

**Bangor Water District
Board of Trustees**

**Minutes of the Regular Meeting
April 20, 2021**

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. Due to COVID 19 restrictions, Trustees and staff participated remotely with both audio and visual available to all participants. Remote participation for the public was provided, but no one joined the meeting. Present were:

Ralph Foss
Patty Hamilton
John Hwalek
Gerry Palmer
Robert Sypitkowski
Michael Timpson
Dan Wellington

being more than a quorum of Trustees. Also in attendance: General Manager Moriarty, Finance Manager Silva, District Engineer Killip, and Office Manager Marchegiani.

I. Public Comment: None.

II. Administrative:

Minutes: The minutes of the regular March meeting were approved.

Report of the Treasurer: Silva reported that – in addition to bringing 2020 financials up to date – she has now completed January, February, and March 2021. An updated 2021 budget will be presented in May, based on actual figures for the first quarter of the year. Silva added she is now working on the pro forma for a potential rate increase, and a workshop session is scheduled for May 27 for review. Among the disbursements, she noted that IT contractor expenses are higher than anticipated, due primarily to increased cybersecurity matters. After questions, the Treasurer’s Report was accepted as presented.

Progress Report of the General Manager: After questions, accepted as written.

Progress Report of the Personnel Committee: Committee Chair Sypitkowski reviewed the progress on formalizing an evaluation process and an employment agreement for the General Manager. He recommended legal review of the latter, and it was upon motion, being made and duly seconded, unanimously

VOTED: to obtain legal review for the proposed contract.
(All Trustees present were visible during voting.)

Sypitkowski also noted the proposed evaluation process will include input from staff, but not until an HR facilitator is in place.

III. Old Business:

Solar power update: Moriarty reminded the Board that leasing watershed land for a solar array had been found unfeasible by the potential developer. However, there is possibility of pursuing a purchased power agreement from the group which has other power projects.

Cybersecurity: Moriarty reminded the Board of the Florida incident involving a hacker gaining access to a utility SCADA system. She said in the last two months, Bangor Water has conducted additional cybersecurity training, updated hardware and software related to security, upgraded password protection, and further secured the physical SCADA hardware. Additional items and testing will follow in the next few months.

Workforce update: Moriarty noted

- Construction Supervisor position being re-advertised.
- Crew Supervisor interviews being scheduled
- Utility Worker applications closed and being reviewed
- Office Manager Marchegiani is retiring in October

Engineer's Report: Killip updated the Board on

- BIA expansion: meeting with City officials to finalize items for new pump station.
- State Street project: contractor has begun night work at State and Hancock intersection.
- Power line update: bid due date extended of May 3. Interested bidders visiting the site.

IV. New Business:

Ozone plant upgrade: Moriarty reminded the Board that a temporary disinfection system will be used during installation removal/replacement/upgrade of equipment in the ozone treatment plant. The temporary system – located adjacent to the treatment plant – will provide full compliance with disinfection requirements – and the addition of fluoride and of soda ash for pH adjustment will be unchanged.

Charr management plan: Moriarty said the annual meeting among District staff, IF&W staff, and UMaine staff had occurred, during which the management plan – in place for three decades – was discussed, and may be updated this year.

Lawn care bid: Moriarty presented the bids for mowing, trimming, and maintaining more than a dozen standpipe, pump station, and valve sites (number unchanged from previous years). Of the nine companies approached, only one submitted a bid which was double the cost of each of the previous two years. She said an estimate of performing the work in-house – if staff were available – was higher than the bid, and therefore she recommended accepting the low bid. It was upon motion being made and duly seconded, unanimously

VOTED: to award the lawn care bid to Husky Management for 2021 and 2022.
(All Trustees present were visible during voting.)

Construction materials bid: Moriarty presented the results of the bid for materials used for leak repairs, planned projects, and distribution system maintenance. She indicated the bid is awarded on a per-item basis, rather than on the total bid. Material needs differ from year to year, depending on planned work; bids total \$95,900 in 2020 and \$124,900 in 2019. After discussion, it was upon motion begin made and duly seconded, unanimously

VOTED: to award the construction materials bid to the low bidder on each item, for an overall bid package of \$128,000.
(All Trustees present were visible during voting.)

Paving bid: Moriarty presented the results of bids for paving sites excavated during leak repair and system maintenance, noting only one of four companies submitted a bid. Previous bid prices were \$250 per ton in 2020 and 2019. After discussion, it was upon motion being made and duly seconded, unanimously

VOTED: to award the bid to Roundy's Paving at \$290 per ton.
(All Trustees present were visible during voting.)

Personnel Handbook Review: Moriarty said a 10-member committee of employees had begun reviewing the document which has not fully been updated in almost a decade. When completed, the draft will be reviewed by an HR consultant and by the District's attorney before a final document is presented to the Board for review and approval.

Board correspondence: Moriarty polled Trustees about receiving paper copies of news articles or electronic links instead. It was decided to continue to provide both for several months before making a decision.

Moriarty also noted that the May tour of Thomas Hill Standpipe had been cancelled, with no decisions made on other 2021 tours.

Chair Palmer inquired about returning to in-person meetings. After discussion, the consensus was that the District's training room could be used for a hybrid meeting – at which Trustees who wished and the General Manager would attend in person (observing masking and distancing rules) while the public and staff members would continue to attend remotely.

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

VOTED: to adjourn at 5:30 p.m.
(All Trustees present were visible during voting.)

Dan Wellington, clerk

Ralph Foss

Patty Hamilton

John Hwalek

Gerry Palmer

Robert Sypitkowski

Michael Timpson