

**Yarmouth Water District
Board of Trustees Meeting Minutes
November 7, 2017, Tuesday @ 7:00pm
Yarmouth Water District Office
181 Sligo Rd, Yarmouth, ME**

Roll Call:

Present: Irving Felker, Jr, Chairman, Stephen Gorden, William Taylor, Susan Krauss

Absent: Thomas Brennan

Quorum present? Yes

Others Present: Robert MacKinnon, Jr., Superintendent, Eric Gagnon, Assistant Superintendent, Linda Earley, Recording Secretary, Leanne Greisen, Customer

Proceedings:

- *Meeting called to order* at 7:00 p.m. by Irving Felker
- On a motion by William Taylor, seconded by Stephen Gorden, it was VOTED: *To approve October 2017 meeting minutes as written. (3-0)*
- Treasurer's Report submitted by Robert MacKinnon as of October 31, 2017:

<u>Institution</u>	<u>Acct Number</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Peoples United Bank	100209807	1989 Debt Service Reserve	\$4,563.87	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$1,457.88	Savings Acct
Bath Savings	1019557436	Standpipe Maintenance, CD	\$511,417.99	CD 10/19/18
Bath Savings	185902	Contingency Fund	\$129,114.06	Savings Acct
Bath Savings	1019557428	Submarine Main Dep., CD	\$811,490.02	CD 10/19/18
Peoples United Bank	101020495	Water Resource Protection Fund	\$31,391.94	Savings Acct
Total Special Funds			\$1,489,435.76	

Supt MacKinnon reported the following changes since last month; new accounts have been established at Bath Savings Accounts, funds from the Standpipe Maintenance Savings account were transferred to the Standpipe Maintenance CD account when the CD was established, a deposit into the Contingency Fund, the monthly contribution to the 1989 Debt Service Reserve, and accrued interest in all other accounts. Supt MacKinnon distributed authorization forms for trustees to sign for the new accounts.

On a motion by Stephen Gorden, seconded by Susan Krauss, it was VOTED: *To file the Treasurer's report for audit. (4-0)*

Communications

Supt MacKinnon reported the following communications:

- A thank you from Skyline Farm to participating in the race and to Yarmouth Water District for the sponsorship of the event.
- A letter from the Office of Maine Policy and Management revised the requirement for annual reporting of conservation easements to register conservation land by outlining entities that are exempt. Yarmouth Water District is exempt from the filing and fee.
- Maine Municipal Health advised the health insurance rates for next year will be a 2% increase.
- The MaineStream Publication included a photo of Supt MacKinnon on the cover.

Old Business

- 2017 Master Plan; *To hear an update of the 2017 Master Plan.*
Supt MacKinnon reported a draft document of the Master Plan has been received. Supt MacKinnon and Asst Supt Gagnon will proof the draft. The plan is to complete the proofing and present to the board by next month. The board will review the draft Master Plan and will follow with discuss in January. The report is forward looking 25 years.
- PWD- FPL Contract Renewals; *To hear an update about progress on the two contract renewals.*
Supt MacKinnon advised the contract renewals are progressing. A meeting is scheduled on November 9, 2017 for the team to discuss the Portland Water District (PWD) contract. Jeff Musich has provided engineering information and Nick Henry financial information. Bill Harwood, Counsel for the District, has been efficient in progressing the contracts and providing guidance. The contract looks to be straightforward and will set the basis for the Florida Power Light (FPL). The draft of the contract maybe ready to review at the January meeting.

Many aspects of the PWD contract will carry forward to the FPL contract. The FPL contract will need to be reviewed by the Public Utilities Commission. The PWD is not contractual based on the FPL since Portland Water is the sole supplier of the power company. Jeff Musich advised the Submarine Line may be a big ticket item. In addition to the funds in the Submarine Main Depreciation account, there may be a deficit over \$350,000. Debt service will be needed to cover the main. Currently, there is redundancy of service lines; one serves primarily the power plant and the smaller one for customers.

- Pressure; *To hear a report by the Superintendent and Assistant Superintendent regarding water system pressure.*
Supt MacKinnon advised the water pressure education document is complete and will be added to the website. Authorization was received from Watts to utilize their diagrams in the document. Supt MacKinnon acknowledged the assistance of customers Al Howlett and Leanne Greisen for their input, perspective, and knowledge in creating a good final product.

Trustee Gorden inquired about the District being able to control water pressure at a district level versus the customers installing individual systems. The Board felt it would be helpful to know the number of customers impacted by high water pressure. Asst Supt Gagnon will utilize the GIS system to obtain the number of customers with pressure greater than 65 PSI and greater than 80 PSI.

New Business

- North Yarmouth, Bowdoin Property; *To consider a draft motion requesting the Town of North Yarmouth to bring enforcement action against Bowdoin Excavation LLC.*

Supt MacKinnon learned that equipment is being stored at the Bowdoin Court location. Discussion regarding the use at this site was noted in minutes dating back to May 2015 and continued through this year. The site is close proximity to the Hayes well and did not meet the impervious soil requirements. Supt MacKinnon presented a draft motion to go to North Yarmouth selectman from the Board of Trustees. The intent of the motion is to put the town zoning on notice. The Trustees agreed action needed to be taken to protect the vital water source. The board will consider if there is an act at the State level that is not being adhered.

On a motion by William Taylor, seconded by Stephen Gorden, it was VOTED: *To direct the Superintendent to forward the motion as amended to bring enforcement to North Yarmouth Code Enforcement Officer, North Yarmouth selectmen, Wellhead Protection Group, and DHS Source Water Protection Group, and Yarmouth Town Manager. (4-0)*

- 2018 Draft Budget

Supt MacKinnon advised there are no changes to 2018 projected budget that had been presented during the October meeting and a few updated financials for the 2017 projected budget. The District is preparing for a potential project for the Hillside area.

On a motion by William Taylor seconded by Stephen Gorden, it was VOTED: *To approve the 2018 budget as proposed. (4-0)*

Operations

- October 2017 Production Reports

Supt MacKinnon stated this was the warmest October on record and a major service leak was identified and repaired on Portland Street which impacted usage.

Supt MacKinnon and Asst Supt Gagnon described to the Board of the impact of the storm and the actions of the District. The high winds caused power outages and by 4:00 am on Monday, all of wells and tanks were without power. The District mobilized generators at the two of the tank sites to maintain service. Throughout the outage, constant monitoring of fuel levels and equipment was required to keep the generators operating. There were multiple deliveries of propane needed throughout the outage. When power service was restored, extra hours were put in to get the wells back and running. Supt MacKinnon stated the crew was fantastic throughout the storm clean up. Supt MacKinnon will complete calculations to record the amount of propane used and the time that the systems can run on backup. A follow up was recommended to have the Water District be listed as a priority for Central Maine Power.

Other

- Executive Session was not requested.

At 8:41 p.m., on a motion by Stephen Gorden, seconded by Susan Krauss, it was VOTED: *To adjourn the regular monthly meeting. (4-0)*

Minutes submitted by:
Linda Earley, Recording Secretary

Minutes filed by:

Eric Gagnon, Clerk