

Grand Isle Consolidated Water District

Minutes of Regular Meeting January 13, 2016

Present at meeting: Commissioners: Janine Banks, Julia Small, Michael Inners, David Borthwick-Leslie, Chuck Besterman and Shannon Bundy, SOS Operators Warren Steadman and Joe Danis, and members David Banks and Andy Phypers.

Michael Inners opened the January 13th meeting at 7:02PM.

Additions to the Agenda

None.

Review of Meeting Minutes

- 1) Chuck Besterman made a motion to accept the December Annual Meeting minutes and Shannon Bundy seconded. Voice vote approved with Julia Small abstaining.
- 2) Chuck Besterman made a motion to accept the December Regular Meeting minutes and Shannon Bundy seconded. Voice vote approved with Julia Small abstaining.

Questions from User's

- 1) User w/empty house (house is for sale) is questioning the meter reading. Warren Steadman was looking at the spreadsheet of meter readings and noticed their usage for that quarter was very high. He went back to take the meter reading again it had not moved from the previous reading. The user wants the meter pulled and looked at because they don't believe the water usage. The board noted that while showing the house, perhaps a faucet was left running or a toilet.

They called Mike Inners as they cannot make the meeting tonight. He agreed to have Warren pull the meter & bring it back to the plant to test. After discussion, the board majority agreed to waive the service charge for this test. The user will have to come to the board if they want to ask for a payment waiver or reduction in bill. They have asked about payment terms.

Operator's Report

SOS's full report is attached to these minutes, discussion ensued on a few minor items.

- 1) Joe is working on our monitoring plan for the state and updating it to comply with new state directives. SOS will be sending a letter to users who are on the plan as a possible coliform sampling location.
- 2) DC Energy will give Janine Banks & Melissa Boutin their own codes for the alarm system.
- 3) Janine Banks talked about the contractors for the baseboards, and other cosmetic upgrades we need to do at the plant. She noted that the bathroom needs new ceiling tiles, the walls washed and repainted and the floor needs paint. One contractor looked at the project 3 weeks ago but has not provided a quote despite 2 follow up calls and Janine will meet with the other shortly.
- 4) Discussed meters, old ones needing replacement as they can start reading low.

Engineer's Report

Green Mountain Engineering's full report is attached to these minutes. They were not represented at this meeting.

- 1) Discussion ensued on the rust appearing on the pipes and vessels (vessels have small pinpoints only) of the new GAC system.
 - a) Does Tetrasolve warranty the rust after the first year? Mike Inners will ask Brad Washburn.
 - b) When was the “substantial completion” date? Does contract state the 1 year warranty starts from substantial completion date or is the start date the final completion date? Mike Inners will ask Brad.
 - c) We are concerned about the type of rust, the fact it started so quickly and the fact our warranty may run out before the summer “test” comes around again (condensation in the summer caused the rust to appear). We are concerned about the fact there is rust on the vessels too. We are concerned that Neglie and Chase are not sand blasting, they are only sanding.
 - d) Perhaps we will not sign off on final completion until this issue is resolved.

Treasurer's Report

- 1) We had a negative 40,000 at the end of 2015 due to special projects of \$50,000 not part of the budget, DC Energy controls upgrade, the ditch project, the hatch repair that came in high, Bell Hill work, also, we produced/used less water than budgeted. We used the figure for the water produced when making the 2015 budget. Warren Steadman proposes we use the water billed figure for this year's budget which would change the usage rate to approximately \$5.75. He suggests we use 26,000,000 for 2016 budget. The Rate Distribution sheet – usage rate - was discussed. It was the Board consensus that we need to use billed water volume for calculation to figure usage rates and the budget in the future, but for 2016 we will not modify the usage rate and will leave it at \$5.44. It was noted that perhaps we should use a 5 year average of water billed to determine the usage rate in the future
- 2) It was noted that there has been a lot of changes in the past two years and we do not want to change too much too fast. Rates have increased a fair amount due to system maintenance demands that were not planned for in the past, and the GAC system debt and routine operational costs have not even hit the books yet. Original practices of not raising rates over many, many years resulted in a deficit in resources needed to cover routine maintenance and capital expenditures now being incurred as the system ages and have mandated an increase in rates.

Old Business

- 1) Rate Setting, defining Large Users, redefining Small Business Definition. There was extensive discussion on how to define Large Users. The definition proposed by the Rate Setting Committee (Janine Banks, Chuck Besterman and SOS operator Warren Steadman) was accepted. A motion was made by Chuck Besterman to approve the Large User definition, rev. 3, the motion was seconded by Janine Banks and approved with a 4-2 vote (it is attached to these minutes). Shannon Bundy is gathering mathematical data and studying the list of accounts and water volumes used in each quarter and total to help understand the thresholds chosen in the Large User definition. She will present the data to the Rate Committee/Board in the coming months.
 - a) Four additional users now fall into the Large User category and Warren Steadman will send letters to them ahead of them receiving their first quarter bills.
 - b) Due to the late hour, the Board neglected to address the Small Business Definition revision and will address it at the next meeting.
- 2) Newsletter for April bills. During the meeting it was noted that we should include explanation of what members are paying for and address conservation.

New Business

None.

Chuck Besterman made a motion to adjourn at 9:35pm and it was seconded by Julia Small. Voice vote approved unanimously and the meeting ended.

Respectfully Submitted,

Janine Banks _____ Date: _____



SIMON OPERATION SERVICES, INC.

January 13, 2016

Mr. Michael Inners
Grand Isle Consolidated Water District
Grand Isle, Vermont 05458

Dear Mike,

Enclosed please find the following reports and activities for the water treatment facility for the month of December 2015.

1. Monthly Activities Report
2. Vermont Water System Operations Report

If you have any questions regarding this information please feel free to call me toll free at 1-888 SOS-1885.

Sincerely,

Mark

Mark Simon

cc: Facility copy

**GRAND ISLE CONSOLIDATED WATER DISTRICT
MONTHLY ACTIVITIES REPORT
DECEMBER 2015**

A: ACTIVITIES COMPLETED

1. Two water samples were taken for coliform testing. Both samples were absent. Monthly backwash data was taken and the monthly report was sent to the Watershed Management Division. The monthly water operations report was completed and sent to the Drinking water and Groundwater Protection Division.
2. Santor Construction dug and repaired the curb stop riser at 122 East Shore North. The riser had been hit by a snowplow last winter. The broken riser was discovered while shutting the water off for the owner.
3. Santor Construction dug and repaired the curb stop riser at 51 Whites Lane North. The metal operating rod had rusted away preventing operation of the valve. The rod was replaced with a stainless steel rod.
4. The curb stop riser was lowered at 4 Robinson Point at the request of the owner. It was also noted that the curb stop was covered with a large amount of vegetable debris.
5. The customer at 355 US 2 reported that pink ice cubes were forming in their refrigerator ice maker. During a visit to the home owner, nothing unusual was noted about the water coming into the newly constructed home. It was recommended that some ice cubes be made using a standard ice tray as a comparison. It was concluded that the problem was occurring in the automatic ice maker.
6. The touch pad at 6 Hyde Road was moved after the home owner installed a fence that blocked the original location of the touch pad.
7. A new meter was installed at 8 Longmeadow East. This is an existing account where a new home was built replacing the original one. The old meter did not register when it was re-installed.
8. A meter was dropped off for installation at 3 Janine Lane for the new home being built there.
9. A new meter was dropped off at 12 Canoe Road for the new home being constructed there.
10. Quarterly meter readings were completed during the week of December 28.
11. The annual mainline valve cycling program was completed for the year.
12. Neagly and Chase investigated the leak on GAC Filter #1. They found that the hatch at the top of the filter needed to be tightened. They also installed more of the lab cabinets.
13. The Bell Hill tank operating levels have been adjusted for winter operation.

B: ACTIVITIES IN PROGRESS

1. A new monitoring plan, required by the State is being prepared. SOS personnel will attend a workshop reviewing requirements for the new plan.
2. Neagly and Chase are evaluating the rust on the new piping to the GAC filters.
3. The hatchery emptied and cleaned the shallow well. It has been refilled and we are now running the shallow well pump as the primary pump until spring. The water for the well is actually coming from the deep well through a gate that allows the flow from one well to the other. The gate from the lake for the shallow well is closed for the winter.

C: ACTIVITIES PLANNED OR NEEDED

1. Media levels in Kinetico filters will be checked and media added where necessary.
2. DC Energy will update the alarm system early in January.
3. The base boards in the office and lab will be installed when a contractor is chosen.
4. Hach will be contacted to schedule their annual calibration and inspection of the Hach monitoring equipment.
5. The monitoring tap at Ladd Point will be installed in the Spring after the frost is out of the ground.
6. One of the master meters will be replaced in the Spring.

D: LONG TERM ACTIVITIES NEEDED

1. The old Hyde Road distribution line needs to be checked and in places rerouted.
2. The older master meters need to be replaced to allow for more accurate water usage readings.

GREEN MOUNTAIN ENGINEERING, INC.

1438 South Brownell Road
P.O. Box 159
Williston, VT 05495
(802) 862-5590 (Fax) 862-7598

Draft: January 08, 2016

Updated: January 13, 2016

To: Board of Commissioners
Grand Isle Consolidated Water District

RE: Monthly Meeting Items – Engineer’s Report - GME Project No. 8-005

Dear Commissioners;

As an update for work completed since our last meeting, we provide the following:

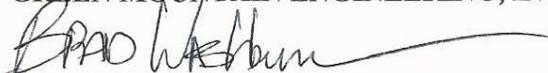
DISINFECTION-BY-PRODUCT PROJECT

GME requested a status report from Neagley and Chase on the outstanding remaining items for the project and according to NC, the final pieces of the laboratory casework were installed and the last remaining item is the delivery of the utility table legs, which should be coming in the next couple of weeks. Also, NC noted that they fixed the outstanding laboratory countertop issue. GME has not evaluated the casework and counter top work that has been performed. Brad is scheduled to meet with Warren on January 12th to discuss the O&M manual and will take a look at the work completed. Upon the receipt of the table legs and the approval of the countertop issue, GME will schedule a FINAL completion inspection with the State, GICWD, SOS and NC, for a time in late January or early February. **Brad met with Warren on January 12th to discuss the O&M manual and any remaining items pertaining to the DBP contract. Brad and Warren agreed to a valve numbering scheme and format to the O&M manual. Brad plans on getting Warren a draft of certain sections of the manual by the beginning of February. Brad also inspected the laboratory and agreed with Warren that NC should install additional trim around the countertop and wall interface. Brad passed along this request to NC and they agreed to do it.**

NC is scheduled for the sanding, priming and painting of the GAC piping and portions of the vessels for Friday January 15th and Monday January 18th. Finally, NC has scheduled the re-painting of the GAC skid piping (to mitigate rust issues) on January 13th and 14th. NC has submitted two types of painting/urethane coating to be used on the piping, which GME is reviewing.

GME has requested a final completion date to be set with the State, NC, GME and GICWD in the next couple of weeks. GME is waiting for a date from the State that this will be performed on. GME does not plan on attending the January monthly meeting unless requested to do so.

Sincerely,
GREEN MOUNTAIN ENGINEERING, INC.


Brad Washburn, P.E.
Project Engineer

Large User Definition

A GICWD water connection that uses more than 80,000 gal. in the third quarter or has an annual usage that exceeds 160,000 gal. will be placed in the large user category and will be subject to a debt and base rate reevaluation. Their third quarter usage the previous year will be used to determine the new number of debt and base rate units a large user will be charged going forward. Their third quarter water consumption will be divided by 20,000 to establish the number of debt and base rate units charged the next year.

All accounts will be reevaluated every January and adjusted accordingly.