

# Grand Isle Consolidated Water District

## Minutes of Regular Meeting May 18, 2016

---

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

Michael Inners opened the April 13th meeting at 7:00PM.

### Additions to the Agenda

- 1) Account #1007 called with questions.
- 2) New Connection agreement
- 3) Signs

### Review of Meeting Minutes

- 1) Chuck Besterman made a motion to accept the April meeting minutes and Julia Small seconded. Voice vote was unanimous in favor.

### Questions from User's

- 1) Allotment request – Heather Norman. 120 Allen rd. There are two curb stops there, don't know why. Second one may not be active. Janine Banks made a motion to grant the allotment and Julia Small seconded it. Voice vote was unanimous in favor.
- 2) Connection agreement – Shannon Maynard, 8 Sloop Rd. GI has submitted an application with a check. Application says 50 gpd and we assume they meant 500gpd (Chairman Mike Inners amended the application). Hooking on to Yacht Rd line and they have an easement for that. Janine Banks made a motion to accept their connection agreement and Chuck Besterman seconded it. Voice vote was unanimous in favor.
- 3) Account #1007 called Janine with questions.
  - a) They said they had high usage on their account last summer (3<sup>rd</sup> quarter) because they were having pump issues and could not use their lake water system but the issues were fixed by the end of the year. Their base and debt rates are therefore erroneously based on that 3<sup>rd</sup> quarter when their usage is back down again. Would the board reconsider the number of base and debts charged for 2016? The board noted there is really no reason to change 2016 because the increase is being phased in over 4 years so this year would not change anyways. Next January we will adjust the account again based on 2016 usage and if her usage has indeed gone down, the number of base rates and debt services phased in in 2017 will reflect that. Janine will ask them to call us if they need to start using our water again (due to their pump issues) as they have a large impact on demand and production. We should also suggest he duplicate his pump system, like we do.
  - b) The User mentioned they are drilling wells for their high use accounts. That is another issue for us. We need to ask if they plan to go off our system permanently or plan to keep GICWD as a backup. If the later, capacity issues dictate we'd have to maintain capacity for them to suddenly come back on again. We'd be happy to meet with them when they know what's up with wells, etc. to explain and work with them.
  - c) Their new is still being charged 3 base rates and 3 debt services. Oops, should have been changed to 2/2. Will credit them and change it immediately. (Board decided previously that they should only be charged for the 2 apartments only as the third is not being used.)

### **Operator's Report**

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

1. Backwash pumping They think they can use just one truck next time, which will save us money. We take 1/4ly readings to keep an eye on the slurry depth.
2. Number 5 on their report: Warren noted we placed another lien and gave us some general background on liens. When a user is more than a quarter or two behind, we look into it. If it is for sale, we put a lien on it. We have 6 liens currently. \$787 to \$3200. The water is shut off but debt service keeps accumulating.
3. Activities in progress: Lydia Lee is looking at flows possibly affecting the cross lake cable project planned for this summer. We will provide raw water turbidities while we are online and they will contact us for them when they need them. They are studying the seiche and want turbidity readings at certain points. Warren & Kevin Kelsey do not know the start of that project. DEC is also watching the cable project closely. Hatchery is also concerned about the turbidity of their intakes during the project and Fish & Wildlife is making noise about it. State water supply does not seem to be watching this project.
4. Number 3 from their report: Procedures for GAC are being written. Warren is 40% done. GME is tasked with the SOP manual overall. Mike will prompt them to continue on the SOP manual and will also find out when it is due.
5. Locks: Mr. Dreves recommended Lake View Locksmiths. They came and suggested just greasing and rekeying and gave us an estimate for \$250 and Warren hired them. They are from Rouses Point. As for the back door, we'll remove the handle with the lock on the door into GAC area and put a passage handle on that door and use the lock & handle for the back door.
6. We can no longer use the GI sherrif for flagging. Will need to get quotes from private flagging companies. Only needed when working on Rt2 & 314. Santor has signs needed for work on town roads.
7. 8 Thibault Terrace does not have a curb stop. They have a weep in basement & want the water shut off so they can fix it (it is before the meter). Ok, we'll add a curb stop. We have to get an easement to maintain the curb stop.
8. Joe is actively ordering the sample tap for Ladd Point and starting that project.

### **Engineer's Report**

Green Mountain Engineering's full report is attached to these minutes.

1. Basic report. Chair Mike Inners will ask them to come to the next meeting and to work on the GAC SOP.

### **Treasurer's Report**

The GICWD through the month of April, 2016 has income of \$238,822.31 and expenses of \$109,795.03, leaving us in a positive position with \$129,027.28.

### **Old Business**

- 1) VT-Alert update. Warren & Joe had trouble setting it up in the beginning but are now working on setting up templates. Contact data submitted by users has been put into an Excel spreadsheet by Janine and was uploaded by Randall. We will have another training session between us once

Warren & Joe know what they are doing, and we will send a test message out saying we are active once we're trained.

- 2) Our (WSID 20614) Drinking Water Asset Management Grant Opportunity application was approved. We lack a written purchasing procedure so we'll have to adopt one. The state is sending Mike a written grant proposal in the next couple of weeks. We will be writing the "Level of service statement" and must hold a public, warned meeting about the level of service we provide.
- 3) SOS Contract – Warren & Joe left. Before we went into executive session to discuss the contract, Mark made a few comments. Mark noted that operators generally want a full time job so we might have a hard time finding someone to work just part time (job is 44 hours spread over 7 days a week). In the past operators worked part time here. We said last meeting that 1/3 of our budget goes to SOS and Mark suggested we break it down. SOS charges include insurance, social security and benefits for the operator – it is not just money going into SOS's pockets. These would have to be paid to a person we'd hire and we would have to hire a bookkeeper too as the SOS contract includes billing and bookkeeping support. Mark said he is willing to lower the increase to a minimum of 3% and a maximum of 8% for the 2 years after this year, but he needs to leave this year at 5%. There are many people who support the coverage we get – not just Warren & Joe. He wants us to consider the cost of other system operators, all their expenses and bookkeeping too. SOS said from the beginning of the GAC project that there would be increased O&M costs associated with running the GAC. He noted that pages 13, 15 and page 16 (the table) of GME's GAC proposal mention higher O&M costs. David Borthwick-Leslie asked how many systems SOS maintains – over 100 water and 27 wastewater systems.

The board went into Executive Session to discuss the contract at approximately 8:30pm and came out of the session at approximately 8:50pm. The board meeting continued as follows.

Janine Banks made a motion to accept the revised SOS contract and Julia Small seconded. Voice vote unanimously approved.

Mark will email revised contract to Mike & we'll sign at next meeting.

- 4) Signs – Andy got high pricing in our area. Went to Amazon & researched it there. Lots of discussion about if we really need signs since we have VT Alert. Andy made a motion to table it. Chuck second. Unanimous voice vote approved.

### **New Business**

- 1) None.

Chuck Besterman made a motion to adjourn at 9:06pm and it was seconded by Janine Banks. Voice vote approved unanimously and the meeting ended.

Respectfully Submitted,

Janine Banks \_\_\_\_\_ Date: \_\_\_\_\_



SIMON OPERATION SERVICES, INC.

May 18, 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 April, 2016.

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  
MAY 2016**

**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. The three backwash tanks were pumped as required by the waste water permit.
3. The semi-annual flushing of the dead end distribution lines has been completed.
4. Disconnect notices were placed on two accounts that were late with their water bill payments. One of the owners contacted the office and sent the payment. There was no response from the second account. After investigating further it was determined that no one was living in the home. The water was turned off and a lien has been placed on the property.
5. A lien was placed on the property at 115 East Shore South after it was noticed that the property is for sale and the water bill is in arrears.
6. SOS personnel met with the property manager for 345 US Route 2 after the owner of the property complained about the water usage at the property. No one was living there. After checking the meter etc. it was recommended that the water to the toilet be shut off and the meter read after a few days.
7. Letters were sent to Surprenant and Moyers explaining the revised definitions for home businesses. Their debt and base rates were returned to one and they are being credited for one debt and one base rate for the first quarter of this year.
8. A letter was sent to the Pepin's confirming that their debt and base rates will be returned to one beginning with the second quarter of this year.
9. All seasonal meters that the district removes in the fall with the exception of those that wait for owner notification have been installed.
10. The water has been turned on at the Ladd Point Marina and Sunset Cove for the season.
11. The frost plate was replaced on the meter at 109 East Shore North and the account billed for the service call.
12. SOS personnel checked the location for a new power pole on Cooper's Bay Lane to insure that it was clear of the Distribution Lines.
13. SOS Personnel met with the owner and contractor who will be doing the excavation and installation of the water line for the new home on Old Marsh Road.

14. Final meter readings were taken for two properties, one on Folsom Harbor Road and the other on Pearl Street.
15. The wire from the meter to the touch pad was repaired @ 47 US. Route 2.
16. SOS personnel met with the contractor who is repairing the pavement at the Junction of Ketch Road and Sunset Drive. Valve Box extensions were left to allow the road to be raised. There are three mainline valves that are affected.

## **B: ACTIVITIES IN PROGRESS**

1. SOS personnel have been in contact with the company who is studying the potential effect on the raw water intakes when the cross lake power line is installed. They will be taking data this first year watching turbidities affected by the seiche. They will inform us when they need turbidity data and we will provide them with printouts of the raw water turbidities recorded while the plant is operating.
2. The work in the plant, installing the trim, painting the bathroom and interior doors is in progress.
3. Operating procedures for the new control system and filter systems are being written.
4. A third locksmith has been contacted. He visited the plant and discussed replacing the locks. He will provide an estimate to do the work. He is also the only one who visited the plant to review the work needed to be done..

## **C: ACTIVITIES PLANNED OR NEEDED**

1. The new sampling tap for Ladd Point needs to be installed.
2. Templates and procedures for using the VT-Alert system need to be developed.
3. A third sign company will be contacted for a quote on roadside emergency signs.
4. The valve bolt replacement project will begin later this spring.
5. The Drinking Water Protection Division and the Health Department has asked us to participate in this year's Cyanotoxin Monitoring Program. This involves collecting raw and finished water samples once a week.

## **D: LONG TERM ACTIVITIES NEEDED**

1. The old Hyde Road distribution line needs rerouting and in places replaced. It is recommended that GME be tasked with planning the project. A budget for the project should be developed to be included in next year's annual budget.
2. The outside of the Bell Hill Tank should be cleaned and the seams caulked next year.

3. The Board should consider developing a replacement plan for the individual water meters. Part of the plan is pulling and calibrating the existing meters.

## **GREEN MOUNTAIN ENGINEERING, INC.**

*1438 South Brownell Road*

*P.O. Box 159*

*Williston, VT 05495*

*(802) 862-5590 (Fax) 862-7598*

Draft: May 10, 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:

GME assisted with the preparation of the Asset Management grant paperwork. It has been submitted and are currently waiting to hear back from the State with the results of the grant request.

GME is not planning to attend the Wednesday, May 11<sup>th</sup> monthly meeting, unless directed otherwise.

Sincerely,

**GREEN MOUNTAIN ENGINEERING, INC.**

Brad Washburn, P.E.

Project Engineer