

**Bangor Water District
Board of Trustees**

**Minutes of the Annual and Regular Meetings
February 18, 2020**

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

Ralph Foss
Patty Hamilton
John Hwalek
Gerry Palmer
Robert Syptkowski

being more than a quorum of Trustees. Absent: Trustees Timpson and Wellington. Also in attendance: General Manager Moriarty, Finance Manager Bailey, District Engineer Killip, and Office Manager Marchegiani. In the absence of Trustee Wellington, Trustee Hamilton was appointed clerk pro tem.

I. Public Comment: None.

II. Administrative:

Trustee Hamilton joined the meeting.

Minutes: After discussion, the minutes of the January meeting were approved as presented.

Treasurer's Report: Finance Manager Bailey said January revenue was up slightly and expenses were down 12 percent compared to budget. The latter was due to fewer leaks (11 in 2019 compared to one in 2020), less plowing, and capital work performed during the winter (prep work for MDOT's Ohio Street bridge project). After questions and discussion, the Treasurer's Report was accepted as presented.

Progress Report: as presented.

Trustee recognition: Taking the agenda out of order, Former Trustee Grosjean was recognized for her nine years of service.

III. Old Business:

Engineer's Report: Killip updated the Board on

- Pump replacement at Griffin Road pump station- both pumps replaced by contractor and electrical demand should decrease.
- Husson campus expansion – growth plus the need to retrofit buildings with fire system and domestic pumps due to current water pressure led to discussion about expanded pressure zone to include the whole campus. Additionally, emergency operations for campus will be evaluated.
- Scanning and printing of maps continues to ensure electronic and paper copies are available.

Solar feasibility update: Moriarty said she met with reps from ReVision Energy and identified possible 20-acre site in the watershed. Additionally, ReVision has filed a pre-application with Emera to check on availability to accommodate Bangor Water's potential solar project.

Workforce planning: Moriarty announced that

- Kyle Killip, currently the Assistant District Engineer, has accepted the position of District Engineer.
- The heavy equipment operator position was filled in-house, so there is now an opening for Utility Worker.
- Interviews will be scheduled shortly for the vacant Water Treatment Operator position.

IV. New Business:

Rate case schedule: Moriarty reviewed the schedule, including Board action, notification to customers, meeting with the City Council and large users, and public hearing. She reminded the Board of a workshop session on Feb. 27 to review finances and the pro-forma for a potential rate case in 2020.

Terms and Conditions revision: Moriarty said Bangor Water will also update its Terms regarding the fees charged for items such as collecting unpaid bills, reconnection of service, and testing meters. The fees have not been updated since 2012. After department head review, the changes will come to the Board and then go to the Maine Public Utilities Commission for approval.

Leak summary: Moriarty reported employees had repaired 43 leaks in 2019 (higher than the average of 35). More than half occurred on pipes that were over 75 years old, and the repair cost was \$185,000. This did not include leaks caused by contractors.

Water consumption: Moriarty reviewed water use trends, noting over the last 10 years

- An overall 14 percent decrease
- A 12 percent decrease among residential customers
- A 19 percent decrease among commercial customers
- A 22 percent decrease among government customers
- A 6 percent increase of use by Hampden Water District

Abatements, write-offs and recovery of bad debt: Moriarty noted

- Abatements (one allowed every five years) for high water use totaled \$5,380 (compared to \$5,700 in 2018)
- Write-offs for uncollectible debts totaled \$2,382 (compared to \$6,343 in 2018)
- Recovery of bad debt totaled \$1,337 (compared to \$3,193 in 2018)

Board correspondence: as distributed.

Other Business: None.

Upon motion being made and duly seconded, it was unanimously

VOTED: to adjourn the regular meeting at 4:55 p.m. and proceed to the annual meeting.

Annual Meeting

Election of Trustee Positions: Following nominations from the floor, it was upon motion being made and duly seconded, unanimously

VOTED: to elect Trustee Palmer as chair, Trustee Foss as vice-chair, and Trustee Wellington as clerk.

Appointment of Officers: Following nominations from the floor, it was upon motion being made and duly seconded, unanimously

VOTED: to appoint Moriarty as General Manager and Finance Manager Bailey as Treasurer.

Check signing authority: Moriarty explained that the chair typically serves as the third authorized signatory on the District's checking account, to be utilized in the absence of the General Manager or the Finance Manager to sign checks over \$10,000 (two signatures required). No changes will be required since Trustee Palmer remains the chair for 2020.

Conflict of Interest Forms: Moriarty distributed the forms to the Trustees and asked that they be returned to her when completed.

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

VOTED: to adjourn at 5:00 p.m.

Patty Hamilton, clerk pro tem

Ralph Foss

John Hwalek

Gerry Palmer

Robert Sypitkowski