

Grand Isle Consolidated Water District

Minutes of Regular Meeting September 21, 2016

Present at meeting: Commissioners: Michael Inners, David Borthwick-Leslie, Andy Phypers, Julia Small, Shannon Bundy and Chuck Besterman, SOS Operators Warren Steadman, Mark Simon and Joe Danis, Members Jim Maynard, Brent Whitney, John Labarge, and Ron and Sandra Shappy.

Michael Inners opened the September 21st meeting at 7:00PM. Held at the Ed Weed Fish Hatchery in Grand Isle, VT.

Additions to the Agenda

None

Review of Meeting Minutes

- 1) Chuck Besterman made a motion to accept the August meeting minutes. Voice vote was all in favor.

Questions from User's

- 1) Yacht Rd/Maynard connection – Issue: Board granted connection, Shappy objected to connection, should connection be rejected?
LaBarge spoke, “We all got together, and have reached an agreement. No problem with agreeing to the connection, connection agreement can stand, withdraw complaint.” All parties agree that they have worked out the issue, and agree to withdraw their complaint.

Maynard spoke, “If we are going to do a water connection, I recommend neighbors should be notified of a new connection happening, as a courtesy.”

Discussion continued about putting in a 1”+ line by Joe Danis. Is it possible to have a larger line, will the Board have a problem with it. Board said we will come to that road when it is time to discuss it.

As the objection to the Maynard connection agreement has been withdrawn, the Board will not be issuing a formal decision and the connection agreement will remain approved.

Operator's Report

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

Activities Completed

- 1) A #2 Fire extinguishers needed to be replaced, which will put the Fire/Safety/Security budget over.
- 2) #5 Cobb properties at 268 US Route 2: septic system was failing. Cobb thought that there was a water leak. Complaints made to Janine, Shannon, and Michael. S.O.S pressure tested the distribution line to confirm there was not a leak.
- 3) #6 Meter pits: technicians came to propose resolution of issue. Meters to replace old meters are meant to work under water, and so they will move forward with the purchase of the meters.
- 4) Backwash of the primary GAC filter will be done on Sept 22. There is a chance that the carbon and the filter will need to be replaced. Research is being done on costs, management of the depleted carbon. GME will be working with Warren on this. The carbon replacement is well past the expected replacement date.
- 5) The engineering firm that is running the cable down the Lake wants turbidity data that our meters don't read. DC Energy, Dwayne, was asked to make programming changes to the HMI to allow higher readings of turbidity to be recorded. Currently any raw water turbidity over 10 NTU is not recorded. Julia asked who is paying for the new meter. Warren will check that out. It was stated that the District will not cover those costs since our meters meet the State requirements.
- 6) The waste water discharge permit needs to be renewed. The discharge parameters have not changed. Michael moved to approve the permit renewal, and to pay for the \$297 fee required. Six in favor, none opposed, none abstained.

Executive Session 7:32 pm to discuss identified user accounts - Six in favor, none opposed, none abstained.

Exit Executive Session 7:39pm- No action needed- Six in favor, none opposed, none abstained.

Engineer's Report

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

- 1) GAC System
- 2) Recommendations on replacement schedule for filters
- 3) O & M Manual - need to talk to Allen about pushing that along as it still isn't done; due at latest last spring. We owe them the manual as part of the grant. Needs to be wrapped up and prioritized. Michael would like Warren to have it added to the Long Term Activities list of the Operator's Report.

Treasurer's Report

- 1) Income of \$415K+, expenses of \$223K+ in a positive position, in good shape going into the end of the year to pay for bond payments.
- 2) Timesheets from Janine and Melissa- 14.25 hrs, 15 hrs respectively. Chuck noted that we pay both Melissa and Janine for mileage and that Melissa's mileage in Aug. was 40.6 miles for trips to the Merchants Bank for deposits and the Post Office for mailing checks. Janine's mileage of 60.5 miles in August was for mail pick up at the Grand Isle Post Office. Chuck asked if mail can be delivered to the plant. Why can't it be delivered? Joe brought up change of address issue. Warren mentioned he or Joe can pick up mail. After some discussion it was decided that since Joe passes the post office every day going to Lovers Lane, he will get the mail from now on.

Old Business

- 1) VT Alert: Appears most residents who have returned their information have been entered into system.
- 2) Asset Management Grant- Level of Service Policy: Andy moved to adopt our level of service policy. Six in favor, none opposed, none abstained.
- 3) Payroll Policy: Change to mileage reimbursement to "current IRS rate" suggested by Warren. Michael moved to adopt the policy, Julia seconded. Chuck asked for clarification on the wage rate is \$18.36/hr. Six in favor, none opposed, none abstained.

New Business

- 1) Use Ordinance: temporary rate is lower than our official rate, needs to be addressed. When can we modify the language of the ordinances in the policies? Either an annual meeting, or monthly meeting is okay. Suggested to remove the whole section referring to this policy is made by Michael, at least the "swimming pool" rate. Warren suggested rewording the section to still account for certain situations, e.g. well failure requiring temporary connect, and to not have a "fixed" rate, handle on a case by case basis.
- 2) Amending By-Laws and Annual Meeting
Michael suggested that in October, open the annual meeting, then close it, and then hold a Special Meeting in December to include the budget and any By-law or Use Ordinance modifications.

Andy and Michael's terms are up and both intend to run again. We need a new treasurer.

Julia made a motion to adjourn at 8:32. Chuck seconded the motion, and six in favor, none opposed, none abstained.

Respectfully Submitted,

Janine Banks _____ Date: _____



SIMON OPERATION SERVICES, INC.

September 21, 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 August, 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
AUGUST 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. Fire Pro-Tec completed the annual inspection of the plants fire extinguishers. Four of the extinguishers needed to be replaced.
3. The meter has been installed and inspected at 100 White's Lane.
4. Dion Locksmiths repaired the door handle and locks on the back door that kept blowing open.
5. Air Compressor Engineering replaced the leaking check valve on the plant compressor. They also changed the oil in the compressor.
6. Champlin Associates trouble shot the Bell Hill Chlorine Analyzer. They replaced the chlorine membrane and Ph probe along with the electrolyte. They also recommended that we clean and replace the electrolyte more frequently than suggested by the manual.
7. We were unable to log into the HMI computer. Dewyea troubleshot the Teamviewer program. He also recommended that we shut down the computer weekly and then do a restart to clear the memory.
8. The water was shut off at 5 Skiff Road while the owner repaired a leak in his service line.
9. The meter was replaced at 141 East Shore North after it failed to read properly.
10. The meter wire was run for a new service at 124 East Shore North and a touch pad has been installed. (The meter installation had been inspected earlier)
11. A leaking meter assembly was replaced at 3 Drawbridge Lane.
12. The meter wire was repaired 22 Ketch Roat
- 13 Pratt & Smith replaced a faulty exit light in the new building.

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.
4. SOS conducted an annual safety inspection of the plant. A number of items needed updating including:
 - +Exit maps in each room of the building.
 - +Confined Entry Space signs on the two wet wells and three backwash tanks.
 - +Update the lock-out/tag out station
 - +The large step ladder needed to be fastened to the wall
 - *High Voltage signs needed to be added to Electric Panels.
5. SOS is investigating the possibility of a leak on the old district 1 distribution line that feeds his mobile homes on Route 2.
6. A Camp Precast Company technician inspected one of the master meter pits. He suggested two possible solutions and will provide us with proposals for fixing the leaks.

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. Meters will be read during the week of September 12th.
3. Distribution lines will be flushed beginning mid-September.
4. Distribution valve cycling will begin after the flushing is completed.
5. The primary GAC filter will be backwashed mid-September. Both Ray Solomon, the State Chemist and Brad Washburn from GME have been consulted and both recommend the backwash.

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: September 21, 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 prepared a performance report for the Granular Activated Carbon System, as required by the State of Vermont’s, Facilities Engineering Division. Please see attached report for your review and feel free to email or call me with any questions.

GME has discussed the report with SOS and have recommended that GAC Vessel #1 (lead vessel) be backwashed due to the TOC concentrations observed in the preparation of the performance report. SOS has scheduled the backwash event for September 22nd. Additionally, GME received copies of the latest TOC concentrations entering and exiting the GAC vessel #1 today and it is our understanding that additional testing of TOC concentrations will be performed after the backwash event to determine if the performance of the system improved. GME is prepared to assist SOS and the District with the continuing performance evaluation of the system to assure that the GAC system continues to perform adequately and that the appropriate time for the replacement of the GAC is determined.

Finally, GME has started with the organization and development of the asset management database including the inventory of all of the assets.

GME is not planning on attending the September 21, 2016 monthly meeting.

Sincerely,
GREEN MOUNTAIN ENGINEERING, INC.
Brad Washburn, P.E.
Project Engineer