

## **Grand Isle Consolidated Water District**

### **Minutes of Regular Meeting June 8, 2016**

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Present at meeting: Commissioners: Janine Banks, Michael Inners, Shannon Bundy (arrived after last month's minutes were approved), David Borthwick-Leslie (arrived after the allotment was approved) , Andy Phypers and Chuck Besterman, SOS Operators Warren Steadman and Joe Danis and SOS owner Mark Simon.

Michael Inners opened the June 8th meeting at 7:02PM. Held at the Ed Weed Fish Hatchery in Grand Isle.

#### **Additions to the Agenda**

- 1) Purchasing Policy
  - 2) VLCT dues due
  - 3) Bullis meeting
- All are New Business

#### **Review of Meeting Minutes**

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

#### **Questions from User's**

- 1) Allotment request - Jay Buermann has requested an allotment for the Fire Station (town property), at 300gpd. Chuck Besterman made a motion to grant the allotment request and Andy Phypers seconded. Voice vote was unanimous in favor. Plans for the rest of the property are unknown at this time.

#### **Operator's Report**

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

- 1) There was a leak on new piece of equipment. SOS replaced the leaking part with a new 3/8 inch Tee. This event was recorded with GME & N&C.
- 2) Final bill was \$260 to change the door locks.
- 3) Rust has not reappeared on the GAC filters and there is condensation present on the tanks so it looks good for the reconditioning they went through last fall. The warranty expires in July.
- 4) The plant's alarm system went off warning of unauthorized entry, but there was none. Warren believes the false alarm was caused by lightning.
- 5) We've already hit our maximum gallon per day capacity rating already this year a few times, but the system never ran more than 12 hours in a day so we are in good shape.
- 6) So. Hero has some issues with DBP and discussion ensued on the practicality of connecting GICWD with the South Hero water district. It was pointed out that it would be impractical to even consider this at this time.
- 7) Traffic control for digs – SOS got 2 quotes out of 4 requests. ADA Traffic Control of Williston is about \$500 per dig and was a little less than the other bid so we'll be using them. Flaggers and signs are only needed on 314 & Rt 2. The GI Sherriff Dept used to cost \$4-\$500. ADA has 24hr service available too.
- 8) We sent out a VT-Alert test and got very little response. Need a reminder for people to send in their info. The board suggested testing only once per year.
- 9) We need a new Chlorometer at Lovers Lane tank. The cost is \$418 which includes a carrying case (case is needed as it is portable and they often take it with them). SOS also requested a new

dehumidifier for the second filter room. They will look at Costco for it. The general consensus of the board was approval of these items.

- 10) Discussion of replacing user meters with radio read meters, possibly use these new technology going Forward with all new meters installed. SOS to look into the startup costs, etc.

### **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**

The GICWD through the month of May, 2016 has income of \$258,123.25 and expenses of \$142,740.76, leaving us in a positive position with \$115,382.49. This is on track with the budget to pay our bond payments due later this year.

### **Old Business**

- 1) VT-Alert update – Janine will do a 1/3 page for signing up & get it to Crystal asap. SOS agrees not to do monthly tests. (On a side note, Crystal will send the Consumer Confidence Report to Janine, she will post on our website and will send the link to Crystal to put on the July bills going out.)
- 2) (WSID 20614) Drinking Water Asset Management Grant Opportunity – The State adjusted our payment schedule slightly, said we need Purchasing Policy, they want more clarification on Life Cycle Cost Reduction Measures, and they extended the schedule, which is good, out to March 31, 2017. The bulk of the work must be done this year. Lot of paperwork to deal with, a bunch of state requirements and we need to contact disadvantaged business enterprises. We need a subcommittee to get answers to state by June 20<sup>th</sup>. Mike Inners volunteered to meet with Alan Huizenga, next week, Shannon Bundy volunteered too, and so did Andy Pypers. They would like to meet Friday morning. Mike will propose that day to Alan and confirm with the others. Janine Banks made a motion to permit Mike Inners to sign the final grant proposal. Andy Pypers seconded the motion and voice vote unanimously approved with Mike Inners abstaining.
- 3) Previously approved, the revised SOS contract is to be signed. Shannon Bundy asked a question about section VIII, third paragraph, please explain #1. Mark Simon answered that if there were extenuating circumstances where the hours required to operate the plant either greatly increased or greatly decreased, either party could ask to renegotiate the contract. Mike Inners signed the contract.

### **New Business**

- 1) Bullis meeting request – Discussion ensued on what we need from them and what we can offer them. Really need to know their plans before we can continue to develop options. We would like stability from them, either on or off the system, but want to work with their needs. Chuck Besterman, Janine Banks and Warren will meet Friday at 10am at the water plant with Monica & Dwight Bullis. David Borthwick-Leslie said he would also attend the meeting.
- 2) VLCT dues due. Yes, we'll continue with them and pay the \$800 dues.
- 3) Purchasing Policy – Motion to approve as amended made by Chuck Besterman and seconded by Andy Pypers. Voice vote unanimously approved.
- 4) Mike Inners delegated to Chuck Besterman to set up a payroll policy/time reporting form and have GICWD employees submit the time form to the Treasurer.

Shannon Bundy made a motion to adjourn at 8:59pm and it was seconded by Andy Phypers. Voice vote approved unanimously and the meeting ended.

Respectfully Submitted,  
Janine Banks

Date: \_\_\_\_\_



SIMON OPERATION SERVICES, INC.

June 8, 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 May, 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. A leak in the backwash line on Kinetico Train A was repaired. A section of the line had to be cut out and replaced with new schedule 80 PVC pipe.
3. A curb stop was installed at 8 Tebeau Terrace by Santor Construction. The home was on an old section of distribution line and never had a curb stop installed. The service line has a slight leak that will require the curb stop closed to repair the leak.
4. A leak occurred on the new backpressure regulator in the filter plant. A small brass Tee had a small crack in it and was replaced. As this is a new piece of equipment and part of the upgrade, GME has been notified.
5. The curb stop operating rod was replaced at 96 Allen Road. The old rod broke while trying to cycle the Curb Stop.
6. The door locks at the filter building, the Bell Hill Building and the Lover's Lane building were rekeyed. The operating mechanism on the backdoor (original building) was broken and was replaced.
7. The water was turned on at 262 US Route 2 after the bank cleared the lien on the property. The property is being sold.
8. The owner at 14 Pearl Street is having repairs done to their garage that requires digging. A curb stop wrenched was loaned to them in case the service line is hit.
9. The frost plate on the meter at 4 Lakeshore Blvd was replaced after it began to leak.
10. A small leak was repaired on the meter assembly at 7 Launch Road.
11. During a thunderstorm SOS personnel were called for an intrusion alarm. Joe investigated and found nothing amiss. It is assumed that the lightning activity in the area caused the alarm. We will contact DC Energy if this becomes a routine problem.

**B: ACTIVITIES IN PROGRESS**

1. Operating procedures for the new control system and filter systems are being written.
2. A sampling tap has been ordered and will be installed after it arrives.

**C: ACTIVITIES PLANNED OR NEEDED**

1. Templates and procedures for using the VT-Alert system need to be developed.
2. The gate valve bolt replacement project will begin later this year.
3. 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. A training session is scheduled for June 14.
4. EJ Prescott will be contacted to schedule the installation of a new master meter this fall when daily water usage is lower.

5. Quarterly water meter readings will be taken during the week from June 13 to June 17.
6. Quarterly calibration of facility's instrumentation will take place in June.

**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: June 07, 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 O&M Manual and the record drawings for the facility are currently being compiled by GME and SOS. The Permit-to-Construct for the project includes conditions that an updated O&M manual and record drawings be submitted within 60 days of final completion of a project. The final completion of the project was January 22<sup>nd</sup> 2016; therefore the manual was due by March 21<sup>st</sup>, 2016. SOS has provided documents to be included in the manual and GME has started the manual, but has not completed it. GME will endeavor to get these tasks done and submitted by July 22, 2016. Our construction phase agreement included a budget of \$2,005.00 for special services for these tasks, which have not been charged to date.

Thank you for your patience.

Sincerely,

**GREEN MOUNTAIN ENGINEERING, INC.**

Brad Washburn, P.E.

Project Engineer