

**Yarmouth Water District
Board of Trustees Regular Meeting Minutes
Wednesday, June 12th, 2024
Yarmouth Water District Office
181 Sligo Rd, Yarmouth, ME**

Roll Call:

Present: Andrew Walsh, Chairman, Thomas Brennan (via Zoom), Gib Parrish, Stephen Gorden, Bill Taylor

Absent:

Quorum present? Yes

Others Present: Eric Gagnon, General Manager, Tim Herrick, Assistant Superintendent, Emily Thomas, Recording Secretary

Proceedings:

- *Meeting called to order at 6:05pm by Andrew Walsh.*
- *On a motion by Stephen Gorden and seconded by Gib Parish, it was VOTED: To approve the Annual and May 2024 meeting minutes as amended. (5-0)*

Treasurer's Report

May Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
Cumberland County Federal Credit Union	Submarine Main Depreciation Fund	\$3,019.42	Savings Acct
M&T Bank	Submarine Main Depreciation Fund	\$69,177.77	Savings Acct
M&T Bank	Standpipe Maintenance	\$103,623.92	Savings Acct
M&T Bank	Water Resource Protection Fund	\$83,887.47	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$329,376.60	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation note for 2021 CIP	\$954.97	Savings Acct
Kennebec Savings Bank	Excess Checking, Savings	\$229,319.49	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD	\$966,029.09	6/24/2024
Kennebec Savings Bank	Submarine Main Depreciation Fund, CD	\$1,064,582.51	6/24/2024
Kennebec Savings Bank	Working Checking Account	\$608,349.34	
	Advance for Construction	\$131,694.49	
	Available Balance	\$476,654.85	

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 Gib Parrish it was VOTED: *To approve the May Treasurer's Report and file for audit. (5-0)*

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

Communications

- Portland Press PFAS Inquiry: Gen. Manager Gagnon received a note questioning the PFAS results. He responded advising that there are plans in motion and at the moment it is unknown if the cost will affect customers. No reply back has been received yet.

Old Business

- Solar Projects Update: Gen. Manager Gagnon reported both sites for Chris' projects have been cleared and building permits have been acquired. Yarmouth Water Solar has a planning meeting tomorrow, and they feel very well prepared for it. Samples of soils at existing solar array sites were taken and it was found that intact panels do not impact the soils. A memo to file will be written by our Hydrogeologist summarizing the findings.
- Hayes Water Quality: Gen. Manager Gagnon reported this well has not been pumped this year. When Hayes and the booster are running, everyone in the North Yarmouth pressure zone will receive 100% Hayes water due to the location and it was advised that this cannot be changed at the moment. However, it is hopeful to troubleshoot the booster to pull more water to dilute the Hayes water by working with Wright Pierce to accomplish this or find another acceptable solution. All options are being explored regarding PFAS, developing another well, treatment at individual wells, combined treatment, etc.

On a motion by Stephen Gorden and seconded by Andrew Walsh it was VOTED: *To authorize Gen. Manager Gagnon to apply for grants relating to PFAS issues. (5-0)*

- Billing and Financial Evaluation Project: There was a kickoff meeting with Rayborn solutions, the billing and financial processes and needs were gone over. Standard operating procedures are being developed and they are evaluating software to fit those needs. This will be about a 9 month project.
- Charter Discussion: Gen. Manager Gagnon reported not a lot of updates from last month. The board scheduled the workshop for one hour before the next scheduled monthly meeting.
- 2024 Bond and Rate Case: There have been some discussions with the district's finance consultant. July is a big month for filings to get the rate case going for increases.
- 2024 Temp Position: A few candidates were interviewed, and there are two that they are interested in. Gen. Manager Gagnon asked for the board's approval to hire both candidates. On a motion by Andrew Walsh and seconded by Thomas Brennan it was VOTED: *To provide a total of \$32,000 for temporary help during the summer months of 2024. (5-0)*

New Business

- Cyber Attacks on Water Utilities: In light of recent attacks on other utilities, the District's IT group was approached to make sure everything was secure. There were a couple suggestions to improve these securities as water utilities have been targeted lately. Part of doing this is changing IP addresses and monthly testing on the speed and effectiveness of the systems.
- Cumberland County Federal Credit Union Account: Gen. Manager Gagnon described what is necessary to close this account as some of the approved signers are no longer affiliated with the District. The Board signed a letter to allow the closing of the account.

Operations

- May 2024 Production Reports, Gen. Manager Gagnon reported last month's production was less than last year.
- Chlorination: There have been discussions to stop chlorination in the system around the end of the summer. This would mean taking more samples to make sure there is nothing producing bacteria once the chlorine has stopped. There was also discussion about providing customer notification and proper timing.
- Current Work
 - Rte. 88 Water Main Replacement: The line from Main St near the Royal River Bridge to Smith St is being replaced. They are currently at the end of phase 2 of the project. Everything has been moving along good with timely completion and traffic control.
 - Flushing: 50% of the system has been flushed. This has been going very well. Main St has been scheduled for next week in a few different sections to not disrupt the businesses.
 - Other: Even Keel is installing a seasonal service to provide water to the boatyard as they are having troubles with their well. They plan to install a proper water main extension in the next year or two.

Other

- None to report.

At 8:29 p.m., on a motion by Stephen Gorden, seconded by Bill Taylor, 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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