

**Yarmouth Water District  
Board of Trustees Annual and Regular Meeting Minutes  
Wednesday, May 8h, 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

**2024 Annual Meeting called to order at 5:43 p.m. by Andrew Walsh**

ARTICLE 1: To hear the reports of the Trustees. Financial presentation by Auditor. The Auditor reported that in the summary of the results everything met the required standards and there were no outlying errors or significant deficiencies. The board discussed plans and suggestions for the new year as well as went through a breakdown of the assets for the 2023 financial year.

There are some procedural recommendations for segregation of duties to ensure financial integrity but understanding with the number of employees that will be hard to accomplish. The YWD staff will ensure segregation of duties is maximized to its fullest extent. Compliance reporting procedures were discussed and YWD and their financial consultants have a procedure in place to make sure reporting is completed before all deadlines.

ARTICLE 2: Gen. Manager Gagnon reported the following for 2023.

Installed

- 22 new services
- 320 feet of new water main
- 20 new meters
- 5 hydrant replacements
- 4,092 feet of water main replacement
- 447 meter replacements

Total production for 2023 was 260,725,000 gallons from the District's wells. Which is approximately 496 gallons per minute or 0.714 million gallons per day on average. This is a 11.7% decrease from 2022 and a decrease of 12.0% from 2021. YWD also purchased 80,498,568 gallons of water from the Portland Water District to supply Wyman Station and a few residential customers. This is a 32.9% decrease from 2022.

ARTICLE 3: To transact any other business that may legally come before said meeting

At 6:58 p.m., on a motion by Thomas Brennan and seconded by Stephen Gorden it was VOTED: *To adjourn the 2024 Annual meeting. (5-0)*

**May 2024 Meeting**

**Proceedings:**

- *Meeting called to order at 6:58pm by Andrew Walsh.*
- *On a motion by Stephen Gorden and seconded by Gib Parish, it was VOTED: To approve the April 2024 meeting minutes with corrections noted. (5-0)*

## Treasurer's Report

April Financials

| <u>Institution</u>                        | <u>Description</u>   | <u>Amount</u>  | <u>Maturity Date</u> |
|---|--|----------------|----------------------|
| Cumberland County<br>Federal Credit Union | Submarine Main Depreciation Fund                                 | \$3,015.33     | Savings Acct         |
| M&T Bank                                  | Submarine Main Depreciation Fund                                 | \$65,547.07    | Savings Acct         |
| M&T Bank                                  | Standpipe Maintenance  | \$103,272.50   | Savings Acct         |
| M&T Bank                                  | Water Resource Protection Fund                                   | \$83,602.98    | Savings Acct         |
| Kennebec Savings Bank                     | Contingency Fund, Savings  | \$328,329.33   | Savings Acct         |
| Kennebec Savings Bank                     | 2021 Bond Anticipation note for 2021 CIP                         | \$951.96       | Savings Acct         |
| Kennebec Savings Bank                     | Excess Checking, Savings   | \$228,347.80   | Savings Acct         |
| Key Bank                                  | Standpipe Maintenance, CD  | \$958,824.75   | 5/1/2024             |
| Key Bank                                  | Submarine Main Depreciation Fund, CD<br>Working Checking Account | \$1,056,643.19 | 5/1/2024             |
| Kennebec Savings Bank                     | Advance for Construction   | \$662,843.96   |                      |
|   | Available Balance  | \$128,559.13   |                      |
|   |  | \$534,284.83   | Checking Acct        |
|   | Total Special Funds  | \$3,362,814.74 |                      |

Gen. Manager Gagnon reported monthly interest on all accounts and one deposit to the Submarine Account was made. On a motion by Stephen Gorden, seconded by Thomas Brennan it was VOTED: *To approve the April Treasurer's Report and file for audit. (5-0)*

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

## Communications

- None to report.

## Old Business

- Solar Projects Update: Gen. Manager Gagnon reported that not a lot of movement has been made on the project as they are still waiting for contractual items before getting started. Work is still being done together with the District's Hydrogeologist to ensure the panels will not cause a negative impact to the groundwater.
- Evaluation Form and Organizational Chart Discussion: Gen. Manager Gagnon and Tim sat down and discussed his role and concluded that he is more of an Assistant Gen. Manager role. The board discussed how this may change the way the organization works. A draft will be presented of the General Manager and Assistant General Manager roles and responsibilities will be brought to the board for further discussion. On a motion by Andrew Walsh and seconded by Gib Parish it was VOTED: *to provisionally establish the role of Assistant General Manager and at end of year to either memorialize or reevaluate the role.* (5-0)
- Billing and Financial Evaluation Consulting Proposal and Grant: Gen. Manager Gagnon reported the grant of \$30,000 was received. The next step is to have a meeting with Raybern to kick off and go over goals and timelines of the project.

## New Business

- Charter Discussion: Gen. Manager Gagnon reported talking with legal staff after last month's meeting and a draft charter was presented to the board. This was originally done in 2017 and the one change needed is how the board members are elected and to clean this up to describe the way this is actually done. To adjust a charter, it needs to go through a legislature. It was then discussed to create a workshop to discuss and work through the charter further.

## Operations

- April 2024 Production Reports, Gen. Manager Gagnon reported last month was nearly the same as last year. Water usage will start to go up as the weather gets warmer. Flushing started around the same time as last year which contributes to the trend staying the same.
- Current Work
  - Rte 88 Water Main Replacement: Temporary services for phase 1 are in place with the first major connection performed on May 8th.
  - Flushing: The regular flushing program has been started for the year.
  - Meter Changeouts: 5 swaps and 7 new meters were done last month.
  - Other

## Other

- None to report.

At 8:20 p.m., on a motion by Stephen Gorden, seconded by Thomas Brennan, 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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