

**Yarmouth Water District
Board of Trustees Regular Meeting Minutes
Wednesday, November 20th, 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 6:00pm by Andrew Walsh.*
- *On a motion by Stephen Gorden and seconded by Thomas Brennan, it was VOTED: To approve the October 2024 meeting minutes with one minor correction. (5-0)*

Treasurer's Report

October Financials

<u>Institution</u>	<u>Description</u>	<u>Amount</u>	<u>Maturity Date</u>
M&T Bank	Submarine Main Depreciation Fund	\$90,651.24	Savings Acct
M&T Bank	Standpipe Maintenance	\$105,315.34	Savings Acct
M&T Bank	Water Resource Protection Fund	\$85,256.74	Savings Acct
Kennebec Savings Bank	Contingency Fund, Savings	\$334,555.58	Savings Acct
Kennebec Savings Bank	Excess Checking, Savings	\$0.00	Savings Acct
		Closed 10/1/24	
Kennebec Savings Bank	2021 Bond Anticipation Note	\$86,113.77	Savings Acct
Kennebec Savings Bank	Standpipe Maintenance, CD	\$0.00	
Kennebec Savings Bank	Submarine Main Depreciation Fund, CD	\$1,084,375.53	11/15/2024
Kennebec Savings Bank	Working Checking Account	\$339,077.42	
	Advance for Construction	\$146,414.27	
	Available Balance	\$192,663.15	
	Total Special Funds	\$1,978,931.35	

Gen. Manager Gagnon reported monthly interest in all accounts. Money was transferred from the excess checking account to the operational checking account after 10/1/24 to earn the most interest on it. Another deposit was made to the Submarine account and the Submarine CD was re-invested for four weeks. When the loan comes in January, the money will be put back into the separate CD accounts.

On a motion by Bill Taylor, seconded by Stephen Gorden it was VOTED: *To approve the October Treasurer's Report and file for audit. (5-0)*

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

Communications

- None to report.

Old Business

- 2024 Bond and Rate Case: Gen. Manager Gagnon reported the rate case hearing went well. Nick explained that everything has to be filed by November 30th. The billing system rates will be updated for January 1st, then everything will start to phase in. This will then repeat for January 1st, 2026.
- Solar Projects Update: None to report at the meeting.
- Billing and Financial Evaluation Project: Gen. Manager Gagnon is waiting for info from Rayburn on what their pros and cons are along with zoom demonstrations and recommendations for their project. If all goes well, the district is hoping to get the billing system implemented before the old contract expires. The final decision is anticipated to be on December's agenda.
- Charter Discussion: There has not been an update on this yet other than from Jim who advised sometime in late December they'll convene for legislature and form committees.
- EPA Service Line Inventories: Letters were sent out for service lines with Lead, Galvanized or Unknown materials. There were a lot of calls afterward from customers with questions and updates. The district has been working all week on updating the inventories for customers that were able to check and identify the materials over the phone. Gen. Manager Gagnon stated that the front office did an excellent job fielding the phones and all of the questions.

New Business

- 2025 Draft Budget: There is a loss of \$178,000 due to a new debt service being taken. Office Admin and Distribution went up in anticipation of another employee and the health insurance increases. With the full implementation of the new rates, the ratio for next year should come back to the desired 1.25. The budget is pending a vote for the December meeting.
- PFAS Workshop: The board discussed some topics they would like to discuss at the workshop and Gen. Manager Gagnon said he would send a poll out to the board members to decide on a date and time to hold the workshop.
- Interconnection Metering: There is an interconnection with Freeport with Maine Water and two connections with Cumberland (Portland Water District) one in North Yarmouth and one in Yarmouth. There is a contract in place for the connection with PWD in Yarmouth. There have been some discussions on utilizing the connection at North Yarmouth benefiting both Districts and it is a higher priority of the connections to provide redundancy. Booster stations would need to be installed at all of the interconnections to be able to fully utilize these.
- Yarmouth Pressure Zone Tank Discussion: Gen. Manager Gagnon shared that the District has land in Yarmouth that was purchased as a future tank site which is located close to the Cumberland end of Yarmouth. There was some discussion regarding the Portland Water District tank near the interconnection and if it made sense to ask PWD the status of that tank, Gen. Manager Gagnon stated it does not make sense as the land and construction of a new tank would cost less and be better located.

Operations

- October 2024 Production Reports, Gen. Manager Gagnon reported last month's production was 4 million gallons above last year. Towards the end of the month the numbers went down as Freeport stopped using the water and customers stopped watering their lawns for the year. There was a leak in one of the pipes near the Subway in Yarmouth after a fire in the nearby condos. The section of pipe was replaced, and everything was up and running within a day.
- Current Work
 - Winterizing Hydrants: The hydrants have been pumped out and the fire departments have been notified. From here they will be checked on a regular basis to ensure they don't freeze.
 - Well Work: Renovations on the Estabrook well will be starting soon as its production is down 20%. This will likely end up being a rebuild as it has not had any updates to it since the 1990s. The major work will not take place until winter of 2025/2026.
 - Service and Main Installations: Five service lines and a main extension on Ashland Avenue were done in October.
 - Design Work for Upcoming Projects: Shovel ready plans need to be made for the Beth Condon project. The district will have to design the line the way they want it and will need to get Wright Piece to assist.
 - Other

Other

- On a motion by Stephen Gorden and seconded by Thomas Brennan, it was VOTED: *The board approves the Gen. Manager serving on the Maine Water Utility Board and that it is in the best interest of the Utility.* (5-0)

At 8:23 p.m., on a motion by Stephen Gorden, seconded by Gib Parrish, 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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