

**Bangor Water District
Board of Trustees**

**Minutes of the Regular Meeting
February 22, 2022**

The annual and regular meetings of the Bangor Water District Board of Trustees were 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

being more than a quorum of Trustees. Absent: Trustee Saucier. Also in attendance: General Manager Moriarty, Finance Manager Silva, *District Engineer Killip*, Water Quality Manager Spinney, and Office Manager Baxter.

Attended Remotely

Annual Meeting

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

VOTED: To re-elect Trustee Palmer as Chair and to elect Trustee Timpson as Vice Chair and Trustee Foss as Clerk.

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

VOTED: to re-appoint Moriarty as General Manager and Finance Manager Silva as Treasurer.

Check Signing Authority:

Moriarty noted that the Board chair typically serves as a third authorized signature for Bangor Water checks over \$10,000 (two signatures required). However, no changes will be required since Trustee Palmer remains as chair for 2022.

Conflict of Interest Forms:

Moriarty explained that the forms, which are completed annually, have all been returned by the Trustees.

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

VOTED: to adjourn the annual meeting and convene the regular monthly meeting.

Regular Meeting

I. **Public comment:** None

II. **Administrative:**

Minutes: The minutes of the January meeting were approved as amended with a revision to the Trustees who attended the meeting remotely.

Report of the Treasurer: Silva presented the January financials, first discussing the month's disbursements and Investments. Silva then reviewed the budget in which she noted that operating revenues are slightly ahead of budget and operating expenses are down 13%. Silva discussed the decrease in O&M expenses in greater detail and ended by summarizing the cash flow budget projections vs. year-to-date actuals. After questions and discussion by the Board, the Treasurer's Report was accepted as presented.

Progress Report of the General Manager: After discussion, the progress report was accepted with a revision to the Billing and Collections section of the report.

Report of the Personnel Committee: Committee chair Sypitkowski indicated that the committee has met with Moriarty to review her evaluations and discuss goals for 2022. Moriarty spoke about the GM's goals for the year. These include Succession planning, staff development and the formation of a safety committee.

After discussion by the Board, it was upon motion being made and duly seconded, unanimously VOTED: to adopt the General Manager's Goals for 2022 as written.

III. **Old Business:**

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

- **BIA expansion** –The water main upgrade bids were opened on 2/10. There is a 6-month delay in getting pipe, which is causing the completion of the project to be pushed back from October 2022 to August 2023. The plans for the pump station were approved by the Planning Board with minimal comments on 2/15 and the project will go out to bid in early March with an opening date of 4/12.
- **Ozone upgrade** – The contractor is ready for startup and is scheduled to be onsite 2/28 to begin. The project is about 90% complete. The Liquid Oxygen tank must be filled prior to start up.
- **Power line replacement** – Crews are continuing to pull cable and install brackets, demolition could begin within the next two weeks. There is a delay in fiber arriving on site.
- **Thomas Hill Generator** – T-Mobile is currently responding to Historical Preservation Commission (HPC) comments for approval. The current submission is for a propane generator, however, HPC prefers a diesel unit due to the smaller footprint. No comments have been published at this time.

III. New Business:

Liquid Oxygen Contract: Taking the agenda out of order, Killip reviewed that the Board approved to use Maine Oxy as a Liquid Oxygen vendor in its December 2018 Board meeting, but contract was not executed at that time. Liquid Oxygen is needed before the 2/28 startup of the new Ozone System. Killip reviewed the proposal as well as the current pricing and maintenance program.

After questions and discussion from the Board, a motion was made and duly seconded, unanimously

VOTED: to accept the contract with Maine Oxy as BWD's liquid oxygen provider

BIA Water Main Bid Award: Killip reviewed the project description, estimated costs, and the bids that were received for the expansion of BIA's pressure zone. He spoke about the bidders and the bid results. Lastly, Killip made the recommendation to award the bid to Eastwood Contractors, whose bid came in slightly lower than the Engineer's estimate.

After discussion by the Board, it was upon motion being made and duly seconded, unanimously VOTED: to award the project bid to Eastwood Contractors

Workforce Update and Employee Recognition: Returning to the order of the Agenda, Moriarty reported on several position vacancies at the District including the District Engineer, Office Assistant, and Lab Technician due to resignations and internal promotions. She also stated that many positions have been filled. The District has opted to not fill the GIS Engineering Technician position. GIS services will instead be contracted out. Construction Supervisor Littlefield has received his Maine Water Operator Class 3 Distribution and Class 3 Treatment licenses. He also gained his Class A driver's license with tanker endorsement, thereby meeting all the job requirements for his position.

Bureau of Labor Standards (BLS) inspection update: Moriarty updated the Board on the BLS's report following the 9/24/21 inspection of the District's safety program. She stated that all corrective actions were completed, and the report sent to the BLS by the abatement date.

Solar Contract update: Moriarty updated the Board on a potential solar project. BWD will receive Net Energy Billing (NEB) credits to reduce electrical costs. The Power Purchase Agreement was reviewed by BWD's attorney, and a redlined contract was sent to ReVision for their review. A meeting with ReVision to review contract details is scheduled for 2/24/22 and the contract will be presented at the March Board meeting for approval.

School Testing for Lead in drinking water: Moriarty explained that current legislation mandates that schools test all drinking water outlets for the presence of lead by May 31, 2022. Both the Bangor Water District and the Bangor School Department sent letters home with students after testing revealed the need for remediation in some schools. At the conclusion of this agenda item, Water Quality Manager Spinney left the meeting

2021 Leak Summary: Moriarty reported that there were 35 leaks in 2021, (compared to 23 and 43 for the two previous years) at a cost of \$186,635. In the past 15 years, the District has experienced 520 leaks. In 2021, nearly 80 percent of the leaks were from pipes over 50 years old.

Crane pump station insurance claim: Moriarty described the 2/5/22 incident that destroyed the electrical entrance to the pump station that was caused by an unknown electrical issue. Upon discovery, an electrical contractor was called, and power was restored. The incident resulted in \$16,000 in damages.

Board Electronic File Access: Moriarty asked the Board if there was interest in their having secure remote access to Board files on the District's server. After some discussion and questions, there was no opposition, and Moriarty will follow up with the District's IT consultant.

Fraud Audit Questionnaire: Moriarty stated that the questionnaire is a requirement of the annual audit. She has received the completed questionnaires from most of the Board members and will provide them to the auditor.

Commitment of bills for Collection: Moriarty presented the annual motion regarding collection of water bills. After a brief discussion, it was, upon motion being made and duly seconded, unanimously

VOTED: to certify and commit to the Treasurer a list of water rates as approved by the Maine Public Utilities Commission for locations required by law to pay a water rate to the District, for the period of March 1, 2022 to February 28, 2023, and as reflected in each billing register when posted during the same period. The Treasurer is hereby required and authorized to collect amounts listed and interest as approved annually by the Board by any means legally available under law.

Board Correspondence: no discussion

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

VOTED: to adjourn at 5:55 p.m.

Patty Hamilton

Ralph Foss, Clerk

John Hwalek

Gerry Palmer

Joshua Saucier

Robert Sypitkowski

Michael Timpson