

Grand Isle Consolidated Water District

Minutes of Regular Meeting July 13, 2016

Present at meeting: Commissioners: Janine Banks, Michael Inners, David Borthwick-Leslie, Andy Phypers and Chuck Besterman, SOS Operators Warren Steadman and SOS owner Mark Simon, Member Brent Whitney and representing a new connection in progress, Jim Maynard.

Michael Inners opened the July 13th meeting at 7:03PM. Held at the Ed Weed Fish Hatchery in Grand Isle, VT.

Additions to the Agenda

- 1) Payroll Policy

Review of Meeting Minutes

- 1) Andy Phypers made a motion to accept the May meeting minutes and Chuck Besterman seconded. Voice vote was unanimous in favor.

Questions from User's

- 1) Kate O'Neil asked why we don't take credit cards.
Members can pay through a bill payer system, such as through their checking account online. None of the water systems for which SOS does accounting take credit cards. SOS will gather info on what they do offer and get back to us next meeting. There may be a 2% or so fee for any member who wants to pay by credit card. We are assuming Mrs. O'Neil is talking about VISA or Mastercard. Discussion tabled until we have more info. Crystal from SOS will email the board information on the possibilities.
- 2) Yacht Road Connections. Easement Issues - There are issues being raised about the previously approved Maynard connection on Yacht Rd. Jim Maynard was present to tell his side. Brent Whitney shared his understanding about the past history of this line. Mike Inners also made note that some access rights are granted by the original subdivision deeds. The board believes Bob Perry was the GICWD attorney at the time the Yacht Rd easement was created. Mr. Whitney noted that alternate routings exist, and the Yacht Rd line could be abandoned. Ron Shappy has made telephone contact with Warren about this issue but there has been no other contact from him. The Board agreed to send a letter to Mr. Shappy explaining that we believe we own the line and have an easement, so we will continue to allow the connection previously approved unless he can show otherwise. Mike Inners will make revisions to the draft letter including a deadline for him to respond, since this is holding up another customer.
- 3) Connection agreement was submitted from Bourbeau Custom Homes for Pearl Street for the first home and 3 other taps. Andy Phypers made a motion to accept the connection agreement and Janine Banks seconded. Voice vote unanimously approved. Mike Inners made a motion to grant an allocation for the 3 other homes (the 3 taps) for one year. Andy Phypers seconded and voice vote approved with four in favor and one opposed.
- 4) West Side Enterprises submitted a connection agreement for Building B Unit 4 in West Side Village. Janine Banks made a motion to accept the connection agreement and Chuck Besterman seconded. Voice vote unanimously approved.

Operator's Report

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

- 1) Mike Inners emailed Warren this morning about a question from a user - David Graham at 39

Donaldson Rd was asking about chlorine and would like to have the chlorine level checked at his home. Warren will follow up with him.

- 2) Sam White's property in Sunset Villa was sold and the new owner asked about the water. The water is on, and was not supposed to be as the original agreement with Mr. White was that he would let us know if he ever started using the water. New owner will call, let us in and install meter and set up an account.
- 3) Account 4290 called asking why their bill was over \$1800. Usage alone was over \$1300 and the bill includes a \$112 penalty. Late 2015 we could not read the meter because of piles in front of it and they were sent a letter asking them to move the piles so we could access the touchpad. At the March reading summer furniture was still piled in front of it and we sent another letter. For the June reading the touchpad was accessible and showed 242,000 gallons had gone through. Another letter was sent saying we were able to read the touchpad and usage was extremely high. It is running about 1000 gpd. She agreed to pay the bill over time, and wanted the water left on (no obvious leak visible). Recent check on the meter showed no usage (no current tenants either).
- 4) We are putting in a new Master Meter this fall and Warren suggests sealing the concrete vault. Warren is looking into this.

Engineer's Report

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

- 1) GME will have the O & M manual concerning the GAC and how it intertwines with the old system completed by July 22. Warren noted we also need the "old" O & M manuals gone through & updated. Alan will probably be at the next 3 meetings.

Treasurer's Report

End of June we had income of \$292,716.06 and expenses of \$159,993.04 so we are \$132,723.02 in the positive position. He noted this money will be needed for a substantial debt payment due in the fall. Chuck has put our bank account online but Melissa is having verification issues. Chuck will work with her to set her up banking online for more efficiency.

Old Business

- 1) VT-Alert update. Janine Banks noted we have received a good response from the members from the latest request for information for the GICWD part of the VT-Alert system. She will be entering the information into the spreadsheet and the State will add it to our existing list on VT-Alert.
- 2) (WSID 20614) Drinking Water Asset Management Grant Opportunity update. We are waiting on the State to approve GME as a contractor and the Chairman will then sign the contract with GME. We need to work on the "Level of Service" piece for the grant.

New Business

- 1) How do Large Users leaving our system affect our rates? Since Julia Small is the one who wanted to discuss this, we'll table it until she is here next month.
- 2) Critical statistics summary. Mike Inners is looking for a summary of the highlights of water produced vs water billed, etc. Warren will bring something next month.
- 3) Late fees. Michael Inners noted ours are very low. We can charge up to 8% initially and 1.5% monthly, but we don't seem to have a really bad late payment problem. We do charge \$25 to reconnect and \$25 for posting a disconnect notice. Overall we agreed there is no need to raise the late fees.
- 4) Employee Time Tracking. Andy Pypers made a motion to adopt the Excel spreadsheet time sheet Janine Banks circulated (a copy is attached to the physical copy of the minutes at the Water Plant). Chuck Besterman seconded the motion. Discussion – Employees get no benefits, just FICA &

unemployment and workman's compensation. Janine Banks will send the sheet to Melissa Boutin (bookkeeper) and Chuck Besterman will talk to her & explain it. **Policy:** All GICWD employees will monthly fill out the time tracker spreadsheet electronically and send it to the Bookkeeper and Treasurer. The Treasurer will print them & file them at the water plant. Voice vote was unanimous.

Janine Banks made a motion to adjourn at 9:03pm and it was seconded by Andy Phypers. Voice vote approved unanimously and the meeting ended.

Respectfully Submitted,

Janine Banks _____ Date: _____



SIMON OPERATION SERVICES, INC.

July 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 June, 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

143 S. Main Street, Waterbury, VT 05676 1-888-767-1885

**GRAND ISLE CONSOLIDATED WATER DISTRICT
MONTHLY ACTIVITIES REPORT
JUNE 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. Santor Construction completed installing the sample tap at Ladd Point. The tap provides a convenient location for DBP and Coliform sampling.
3. Santor dug and repaired a small leak at a curbstop on Drawbridge Lane.
4. Quarterly meter readings were completed during the week beginning June 13th.
5. A leak on the meter assembly at 46 White's Lane was repaired.
6. The frost plate on the meter at 127 East Shore South was replaced after it began leaking.
7. The water was turned on at Lot #18, Coopers Bay Mobile Home Park for the new mobile home that was placed there. (This was a vacant lot without a mobile home on it.)
8. SOS personnel met with the rate sub-committee who met with Dwight Bullis about his farm water usage. His current plan is to take the North Barn off our system first and then the calf and heifer barn off as soon as he can.
9. A service line was marked for VEC who were placing a new power pole on Lakeshore Blvd..
10. The annual check of the fire alarm system was completed by Fire-Pro Check.

11. The curb stop riser was repaired at 2 Star Road.
12. The tap for the new service on Marsh Road was made and witnessed.

B: ACTIVITIES IN PROGRESS

1. Operating procedures for the new control system and filter systems are being written.
2. A test message using the VT Alert system was sent to those accounts that have signed up. A second request for member info was inserted in the July Bill. A second test message will be sent in the Fall.
3. A letter with conditions was sent to Bourbeau Custom Homes giving permission to install four service line taps for four homes to be built on Pearl Street once the first connection agreement was received.
4. The new owner of the home previously owned by Sam White on White's Lane called and asked about the water service. The original agreement between Sam and GICWD was researched. According to the original agreement, Sam White was required to inform us when he began using Consolidated water. His curb stop was checked and found to be open. That and what the new owner told us indicated that Sam had been using consolidated water for some time. The new owner will provide us with access and will install a meter that we will provide. He will also provide us with account information as Sam White did not have an account.

C: ACTIVITIES PLANNED OR NEEDED

1. The gate valve bolt replacement project will begin later this year. The V-Trans permit to dig in the State of VT highways has been applied for and received.
2. 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. The first sample is to be taken the week of July 10th.
3. EJ Prescott will be contacted to schedule the installation of a new master meter this fall when daily water usage is lower.
4. Work on the Asset Management Project is planned to start in July.

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

Date: July 11, 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 met with a subcommittee consisting of Michael, Andy and Shannon at the GME office on June 17th to discuss the Asset Management Agreement and the next steps involved in the preparation of the management plan. It is GME's understanding that we are currently awaiting final approval from the DEC Commissioner and is awaiting an executed copy of the agreement from the GICWD to get started.

Brad and Pat from GME met with Warren on Thursday, June 30th to take measurements of the existing building to create the required record drawings and to discuss the O&M Manual. GME is on track to have the draft manual completed by July 22. The record drawings for the facility have been completed and will be submitted to the State and the GICWD by the end of this week.

Brad and Warren also discussed some GPS database updates and concrete valve vault design upgrades that the distribution system is in need of. Brad indicated to Warren that he would talk to the GME team about the GPS needs and the valve vault upgrades would be something to address in the fall.

GME is not planning on attending the July 2016, monthly meeting.

Sincerely,

GREEN MOUNTAIN ENGINEERING, INC.

Brad Washburn, P.E.

Project Engineer