AGENDA
PORTLAND WATER DISTRICT

225 Douglass Street, Portland, Maine
Jeff P. Nixon Training Center
6:00 p.m. on Monday, October 26, 2026
https://us06web.zoom.us/j/82084563760?pwd=1x3bdbL2kQRq3iOV0HtkmD1nJWZbSj.1

1.	Convene Meeting with Pledge of Allegiance and moment of silence.	President Lunt
2.	Roll Call	Clerk
3a.	Acceptance of Minutes of the Regular Meeting of September 21, 2026	President Lunt
3b.	Acceptance of Minutes of the Workshop Meeting of October 13, 2026	President Lunt
3c.	Acceptance of Minutes of the Special Meeting of September 24, 2026	President Lunt
4.	Invitation for Public Comment	President Lunt
5.	Reports:	
	▪ Operations Committee Reports	Trustee Crockett
	▪ Planning Committee Reports	Trustee Douglas
	▪ Administration & Finance Committee Reports	Trustee Willett
	▪ General Manager's Report	General Manager
6.	New Business	
	A. **Order 26-023** amending the 457 Plan, effective as of January 1, 2027.	Administration and Finance Committee
	B. **Order 26-024** amending the 2026 CIP to include project 2026-3420 Caple Elizabeth WWTF Upper Roof Replacement.	Operations Committee
	C. **Order 26-025** authorizing the General Manager to execute a professional services contract for the procurement of engineering services for the Regional Biosolids Facility Project.	Greg Pellerin
7.	Other Business An item may be added to this agenda provided seven trustees vote to waive the rule regarding agendas.	President Lunt
8.	Second Invitation for Public Comment	President Lunt
9.	Trustee Comments	President Lunt
10.	Executive Session A motion will 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 matter.	President Lunt
11.	Adjournment	President Lunt

David M. Kane
Clerk

BOARD OF TRUSTEES/AGENDA ITEM SUMMARY

Agenda Item:	6A Order 26-023
Date of Meeting:	October 26, 2026
Subject:	Deferred Compensation (457) Plan Amendment
Presented By:	David Kane, Executive Director of Administration

RECOMMENDATION

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

> ORDERED, that the 457 Plan is hereby amended, effective as of January 1, 2027, to permit in-plan Roth conversions by participants; and
>
> BE IT FURTHER ORDERED, that the above change will be incorporated into the restated plan document, which was authorized by the Board on December 15, 2025.

BACKGROUND

The District has a deferred compensation pension (457(b)) plan to which employees contribute. Employees have the option to make contributions to the plan on a pre-tax (Regular) basis or a post-tax (Roth) basis. Currently, participants cannot reallocate contributions from the regular account to a Roth account while employed by the District. The proposed motion would permit employees to elect to make an in-service transfer (and pay income tax in the year of conversion).

FISCAL REVIEW / FUNDING

The change does not result in any fiscal impact to PWD.

LEGAL REVIEW

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

CONCLUSION(S)

The Administration and Finance Committee reviewed and voted to have the proposed motion be forwarded to the Board for its consideration.

ATTACHMENT(S)

A. Portland Water District Deferred Compensation Plan – In-Plan Roth Rollover language

Section 3.01B In-Plan Roth Rollover is added to the Plan as follows:

SECTION 3.01B--IN-PLAN ROTH ROLLOVERS.

Effective January 1, 2027, an Eligible Employee or Inactive Participant may elect to have any portion of their Account (other than amounts attributable to Roth Salary Deferral Contributions or Rollover Contributions from a designated Roth account) treated as Roth Salary Deferral Contributions in accordance with Code Section 402A(c)(4), provided that such portion does not include the following:

(a) an Unforeseeable Emergency withdrawal;

(b) an amount subject to a loan made pursuant to SECTION 5.05--WITHDRAWAL/DISTRIBUTION AND LOAN BENEFITS;

(c) any distribution required under Code Section 401(a)(9); and

(d) any distribution that is one of a series of substantially equal periodic payments made at least annually over the Participant's life or life expectancy, the joint lives or joint life expectancies of the Participant and Designated Beneficiary, or a specified period of 10 years or more.

Any assets converted in such a way shall be considered a Rollover Contribution for purposes of Section 3.01A, subjected to the same Plan rules applicable to Roth Salary Deferral Contributions, separately accounted for, and maintained in such records as are necessary for the proper reporting thereof. Any distribution constraints applicable to such assets prior to the conversion shall continue to apply.

Portland Water District
From Sebago Lake to Casco Bay

BOARD OF TRUSTEES/AGENDA ITEM SUMMARY

Agenda Item:	6B Order 26-024
Date of Meeting:	October 26, 2026
Subject:	Cape Elizabeth WWTF Roof Replacement
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 include an additional project (Cape Elizabeth WWTF Upper Roof Replacement 2026-3420) ("Project") in the amount of $125,000 related to the construction of the upper roof, 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

A District wide assessment of roofs began in the summer of 2026. Of the 120 roofs across the water, wastewater, and administration buildings, 20 have been inspected to date. The effort will result in a database of inspection data, condition, and estimated repair costs for incorporation in future Capital Improvement Plans. As part of this effort, the Cape Elizabeth Wastewater Treatment Facility's roof was assessed. Leaks have occurred and the assessment recommended immediate replacement of upper roof section.

FISCAL REVIEW / FUNDING

The project will be funded from Cape Elizabeth's Renewal and Replacement fund which has an available balance of $430,000.

CONCLUSION(S)

The Operatiosn Committee recommended the motion be forward to the full Board for its consideration with a vote of 2-0.

ATTACHMENT(S)

None.

Portland Water District
From Sebago Lake to Casco Bay

BOARD OF TRUSTEES/AGENDA ITEM SUMMARY

Agenda Item:	6C Order 26-025
Date of Meeting:	October 26, 2026
Subject:	Regional Biosolids Facility Phase 1A Design – Engineering Method and Professional Services Contract Approval
Presented By:	Greg Pellerin, Executive Director of AMAP

RECOMMENDATION

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

> ORDERED, that the Design-Build Method is authorized for the procurement of engineering services for the Regional Biosolids Facility Project, pursuant to the District's Purchasing Policy, 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; and
>
> BE IT FURTHER ORDERED, the General Manager is authorized to execute a professional services contract with PC/Hazen/Synagro for Phase 1A design services for the PWD Regional Biosolids Facility Project in the amount of $1,500,000; 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 this vote.

BACKGROUND

In May 2026, the Board approved an amendment to the 2026 CIP (Order 26-011) authorizing a $2,000,000 budget for procuring engineering services for the Regional Biosolids Facility Phase 1A Design. In June, the PWD Project Team issued a Request for Qualifications for Progressive Design-Build Services and, in August, received three Statements of Qualifications (SOQs) from qualified DBO teams. The selection committee, comprised of AMAP and Operations staff, determined that the PC/Hazen/Synagro team was the most qualified for the Regional Biosolids Facility project.

Staff has reviewed PC/Hazen/Synagro's proposal and recommends awarding a contract for Phase 1A, Preliminary Design. The total project budget is expected to include:

- $1,500,000 for Design-Build Services
- $100,000 for site investigation allowances (soil borings, etc.)
- $400,000 for Owners Adviser Services and Contingency
- Total: $2,000,000

Phase 1A will include assessing the viability of major design alternatives and defining a preliminary design outcome, including siting and a cost estimate.

With a completed preliminary design, staff and the project team will evaluate funding sources, governance, and community support, and provide scenarios to the BOT to determine whether to advance into detailed design, Phase 1B. Phase 1B would advance the design to roughly 60% and establish a Guaranteed Maximum Price (GMP) Design-Build Contract.

FISCAL REVIEW / FUNDING

The project costs would be allocated to each wastewater community based on its percentage of wet tons of biosolids. If the project proceeds to construction, the $2 million could be bond-financed along with construction costs. The annual debt service would be $180,000, assuming a twenty-year bond term. If the project does not proceed to construction, the costs would be allocated to each wastewater community and included as a one-time charge.

CONCLUSION(S)

Staff recommends approving the Design-Build Engineering Method and awarding the contract for the Regional Biosolids Facility Project Phase 1A Design to PC/Hazen/Synagro.

ATTACHMENT(S)

Team Selection Review

TEAM SELECTION REVIEW

Three DBO teams submitted Statements of Qualifications (SOQs) for the Regional Biosolids Handling Facility Project:

1. Jacobs (Design/Build/Operate team)
2. Portland Water Constructors (joint venture partnership between Kiewit and Cianbro, contractors), Tighe & Bond/Arcadis (Engineers), Woodard & Curran (Operator)
3. Hazen & Sawyer (Engineer), PC Construction (Contractor), Synagro (Operator)

The PWD selection committee reviewed the SOQs and conducted interviews with all three design-build-operate teams. Each of the firms was rated from 0 to 100 on the categories (and their weights) listed below:

Project Team Organization	10 points
Qualifications and Experience of Key Team Members	30 points
Demonstrated Past Experience with Successful Projects of Similar Scope and Complexity	25 points
Project Delivery Approach	30 points
Schedule, Planning, and Sequencing	25 points
Safety Record	10 points
Presentation	20 points
Responses to Specific Questions	20 points
Communication	30 points
Total	200 points

Table 2: Selection Criteria and Weighting

Each member of the selection committee ranked each of the three teams separately, and the rankings were tallied up and averaged in a final selection matrix. The final scores are shown in Table 3 below:

Jacobs	Portland Water Constructors	PC/Hazen/Synagro
135.93	121.57	150.46

Table 3: Final Selection Matrix

With the highest overall score, the PC/Hazen/Synagro team was selected, and a final contract has been negotiated.