

**Yarmouth Water District
Board of Trustees Meeting Minutes
December 3, 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, Andrew Walsh

Absent:

Quorum present? Yes

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

Asst Supt. Gagnon swore in Trustee Andrew Walsh prior to the meeting being called to order.

Proceedings:

- *Meeting called to order at 7:02 p.m. by Irving Felker*
- *On a motion by Thomas Brennan, seconded by William Taylor, it was VOTED: To approve November 2019 meeting minutes as amended (3-0)*

Treasurer's Report

November 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	\$5,642.26	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$16,475.72	Savings Acct
Norway Savings	1019557436	Standpipe Maintenance, CD	\$632,136.19	CD 10/22/20
Bath Savings	185902	Contingency Fund	\$1,407.85	Savings Acct
Norway Savings	1019557428	Submarine Main Dep., CD	\$859,057.94	CD 10/22/20
Peoples United Bank	101020495	Water Resource Protection Fund	\$91,452.19	Savings Acct
Total Special Funds			\$1,606,172.15	

Supt MacKinnon reported the following activity in November; monthly contribution to Submarine Main Depreciation Savings and accrued interest in all other accounts. The last payment on the 2010 bond is due on January 1, 2020, and will be paid at the end of December and the reserve account for that bond issue will be utilized toward the payment.

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

Communications

- Recommendations to the PFAS Task Force

Supt MacKinnon received a draft report from the Maine PFAS Task Force addressing PFAS contamination in Maine. Supt MacKinnon discussed the report with both the Towns of Yarmouth and North Yarmouth. The draft was sent to the Towns requesting their review and comments. One of the sources of contamination has been the fire department's use of firefighting foam, and it was not uncommon for local departments to use these foams for training and fire fighting. Supt MacKinnon commented to the State on the recommendation for public notification if PFAS is detected at 10 parts per trillion or greater. EPA does not have an MCL for PFAS but does have an advisory level of 70 PPT. He felt that to set a limit without scientific background was ill-advised. He felt it was prudent to either require public notification at the EPA advisory level, or at any detection amount, but to not set an arbitrary number for reporting. Supt MacKinnon highlighted the topic of waste management sites taking sludge from out of state, including MA and NH. He also recommended that emergency legislation be enacted such that these types of transfers are tested, tracked and landfilled in secure safe areas. The draft report recommends funding for the testing that will be provided by the State and may come from the General Fund.

Supt MacKinnon reported the DEP scheduled a meeting next week addressing legislation to revise Chapter 692 regarding oil tank storage facilities and expansions.

Old Business

- MRWA Training Proposal for Cyber Security

A kick off meeting for the Cyber Security Training was held in mid November with the stakeholders including MEMA. There were 15-18 participants at the kick-off meeting. From the meeting, Supt MacKinnon recommends the District put a plan in place to protect from Cyber threats and a response plan. There may be some provisions with the insurance carrier regarding the disclosure time for a breach. Maine Municipal has online training for phishing that the office staff completed. There will be a tabletop training in March 2020 and Supt MacKinnon invited the Trustees to participate in the training session if their schedules permit.

New Business

- 2019 YTD Financials, revised 2019 projections with Approved 2020 Budget

Supt MacKinnon distributed the approved 2020 budget. Supt MacKinnon distributed a revised 2019 projections, using the October financials. The updates include the following: income is a bit higher,

supply and treatment are lower for expenses, transmission and distribution is up a bit, and office administration is a bit less. The Debt Service Ratio has been revised to 1.85.

- MPUC, the District is working to amend the petition to serve on Middle Road in Cumberland
In 2008, the District was approached by the Town of Cumberland to serve 4 houses in Middle Road whose water had salt contamination. This location is in the Portland Water District service territory and as it was closer to YWD facilities, a joint petition was submitted for Yarmouth Water District to be the service provider for the location. There has been a request to serve another location on the same 1000 feet of main extension which was originally installed. An amended petition will be submitted to serve the site.

Operations

- Review of Trustee Documents: Master Indenture, Debt Service Summary, Special Accounts, Land Report
Supt MacKinnon distributed and reviewed a packet to all Trustees with key Trustee Documents.
 - Master Indenture: This has been in place since 1993 and was approved by the PUC. The Master Indenture includes 5 terms and is helpful to obtain a better rating through Moody's.
 - Debt Service Summary: This document includes all of the District's bonds. Supt MacKinnon highlighted a bond was paid in May and another will be completed this month. If a bond is needed, the district consults with both its bond advisor and the Maine Municipal Bond Bank to determine the best financing for the District.
 - Special Accounts: These special accounts are the reserve accounts that are approved by the PUC. They are reviewed in the monthly financial report.
 - Land Report: The report includes the land owned by the District and the purpose they serve. Supt MacKinnon mentioned that the sale of any water resource land has special provisions and requirements that must be met. The District did try to sell two of these parcels but found that the sale requirements made any sale virtually impossible.
- November 2019 Production Report
Supt MacKinnon distributed the November production report. The production was pretty average with a decline in usage for the same time period last year. The flow by the week since 1989 shows a high of 566 gallons per minute. The decline in usage may be attributed to older water fixtures being replaced with high efficiency water fixtures. It is expected that the trend will eventually end. The District has enough properties with separate aquifers to support increased supply.
- Church Street Main replacement update
The Church Street main was proposed for a main replacement project for next year. Supt MacKinnon began scouting pricing for materials and labor with Storey Brothers. The price is favorable at \$55,000 for labor and supplies. This upgrade sets the District up for the next upgrade in the plan.

Other

- To consider going into executive session.
Executive session was not requested.

At 8:48 p.m., on a motion by Susan Krauss, seconded by Thomas Brennan, it was VOTED:
To adjourn the regular monthly meeting. (5-0)

Minutes submitted by:
Linda Earley, Recording Secretary

Minutes filed by:

Eric Gagnon, clerk