

**Bangor Water District
Board of Trustees
Minutes of the Regular Meeting
December 20, 2022**

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:

Marc Edelman
Ralph Foss
Patty Hamilton
John Hwalek
Gerry Palmer
Robert Sypitkowski
Michael Timpson

being a quorum of Trustees. Also in attendance: General Manager Moriarty, Finance Manager Silva, Office Manager Baxter, District Engineer Saucier and Director of Water Quality Spinney.

Chairman Palmer called the meeting to order at 3:45 p.m.

I. **Public comment:** None

II. **Administrative**

Minutes: The minutes of the regular November meeting were approved as written. A Board member suggested that going forward, the minutes reflect projected start and completion dates for construction projects.

Report of the Treasurer: Finance Manager Silva presented an overview of the November financials, first highlighting the month's disbursements and investments and then reviewing the year-to-date revenues and expenses compared to the budget. Silva indicated that operating revenues are less than one percent under budget including metered water sales that are down by two percent. Silva also stated that operating expenses are under budget by two percent. The Treasurer's Report was accepted as presented.

Progress Report of the General Manager: After comments, the November progress report was accepted as written.

Report of the Personnel Committee: Committee Chair Sypitkowski reported that the General Manager's evaluation has been completed and the amended contract is available for Board review.

III. **Old Business:**

Engineer's Report: Saucier updated the Board on the following projects:

BIA Expansion – Pump Station: Exterior masonry is complete, and the roof is closed in.

BIA Expansion – Pipeline Replacement: Pipe installation continues on Hildreth Street.

BIA Expansion – Tank Project: The property boundaries are identified ahead of fence installation. Consultant will be providing 60 percent plans this month.

Griffin Road Pump Station: One of the variable frequency drives (VFDs) has been installed and is currently operational as “on or off” while awaiting delivery of the interface.

Other Items of Interest:

- Thomas Hill Standpipe tour that was held on December 14th had 124 visitors.
- Ground Penetrating Radar was utilized to locate pipes for abandonment at Bomarc due to non-ferrous piping.
- Meeting with a rural road expert from Maine Local Roads for assistance in allocation of capital for short and intermediate term improvements of 5 mile access road to water treatment facilities.
- Thomas Hill Standpipe Mixing/Chlorination plans should help to maintain water quality throughout the system.

Workforce Update: Moriarty reported the resignation of a Water Treatment Operator earlier this month. She then went on to announce that she will be retiring on June 30, 2023. The District’s Human Resources Consultant will be on hand to assist the Trustees in the hiring and transition of a new General Manager.

IV. New Business:

Service Line Inventory: Water Quality Director Spinney explained that to be compliant with the Lead and Copper Rule revisions published in 2021, a publicly accessible lead service line inventory must be submitted to the State of Maine Drinking Water Program by October 16, 2024. District Engineer Saucier said that currently the status of approximately 7% of service lines within the district are in the “unknown” EPA-Defined category. He made the recommendation to continue a review of existing records, observation during routine meter changes, a mailing to customers, scheduling appointments and lastly, potholing be employed to assist in identification efforts.

Thomas Hill 2023 Standpipe Tours: Moriarty recommended that future Thomas Hill Standpipe winter tours be eliminated due to potential extreme weather conditions and that a second foliage tour be added in October. Following discussion, a motion was made and duly seconded, unanimously
VOTED: to eliminate the December Thomas Hill Standpipe tour and to add a second tour in October.

Bond Approval: Finance Manager Silva asked for Board approval to borrow up to \$8,280,400 from the State Revolving Fund to finance the BIA Tank and Booster Station Projects and to authorize the Board Chair and Treasurer to sign related paperwork. After discussion, it was upon motion being duly made and seconded, unanimously

VOTED:

(1) That the Board of Trustees hereby approves the applications made to the State Revolving Loan Fund at the Maine Municipal Bond Bank for approval to borrow up to \$4,780,400, less forgiveness of up to \$376,400 of permanent financing to fund a BIA Tank and Booster Station; and approval to borrow up to \$3,500,000 of permanent financing to fund BIA High Pressure Zone Improvements, including construction costs, transaction costs and all related expenses (the "Projects").

(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 Taxable Water Bonds of the District (the "Bonds") in an aggregate principal amount not to exceed \$8,280,400 to fund the Projects, said funding to include transaction costs and all other expenses reasonably related to the Projects.

(3) That the District Treasurer and Chair of the Board of Trustees are hereby authorized to execute and deliver the Bonds on behalf of the District to the Maine Municipal Bond Bank. The Bonds are 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. The term of the Bonds do not exceed 120% of the economic life of the Project.

(4) That the District Treasurer is authorized and directed to issue revenue obligation notes to the Maine Municipal Bond Bank in the amount of up to \$8,280,400 on behalf of the District at a rate of interest not to exceed 1.67%, said interim funding to include engineering and construction costs, transaction costs and all other expenses reasonably related thereto.

(5) That the District hereby irrevocably pledges the user fees, rates, assessments and other charges of the District for the payment of the debt service on the Bonds.

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

Maine’s Best Tasting Drinking Water Award: Moriarty reported that in the annual contest held by Maine Rural Water Association, Bangor Water has been voted Maine’s Best Tasting Water in the Disinfected Division.

Board of Trustee Training: A series of monthly training courses hosted by MWUA and geared towards Board Members begins in January and continues through May. Members can register for the entire series or individual training sessions.

2023 Wage Adjustments: Moriarty outlined the annual review of employee wages and provided a visual summary of yearly wage adjustments since the year 2000. She then discussed the merit increase process and COLA adjustments. Further discussion will be held during the review of the O&M and Capital Budgets at the Special Budget Board Meeting on December 22, 2022, at 7:15 a.m.

Board package correspondence: As presented

Executive Session: Chairman Palmer requested an executive session to discuss a personnel matter, and it was upon motion being made and duly seconded, unanimously VOTED: to adjourn to executive session for a personnel matter, and then to return to open session.

The Board entered into executive session at 5:35 p.m. When the Board returned to open session at 6:09 p.m., it was upon motion being made and duly seconded, unanimously VOTED: to accept the evaluation of the General Manager.

Hearing no further business to come before the meeting, it was upon motion being made and duly seconded VOTED: unanimously, to adjourn the meeting at 6:18 p.m.

Marc Edelman _____

Ralph Foss, Clerk _____

Patty Hamilton _____

John Hwalek _____

Gerry Palmer, Chair _____

Robert Sypitkowski _____

Michael Timpson, Vice Chair _____