

**Yarmouth Water District  
Board of Trustees Meeting Minutes  
January 8, 2019, Tuesday @ 7:00 p.m.  
Yarmouth Water District Office  
181 Sligo Rd, Yarmouth, ME**

**Roll Call:**

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

*Absent:*

*Quorum present?* Yes

*Others Present:* Robert MacKinnon, Jr., Superintendent, Eric Gagnon, Assistant Superintendent, Linda Earley, Recording Secretary, Steve Morrison, Customer

**Proceedings:**

- *Meeting called to order at 7:03 pm. by Irving Felker*
- *On a motion by William Taylor, seconded by Stephen Gorden, it was VOTED: To approve December 2018 meeting minutes as written. (5-0)*

**Treasurer's Report**

<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	\$4,816.80	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$1,964.19	Savings Acct
Bath Savings	1019557436	Standpipe Maintenance, CD	\$ 549,289.81	CD 10/19/19
Bath Savings	185902	Contingency Fund	\$264,305.70	Savings Acct
Bath Savings	1019557428	Submarine Main Dep., CD	\$826,919.10	CD 10/19/19
Peoples United Bank	101020495	Water Resource Protection Fund	\$61,419.15	Savings Acct
Total Special Funds			\$1,708,714.75	

Supt MacKinnon reported the following activity in December; monthly contributions and interest to the 1989 Debt Service Reserve and accrued interest in all accounts.

On a motion by Stephen Gorden, seconded by Susan Krauss, it was VOTED: *To file the Treasurer's report for audit. (5-0)*

Supt MacKinnon reported that Standard and Poor's Financial completed a bond review similar to the recent review by Moody's. Supt MacKinnon is pleased to share the District received an upgraded rating from S&P. Factors that contributed to the positive review included strong financials and the master plan. This review is completed periodically by the company.

### **Communications**

- Chairman Felker shared the Maine Water Utilities Association report and highlighted an article written by Asst Superintendent Gagnon.
- Audit reports were sent via email to the Trustees. All Trustees are requested to complete and return the audit form.
- MPUC, FPL Contract Approval  
At the December Trustee's meeting, Supt MacKinnon reported the FPL contract was on the PUC consent agenda for review. The contract was formally approved by the PUC on December 6, 2018.
- Kathi Grant, customer inquiry  
Superintendent MacKinnon followed up with Ms. Kathi Grant, a customer, regarding her question about billing procedures with regards to a transfer of service. The complaint was the minimum water bill is collected in advance for the quarter and again when transferred. Supt MacKinnon completed a bill review and confirmed the tariff was followed. The rate is prorated for the time of transfer. An explanation of the billing practice and a copy of the tariff were provided to Ms. Grant. The procedure is the same for other districts.

### **Old Business**

- Hillside Project; *To hear an update on the main replacement project on Hillside and Cumberland Street*  
Supt MacKinnon will issue the notice of award and sign the contract with Storey Brothers this week for the Hillside Project. The pipe supply company that supplied the materials for the first portion will honor the same pricing for the materials for the second portion of the project. This agreement provides great savings for the District. A contract with Wright Pierce was signed for project review for \$6,500.00. The Town will be responsible for the preparation and ledge removal of the trench where the water main will be relocated.
- Proposed Rate Increase; *Public Hearing January 15<sup>th</sup>, 6:00 PM*  
The Public Hearing is confirmed for January 15, 2019 at 6:00 pm at the YWD Office, Sligo Road. Supt MacKinnon distributed a copy rate filing to the PUC for the Trustees to review. To date, there have been no comments received regarding the proposed rate increase. Supt MacKinnon completed a spreadsheet with bill rates from other districts and created visuals to display the data. The PUC website was utilized as the data source for the rates for other districts. The expense detail section on the report shows the pro forma based on the 2019 budget. Supt MacKinnon explained what appears to be a \$100,000 increase in the employment line item is due to the District not being fully staffed for the

comparison, or test year. There is also a funding increase to the Standpipe Painting Reserve, which is recommended in the District Master Plan. The current reserve fund balance is lower than planned due to low interest rates earned by the reserve account.

The District will not be implementing the graduated rate increase for this rate case. There are certain limits in the amounts and the timeframe of increases. There is a capital investment section of this rate cases. This option will be considered for the future.

### **New Business**

- Appointment of Officers; *To consider annual appointments for Chairman, Clerk and Treasurer of the District*

Irving Felker, Eric Gagnon, and Robert MacKinnon have served as Chairman, Clerk, and Treasurer, respectively.

On a motion by William Taylor, seconded by Susan Krauss, it was VOTED: *To retain the current slate of officers. (5-0)*

- North Yarmouth-Cumberland Public Works Proposal

North Yarmouth and Cumberland Public Works may potentially move all of the school buses and combine public works to the current site of North Yarmouth Public Works. The Forecaster published an article this week with the possibility of change. This location is a major concern to the District due to the close proximity to the Hayes Well. Fueling, maintenance activities and the additional vehicles and traffic at this location would put the aquifer at risk of contamination. . The town's plan is to have engineering controls in place to make the area safe from environmental impacts.

Supt MacKinnon has had preliminary discussion with both Town Managers, Rosemary Roy and Bill Shane. Trustees questioned if this would be a change of use and need planning board approval. They also inquired if the DEP would have a position and assist. Supt MacKinnon has discussed the proposal and concerns with Jessica Meeks, a hydrogeologist with the State of Maine. She stated she would write a letter explaining the concerns for the proposal and advise against it. While attending a meeting the Environmental Finance Center with the Muskie School, Supt MacKinnon met Martha Shiels. Ms. Shiels works on wellhead and source water protection grants. Supt MacKinnon had a phone conversation with her and she is interested in working with the District.

A formal letter will be sent to Rosemary Roy and Bill Shane stating the District's concern with the site due to its proximity to the well. Protecting the well is critical to all in the District. Included in the letter will be examples of real-life instances of well contamination and the potential impact it could have to the water source.

### **Operations**

- Community Day Summary

Community Day was offered this year to allow employees the option to work one day for a non profit or request a \$100 donation to be sent to a non-profit of their choice in their name. For 2018, one day of service was completed, two donation requests to the Barbara Bush Children's Hospital, two requests to the Joe Andruzzi Foundation, and one request to Pets for Vets. This was a new program implemented in 2018 and it was viewed as a success.

- December 2018 Production Report

Supt MacKinnon reported lower usage than the same month last year. The overall usage for last year was average for the district. Supt MacKinnon provided a historical usage graph. Over time, there has been a steady decrease even though there has been an increase in the number of users. This may be attributed to increased efficiency of systems.

Supt MacKinnon reported two main breaks this month, one at High Street and one in front of Cunningham Security.

**Other**

- An inquiry was made if there will be quality issues expected with any new standards. Trustee Taylor feels it would be useful for the Board of Trustees to know what the various tests, the frequency of the testing, and the standards. A workshop will be held.
- Trustee Taylor mentioned bill format could be easier to interpret. Supt MacKinnon agreed and has considered an update. Trustee Krauss requested auto-pay customers not to receive a remittance envelope with the bill.
- Supt MacKinnon stated the employee handbook was reviewed with legal counsel. He will distribute a markup copy out via email to the Trustees for review. There will be a workshop established for the Board training.
- The Hayes Well pump is not pumping as it had performed in the past. Investigation will take place to determine next steps.
- Executive Session was not requested.

At 8:21 pm, on a motion by Stephen Gorden, seconded by Susan Krauss, it was VOTED: *To adjourn the regular monthly meeting. (5-0)*

Minutes submitted by:  
Linda Earley, Recording Secretary

Minutes filed by:

Eric Gagnon, clerk