

**Yarmouth Water District
Board of Trustees Meeting Minutes
October 1, 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

Absent:

Quorum present? Yes

Others Present: Robert MacKinnon, Jr., Superintendent, Eric Gagnon, Asst. Superintendent, Linda Earley, Recording Secretary, members of the public

Public Comment:

Chairman Irving Felker presented Trustee Stephen Gorden with a plaque in recognition and appreciation of his 10 years of Public Service to the Yarmouth Water District. Trustee Gorden commended the Board for the long term vision and skills. Chairman Felker welcomed North Yarmouth Selectman and 2 of the 3 candidates running for the seat vacated by Trustee Gorden. Supt MacKinnon distributed an overview of the position. The candidates introduced themselves and had the opportunity to ask questions to the Trustees.

Proceedings:

- *Meeting called to order at 7:16 p.m. by Irving Felker*
- *On a motion by William Taylor, seconded by Thomas Brennan, it was VOTED: To approve August 2019 meeting minutes as written. (4-0)*

Treasurer's Report

August 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 | \$9,317.15 | Savings Acct |
| Peoples United Bank | 100209564 | Standpipe Maintenance, Savings | \$44,221.19 | Savings Acct |
| Bath Savings | 1019557436 | Standpipe Maintenance, CD | \$ 558,758.73 | CD 10/19/19 |
| Bath Savings | 185902 | Contingency Fund | \$1,407.50 | Savings Acct |
| Bath Savings | 1019557428 | Submarine Main Dep., CD | \$841,173.93 | CD 10/19/19 |
| Peoples United Bank | 101020495 | Water Resource Protection Fund | \$76,441.62 | Savings Acct |
| | | Total Special Funds | \$1,531,320.12 | |

September 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 | \$12,427.46 | Savings Acct |
| Peoples United Bank | 100209564 | Standpipe Maintenance, Savings | \$58,306.69 | Savings Acct |
| Bath Savings | 1019557436 | Standpipe Maintenance, CD | \$ 559,939.01 | CD 10/19/19 |
| Bath Savings | 185902 | Contingency Fund | \$1,407.62 | Savings Acct |
| Bath Savings | 1019557428 | Submarine Main Dep., CD | \$842,950.77 | CD 10/19/19 |
| Peoples United Bank | 101020495 | Water Resource Protection Fund | \$83,944.87 | Savings Acct |
| | | Total Special Funds | \$1,558,976.42 | |

Supt MacKinnon reported the following activity in August and September; Monthly contributions to Submarine Main Depreciation Savings of \$3,101.58/month, payment to Standpipe Maintenance Savings of just over \$14,000 (4th of 6 payments), payment to Water Resource Protection Fund (3rd of 4 payments), and accrued interest in all other accounts.

The following debt service bond payments were made: 2005 Bond of just under \$42,000 (Principle and interest), 2009 Bond for just under \$12,000 (Interest), and 2016 Bond for just over \$1,300 (Interest). There is another payment for 2015 bond due in December and the last 2010 bond payment, due in January, will be sent in December.

The Cumberland County Federal Credit Union has requested photos of all trustees' drivers licenses to supplement the signature cards. Supt will gather after the meeting.

Supt MacKinnon received 7 responses to the 8 bid requests for the two certificates of deposit due this month. The responses ranged from 1.75% to 1.98% for a 12 month period. Supt MacKinnon recommends accepting the best rate 12 month from Norway Savings. The bulk of the Submarine Main Depreciation, Savings and Standpipe Maintenance, Savings will roll into the new certificates.

On a motion by Thomas Brennan, seconded by Susan Krauss, it was VOTED: *To accept the bid for one year term as recommended. (4-0)*

On a motion by Irving Felker, seconded by Thomas Brennan, it was VOTED: *To file the Treasurer's report for audit. (4-0)*

Communications

- Town of Cumberland, land swap proposal, draft response
Supt MacKinnon received a letter from the Town of Cumberland with the request for consideration to purchase the Cumberland Well site. Based on the last meeting, Supt MacKinnon drafted a letter to

decline the offer and the reason for the decision. Supt MacKinnon reiterated the District's desire to acquire the property at the Town's sand pit and made a formal request for the right of first refusal in the written response.

On a motion by William Taylor, seconded Susan Krauss, it was VOTED: *To approve the response letter as drafted. (4-0)*

- Town of North Yarmouth, Trustee Election
Supt MacKinnon was advised that the Town of North Yarmouth will be holding a special election in November to complete the remainder of the term of the seat vacated by Trustee Gorden. Three candidates submitted papers for the position.
- The Hayes Well is part of a program with USGS for testing and monitoring. Supt MacKinnon stated a full range of extensive testing was completed throughout an entire day. The results will be provided to the District when complete. This testing was last conducted 10 years ago.

Old Business

No old business to report.

New Business

- 2019 YTD Financials, 2020 Proposed Budget
Supt MacKinnon distributed the 2020 Proposed Budget and Budget Notes outlining variances and additional explanations. Supt MacKinnon stated the proposed budget is based on the August 2019 Financials and reviewed the budget notes. The revenue was down for the year and the proposed debt service ratio is 1.59. The proposed ratio is in excess of the 1.25 target but not as great as would have hoped with the recent rate increase.

Supt MacKinnon reviewed the proposed 2020 capital spending. The proposal includes regular contributions to reserve accounts, one vehicle replacement (\$15,000), well work at Cumberland Well and the North Yarmouth booster pump (\$30,000). GIS pilot project next steps (\$6,500), replace computer server (\$10,000), which leaves \$197,000 for main and hydrant replacements. There are some new developments approved and a section a Church Street are a few known projects.

Supt MacKinnon requested the Trustees review the proposed budget for a vote at a future meeting.

Operations

- August and September 2019 Production Report
Supt MacKinnon distributed the August and September production reports. The reports are representative of the historical August and September usage. The warm temperatures in the last few weeks of September resulted in a slight increase in production when usage would be expected to drop off. Morton Street may have a leak and will continue to track and trace.
- 2019 YWD Lead and Copper Results

Asst Supt Gagnon conducted testing for reduced monitoring for lead and copper. The testing is scheduled for every 3 years with 20 samples taken throughout the district. All samples were below the EPA Action Level for lead and copper. The sample sites were selected from a pool of locations that have been approved by the Maine Drinking Water Program and sampled by a resident at the site. Extensive sampling instructions are provided to ensure clean samples are tested for accurate results.

- **Contract Operations: Pownal School problem, PFAS Sampling at Pineland**
The District contracts with Pownal School to operate their water system. Minimal work is required by the District since the school has an on-site person who conducts the sampling. One recent sample did show bacteria in the sample. The District worked with the school to determine it was the result of extremely low water flow in hot weather and assisted in flushing the system and dosing the well with chlorine. Water flow will be monitored to assess usage patterns and the need to flush the system in the future.

Pineland, another contracted site, was selected by the State as a site for PFAS sampling. The State took a look at sites with potential issues and one of the Pineland wells was identified. The site was tested and there were no compounds detected.

Other

- **MRWA Training Proposal for Cyber Security:** Maine Rural Water Association (MRWA) is working to develop a training for the threat to cyber attacks. This will be a free tool on how to assess and protect your system. The training will have a tabletop exercise to simulate an attack and determine the course of action.
- MWUA is providing Trustee Training on October 22, 2019
- **Proposed 2020 meeting dates:** Asst Supt Gagnon provided a list of proposed 2020 meeting dates for potential conflicts. The June meeting is the night of the Yarmouth Town Meeting and the November meeting is election day. An alternate will be considered for the June meeting.
- **Stephen Gorden:** Stephen Gorden joined at the beginning of the meeting for recognition.
- **Trustee Brennan suggested the Board begin conversations about potential opportunities with other Districts as recommended by Trustee Gorden.**
- Executive session was not requested.

At 8:53p.m., on a motion by Irving Felker, seconded by Thomas Brennan, it was VOTED:
To adjourn the regular monthly meeting. (4-0)

Minutes submitted by:
Linda Earley, Recording Secretary

Minutes filed by:
Eric Gagnon, clerk