

As voted by the Board of Trustees and in accordance with the notice of the meeting, the Regular Meeting of the Board of Trustees of the Portland Water District was held at the Jeff P. Nixon Training Center, 225 Douglass Street, Portland, Maine, and via Zoom, on Monday, March 23, 2026. Attending from staff were S. Firmin, D. Katsiaficas, K. Tibbets, J. Wallace, D. Kane, C. Brown, J. Hudak, M. Clements, C. Poulin, E. Archibald, and G. Pellerin.

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

**ROLL CALL**

The roll was called by the Clerk. Trustees Douglas and Willett were absent. Trustee Voltz arrived at 6:03.

**ELECTION OF OFFICERS FOR 2026-2027**

The Clerk requested nominations for the position of President

It was moved by Trustee Crockett and seconded by Trustee McCann to nominate Trustee Lunt for President.

Hearing no further nominations for President, the Clerk closed the nominations, and it was unanimously

Voted to elect Trustee Lunt as President.

The Clerk requested nominations for the position of Vice President

It was moved by Trustee Crockett and seconded by Trustee Shattuck-Heidorn to nominate Trustee McCann for Vice President.

Hearing no further nominations for Vice President, the Clerk closed the nominations, and it was unanimously

Voted to elect Trustee McCann as Vice President.

It was moved by Trustee McCann, seconded by Trustee Libby, that the Board vote, David Kane for Treasurer.

It was moved by Trustee Libby, seconded by Trustee McCann, that the Board vote, David Kane for Clerk.

It was moved by Trustee Libby, seconded by Trustee McCann, that the Board vote, Kaitlin Tibbets for Assistant Clerk.

Voted all in favor.

**ACCEPTANCE OF MINUTES**

Trustee Libby made a motion to accept the minutes of the Regular Meeting of February 23, 2026, seconded by Trustee Willett. It was voted all in favor.

Trustee Libby made a motion to accept the minutes of the Workshop Meeting of March 9, 2026, seconded by Trustee Shaughnessy. It was voted all in favor.

**INVITATION FOR PUBLIC COMMENT**

None.

## **REPORTS**

### **Operations Committee**

Trustee Crockett provided a summary of the Operations Committee meeting on March 9, 2026.

Staff gave a presentation on the asset management and maintenance strategy efforts that have been completed and the direction of future efforts.

Staff provided an update on the CMP substation and Northeast Pump Station force main relocation effort to support the substation project.

Staff gave an overview of the recent leak and boil water order that was required for the Islands of Casco Bay.

### **Planning Committee**

Trustee Libby provided a summary of the Planning Committee meeting on March 9, 2026.

Staff provided an update on the ongoing collaboration between PWD and the Maine Department of Transportation concerning a potential future land agreement for the extension of the Mountain Division Rail Trail.

### **Administration and Finance Committee**

Trustee Shaughnessy provided a summary of the Administration and Finance Committee meeting on March 9, 2026.

Staff noted the preliminary 2025 financial results indicate the Water Fund had a net income of almost \$1 million. The Committee recommended the amount be allocated to the Operating Reserve.

Staff provided an overview of a new artificial intelligence (AI) customer service product that would enable customers to receive basic customer support 24/7 via phone, email and text. A product demonstration was watched.

The Committee reviewed the 2026 Workplan, including the addition of reviewing the 2025 Vendor Listing, procurement policy, Home Service program, and quarterly financial reports.

The Committee discussed the expected higher biosolids processing costs at the Westbrook Regional Treatment plant that Westbrook does not have sufficient funding. A transfer from capital reserve will be proposed later this year to cover the higher costs. Also, it was noted the allocation of the Water bond proceeds approved at the February 2026 meeting were reallocated due to the receiving funding through the State Revolving Loan program funding for one of the projects.

### **General Manager's Report**

The General Manager reported that following the union membership's rejection of the tentative agreement, management and the union negotiating teams met mid-last week to discuss a proposal based on the failed agreement. Management has several follow-up items to share with the union's business agent, after which a second negotiation session will be scheduled. Negotiations are ongoing, and updates will be provided as they progress.

Mr. Firmin also reminded the Trustees that, due to remodeling in the customer service area, next month's Administration and Finance meeting will be held in the third-floor meeting room. Staff will be available to help direct attendees to the new location.

**NEW BUSINESS**

**Order 26-005** authorizing a transfer of the 2025 annual operating fund change in the Water Fund to the Operating Reserve.

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

Staff recommended, and the Committee concurred, to add \$1.0 million to the Operating Reserve, bringing the balance to \$7.8 million, which is 23% of expenses.

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

It was Voted and unanimously,

ORDERED, the 2025 annual operating fund change in the Water Fund is hereby allocated to the Operating Reserve.

**Resolution 26-004** recognizing the accomplishments and contributions of retiring Corporation Counsel, Donna Katsiaficas.

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

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

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

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

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

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

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

It was moved by Trustee Lunt and seconded by Trustee Shattuck-Heidorn.

It was Voted and unanimously,

March 23, 2026

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

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

**OTHER BUSINESS**

None.

**SECOND INVITATION FOR PUBLIC COMMENT**

None.

**TRUSTEE COMMENTS**

Trustees expressed appreciation for Donna's nearly 20 years of service as Corporation Counsel, highlighting her expertise, professionalism, and wide-ranging legal knowledge. Several trustees noted her preparedness, sound guidance, and the important role she played in supporting the District's work. Her contributions to public service were emphasized, with recognition of the lasting impact she leaves behind. Trustees shared that she will be greatly missed and extended their best wishes for a happy and well-deserved retirement.

**EXECUTIVE SESSION**

A motion may be made to go into Executive Session at any time during the meeting to discuss, pursuant to 1 M.R.S. §405(6)(A) personnel, 1 M.R.S. §405(6)(C) real estate, 1 M.R.S. §405 (6)(D) labor negotiations, or 1 M.R.S. §405(6)(E) legal matters.

**ADJOURNMENT**

Meeting adjourned at 6:24 p.m.

Submitted by,

*David M. Kane*

David M. Kane

Clerk