

**Grand Isle Consolidated Water District
Minutes of Regular Meeting August 10, 2016**

Present at meeting: Commissioners: Janine Banks, Michael Inners, David Borthwick-Leslie, Andy Phipers. Julia Small, Shannon Bundy and Chuck Besterman, SOS Operator Warren Steadman, Members Brent Whitney, Jim Maynard, Sandra Shappy, Ron Shappy Jr, David Banks and President of Green Mountain Engineering Alan Huizenga.

Michael Inners opened the August 10th meeting at 7:00PM. Held at the Ed Weed Fish Hatchery in Grand Isle, VT.

Additions to the Agenda

- 1) Payroll Policy (old business)

Review of Meeting Minutes

1) David Borthwick-Leslie made a motion to accept the May meeting minutes and Chuck Besterman seconded. Voice vote was in favor with Shannon Bundy and Julia Small abstaining.

Questions from User's

1) Yacht Rd/Maynard connection – Michael Inners gave summary of where we're at. We approved the Maynard connection a couple of meetings ago. Mr. Shappy called Warren objecting to the connection approval. The Board sent letter to Mr. Shappy (he got it), and he is present at this meeting.

Mr. Shappy stated he owns a 30 foot right-of-way along Yacht Rd. that would require prospective homeowners who want to connect to the GICWD water line on Yacht Road to get an easement from him before connecting. Mr. Shappy stated he does not intend to allow any (free) easements, he has the right to charge his neighbors who want to connect to the GICWD water line whatever amount he chooses, and he has the right to grant then an easement or deny an easement. He stated he was forced to connect to GICWD before he was given rights from the town to build. He also stated he had no notice of this connection request from Maynard (the Board does not normally notify neighbors of new connection requests).

Brent Whitney asked if everyone here agrees GICWD has a 20' easement. Yes, everyone present indicated agreement. Mr. Shappy noted however that he owns the 10' of the road and anyone wanting to connect to the GICWD water line must request an easement from him (pay him). Janine Banks noted that GICWD has the right to *grant* a connection on Yacht Rd. and actually Mr. Shappy's disagreement is with the property owner(s) in that they must get an easement from Mr. Shappy to cross his land, *as well as* submit the connection agreement with GICWD.

Brent Whitney stated that in 1980, John LeBarge obtained a right-of-way for himself and other property owners on Yacht Road for ingress & egress. Michael Inners also pointed out that the deed Mr. Shappy has for the 30' of property along Yacht Rd. was a quitclaim deed and may be of limited scope.

The Board agreed to do the following:

- a) A title search on the 30 foot right-of-way.
- b) Discussion ensued on the possibility of running a service line from Yacht Rd. to Sloop Rd. to avoid further connections on the Yacht Rd. line. This would require GME to investigate alternative routing of the service line as the project would potentially extend beyond just the Yacht & Sloop lines. We agree to hold a meeting and get GME involved if the parties are willing to agree, at least in principle, to resolving the issue this way.
- c) We will send notification of this issue to Anne & John LeBarge as they are joint owners of the 30' right-of-way along with Mr. Shappy.

General discussion ensued amongst the Board members after the interested parties departed.

- 2) Connection Agreement – Submitted for Westside Apartments, Building A Unit 2 for a standard connection. Shannon Bundy made a motion to approve this connection agreement and Andy Phypers seconded. Voice vote unanimously approved.

Operator's Report

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

- 1) Alarm system issues. Alarm as gone off three times recently. Twice it was the back door bursting open during a storm. Warren wants to stop the police being called first. The Board decided to have the door fixed first and then if things keep happening and the alarm keeps going off we will stop having the police as first responders.
- 2) The man killed in the accident in So. Hero last week has a delinquent account. Because of the circumstances, the Board agreed not to shut the water off for the time being, but place a lien on the property.
- 3) #7 on the SOS August report. The water system Priority alarm went off but Warren and Joe saw no issue at the plant. Joe reset it and the next day it repeated. DC Energy added a "tag" to the control program that will show this alarm if it occurs in the future. It was a chlorine alarm but SOS has the alarm point set high enough so they have ample warning/time to fix the issue before it becomes an actual problem.
- 4) #3 on the August SOS report. The Chlorine analyzer would not calibrate and they called HACH back. If we get a bill, Warren may contest it as it was just calibrated and checked in March by HACH.
- 5) SOS reported they are looking at a number of seasonal properties that do not show water usage. See Activities in progress #1 in SOS Activities Report.
- 6) Camp Precast is being asked to recommend how to keep the master meter vaults from leaking.
- 7) ADA did flagging on Rt 2 without a contract and we're supposed to have one. We have now received a contract from them and it is extensive but is mostly safety related. It was noted that Mike Santor, who we use for non-federal roads bought the necessary safety equipment early on to meet safety regulations.
- 8) Latest TOC results are back and are lower than ever before. Does not look like we will have to replace the carbon this year.
- 9) Plant is handling the summer water demand fine.

10) TSS on backwash discharge was 12 and is supposed to be maximum of 10. SOS personnel cleaned algae etc. off the end of the pipe which may have contributed to the result. We may need to cut off the pipe a little or we may simply get a seasonal adjustment to the permit.

Engineer's Report

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

- 1) Alan Huizenga will send a revised O & M manual revision schedule.
- 2) The Asset Management Grant – GME is waiting for a signed agreement from us. Mike Inners motioned we sign the agreement w/GME for the Asset Mgmt Grant. Janine Banks seconded. Voice vote unanimously approved. Discussion about the grant and deadlines continued. Andy Phypers and Chuck Besterman volunteered to work on the document due first.

Treasurer's Report

- 1) Chuck received Janine Banks's and Melissa Boutin's first time sheets. Melissa 16 hrs. Janine 19.5 hrs. Melissa can't open the one Janine sent so she'll save it in a lower version and resend.
- 2) There was income of \$394,897.69 and expenses of \$183,615.06 which puts us in a positive position by \$211,282.63

Old Business

- 1) Payroll Policy - Michael Inners circulated a new version of the policy for review. Tabled till next meeting.
- 2) VT-Alert update - Janine Banks reported that approximately 278 connections have responded. There are a few more to enter and when all are entered and uploaded we'll do another test (Sept. or Oct.)
- 3) (WSID 20614) Drinking Water Asset Management Grant Opportunity update (done above).
- 4) Credit Card info from SOS – Only about a dozen people ever requested it. Expensive, aprox. 6%. Can use PayPal, local banks, etc. We won't pursue this.
- 5) Hyde Rd, do we want to look into (with GME) as to where the lines are, what easements we have, etc. Need to keep this on the radar.

New Business

- 1) How do Large Users leaving our system affect our rates (tabled from last month). Warren did a little work on it and concluded that it does not present a large change for the rates.
- 2) The Board noted we need to amend the Use Ordinance regarding swimming pool filling, the temporary connection fee is too low, we need to take the reference to select board out, etc. Put on next meeting agenda.

Julia Small made a motion to adjourn at 9:08pm and it was seconded by Chuck Besterman. Voice vote approved unanimously and the meeting ended.

Respectfully Submitted,

Janine

Banks _____ Date: _____



SIMON OPERATION SERVICES, INC.

August 10, 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 July, 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 replaced the bolts on valve NW-5. Located near Irish Rover Lane on US Route 2). We were pleased with the flagging done by ADA Traffic Control.
3. The Chlorine analyzer that measures the chlorine residual leaving the plant began giving false readings. A number of attempts to calibrate it failed. Hach was called and sent a service technician who worked on the system for about three hours. It is currently working, giving correct readings. As there were no new parts required and the technician just went through the analyzer making adjustments, more frequent calibration checks are being conducted to monitor accuracy.
4. SOS personnel received a "Leak Detected" alarm on the evening of July 20th, which shut down the plant. The air release valve on Kinetico filter #5 was leaking around the threads. After disassembling the valve, inspecting it for cracks and cleaning it, it was reinstalled and tested. The plant was then put back on line.
5. Santor construction brush hogged the road up to the Bell Hill Tank and the area around the tank outside of the fence.
6. SOS personnel witnessed the installation of four service line taps on Pearl Street (Wilfred's Way) for Bourbeau Custom Homes.
7. A high priority alarm was received by SOS personnel at 5:41am, July 19th. No alarms appeared on the control system. The plant was running O.K. After receiving the same alarm on the 20th with no indication of any operating problem, DC Energy was called. Dwayne found what he thinks was causing the alarm. As it did not have a "tag" on the control system, it would not appear on the operating screen. He added the "tag" which should now appear on the screen if the same alarm is triggered.

8. The following meter repairs have been made:
The touch pad at 17 Point Farm West was replaced.

The wires to the meter at 127 Allen Road were reinstalled.

Repaired the wires to the meter at 74 East Shore South.
9. SOS personnel answered a complaint from the owner of a seasonal property at 345 US Route 2. Complaint was that no one was in the house during the past quarter. It was explained that due to a previous leak that was resolved in mid April, there were 23 days of that leakage on this past quarter's bill.
10. Numerous letters were sent to the owner of the property at 45 US Route 2 explaining that we could not read the water meter as furniture was stacked in front of the touch pad. In June when we were able to read the meter after two quarters of usage, it was noted that the usage was excessive. A letter was sent to the owner noting the high usage. After discussing the issue with the home owner and resolving the usage issue, the owner asked to be able to pay the large bill over time. After noting that the property is for sale, a lien was placed on the property.

B: ACTIVITIES IN PROGRESS

1. A number of seasonal customers have not been billed for usage for some time. Their meters usually don't get installed until after we read meters in the Spring and are removed before we read meters in the Fall. Eight have been identified as accounts that are being checked.
2. Samples are being taken weekly for the Cyanotoxin project with the Health Dept.
3. The valve bolt replacement project is progressing as time permits.

C: ACTIVITIES PLANNED OR NEEDED

1. EJ Prescott will be contacted to schedule the installation of a new master meter this fall when daily water usage is lower. Sealing the meter vaults from leakage is being investigated
2. Work on the Asset Management project will begin when all the paperwork is in order.
3. Distribution lines will be flushed beginning mid-September.
4. Distribution valve cycling will begin after the flushing is completed.

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

August 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:

The record drawings for the DBP project have been completed and have been submitted to the State of Vermont

for their records.

Alan from GME is planning to attend the Wednesday, August 10th monthly meeting.

Sincerely,

GREEN MOUNTAIN ENGINEERING, INC.

Brad Washburn, P.E.

Project Engineer