CHAD DAVIS
9010-INFORMATION SRVS MA...




JOSHUA HUDAK
5019-FACILITIES MANAGER



KYLE JACOBSON
9510 Capital Planning & Deliver...




EVAN KANE
9030-PROJECT ENGINEER




RYAN BOURQUE
9014-WATER SYSTEMS MANA...



MINDI PELLETIER
5003-SENIOR HUMAN RESOU...



ROBIN DOIRON
9006-CUSTOMER SERVICE MA...




PAUL HUNT
9020-ENVIRONMENTAL SRV M...




TERRAN SILADI
9512 ENGINEERING TECHNOL...




MATTHEW PATTERSON
9050 - Wastewater Chief Oper...




SAMANTHA HUDAK
1522-TECHNICAL ADMIN ASST



TOM QUIRK
9008-DIRECTOR OF FINANCE ...

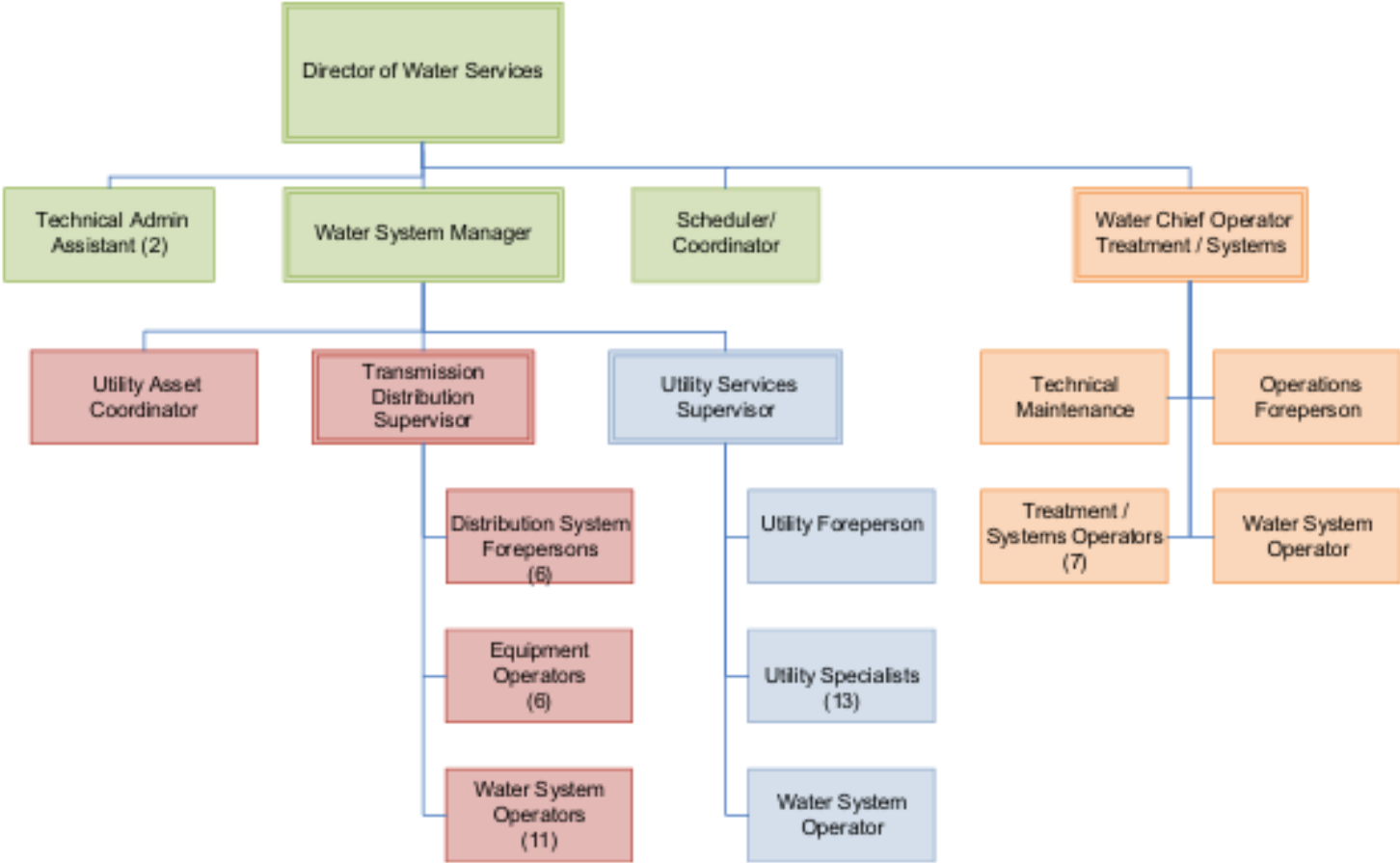


DUSTIN PRICE
9042-WW CHIEF OPERATOR - ...

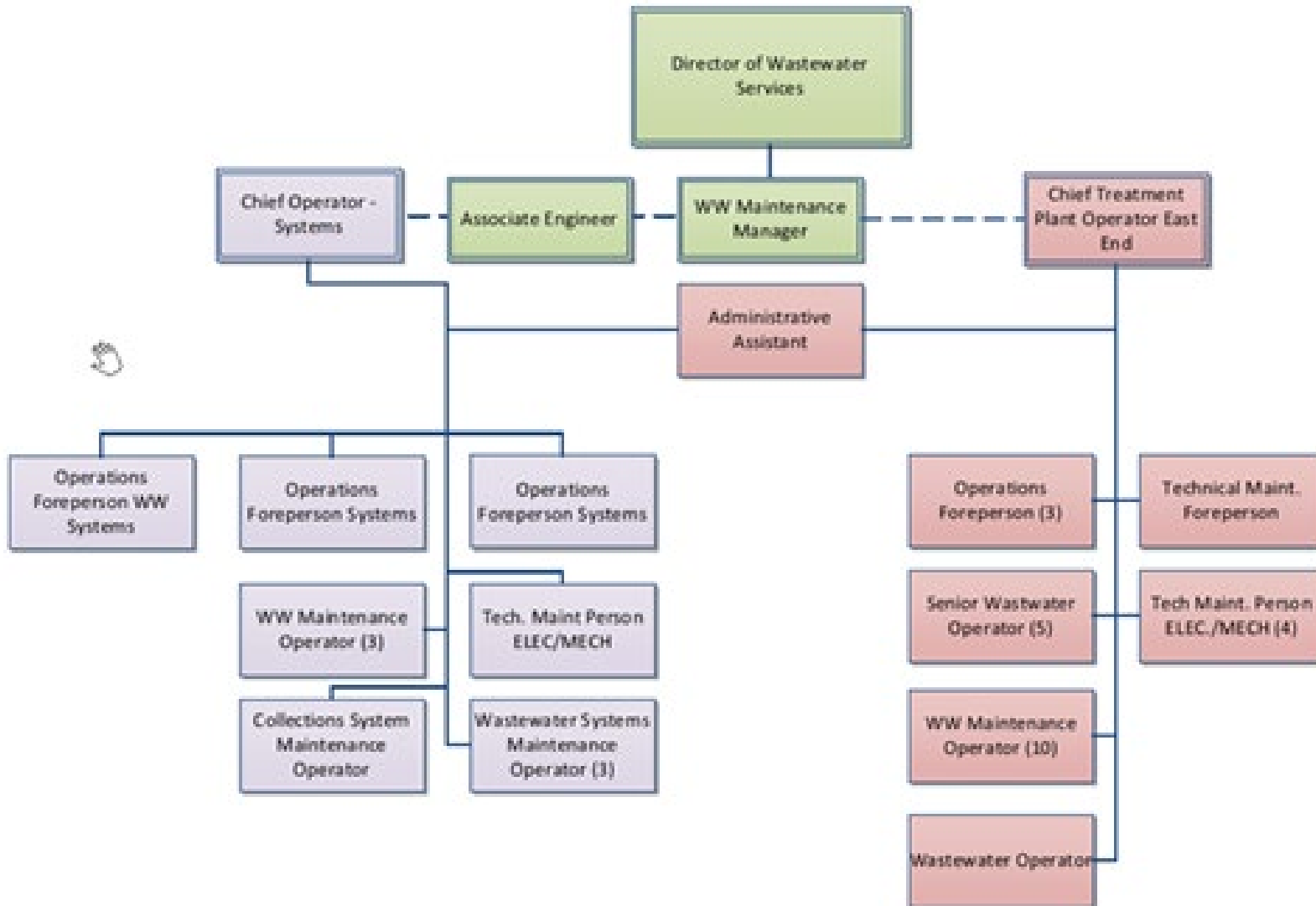


ERICA PITTS
1089-ADMIN ASSISTANT - WA...

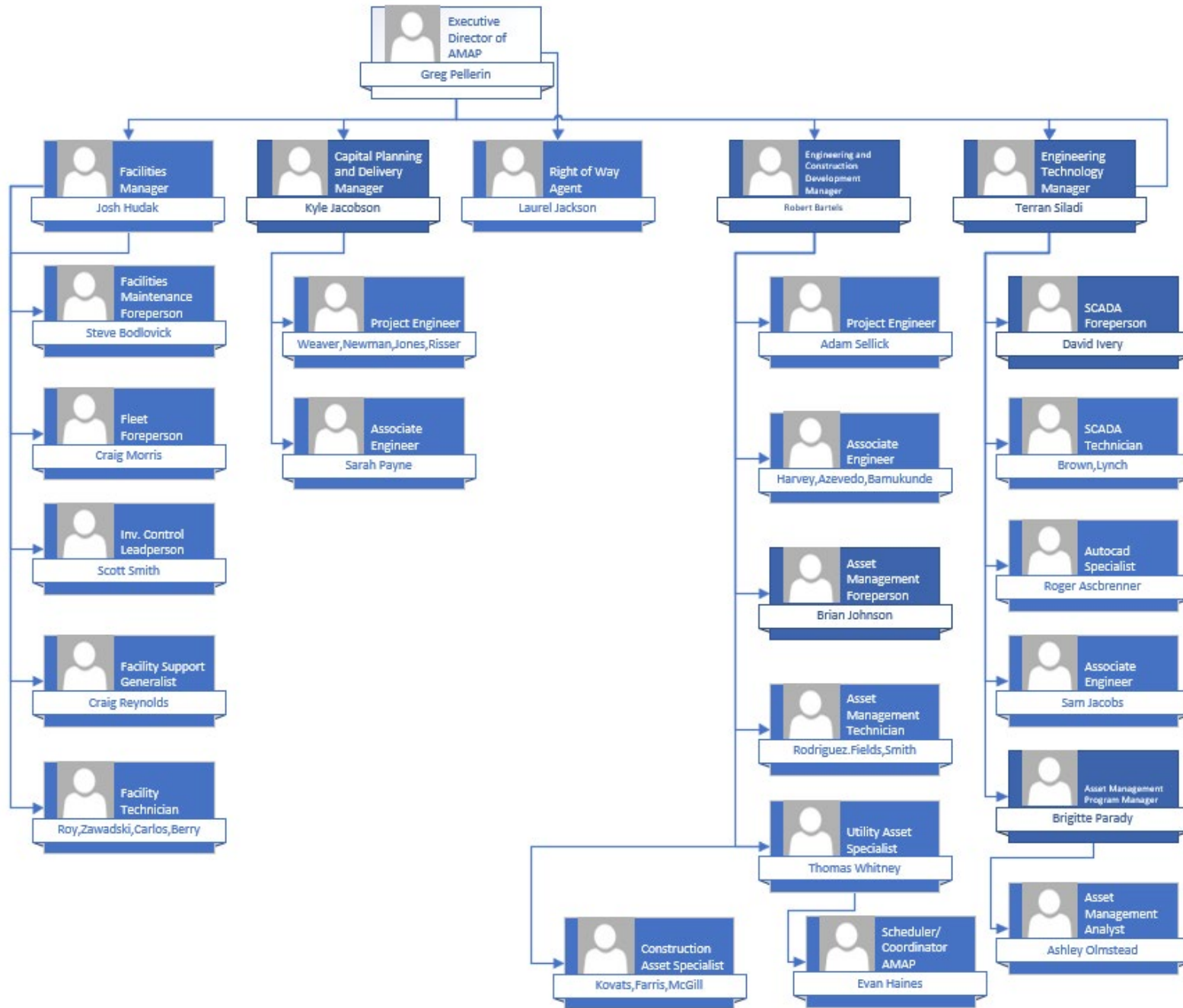
Water Services



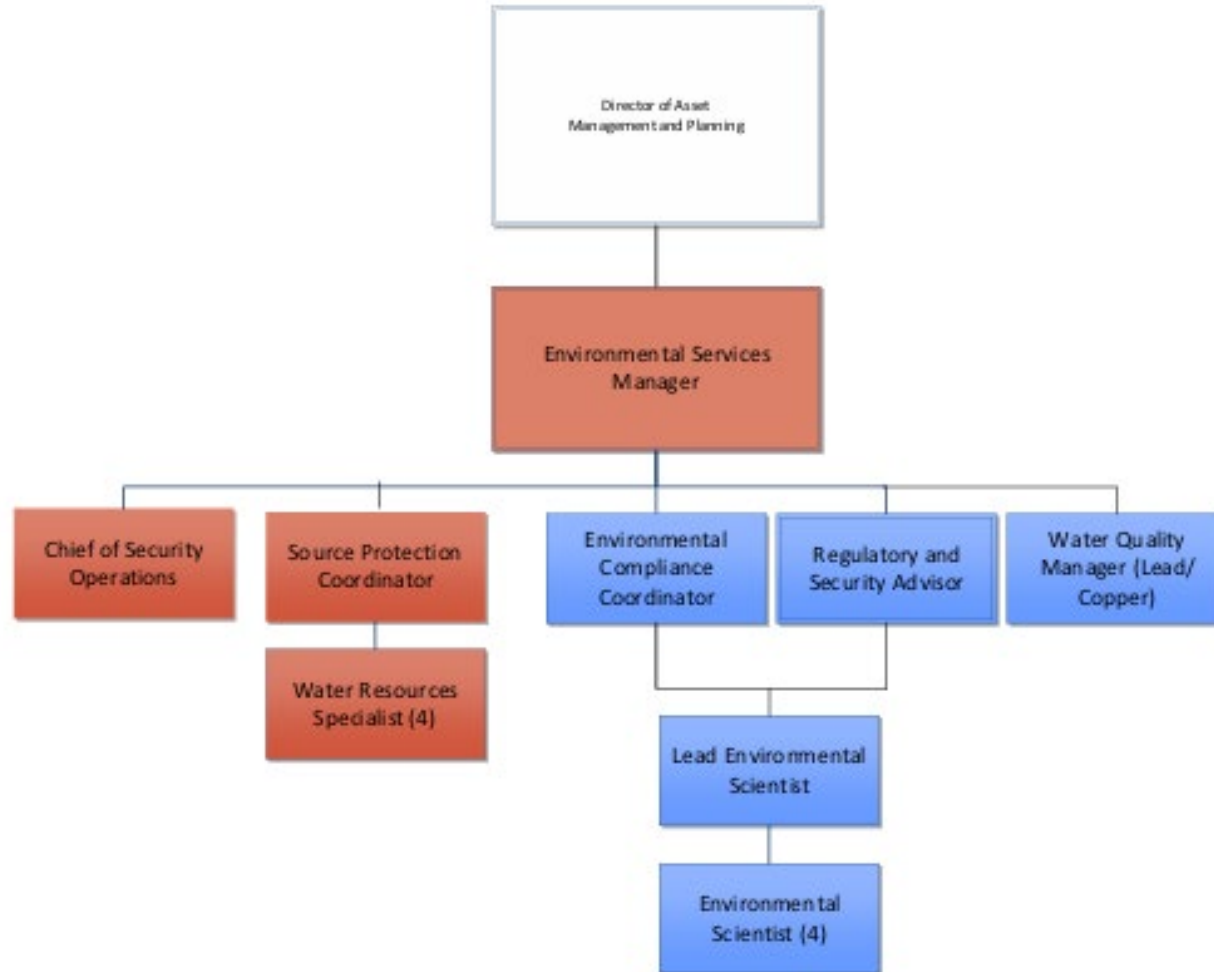
Wastewater Services



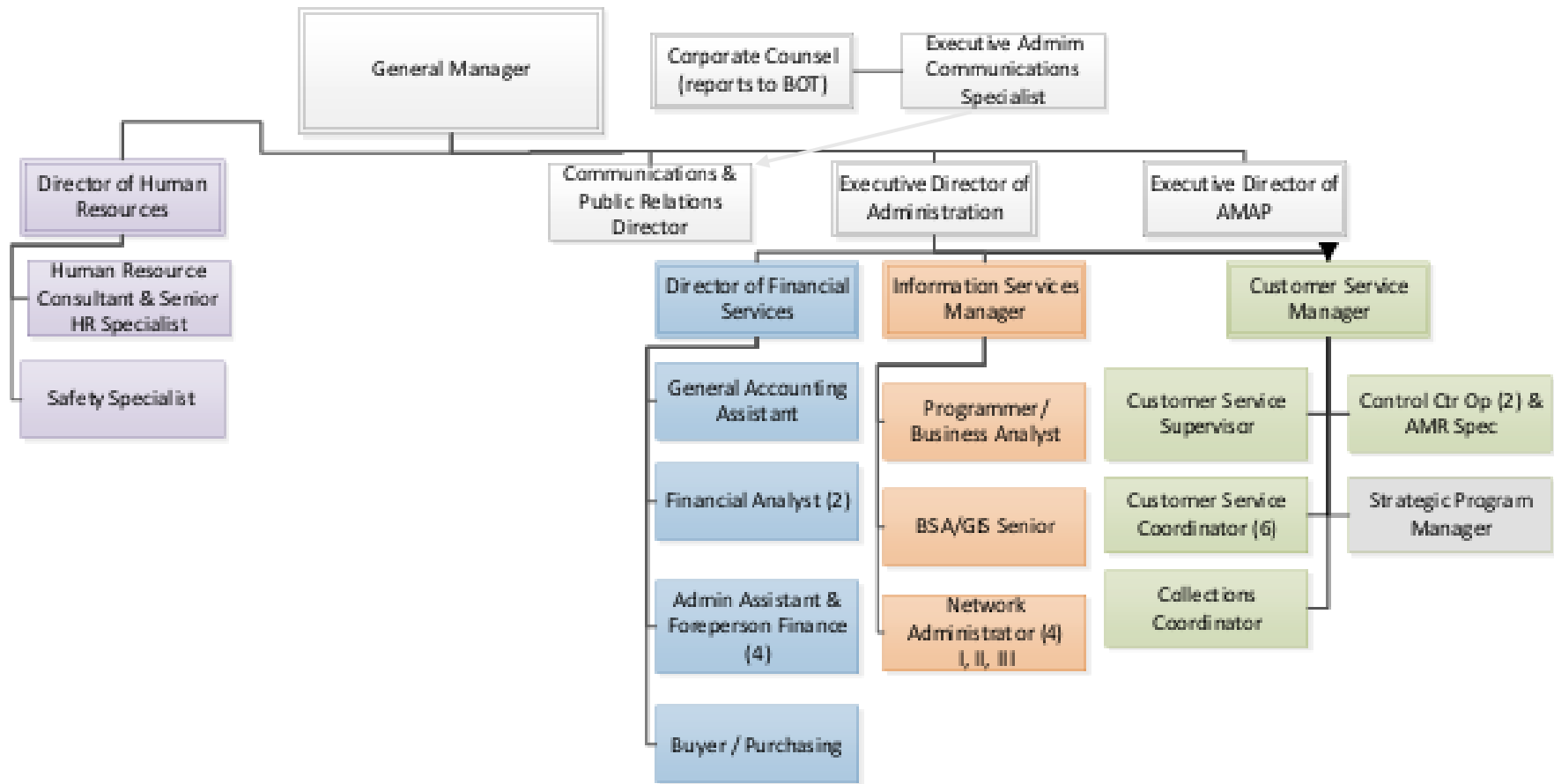
AMAP Services – Engineering, Facilities and SCADA



AMAP Services – Environmental Services



ADMINISTRATIVE SERVICES





MEMORANDUM PORTLAND WATER DISTRICT

TO: Operations Committee/Board of Trustees

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

DATE: June 2, 2026

RE: **Operations Committee Meeting – June 8, 2026**

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Monday, June 8, 2026, at 5:30 p.m., in the Emergency Operations Center (EOC) Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

- 1. Douglass Street Customer Service Renovations**
Staff will request the addition of funds to cover a change in renovation costs due to asbestos pipe insulation abatement and costs associated with the schedule delay.
- 2. East End Wastewater Treatment Facility Design/Build Upgrade**
Staff will request the District to approve spending for GMP1 of the East End Wastewater Treatment Facility upgrades.
- 3. Westbrook Centrifuge**
Staff will request the District to increase the project budget to facilitate detailed design and initial procurement of a centrifuge for the Westbrook Gorham Regional Treatment Facility.



OPERATIONS COMMITTEE / AGENDA ITEM SUMMARY

Agenda Item: 1
Date of Meeting: June 8, 2026
Subject: Douglass St HVAC Improvements Phase 4
Presented By: Joshua Hudak, CFM Facilities Manager

RECOMMENDATION

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

ORDERED, that the project budget for the 2026 CIP 068-3054 HVAC Improvements Phase 4 is amended by increasing it by \$100,000, and that the total budget is hereby authorized not to exceed \$800,000, 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 the vote.

BACKGROUND ANALYSIS

The original project budget was developed based on a planned renovation of the existing space with minimal structural or environmental remediation anticipated. During the course of project development and post demolition review, asbestos-containing materials were identified within the project area that require professional abatement prior to construction activities proceeding safely and in compliance with applicable regulations.

In addition, as the project advanced, the scope evolved from a basic renovation to a redesigned layout intended to better support the operational and functional needs of the department. The revised design improves workflow, space utilization, and long-term functionality of the area, resulting in a more effective and sustainable solution for departmental operations.

The unforeseen asbestos abatement, combined with costs associated with the redesign and updated construction scope, an increase of \$100,000 is requested to complete the updated project scope successfully.

FISCAL REVIEW/FUNDING

Douglass St HVAC Improvements Phase 4-2026 CIP 068-3054 is programmed for \$700,000. The proposed funding will come from the Douglass St R&R fund.

CONCLUSION(S)

The staff recommends amending the original 2026 CIP 068-3054 HVAC budget by \$100,00 from \$700,000 to \$800,000 to account for the asbestos abatement and redesign of the area.

ATTACHMENT(S)

None.



OPERATIONS COMMITTEE / AGENDA ITEM SUMMARY

Agenda Item: 2
Date of Meeting: June 8, 2026
Subject: EEWWTF Comprehensive Upgrade Project – Construction Phase Recommendation
Presented By: Joel Jones, Project Engineer

RECOMMENDATION

The following proposed language is presented for Committee approval:

ORDERED, the General Manager is authorized to execute a design-build contract amendment with AECOM in the amount of **\$20,XXX,XXX.00** for construction phase services for the EEWWTF Comprehensive Upgrade 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.

(The amount will be provided by staff).

BACKGROUND ANALYSIS

PWD executed a Progressive Design-Build contract with AECOM in August 2025 for preliminary design and cost estimating for the EEWWTF Comprehensive Upgrade Project in the amount of \$900,189.00. Since the original contract, several Change Orders to this contract have been signed in order to advance design to a 60% level and then GMP preparation, bringing the current total contract price for the Project to \$2,123,025.00. The efforts to date have resulted in the preparation of the first Guaranteed Maximum Price (GMP) construction contract, referred to as GMP 1.

GMP 1 will include work on the Headworks, Return Activated Sludge Pumps and Piping, HVAC, and associated electrical upgrades to support these facilities. Additionally, the purchase of long-lead time dewatering equipment is included in this GMP.

The preconstruction and design phase is complete for GMP 1 and the scope of work described above has resulted in a GMP in the amount of **\$20,XXX,XXX.00**.

FISCAL REVIEW/FUNDING

The project was submitted for consideration for the CWSRF project list for funding through Maine Municipal Bond Bank, but did not receive additional funding. The anticipated annual operating fund impact for the entirety of the \$25,800,000 design-build project is estimated to be \$1,698,000. The multi-year forecast provided to the City included the financing cost related to this project.

CONCLUSION(S)

Staff recommends executing the GMP 1 contract with AECOM at a price of \$20,XXX,XXX.00, increasing the total contract price with AECOM for the EEWWTF Comprehensive Upgrade Project to \$22,XXX,XXX.00.

ATTACHMENTS

Supporting Information

SUPPORTING INFORMATION

The CIP projects that will be delivered by this design-build team of AECOM, RH White, and Johnson & Jordan, along with their currently approved budgets, are shown in Table 1 below.

CIP Project	Total Est. Project Cost	Project Description
2023-Subprogram 21/Project 3204	\$500,000	Dewatering System & AG Building Electrical Upgrades
2024-Subprogram 21/Project 3204	\$11,000,000	
2025-Subprogram 21/Project 3204	\$2,500,000	
2026-Subprogram 21/Project 3204	\$5,000,000	
2024-Subprogram 21/Project 3148	\$3,000,000	Return Sludge Piping Replacement
2024-Subprogram 21/Project 3150	\$100,000	HVAC Upgrades – Tunnel and Pump Area
2025-Subprogram 21/Project 3150	\$1,750,000	HVAC Upgrades – Process Area, Tunnel and Pump Gallery
2024-Subprogram 21/Project 3151	\$1,250,000	Influent Screen #2 and Headworks Conveyors
2026-Subprogram 21/Project 3337	\$700,000	Secondary Clarifier Dome Support Columns
TOTAL	\$25,800,000	

Table 1: EEWWTF CIP Projects

The procurement of the Design-Build team started with a Request for Qualifications (RFQ) that was sent out to multiple Design-Build teams in May 2025. The Design-Build team of AECOM, RH White and Johnson & Jordan was selected by AMAP and Operations staff in July 2025, with a preliminary contract signed in August 2025. The team has exceeded expectations in the design and preconstruction services provided thus far.

The projected schedule shows construction starting in September 2026 and completion of all of the projects above by May 2028. The successful delivery of this many projects across multiple portions of the facility, in less than three years, while allowing for input from Operations staff to allow for Maintenance of Plant Operations (MOPO) was the reason for selecting the collaborative Progressive Design-Build delivery method.

The following table provides a summary of the AECOM contract and Change Orders to date, including GMP 1:

Project Phase	Price	Status	Notes
Preliminary Design Contract	\$900,000	Complete	
Additional Headworks Modeling (CO #1)	\$38,500	Complete	
Advancement to 60% Design (CO #2)	\$600,000	Complete	
Reappropriation of costs to Dewatering (CO #3)	\$160,000	Complete	
Westbrook Centrifuge Preliminary Design (CO #4)	\$310,000	In Progress	These costs are for a separate CIP project in another municipality
Transition Past 60% Design (CO #5)	\$200,000	In Progress	
GMP 1 Construction Phase Services (CO #6)	\$20,XXX,XXX.00	Arranging Contract	

Table 2: AECOM contracts and Change Orders to date.

Recognizing the efficiency in duplicating the dewatering analysis and centrifuge procurement tasks that AECOM performed for EEWWTF, PWD and AECOM executed Change Order #4 for preliminary design and centrifuge procurement for the Westbrook WWTF Dewatering Upgrades project. Procurement for the one (1) centrifuge for Westbrook is expected to take place at the same time as the procurement for the two (2) centrifuges for EEWWTF. This is expected to allow for better pricing from the manufacturer.

As indicated in Table 1 above, the current total approved budget for this Progressive Design-Build project is \$25,800,000. The table below shows the total costs encumbered against this project budget and the costs that remain as Owners Contingency for GMP 1:

Item	Amount
2022-2026 Preliminary Design (Brown & Caldwell)	\$475,000
2024 EEWWTF Facility 3D Scanning	\$120,000
2025 Centrifuge Pilot Study	\$200,000
Total AECOM Design Contracts (includes Change Orders)	\$2,123,025
AECOM GMP 1 Construction Contract	\$20,XXX,XXX
Owners Contingency for GMP 1 (Total Budget minus Encumbrances)	\$_,____,____
Current Project Total Budget	\$25,800,000

Table 3: Project Budget summary.

AECOM will provide the cost estimate for the completion of the Dewatering Upgrade CIP Project in early July, at which point PWD will include those costs in the Proposed 2027 Budget. These costs will be included in GMP 2, which is expected to be signed in January 2027.

PWD and AECOM will break the construction phase of the contract into two separate GMPs as described below:

- GMP 1
 - Completion of Four CIP Projects:
 - GMP 1 will include costs from construction through completion of the RAS Pipe and RAS Pump replacement projects, Headworks Conveyance, HVAC Upgrades, and Clarifier Dome Support Column projects, leaving the Final CIP Project (Dewatering Upgrades) for GMP 2.
 - Pre-Procurement of Equipment for Dewatering Upgrades Project:
 - Through a competitive procurement process, the team has made a selection on the centrifuge manufacturer. The manufacturer can provide the equipment to meet the required sludge throughput, costs are competitive with the other four (4) manufacturers, and they meet the required response time and service requirements that were set in the procurement package.
 - Electrical design for the Dewatering Upgrades project has been advanced far enough to allow for procurement of the motor control centers (MCCs) and other electrical equipment with long lead times that needs to be ordered soon in order to keep with the intended construction schedule.

Several details of the Dewatering Upgrade Project are still being developed and the remaining costs for this project (excluding the equipment pre-procurement included in GMP 1) will be presented to PWD by early July as GMP 2. The remaining costs to bring the Dewatering Upgrade Project to completion will be added to the 2027 Budget, which will allow for the execution of the GMP 2 contract in January 2027.



OPERATIONS COMMITTEE / AGENDA ITEM SUMMARY

Agenda Item: 3
Date of Meeting: June 8, 2026
Subject: Westbrook/Gorham Regional WWTF – Biosolids Dewatering Project
Presented By: Kyle Jacobson, Capital Planning & Delivery Manager

RECOMMENDATION

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

ORDERED, that the 2026 Capital Improvement Plan is amended to increase the Westbrook WWTF Biosolids Dewatering 2026-3366 project budget by \$1,500,000 for the detailed engineering design of a biosolids dewatering system and procurement of assets, 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.

BACKGROUND

The Westbrook/Gorham Regional Wastewater Treatment Facility utilizes a Schwing screw press for its existing dewatering process. The screw press has become inoperable and needs replacement. In February, the BOT approved a motion to add the Project (2026-3366, Order 26-003). Subsequently, the District contracted with AECOM through an existing design-build agreement to begin preliminary engineering for replacement of dewatering equipment. Initial site layout work reviewed existing facility conditions and confirmed that a centrifuge can fit on site with minimal impact on other plant systems.

The next project phase will advance the project into detailed design of the dewatering system and procurement of a new dewatering centrifuge. For the sake of efficiency, this project has been coordinated with the ongoing East End (EE) biosolids dewatering project. To date, the project team has initiated discussions with multiple centrifuge manufacturers, and the staff intends to procure centrifuges for both plants from a single manufacturer. Aligning manufacturers provides operational consistency, shared institutional knowledge, and a single local representative for troubleshooting and preventative maintenance throughout the equipment's life. Because centrifuges typically require a lead time of approximately 40 weeks, beginning procurement early ensures dewatering reliability while design progresses.

Staff recommends increasing the engineering and procurement budget for the new dewatering system at the Westbrook WWTF.

FISCAL REVIEW / FUNDING

The 2026 Capital Improvement Plan listed the project's engineering and construction costs to occur in 2028. The proposed motion recommends increasing the project budget to \$1,850,000 (\$350,000 previously approved plus the \$1,500,000).

The multi-year forecast assumed the project's debt service payments starting in 2029 of \$540,000, assuming a total project budget of \$6 million. Those payments may begin a year earlier and will be reflected in the updated forecast. The debt service payment will mostly be offset by lower biosolids costs.

Until the project is completed, the higher biosolids costs will be incurred, and those higher costs were not included in the 2026 budget or forecast. The higher costs will need to be assessed to Gorham, Westbrook, and Windham. The Administration and Finance Committee will review the options to pay the higher costs.

CONCLUSION(S)

Staff recommends increasing the project budget to progress the project from preliminary to detailed design.

ATTACHMENT(S)

Supporting Information

SUPPORTING INFORMATION

Maintaining a reliable and efficient dewatering process at the Westbrook WWTF is critical for several reasons. Higher solids content reduces the volume of material requiring transport, saving money on both the number of trucks and weight-based tipping fees. In addition, the District's disposal contract mandates a minimum solids content in the sludge. When the material is too wet, the District must pay additional fees to stabilize the biosolids before landfilling. From 2020 to 2025, PWD paid an estimated \$405,000 in fees due to excessively wet biosolids, with the majority of this related to the challenges faced in the past two years.

PWD has exhausted all options with the vendor and local representative, including multiple site visits, incremental improvements, and full rebuilds of the screw press. These efforts failed to resolve the issues and imposed considerable capital costs and operator workload on the District. Over the past four years, the District has spent over \$250,000 on repair and replacement parts for the screw press.

Since August 2025, Wastewater Treatment Operations has rented a centrifuge at an average monthly cost of \$40,000. Although the rented unit is slightly smaller than the centrifuge anticipated for the proposed project, operators express satisfaction with its operation. The centrifuge consistently meets receiving facility sludge standards and has recorded zero days out of specification operation.

The District is currently working with AECOM on the East End WWTF Design-Build project, and the team's initial work has exceeded expectations. One East End subproject includes a dewatering upgrade that adds centrifuges to the facility. AECOM has coordinated with centrifuge vendors on the District's behalf and is well positioned to perform a similar assessment at the Westbrook facility. The proposed engineering design phase will direct AECOM to evaluate current and future dewatering needs at Westbrook, analyze space and design constraints, coordinate with vendors to identify suitable equipment, develop cost estimates, and produce engineering plans to integrate the new equipment into the existing processes and infrastructure.



MEMORANDUM PORTLAND WATER DISTRICT

TO: Planning Committee/Board of Trustees

FROM: Greg Pellerin, Executive Director of AMAP

DATE: June 2, 2026

RE: Planning Committee Meeting – June 8, 2026

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Monday, June 8, 2026, at 5:30 p.m., in the Nixon Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. PWD Engineering Technology & SCADA Update

Updates on progress and initiatives in the engineering technology space, including Asset Management, CAD, and SCADA. Discussion of success around road mapping for intentionality and priority in Asset Management. Updates on increasing efficiency with SCADA preventative maintenance (PM) by reviewing and optimizing PM work orders. Sharing plans for upcoming changes around new software systems for better CAD document management.

2. Other Business