

**Yarmouth Water District
Board of Trustees Regular Meeting Minutes
Wednesday, October 22nd, 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, June from Yarmouth Water District Finance, Nick Henry Financial Advisor

Proceedings:

- *Meeting called to order at 6:41pm by Andrew Walsh.*
- *On a motion by Gib Parrish and seconded by Thomas Brennan, it was VOTED: To approve the September 2024 meeting minutes. (5-0)*

Treasurer's Report

September Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
M&T Bank	Submarine Main Depreciation Fund	\$86,962.37	Savings Acct
M&T Bank	Standpipe Maintenance	\$105,002.76	Savings Acct
M&T Bank	Water Resource Protection Fund	\$85,003.69	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$333,530.67	Savings Acct
Kennebec Savings Bank	Excess Checking, Savings	\$233,183.90	Savings Acct
Kennebec Savings Bank	2021 Bond Anticipation Note	\$194,196.17	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD	\$0.00	
Kennebec Savings Bank	Submarine Main Depreciation Fund, CD	\$1,080,522.77	10/19/2024
Kennebec Savings Bank	Working Checking Account	\$175,829.37	
	Advance for Construction	\$146,414.27	
	Available Balance	\$29,415.10	
	Total Special Funds	\$2,147,816.73	

Gen. Manager Gagnon reported monthly interest in all accounts and some big disbursements in the checking accounts. The excess money in the checking account will be moved to operational checking after the monthly interest accrual causing the available balance to appear smaller than usual.

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

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

Communications

- MWUA Board of Directors: Gen Manager Gagnon was asked to be on the board of directors for Maine Water Utilities Association and was elected in October.
- Gen Manager Gagnon reported back to the board that funding an FSA vs a stipend for board members is not possible.

Old Business

- 2024 Bond and Rate Case: Gen. Manager Gagnon reported Nick filed the rate case with MPUC. Nick presented the numbers to the board and answered questions from the board members afterward. The customer letter and public notice was discussed and will be revised by Gen Manager Gagnon to mail soon.
- Solar Projects Update: Site work is ongoing and on track for a connection date of late December / early January. Now that construction is underway there will be some larger invoices.
- Billing and Financial Evaluation Project: Gen. Manager Gagnon advised the district has received three proposals so far and based on the current evaluations it is likely that a different software will be used.
- Charter Discussion: Discussion was held in a workshop before the meeting.

New Business

- EPA Service Line Inventories: A service line inventory was required by the EPA for the public and private portions of all service connections. This was completed and passed into the drinking water program before the deadline. From the inventory done, there were only two galvanized services on the customer side. The district is responsible for replacing all of these and will have to decide how to approach this. There is a bit of time before any decisions need to be made. Letters must be mailed out mid-November to the customers with galvanized lines or unknowns.
- Operator Position and 2025 Staffing: After the draft budget is reviewed next month, Gen. Manager Gagnon is proposing adding an additional full-time operator. The board discussed how this would be implemented into the district and the estimated overall cost. The board was supportive.

Operations

- September 2024 Production Reports, Gen. Manager Gagnon reported last month's production was about 4 million more gallons. Freeport started using water in October so there will be a larger spike in production on next month's review. There have been no issues with the system, it has just been a warm and dry beginning of fall.
- Current Work
 - Rte 88 Water Main Replacement: This project has been completed.
 - Flushing: This has been completed for the season.
 - Other: The AMR Pilot Program has been successful. Bringing in consultants to look at the Estabrook Well for rehab. Looking into mixing water at the Hayes Well by using the Hayes booster pump and reducing PFAS that would be pumped, could help with NY production and firefighting. Will be exploring all options for what to do with the Hayes source.

Other

At 9:30 p.m., on a motion by Stephen Gorden, seconded by Gib Parrish, it was VOTED: *To adjourn the regular monthly meeting. (4-0)*

Minutes submitted by:
Emily Thomas, Recording Secretary

Minutes filed by:

Thomas Brennan, clerk