

**Yarmouth Water District
Board of Trustees Meeting Minutes
Wednesday, April 10th, 2024
Yarmouth Water District Office
181 Sligo Rd, Yarmouth, ME**

Roll Call:

Present: Andrew Walsh, Chairman, Thomas Brennan, Gib Parrish, Stephen Gorden, Bill Taylor

Absent:

Quorum present? Yes

Others Present: Eric Gagnon, General Manager, Tim Herrick, Assistant Superintendent, Emily Thomas, Recording Secretary, and Chris Beyers from Branch Renewable.

Proceedings:

- *Meeting called to order at 6:07pm by Andrew Walsh.*
- *On a motion by Thomas Brennan and seconded by Stephen Gorden, it was VOTED: To approve the March 2024 meeting minutes. (5-0)*

Treasurer's Report

March Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$3,011.38	Savings Acct
M&T Bank	Submarine Main Depreciation Fund	\$61,908.18	Savings Acct
M&T Bank	Standpipe Maintenance	\$102,933.55	Savings Acct
M&T Bank	Water Resource Protection Fund	\$83,328.58	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$327,319.01	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$949.05	Savings Acct
Kennebec Savings Bank	Excess Checking, Savings	\$227,349.08	Savings Acct
Key Bank	Standpipe Maintenance, CD	\$955,242.75	4/4/2024
Key Bank	Submarine Main Depreciation Fund, CD Working Checking Account	\$1,052,695.77	4/4/2024
Kennebec Savings Bank	Advance for Construction	\$542,217.36	
	Available Balance	\$129,798.88	
		\$412,418.48	Checking Acct
	Total Special Funds	\$3,227,155.83	

Gen. Manager Gagnon reported monthly interest on all accounts. No special deposits were made.

On a motion by Gib Parrish, seconded by Stephen Gorden it was VOTED: *To approve the March Treasurer's Report as amended and file for audit. (5-0)*

The March disbursements were discussed. On a motion by Thomas Brennan and seconded by Stephen Gorden it was VOTED: *To approve the March 2024 disbursements as written to file for audit. (5-0)*

Communications

- Church Solar Farm Discussion: Gen. Manager Gagnon reported receiving an email inquiring about creating a "Solar Farm" for local churches in the area. They would lease the land to create this, and it was proposed that if this project were to move forward an area of Sweetser Rd could be an option. Gen. Manager Gagon will respond to the inquiry.
- Sensus and EJP Relationship: Sensus is now with Core & Maine for Meters and Meter reading technology as Sensus and EJP have parted ways.
- Stephen Gorden mentioned a review for the State Environmental Mission and said there was nothing on there that said there was a concern for chemicals. Stephen suggested reaching out and asking them to add it to the mission. Gen. Manager Gagnon stated he can get something together to send out to them and suggest this.

Old Business

- Solar Projects Update: Gen. Manager Gagnon reported that the Level 2 application that Revision completed was approved. The planning board is still on track to start the pre-application on the 14th of May. Then in about 2 months, around July, there could be approval and could start breaking ground in an August / September period. For Sweetser Rd/Waterline Solar there are still some agreements pending to move forward with the project. Doughty Rd/Boundary Line Solar had the trees cleared.
- Evaluation Form Discussion: Gen. Manager Gagnon reported that he and Tim have not had time to discuss this. It is being tabled for the May meeting.
- Rate Case Discussion: Gen. Manager Gagnon reported he, Nick and the Bond Council have been having discussions. They are currently comparing numbers but there is no clear advantage without having further discussions on how these directions can go.

New Business

- Billing and Financial Evaluation Consulting Proposal and Grant: Gen. Manager Gagnon explained a proposal from Raybern Solutions. They offer a service that triages the district's processes in as much or as little depth as you would like. Gen. Manager Gagnon would like the entire office system to be evaluated and look for deficiencies to develop workflows and improve billing software. There is a capacity development grant available for this as well. After discussion with the board, they agreed about filling out the application for this. On a motion by Stephen Gorden and seconded by Thomas Brennan it was VOTED: *To allow General Manager Eric Gagnon to move forward and finalize any contract with Raybern Consulting for workflow development and data analysis with the contingent of a acquiring a Grant for the project. (5-0)*
- Set Annual Meeting Date: Proposed to be on Wednesday, May 8, 2024, at 5:30pm. On a motion by Stephen Gorden and seconded by Bill Taylor it was VOTED: *To hold the annual meeting on Wednesday, May 8, 2024, at 5:30pm. (5-0)*
- APA PFAS Update: Gen. Manager Gagnon reported that the EPA finalized the rule for PFAS. Hayes Well has one contaminant of PFOA that is just over the standard but everything else is under the regulation level. The district has 3 years to comply, however, this well is run third in line so is not being used as much as the other wells. The board discussed different plans to get this well back within compliance.

Operations

- March 2024 Production Reports, Gen. Manager Gagnon reported last month was very calm. The 24th was the ice storm day so there was very little water usage.
- Current Work
 - Spring Work: Yard clean up and valve repairs are being done. There was some OT for the storm response. Unidirectional flushing will start very soon. A discussion will be started soon on hiring summer help for projects.
 - Meter Changeouts: Due to an employee being out on injury, the rate of changeouts has decreased this month. Hopefully, assigning someone the task and hiring summer help will improve the rate to completion of this.

Other

- None to report.

At 8:25 p.m., on a motion by Andrew Walsh, seconded by Stephen Gorden, it was VOTED: *To adjourn the regular monthly meeting. (5-0)*

Minutes submitted by:
Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, clerk

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