

**Bangor Water District
Board of Trustees**

**Minutes of the Regular Meeting
December 14, 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. Trustees and staff participated in person. 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 Lobdell.

I. **Public Comment:** None.

II. **Administrative:**

Minutes: After discussion, the minutes of the regular November meeting and December workshop were approved as presented.

Report of the Treasurer: Silva presented the November financials, noting operating revenues remain slightly ahead of budget. She indicated timber management has produced a little more revenue than expected and called attention to the difference in timing between what occurred in November vs. what was budgeted in December. Operating expenses remained largely the same. Two large projects originally expected to be completed by the end of the year will carry forward into 2022, which is affecting depreciation. After questions and discussion, the Treasurer's Report was accepted as presented.

Progress Report: After discussion, the progress report was accepted upon minor formatting changes to enhance legibility.

Reports of the Personnel Committee: Committee chair Sypitkowski noted staff input was being gathered as a part of the process for the General Manager evaluation. The committee will review the data once it is compiled by HR consultant.

III. **Old Business:**

Engineer's Report: Killip updated the Board on the following projects.

- **BIA expansion** –Water main plans and specifications are at 100% and will be ready for bid. The environmental review is complete. Pump station plans are at 90%, with final plans available shortly.
- **Ozone upgrade** – The overall project is on schedule, although some individual items may be delayed due to supply issues. The new ozone equipment has been moved out of the Hawkes garage.
- **Power line replacement** – Three crews were on site 12/14/2021 to drill and set poles. The project is behind schedule due to emergency work and equipment failures.

- **Thomas Hill flagpole** – Repair has been completed. We are waiting for T-Mobile to remove antennas from staging.

Workforce Update: Moriarty reported two new employees, an Accounting Assistant and Utility Worker started 12/13/2021. She indicated interviews have been held with in-house applicants for the open positions of Water Quality Manager and Maintenance Technician, with decisions on both roles expected shortly. Moriarty also discussed open vacancies for the roles of GIS Technician and Crew Supervisor, as well as an extended deployment of our current Inspector.

IV. New Business:

2021 Personnel Handbook Revisions: A Board workshop was held on December 7th at 3:45 pm to provide a detailed outline of revisions to the personnel handbook. Moriarty reviewed the notable changes and commended all involved for the impressive amount of work that went into this project.

After discussion, it was upon motion being made and duly seconded, unanimously VOTED: to approve the 2021 revised personnel handbook effective 1/1/2022.
(All Trustees present were visible during voting.)

2021 Distribution Maintenance Summary: Taking the agenda out of order, Moriarty presented the distribution update year-in-review. She indicated staff handled 34 leaks with a relatively new crew, especially in the Utility Worker role. Moriarty noted the District has 191 miles of pipe, 42 miles (22%) of which is over 100 years old. She discussed the renewal programs for valves, hydrants, and valve and service boxes, as well as hydrant maintenance. Moriarty also noted the teamwork between departments in maintaining our distribution system.

2022 Project Planning: Returning to the order of the agenda, Moriarty presented 2022 projects in Construction and Engineering. She also discussed the BIA Expanded Pressure Zone project and reviewed the impact of the funding received as a result of the 2022 SRF approval. Moriarty outlined nine proposed capital reserve projects to be completed in house, with a cost of \$726,390. Many of these projects would involve abandonment of pipe versus replacement representing a savings of \$5,351,000.

Following discussion, it was upon motion being made and duly seconded, unanimously VOTED: to approve the proposed capital reserve projects for 2022.
(All Trustees present were visible during voting.)

2022 Wage Adjustments: Moriarty outlined the wage review process and compensation study, including the salary administration policy approved by the Board on 10/19/2021. She discussed COLA adjustments to wage scales and the merit increase process. Moriarty provided a visual outline of annual wage adjustments since 2000. This information will be discussed in greater detail during the review of the O&M and Capital Budgets at the Special Budget Board Meeting to be held on December 21, 2021 at 7:15 am.

Board package correspondence: as attached.

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

VOTED: to adjourn at 5:10 p.m.
(All Trustees present were visible during voting.)

Ralph Foss

Dan Wellington, clerk

Patty Hamilton

John Hwalek

Gerry Palmer

Robert Sypitkowski

Michael Timpson