

**Yarmouth Water District
Board of Trustees Meeting Minutes
August 6, 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, Asst. Superintendent, Linda Earley, Recording Secretary

Proceedings:

- *Meeting called to order at 7:00 p.m. by Irving Felker*
- *On a motion by Stephen Gorden, seconded by Susan Krauss, it was VOTED: To approve June 2019 meeting minutes as amended. (5-0)*

Treasurer's Report

June 2019 Financials

<u>Institution</u>	<u>Acct Number</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	51700-020	Submarine Main Depreciation Fund, Savings	\$3,102.43	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$30,134.36	Savings Acct
Bath Savings	1019557436	Standpipe Maintenance, CD	\$ 556,327.44	CD 10/19/19
Bath Savings	185902	Contingency Fund	\$1,407.25	Savings Acct
Bath Savings	1019557428	Submarine Main Dep., CD	\$837,513.80	CD 10/19/19
Peoples United Bank	101020495	Water Resource Protection Fund	\$68,935.40	Savings Acct
		Total Special Funds	\$1,497,420.68	

July 2019 Financials

<u>Institution</u>	<u>Acct Number</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	51700-020	Submarine Main Depreciation Fund, Savings	\$6,208.34	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$44,219.38	Savings Acct
Bath Savings	1019557436	Standpipe Maintenance, CD	\$ 557,541.76	CD 10/19/19
Bath Savings	185902	Contingency Fund	\$1,407.38	Savings Acct
Bath Savings	1019557428	Submarine Main Dep., CD	\$839,341.87	CD 10/19/19
Peoples United Bank	101020495	Water Resource Protection Fund	\$68,938.52	Savings Acct
		Total Special Funds	\$1,517,657.25	

Supt MacKinnon reported the following activity in June; a deposit was made to the new Submarine Main Depreciation Savings account and accrued interest in all other accounts. Supt MacKinnon reported the following activity in July; a 3rd deposit was made to the Standpipe Maintenance, a monthly deposit to the Submarine Main Depreciation Savings account, and accrued interest in all other accounts.

The Trustees completed the signature for the new account at the Cumberland County Federal Credit Union.

On a motion by Thomas Brennan, seconded by William Taylor, it was VOTED: *To file the Treasurer's report for audit. (5-0)*

Communications

- Town of Cumberland, land swap proposal
Supt MacKinnon received a call from Bill Shane, Town of Cumberland Town Manager, informing that the Town Council would write a letter to Trustees for a land swap of the District's well property in Cumberland and the Town's gravel pit on Sweetser Road. A map of the area was distributed for reference. Supt MacKinnon feels that property would be beneficial to the District for wellhead protection but does not feel that losing the well would be advantageous. Through the years Supt MacKinnon has sent letters to the Town requesting right of first refusal. To date, no letter has been received and no action was taken.
- WYAR, possible antenna lease

WYAR, the non profit community radio station, called with an inquiry about installing an antenna on one of the tanks at East Main Street. Supt MacKinnon suggested the station should have an engineer go to see if it is feasible for the additional facilities they need to be added at the site and submit a proposal for a lease. The station would be responsible for all costs and for the review by the District's engineer. The rate would be a board decision and an option is for zero dollars to establish criteria for lease. No vote was taken but the Board would entertain leasing space.

Old Business

Supt MacKinnon distributed a graph of the average daily consumption per customer for the interest of the Board. The graph was generated with the data back 5 years and the assumption household is 2.5 people. An interesting plot would be similar gallons per customer based on customer class.

New Business

- 2019 YTD Financials

Supt MacKinnon distributed a summary sheet on projections for 2019. Revenue is off slightly but not enough to be of concern. Contributing factors include the wet spring and the challenge of budgeting the phasing in of a rate increase. For expenses, everything seems to be fairly well on track with the variance being the employee welfare and retirement, over by about 12%. Supt MacKinnon looked at the YTD to determine why there was a variance. It was determined the projection was completed prior to the 2 new employees were added to the plan. The power plant has not been running as frequently as in the past. It was noted the meter labor will be higher since there has been an increase in changing out the meters. The old meters are separated and scraped for brass. Supt MacKinnon offered to distribute details if desired.

Operations

- June and July 2019 Production Report

Supt MacKinnon distributed the June and July production reports. Interestingly, if June and July side by side, the usage shows the wet and cold in June and then the gear up towards summer heat was reflected in July.

The Hillside Street project had a bad pipe which resulted in extra charges of \$4,200 from Storey Brothers during the project. The sales representative of the distributor resolved the issue in full, including the refund of the additional construction expense. The project is essentially done, there may be a hydrant extension that needs to be installed after the sidewalks are constructed.

Other

- Chris Simpson, MPUC

Supt Mackinnon shared that Chris Simpson, Admin Director at the Maine PUC, had a tragic accident and lost his life. He was a good friend of the District.

- Stephen Gorden

Stephen Gorden shared that he has moved and is no longer a resident North Yarmouth. Therefore, he tendered his resignation to the Board of Trustees. The Trustees recognized Steve for his talents and service to the District. Trustee Gorden expressed his appreciation for the quality work and the talent of

the Board of Trustees and staff. His hope is the District continues to build and expand on the services they provide to the customers.

- PFAS

There was an email from the State advising they are doing to be doing some PFAS testing. Testing was completed at one of the Pineland wells. No other communication has been received.

- Executive session was not requested.

At 7:53p.m., 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