



## **WORKSHOP MEETING BOARD OF TRUSTEES**

225 Douglass Street, Portland, Maine  
Jeff P. Nixon Training Center  
6:30 p.m. on Monday, April 14, 2025

There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Monday, April 14, 2025. The meeting will begin at 6:30 p.m. in the Nixon Training Center at the general offices of the District located at 225 Douglass Street, Portland, Maine.

The Workshop will be preceded by meetings of the following Board Committees:

<b><u>Committee</u></b>	<b><u>Room / Location</u></b>	<b><u>Time</u></b>
Pension	General Manager's Conference Room	5:15 p.m.
Administration & Finance	Monie Room	5:30 p.m.
Operations	EOC 2 <sup>nd</sup> Floor	5:30 p.m.
Planning	Nixon Training Center	5:30 p.m.

## **AGENDA – WORKSHOP**

1. **“Follow the Water”**  
Paul Hunt, Environmental Services Manager, will share a short documentary film.
2. **Water Systems Development Charge**  
Staff will discuss the state law allowing water districts to assess a system development charge on new customers.
3. **Other Business**
4. **Adjourn**



## **MEMORANDUM PORTLAND WATER DISTRICT**

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TO: Pension Committee/Board of Trustees

FROM: Emanuel Archibald, Director of Human Resources

DATE: April 8, 2025

RE: Pension Committee Meeting – April 14, 2025

A meeting of the Pension Committee of the Portland Water District Board of Trustees is scheduled for Monday, April 14, 2025, in the General Manager's Conference 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**

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TO: Administration and Finance Committee/Board of Trustees

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

DATE: April 8, 2025

RE: **Administration and Finance Committee Meeting – April 14, 2025**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Monday, April 14, 2025, at 5:30 p.m., in the Monie Conference Room of the District, 225 Douglass Street, Portland, Maine.

### **AGENDA**

1. **Annual Election of Committee Chair**  
The Committee will elect a chair for 2025-2026.
2. **Allocation of 2024 Surplus Balances**  
At the March 10, 2025, meeting, the Committee discussed a recommendation of how to distribute the 2024 annual surplus balances, but it was tabled so staff could obtain feedback from the municipalities on their preference. (See attached memo)
3. **Safety**  
Staff will present an update on the safety program.
4. **Pension Plans**  
Staff will present an update on the defined benefit plans and 457 Plans.
5. **Other Business**



## ADMINISTRATION AND FINANCE COMMITTEE/AGENDA ITEM SUMMARY

Agenda Item: 2  
 Date of Meeting: April 14, 2025  
 Subject: Allocation of 2024 Surplus Balances  
 Presented By: David Kane, Treasurer

### RECOMMENDATION

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

ORDERED, (to be determined at the April committee meeting).

### FISCAL REVIEW / FUNDING

The Portland and Windham wastewater funds had annual operating surpluses of \$1,227,076 and \$35,377, respectively. The Portland fund results are due to higher interest and septage revenue (\$314,956), and lower operating expenses (\$822,137). The Windham-South fund results are due to higher interest income (\$27,662). It is recommended to retain the amount in the operating fund's contingency funds up to 25% of the budget target, with the excess in the Portland and Windham funds being returned to the City of Portland and the Town of Windham.

The Cape Elizabeth and Gorham wastewater funds had net income. Since the cumulative balance is below the target level, it is recommended that the annual balance be left in the contingency fund.

The Cumberland and Windham-North funds have a cumulative deficit. The deficits will be addressed in the 2026 budget and assessment.

### Operating Funds:

	1/1/2024 Balance	2024 Net Change (Unaudited)	12/31/2024 Balance	Target (25% of Budget)	Over/(Under ) Target
<b>Water</b>	\$6,803,197	\$13,861	\$6,817,058	\$7,865,199	(\$1,048,141)
<b>Cape Elizabeth</b>	\$382,796	\$69,500	\$452,296	\$918,257	(\$465,961)
<b>Cumberland</b>	\$27,140	(\$66,198)	(\$39,058)	\$329,147	(\$368,205)
<b>Gorham</b>	\$112,965	\$34,291	\$147,256	\$433,831	(\$286,575)
<b>Portland</b>	\$4,175,510	\$1,227,076	\$5,402,586	\$3,583,126	\$1,819,460
<b>Westbrook</b>	\$218,603	(\$12,079)	\$206,524	\$1,059,048	(\$852,524)
<b>Windham-So</b>	\$168,202	\$35,377	\$203,579	\$150,869	\$52,710
<b>Windham-No</b>	(\$53,846)	\$27,032	(\$26,814)	\$0	\$0

**Renewal and Replacement Funds:**

	<b>12/31/2024 Balance (Budget)</b>	<b>Target</b>	<b>Over/(Under) Target</b>
<b>Water</b>	\$7,958,564	\$3,901,000	\$4,057,564
<b>Water-Capital Reserve</b>	\$2,724,620	\$0	\$0
<b>Cape Elizabeth</b>	\$776,324	\$957,000	(\$180,676)
<b>Cumberland</b>	\$197,441	\$474,000	(\$276,559)
<b>Gorham</b>	\$815,395	\$943,000	(\$127,605)
<b>Portland</b>	\$6,138,081	\$6,300,000	(\$161,919)
<b>Westbrook</b>	\$3,205,600	\$1,168,000	\$2,037,600
<b>Windham-So</b>	\$409,743	\$196,000	\$213,743

**LEGAL REVIEW**

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

**CONCLUSION(S)**

Since the municipalities had not responded, the Committee recommended tabling the item at the March 2025 meeting. The municipalities have now responded. Portland requested the proceeds be returned, and Windham requested they be retained.

**ATTACHMENT(S)**

None.

## **MEMORANDUM PORTLAND WATER DISTRICT**

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TO: Operations Committee/Board of Trustees

FROM: Scott Firmin, Director of Operations - Wastewater  
James Wallace, Director of Operations - Water

DATE: April 8, 2025

RE: Operations Committee Meeting – April 14, 2025

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Monday, April 14, 2025, at 5:30 p.m., in the Emergency Operations Center (EOC) Room of the District, 225 Douglass Street, Portland, Maine.

### **AGENDA**

1. **Annual Election of Committee Chair**  
The Committee will elect a chair for 2025-2026.
2. **Engineering Method Request for EEWTF Equipment Upgrade**  
Staff will provide a recommendation for the use of design-build engineering services for renewal and improvement of the East End Water Treatment Facility. (See attached memo)
3. **Engineering Method Request for SLWTF Chemical Tank Replacement**  
Staff will provide a recommendation for the use of design-build engineering services for replacement of chemical tanks at the Sebago Lake Water Treatment Facility. (See attached memo)
4. **Other Business**

## **OPERATIONS COMMITTEE/AGENDA ITEM SUMMARY**

Agenda Item: 2

Date of Meeting: April 14, 2025

Subject: EEWWTF Comprehensive Upgrade Project – Professional Services Contract – Engineering Method Approval

Presented By: Kyle Jacobson, Senior Project Engineer

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### **RECOMMENDATION**

The following proposed language is presented for Committee approval:

ORDERED, that the Design-Build Method is authorized for the procurement of engineering services for the EEWWTF Comprehensive Upgrade 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.

### **BACKGROUND ANALYSIS**

The East End Wastewater Treatment Facility (EEWWTF) was originally constructed in 1979 and was designed to treat incoming sanitary and stormwater flows from the City of Portland. The EEWWTF is the largest municipal treatment plant in the State of Maine. Several plant processes have provided service beyond their expected useful life and require renewal and improvement. PWD's Capital Improvement Plan (CIP) has included important projects across the facility impacting several process areas (see Table 1 in Attachments). A major challenge with this project is the requirement to have multiple construction efforts happening simultaneously across the plant in order to meet the project schedule requirements.

The PWD Project Team recommends the 'Design-Build' project delivery method for this project. The more traditional project delivery approach of 'Design-Bid-Build' would not serve the complexity and urgency of the projects because, in aggregate, these projects require careful planning with operations staff and consideration of up and downstream impacts, thereby requiring a wholistic approach overall set of projects not just each project individually.

The Design-Build method will provide a team consisting of the Owner and the Designer-Builder. The Designer-Builder will be a single contractual entity comprised of an engineering consultant team and a construction contractor firm. This method allows for collaborative work at the project onset to develop an agreed-upon project sequence, schedule, and Maintenance of Plant Operations (MOPO) plan. This step is unique to Design-Build, and we feel it is essential for successfully delivering these projects.

### **FISCAL REVIEW/FUNDING**

The project will be submitted for consideration for the CWSRF project list for funding through Maine Municipal Bond Bank. The anticipated annual operating fund impact would be \$1,401,000. If the project does not qualify for the CWSRF program, the annual impact is estimated at \$1,698,000. The Dewatering System Upgrade sub-project has already received two loans (principal forgiven) from the CWSRF program with principal forgiveness: one for \$526,720 and one for \$375,000, for a total of \$901,720. The multi-year forecast provided by the City included the financing cost related to this project.

**LEGAL REVIEW**

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

**CONCLUSION(S)**

Staff is requesting authorization of the Design-Build Method for the reasons stated above. If approved, staff will be issuing a formal Request for Qualifications from Design-Build teams in May 2025, with the intent of selecting a Design-Build team by July 2025.

**ATTACHMENT(S)**

Table of Projects.



### CIP Plan Important Projects

CIP Project	Total Est. Project Cost	Project Description
2023-Subprogram 21/Project 3204	\$500,000	Dewatering System Upgrade
2024-Subprogram 21/Project 3204	\$11,000,000	
2025-Subprogram 21/Project 3204	\$2,500,000	
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
<b>TOTAL</b>	<b>\$20,100,000</b>	

## **OPERATIONS COMMITTEE / AGENDA ITEM SUMMARY**

Agenda Item: 3  
Date of Meeting: April 14, 2025  
Subject: Chemical Storage Facilities Upgrades (CIP Proj 3210/122) at the Sebago Lake Water Treatment Facility – Professional Services Contract – Engineering Method Approval  
Presented By: Tamara Risser, PE, Project Engineer

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### **RECOMMENDATION**

The following proposed language is presented for Committee approval:

ORDERED, that the Design-Build Method is authorized for the procurement of engineering and construction services for the Chemical Storage Facilities Upgrades at the Sebago Lake Water Treatment Facility, 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.

### **BACKGROUND ANALYSIS**

The District has been working with a third-party consultant to evaluate chemical storage upgrades at the Sebago Lake Water Treatment Facility starting in 2021 using Water Operations R&R funding. The District reviewed the Technical Memorandum that was produced which recommended replacing tanks and appurtenances maintaining the existing layout. This option requires temporary chemical feed and costly demolition and reconstruction for future tank replacement. Further review settled on options to either add a small annex and reconfigure existing space to facilitate tank maintenance and replacement or create new space proximate to chemical injection point to reduce significant annual chemical feed costs. The District wishes to take a Design/Build approach to ensure the engineer/contractor provides the District with a collaborative phased approach that executes the project while safeguarding operations i.e. public health and safety. Further, this project can be prioritized with system construction in phases to leverage creative cost containment solutions.

With these considerations in mind, staff is requesting that future engineering services procurements for this project, utilize the Design-Build Method instead of the Comprehensive Method. Staff is requesting authorization of the Design-Build Method at this time to prepare for the next steps toward successful implementation of the project; Staff anticipates recommending selection of design-build firm to the Board in early summer 2025.

### **FISCAL REVIEW/ FUNDING**

It is expected that the project will be bond financed. The project cost impact is expected to be approximately \$6M to \$7M. The table below shows expected project CIP funding requirements over the next three years.

<b><u>Water</u></b>	<b><u>2025</u></b>	<b><u>2026</u></b>	<b><u>2027</u></b>
<b>3210/122 Chemical Storage Facil. Upgrades</b>	<b>\$1,550,000</b>	<b>\$2,250,000</b>	<b>3,200,000</b>

The multi-year forecast included bond financing of \$5.55 million. The current total estimated cost is \$7.0 million. The higher cost project cost increases the annual debt service by approximately \$130,000 over the amount included in the multi-year plan.

#### **LEGAL REVIEW**

Corporation Counsel has reviewed and approved the form of motion.

#### **CONCLUSION(S)**

Staff recommends that the Design-Build Method be utilized to procure engineering and construction phase services for this project.

#### **ATTACHMENTS**

None.



## **MEMORANDUM PORTLAND WATER DISTRICT**

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TO: Planning Committee/Board of Trustees

FROM: Laurel Jackson, Right of Way Agent

DATE: April 8, 2025

RE: Planning Committee Meeting – April 14, 2025

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Monday, April 14, 2025, at 5:30 p.m., in the Nixon Room of the District, 225 Douglass Street, Portland, Maine.

### **AGENDA**

1. **Election of Chair**  
The Committee will elect a chair for 2025-2026.
2. **Updates**  
Lakescaping Budget Summary (see attached).
3. **Littlejohn Road Tower Proposal**  
Staff will share a proposal from Tilson Technology to develop a cell tower on PWD property in Cape Elizabeth.
4. **Sebago Lake: An Incredible Water Supply Requiring Special Protection**  
Staff will present on PWD's source protection and monitoring of Sebago Lake.
5. **Other Business**

## Lakescaping Program Budget Summary

2015-2025

Year	Lakescaping Budget	Amount Used	Percent Used
2025	\$21,750	TBD	TBD
2024	\$16,750	\$15,425	92%
2023	\$16,750	\$22,356	133%
2022	\$16,750	\$11,782	70%
2021	\$16,000	\$7,193	45%
2020	\$16,000	\$12,972	81%
2019	\$16,000	\$16,975	106%
2018	\$16,000	\$11,691	73%
2017	\$16,000	\$4,032	25%
2016	\$17,000	\$8,375	49%
2015	\$15,000	\$9,720	65%
<b>11 Years</b>	<b>\$184,000</b>	<b>\$120,521</b>	<b>66%</b>