

**Yarmouth Water District
Board of Trustees Meeting Minutes
August 4, 2020 Tuesday @ 7:00 p.m.
Yarmouth Water District Office
181 Sligo Rd, Yarmouth, ME
and via ZOOM format**

Roll Call:

Present: Irving Felker, Jr, Chairman, William Taylor, Susan Krauss, Thomas Brennan, Andrew Walsh

Absent:

Quorum present? Yes

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

Proceedings:

- *Meeting called to order at 7:05 p.m. by Irving Felker*
- *On a motion by Thomas Brennan, seconded by Susan Krauss, it was VOTED: To approve July 2020 meeting minutes as written. (5-0)*

Treasurer's Report

July 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	\$ 30,889.17	Savings Acct
Peoples United Bank	100209564	Standpipe Maintenance, Savings	\$72,819.73	Savings Acct
Norway Savings	1019557436	Standpipe Maintenance, CD	\$640,551.85	CD 10/22/20
Bath Savings	185902	Contingency Fund	\$ 91,418.11	Savings Acct
Norway Savings	1019557428	Submarine Main Deprec, CD	\$ 870,494.62	CD 10/22/20
Peoples United Bank	101020495	Water Resource Protection Fund	\$ 121,485.74	Savings Acct
Total Special Funds			\$1,827,659.22	

Supt MacKinnon reported the following activity in July; monthly contribution to Submarine Main Depreciation Savings, a deposit of \$30,000 to the Contingency Fund, and accrued interest in all other accounts. There will be

two debt service payments due in mid September; the 2005 bond for principal and interest for \$43,000 and the 2009 bond for interest only for ~\$12,000. The process for the CD renewals will start in Aug-early September with requests for rates due by the end of September and a vote in October.

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

Communications

North Yarmouth officials requested a meeting for further review. Supt MacKinnon and Asst Supt Gagnon met Thursday of last week to review the Capital Improvement plan.

Old Business

- Cumberland Wells Update, to hear an update on the quality reports of the Cumberland Wells
Supt MacKinnon distributed the quality report from the pump test recently completed. The report is all good news with no change in quality. The sodium is higher than preferred but not out of range. The sodium is low in the well that is nearest to the road which was not expected due to winter road treatments. To summarize, there was no loss in quantity or quality from the 1997 tests.

New Business

- 2020 YTD Financials, to hear an update regarding the Year-to-Date Financials
Supt MacKinnon distributed the financial projections with data through June. The budget shows to be on track. The budget is completed with conservative income projections. This Spring was hot and dry, usually, these high numbers are not seen until August - October. The results may need to be flagged and noted as was done in 2016. Supt MacKinnon noted the following: 2010 debt service is fully retired and will not be on next year's budget, the pumping expenses excluding the contractual usage will be near the budgeted figure since there was emergency work at one of the wells, the water purchase from resale is off because the plant usage is lower than normal, the transmission distribution maintenance variance is the result of the meter change out that was stopped with the pandemic. All other line items show to be on track. Supt MacKinnon solicited questions and advised the preparation for next year's budget is underway.
- North Yarmouth Capital Improvement Project, to hear a status report
Asst Supt Gagnon received an update from Wright-Pierce for the transmission mains plans and pump station plans. The tank site plans are in progress. The current plans include enough details for applying for funding and planning board but not for project bids. A request for pricing for final design/bid quality plans will be made. Wright-Pierce has kept their commitments and an addendum will be added to the master plan for North Yarmouth. The types of funding whether private or SRF funding will be discussed and considered. The options are being considered for the storage tank. A tank on the existing site is more expensive than the alternative of utilizing another site. The project cost estimate is 4.4 million for the pump station, mains, and the storage tank. Supt MacKinnon suggested a phased approach could be considered. The booster station and water main are estimated to cost 2.7 million without the tank. There are no additional costs for a phased approach except for the funding of bonds. Separate contractors will be utilized for the pump station, mains, and tank. It is important to secure the land for the tank even if construction is a few years out. Supt MacKinnon and Asst Supt Gagnon will prepare to meet with bond counsel to refresh on the process and the official intent by the board. The timeline is to move forward with the pump station and water main beginning next year and begin a rate increase case. Debt needs to be incurred before implementing the rate

increase in 2022. Supt MacKinnon will consider going to bid on the materials before the project begins if there is a cost savings as long as it is reimbursable. Supt MacKinnon stressed with the Town officials that support and cooperation are needed with obtaining the Planning Board approval for the project. He does not anticipate issues with the pump station, but the storage tank could face contention. These improvements are deemed essential and allow the Planning Board to have additional leeway.

Operations

- July 2020 Production Reports
Supt MacKinnon distributed the July production report. The July 2020 production is showing less at the beginning of the month and a large increase at the end of the month. Considering the heat, there were 3 weeks when the results were under average. The production usually starts to fall off at this time of the year.
- Operations during COVID-19, update
Supt MacKinnon is pleased to be back to in-person meetings and appreciated the option of the Zoom platform. A Plexiglass shield was installed and there has not been a lot of demand. Technicians will go into customer's homes upon requests with proper protections and have completed meter repairs on a couple of instances. The plan is to continue as has been done and adapt. Disconnection notices had been put on hold per PUC and will be deciding if that should be lifted.

Other

- Storey Brothers will begin the project at Church Street within the month. The District has the materials.
- Supt MacKinnon recommends depositing money in the Contingency Fund while the cash flow is high. The District has made a commitment to purchase the sandpit and the funds can be used for the purchase since they are not restricted. The recommendation is to maintain \$120k in the fund to have available when needed. The PUC does restrict the amount held in the contingency fund but it is not applicable because of loss. The Water Resource Protection Fund is limited to \$160k and the recommendation is to keep \$120k on hand in case the desired parcel comes up for purchase.
- Supt MacKinnon will be meeting with Asst Supt Gagnon and Chairman Felker weekly to discuss the transition of responsibilities with a target of Sept 30th as his last day. Some items include the formal transfers of licensed operations and the bond groups. The Treasurer duties will be assumed by Asst Supt Gagnon and a plan for the Clerk position will be made. The goal is to make a seamless transition. The Assistant Superintendent position will remain unfilled until the needs are determined.
- The news called about a report of E. coli in the water at East Elm Street. The E. Coli is in the river and not in the water system.
- Irving Felker solicited inquiries from the Trustees on the July monthly disbursements.
- To consider going into executive session pursuant to 1 M.R.S.A. § 405 (6)(C), concerning acquisition of real estate

At 8:13 p.m., on a motion by Thomas Brennan, seconded by Andy Walsh, it was VOTED: *To consider going into executive session pursuant to 1 M.R.S.A. § 405 (6)(C), concerning acquisition of real estate. (5-0)*

At 8:36 p.m., on a motion by Susan Krauss, seconded by Thomas Brennan, it was VOTED: *To adjourn the executive session and return to the regular monthly meeting. (5-0)*

At 8:37 p.m., on a motion by Thomas Brennan, seconded by Andy Walsh, it was VOTED: *To adjourn the regular monthly meeting. (5-0)*

Minutes submitted by:
Linda Earley, Recording Secretary

Minutes filed by:

Thomas Brennan, clerk