

Grand Isle Consolidated Water District

Minutes of Regular Meeting April 13, 2016

Present at meeting: Commissioners: Janine Banks, Julia Small, Michael Inners, David Borthwick-Leslie, Andy Pypers, Chuck Besterman and Shannon Bundy, SOS Operators Warren Steadman and and Joe Danis and SOS owner Mark Simon, Green Mountain Engineering owner Alan Huizenga and GICWD member Mike Shaw.

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

Additions to the Agenda

No additions.

Review of Meeting Minutes

- 1) Julia Small made a motion to accept the March meeting minutes as revised and Shannon Bundy seconded. Voice vote approved. Chuck Besterman abstained.

Questions from User's

- 1) New Connection Agreement – 26 Old Marsh Rd. Warren says they are set. Estimating 540 gal per day. If they use it, they will be a large user. We'll include a copy of the newsletter that details conservation! David Borthwick-Leslie made a motion to approve this connection and Andy Pypers seconded it. Voice vote unanimously approved.
- 2) Mike Shaw wants to use the swimming pool filling charge detailed in the Use Ordinance instead of having the 35,000 gallons (Mike's estimate) bump him up to over 80,000 gallons in the third quarter and into the large user category. He will try and fill the pool before the meter is read in mid-late June, but he can't guarantee the weather will allow him to do that. Told him we'll discuss this and get back to him. Discussion agreed he has the option to use the Pool Filling charges as included in the Ordinance. This year he will still be billed as a large user, but next year will drop back to 1 base rate and 1 debt service charge. Warren will let him know.
- 3) The Pool Filling option in the Ordinance is a holdover from years ago and probably should be deleted. It is a loophole that could affect our third quarter capacity. Janine will look into changing the Ordinance.

Operator's Report

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

- 1) Joe has gotten a couple quotes on changing the locks on doors. \$600 (Locksmith Emergency Services in So. BTV), includes 7 doors, \$761 is other quote (Dion). Back door is a safety issue as the broken lock would inhibit an emergency exit. Chuck Besterman made a motion to have Joe proceed to have the locks changed using the lowest quote received and David Borthwick-Leslie seconded. Voice vote unanimously approved.
- 2) Joe got a quote from Sign-a-rama in Essex for 3 A frame "laminated cardboard" signs/sandwich boards for use in the case of a water emergency. Quote for 9 signs (3 of each) is \$993. Quote for signs made out of PVC are \$1585. Andy has a cheaper place he thinks and will send the info to Joe to get another quote. Tabled till next meeting.
- 3) One of our members owns a home that is vacant, but they are using a lot of water (a leak or running toilet perhaps). We sent them a letter and offered our assistance if needed. They have been paying the bill and therefore we can't shut off the water unless they ask us to.
- 4) Lake Champlain power line installation project – The hatchery will be informed when the project nears our area of the lake. The hatchery will work with Warren, we will monitor the turbidity and notify the

hatchery if it goes up. If turbidity skyrockets, the project can be shut down immediately. This summer they are plowing the trench, next year laying the piping. State is pleased we have it on our radar. Ray Solomon does not anticipate any issues, but is glad we're watching it.

Engineer's Report

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

- 1) Alan Huizenga is here to talk about the Asset Management and Capital project.
- 2) There is no money left in GAC bond from the state. Warren already purchased the UV absorbance kit for about \$3000. Discussion ensued on payouts from the state. GME will ask Melissa to reconcile it.
- 3) Discussed Lead in relation to our system. Mark explained: We did a study looking for lead and copper contamination years ago and found lead levels higher than the state allowed so we started adding phosphoric acid to coat the pipes to prevent leaching of lead from pipes and solder on lines running from our PVC lines to and throughout homes (we use only PVC in our distribution system and no solder, but connections to homes from our system and piping in the homes is not usually PVC). Then we tested for years, 20 sites, and had no issues. State now requires us to test every 3 years. Test points are in homes – we give them a bottle and ask the owner to collect a sample in the morning before using the water to get a first draw sample (after sitting overnight in pipes to determine if any leaching of lead is occurring). We have not exceeded state levels since adding phosphoric acid.
- 4) Discussed CCR that SOS will be preparing and including with the water bills in early July. Janine reminded Mark that SOS needs to send the CCR to me and I post it on the website and send the link to them. It is just the link that is included on the bill.

Treasurer's Report

- 1) Chuck – Income \$132,479.94, expenses were \$92,354. We are \$40,115.43 in the positive. We have received all the money from the bond and start paying off the GAC bond in 2018. Total, the state dispensed \$992,898 to us for the project. We have a 20 year repayment plan at 0% interest and payments will be \$49,644.90 annually, due starting Jan. 1, 2018 through 2037. Mike Inners made a motion to sign the repayment plan and Chuck Besterman seconded it. Voice vote unanimously approved.
- 2) Shannon Bundy asked what the reference to Global Net, etc was on the second page. Warren replied that it is the antennae on our water tanks rental fees that go into our reserve fund.

Old Business

- 1) Small Business Definition was discussed and Chuck Besterman made a motion to accept revision #7, 4/1/16, and Janine Banks seconded. Voice vote approved with Shannon Bundy opposing.
- 2) VT-Alert update – Warren & Joe can't get on the system to make a template. It was noted that the training from the state representative was poor. They will contact the state rep to find out what they are doing wrong and figure out how to make a template, etc. and will then inform/train Janine, Andy and Mike. Janine has lots of the pink slips that members have returned with their bill payments providing contact info needed for the VT-Alert system. She will make a spreadsheet to be uploaded. Janine will put a reminder in FPF in a few weeks (avoid the FD #4 issue currently all over FPF) to send us their contact info – that they can't just sign up on the site; we have to have their info sent to us.

New Business

- 1) 2003 Customer Complaint Policy – The policy was determined to be out of date and Mike Inners made a motion to delete this obsolete policy and Shannon Bundy seconded. Voice vote unanimously approved.
- 2) (WSID 20614) Drinking Water Asset Management Grant Opportunity – The application is due by 4/29/16 and is non-binding with no commitment required. We need to decide what level of grant we

want to ask for. The grant is for asset management, but the state has indicated they will consider including the capacity study. Green Mountain Engineering (GME) has prepared a schedule and budget for the grant application and the board members Mike Inners and Chuck Besterman will work to complete the application and submit by the deadline. GME thinks we will hit \$30,000, including our 20% match (volunteer hours must be included). Maximum given by the grant is \$20,000. We need both studies and using the grant it will cost us less than \$10,000. David Borthwick-Leslie made a motion to complete and submit the application and Julia Small seconded. Voice vote unanimously approved.

- 3) SOS Contract – Mark Simon explained the Value Added list he included and in addition, they don't charge to attend meetings. Continuity is provided which is very important. The Board relayed they have an issue with the 5% annual increase each year in the three year contract. They also are concerned about the 10% increase in hours needed to run the plant. Discussion ensued with Mark out of the room. The Board decided to ask for a 2 month extension on the current contract, retroactive, and Mark agreed. A motion to extend the contract till June 30, 2016 was made by Janine Banks and seconded by Julia Small. Voice vote unanimously approved.
- 4) Mike Inners and Chuck Besterman cannot attend the May 11th meeting when the SOS contract needs to be discussed. A motion to move the May meeting to May 18th was made by Shannon Bundy and seconded by Julia Small. Voice vote unanimously approved. It was noted this meeting change needs to be warned.

David Borthwick-Leslie made a motion to adjourn at 10:03pm and it was seconded by Chuck Besterman. Voice vote approved unanimously and the meeting ended.

Respectfully Submitted,

Janine Banks _____ Date: _____



SIMON OPERATION SERVICES, INC.

April 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 March 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
MARCH 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) DC Energy configured the controls on the wet well pumps so that they will not trip off as a fault when power is switched from utility to generator and also from generator to utility.

- 3) A Hach technician performed annual maintenance and calibrated the Hach instruments located in the filter building. As part of the maintenance he upgraded the software in the instruments where upgrades were available.
- 4) The paperwork to have the State Police respond to building alarms has been submitted.
- 5) Ten letters have been sent to various accounts. Two were for high usage, two for late payments and six to schedule service calls for meter issues.
- 6) A meter was provided to the contractor that is repairing the home at 262 US Route 2. The original meter was stolen after the vacant house was broken into and the copper piping removed. The contractor paid for the new meter.
- 7) SOS personnel assisted the owner of 2 Hyde Road in shutting his water off while a plumber repaired a leak.
- 8) The location of 4 utility poles was checked for VEC to insure they were away from GICWD water mains.
- 9) SOS personnel met with owner at 120 Allen Road. He needs his water shutoff temporarily while tearing down an addition to his home. We left a curb stop wrench with him.
- 10) The water was shut off at 42 Lover's Lane after it was discovered that water was running down the driveway from a leak in the service line. As owner is away and the property is for sale, the Realtor was notified and will contact the owner.
- 11) The owner of 1 West Side Village called and complained about low water pressure. After determining that the problem was not with the distribution system, the pressure reducing valve was adjusted which increased the pressure inside the home. The owner was advised that he should have a plumber check his home including the pressure reducing valve.
- 12) The quarterly meter readings were completed, including checking status of non-reads.

B: ACTIVITIES IN PROGRESS

- 1) Operating procedures for the new control system and filter systems are being written.
- 2) A list of system equipment is being prepared as part of a capital plan initiative.
- 3) UV absorbance readings are being taken to track the organic levels through the facility. These are compared to the monthly TOC samples that are sent to the lab.
- 4) SOS is working with the Board and GME to prepare a grant proposal for the Developing an Asset Management Program.

C: ACTIVITIES PLANNED OR NEEDED

- 1) The base boards in the office and lab will be installed now that a contractor has been chosen.
- 2) The seasonal meters have been checked for accuracy and will be installed when the danger of the meters freezing has past.
- 3) The monitoring tap at Ladd Point will be installed in the spring after the frost is out of the ground.
- 4) One of the master meters will be replaced in the spring.
- 5) The sludge in the back wash tanks will be pumped late in April.
- 6) Dead end distribution lines will be flushed as soon as the weather permits.

D: LONG TERM ACTIVITIES NEEDED

- 1) The old Hyde Road distribution line needs to be checked and in places rerouted. It is recommended that GME be tasked with planning the project.
- 2) The Bell Hill Tank should be cleaned and the seams caulked next year.
- 3) One of the master meters will be replaced this year. The other older master meters need to be replaced.

GREEN MOUNTAIN ENGINEERING, INC.

1438 South Brownell Road

P.O. Box 159

Williston, VT 05495

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

Draft: April 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 Warren and Chuck at GME’s office to discuss the Asset Management Grant, (Request for Proposals) that the State of Vermont has released for drinking water municipalities to prepare asset management plans. GME discussed the application and the scope of work that SOS, Board Members and GME would be providing to prepare the asset management plan. GME prepared a draft budget and has circulated it for review and comment. Alan plans to discuss the grant application and the next steps at the Wednesday, April 13th monthly meeting.

GME has prepared a budget for services to perform a capacity study for the system. Alan will discuss the capacity study at the monthly meeting.

Some progress has been made with regards to the revised O&M manual for the system. GME and SOS will continue to make progress over the next month.

As noted, Alan will be attending the meeting on Wednesday to discuss the items noted above.

Sincerely,

GREEN MOUNTAIN ENGINEERING, INC.

Brad Washburn, P.E.

Project Engineer