

**Bangor Water District
Board of Trustees**

**Minutes of the
Regular Monthly Meeting
April 19, 2016**

The regular meeting of the Bangor Water District Board of Trustees was held at 3:45 p.m. in the Hughes Building, 614 State Street. Present were:

Ralph Foss
Rick Fournier
John Lawler
Gerry Palmer
Robert Sypitkowski
Dan Wellington

being more than a quorum of Trustees. Absent: Trustee Hamilton. Also in attendance: General Manager Moriarty, District Engineer Pershken, Finance Manager Bailey, and Office Manager Marchegiani. The clerk kept the minutes.

Staff recognition: Taking the agenda out of order, Water Treatment Operator Moran was recognized for 15 years of service at Bangor Water.

I. **Public Comment Period:** None.

II. **Administrative Items**

Minutes: The minutes of the regular March meeting were accepted as presented.

Treasurer's Report: Bailey said March expenses were lower due to fewer water main breaks and lower heating costs. She noted that at this time last year, the District had experienced 20 leaks at an unplanned cost of \$54,100; to date in 2016, there have been seven leaks at an unplanned cost of \$29,500.

Bailey also presented a suggested benchmark for measuring the performance on the investment account (monies originally held by MainePERS to fund BWD's share of employee retirement contributions, but now managed by the District). Although the return for the first quarter was lower than the benchmark, Board members opted to wait for another quarter's results before considering any adjustments.

After several questions, the Treasurer's Report was accepted as presented.

Progress Report: as presented.

II. Old Business:

Engineer's Report: Pershken updated the Board on

- Johnston Pump Station renovations – bypass connection tapped into main; contractor setting up barges, silt curtain, and temporary intake lines; temporary bypass pumps installed; emergency filtration plan developed; and bypass to start operating early in May
- First and Davis streets – project completed
- Union Street – Contractor has installed about 1,000 feet of 2,300 feet of 16-inch main
- Hammond Street – old line is very deep so new line will be installed above it, which means temporary above-ground water service lines will not be necessary.
- Emera substation – bids opened but customer did not have necessary easements by meeting to sign paperwork.

Rate Case update: Moriarty said the paperwork had been filed with the Maine Public Utilities Commission, the notices had been mailed to customers, the newsletter with additional information will be mailed shortly, and the public hearing is scheduled for 6 p.m. on May 12.

III. New Business

Thomas Hill webcams: Moriarty said the webcams had been added to Bangor Water's website.

Workforce planning: Moriarty reviewed the changes to various departments as a result of the Service Manager's retirement, with the final outcome of advertising for a new utility worker. She again noted the existing 32-person workforce has 19 people who are over 50 (nine over 60).

Compensation time policy: Moriarty explained the District had done away with comp time for hourly employees more than a decade ago, as it was difficult and expensive to manage without any set guidelines. Having been approached recently about reinstating limited comp time, Moriarty presented the following:

Section 12 of Personnel Handbook: Comp time can be earned by hourly employees who work outside normal work hours. Comp time is earned on a time-and-a-half basis. An employee can earn up to 40 hours of comp time from the first to the last pay period of the year.

Comp time use: all comp time earned must be used by the last pay period of the year in which it was accrued. Earned comp time that is not used by the last pay period of the year will be paid on the last pay period of the year.

Accrual of comp time must be submitted on the approved form.

She indicated the policy had been discussed with legal counsel, and the department heads felt a limit of 40 hours was workable. After discussion, it was upon motion being made and duly seconded, unanimously

VOTED: to approve staff recommendation for implementing comp time for hourly employees.

Paving bid: Moriarty presented the results of bids for paving trenches, noting that the low bidder had not worked for the utility previously. However, the bidder met all qualifications including successful reference checks, and it was therefore upon motion being made and duly seconded, unanimously

VOTED: to award the trench paving bid to the low bidder.

Bond Authorization: Bailey reminded the Board that Bangor Water will be issuing a bond for the Union Street project through the Maine Municipal Bond Bank, noting the proposed motion for approval authorizes the Treasurer and the Board Chair to sign related paperwork (a changed from previous bond issues which required the signature of all Board members). It was upon motion being made and duly seconded, unanimously
VOTED:

(1) That the Board of Trustees hereby approve the application made to the State Revolving Loan Fund at the Maine Municipal Bond Bank for approval to borrow up to \$841,200 of permanent financing to fund water main replacement – Union Street, I-95 to Vermont Avenue, including design work, transaction costs and all related expenses (the "Project").

(2) That, pursuant to authority granted by the Charter of the Bangor Water District, and specifically Section 8 thereof, and any other applicable law, the District is hereby authorized to issue and sell to the Maine Municipal Bond Bank a Taxable Water Bond of the District (the "Bond") in an aggregate principal amount not to exceed \$841,200 to fund the Project, said funding to include transaction costs and all other expenses reasonably related to the Project.

(3) That the District Treasurer and Chair of the Board of Trustees are hereby authorized to execute and deliver the Bond on behalf of the District to the Maine Municipal Bond Bank. The Bond is to be sold upon such further terms and conditions and at such interest rates as may be approved by the Treasurer and Chair of the Board of Trustees, and shall have the District seal affixed and be attested by the District Clerk.

(4) The term of the Bond does not exceed 120% of the economic life of the Project.

(5) That the District hereby irrevocably pledges the user fees, rates, assessments and other charges of the District for the payment of the principal of the Bond.

(6) That the Treasurer and Chair of the Board of Trustees are hereby authorized to execute and deliver a Loan Agreement with the Maine Municipal Bond Bank, in such form as the Maine Municipal Bond Bank shall require, for the permanent financing.

(7) That the District officers and officials are hereby authorized to execute and deliver any and all documents and certificates, and to take any and all actions, including affixing the seal of the District as may be necessary or convenient to carry out the full purport and intent of the foregoing orders, or any one of them.

Lead in drinking water in the news: Moriarty noted various news items pertaining to the topic, particularly those related to testing for lead in school buildings. She noted that the EPA offered lead in drinking water guidelines to schools (including testing and flushing recommendations), and these were part of a discussion that District staff had recently with City of Bangor school staff.

Board members asked about providing additional information on BWD's status re lead as well as resource sites to the Bangor school department, the one school outside of Bangor directly served by the utility, and possibly licensed daycare providers within BWD's service area.

After a discussion of Bangor Water's testing requirements, possible groups to be involved in the exchange of information, and other interrelated items, the consensus of the Board was 1) to present the offer of information and resources to the Bangor School superintendent in follow-up to the earlier meeting, and 2) provide similar information to private schools and licensed daycares within BWD's service area. Moriarty indicated she would also be in touch with Trustee Hamilton (not in attendance) as she is the City of Bangor's Director of Health and Community Services.

On a semi-related item, Moriarty noted that DHHS Commissioner Mary Mayhew toured the Floods Pond facilities in response to a discussion between the two at a meeting earlier this year.

Maine Public Utilities Commission annual report: Moriarty noted the required report – detailing the utility customer base, finances, and water pumpage – had been completed by staff members and then filed. She noted the “unaccounted for” water number was higher than average, and would likely result in a recommendation to the Board for a leak audit at some future point.

Board package correspondence: Moriarty reminder the Board of the rate case public hearing on May 12, the standpipe tour on May 4, and a retirement celebration on April 29.

Hearing no further business to come before the meeting, it was upon motion being made and duly seconded, unanimously

VOTED: to adjourn at 5:40 p.m.

Dan Wellington, clerk

Ralph Foss

Richard Fournier

John Lawler

Gerry Palmer

Robert Sypitkowski