

Grand Isle Consolidated Water District

Minutes of Regular Meeting October 12, 2016

Present at meeting: Commissioners: Michael Inners, David Borthwick-Leslie, Julia Small, Shannon Bundy and Chuck Besterman, SOS Operator Warren Steadman and Mark Simon, and President of Green Mountain Engineering Alan Huizenga.

Michael Inners opened the October 12th meeting at 7:15PM. Held at the Ed Weed Fish Hatchery in Grand Isle, VT.

Additions to the Agenda

None.

Review of Meeting Minutes

- 1) Julia made motion to approve September minutes as changes had been made before meeting. Chuck seconded. Minutes for September approved, none abstained, none opposed.

Questions from User's

No Users present.

- 1) One question from user about when Bond paid off, debt payment schedule. Michael gave the information to the user, and did not hear back from him. First bond paid off in 2024
- 2) Request to renew allotment permit for Sierra Drive, GI. In July of 2015 an allotment was issued for a commercial building and two houses, but was changed to two duplex units. Is expired now, and asked for it to be renewed for another year. Michael mentioned capacity and the fact that we've gone over a few times in the last year. There will be less water demand according to the request and change of buildings to be constructed. Julia made motion to approve, Shannon seconded. Allotment renewal in favor by all five Board members, none abstained, none opposed.

Operator's Report

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

- 1) Maynards, Island Excavating, tapped onto line today, and ran up to curb stop. SOS witnessed the 1" tap being installed.
- 2) Pumped backwash tank and received TOC results. Looks like the results were what was hoped for. Do we change the carbon now? Ray is of the mind, "not yet", even if one is depleted, but doesn't believe that is the case because believes there is biological activity occurring, should still be fine. Costs on doing the change out have not been calculated yet. Michael asked about cost of reactivating BOTH filters and storing carbon. No quote received back yet. We need to wait for Ray and Brad to get together to make recommendations. Michael asked Warren to clarify if we are "in the danger zone" yet. Warren confirmed no, and that Ray stated not worried about TOC or UV absorbents, but the DBPs. If those begin to rise, filters are depleted, which does not seem to be happening. Ray's advice to Brad was not to change anything now.
- 3) Leak on Donaldson Rd that Warren called "disconcerting". This was the second set of valves that initially had the bolts replaced with SS bolts. At that time the two top bolts were not replaced by the

company doing the bolt replacement. The company that was initially hired did not impress SOS with the quality of their work and was replaced by the company that is currently hired to do the work for the District. The two other valves in the same location will be dug and checked. If the bolts are not SS they will be replaced.

- 4) Michael asked if the higher effluent reported last month was due to the backwash. Warren confirmed.

Engineer's Report

Green Mountain Engineering did not supply a written report this month.

- 1) O&M Manual- Alan promised will be ready by next meeting. A portion of it is done now. Still need to get recommendations from Ray in order to include in manual- information that needs to be gathered from what we need based on current status. The GAC System leaves a lot of unknowns and GME needs to be working with the operators and scientists to figure out what is the best for us and the system. They will have a draft and submit it to the State. Michael said we really need to know the costs associated with replacing one filter at a time vs both. Alan mentioned the biological activity, and how will that impact what we need to do.

Mark asked about what we would do with the funds if we don't have to replace carbon this year. Michael mentioned maybe putting the funds toward the cleaning and maintenance of the Bell Hill Tower, but also to lower the budget for next year.

- 2) Asset Management- Meeting needs to be scheduled with Warren about inventory. GME is building the database for that. Alan said it is ongoing, and we have a deadline for Nov 30 for the State. Michael said got email from Kimberly Mckee for the State about getting a grant payment for \$400 for the Level of Service agreement. Michael said the work to request the payment did not seem worth getting the funds now since it could be combined with the request for the next phase. Michael brought up other deadlines and that GME cannot file behind or other deadlines will get behind.
- 3) Applying for capacity increase? Alan said need to amend operating permit. Warren said based on well supplies. Permit says 180,000 gal in 12 hours, but is dependent on other variables that determine that. Michael asked Alan to keep an eye on how much water usage we have in comparison to our capacity as we have gone over several times this year. Warren commented on how that rarely used to happen. Shannon commented that with continued weather/climate issues that will continue to happen.

Treasurer's Report

- 1) Chuck said end of September income of \$425,462.29 expenses of \$311,827. 21. In positive position by +123,635.08. Debt of \$154,000 to pay by EOY. Michael asked about upcoming expenses that could impact assets. Warren mentioned the necessity to replace master meters. Warren said budgeted \$10K but thinks cost will be less. Michael asked about Oct receipts, if payments starting to come in. Warren confirmed, but still early. David asked about costs to change carbon. Warren gave estimate of \$24K.
- 2) Timesheets- 8.75 hours for Janine and Melissa had 15 hrs plus travel reimbursement. Melissa asked Chuck to relay that checks will go out to Board members this week.
- 3) Michael asked about audit. Chuck said was just given to him, has not had time to look over it. Chuck stated was dated from May, but he just got it, not sure why. David asked if Chuck is going to be

reviewing the documents. Michael briefly reviewed and it appears that the audit report is favorable, and no flags were obvious. Further review will occur and a synopsis will be give shared out.

Old Business

- 1) Michael mentioned Consumer Confidence Report was not sent out on time. We got a letter from the State with a slap on the wrist saying make sure it is done on time next year. Needs to be done on the June bills so that customers get by July, but it wasn't done in a timely manner. No penalty this year, but we can't be late next year.

New Business

- 1) Use Ordinance Modifications- Fees don't match what we are actually charging. Connection agreement is supposed to be scheduled increase this year to \$3500, but still only charging \$3000. Warren asked Janine to put the increase on the connection agreements. Michael asked if we still want to increase. Shannon asked why the increase, to offset costs? Michael will research but think it has to do with an attempt to compensate for a lack of charging debt service for so long. Warren and Mark believe the cost is in line with other towns. Michael said the funds would go to the Reserve Fund for increased capacity when needed. Julia said doesn't want to change unless we know that why we are doing it. Mark mentioned the increased demand on our system, that it will only continue to increase, and those funds will go into reserve fund to address this in the future. Mark mentioned the cost to drill a well is much greater, Alan actually said around \$7K, and therefore \$3500 isn't unreasonable. Michael said we will wait to discuss when other Board members here. Warren will do some research as to what other Towns charge.

Ordinance Amendments: Striking temporary construction fees and swimming pool, temporary service rate. The following changes are recommended:

Amend 7.03(a) to remove specific restriction of "construction purposes" for Temporary Service.

7.03(a) Contractors, builders, or other persons desiring temporary water service shall complete an application in writing to the District and secure approval for this service.

Amend Appendix A 1.03(e) to strike the entire "Swimming Pool Fee" and renumber subsequent sections.

Amend Appendix A 1.03(f) to adjust the rate for Temporary Service to be based on four times the current usage rate and allow water-sharing agreements with other systems.

1.03(f) Temporary Service or Tanker Service:

(1) All usage four times the then-current usage rate per one thousand (1,000) gallons.

Minimum charge: Fifty Dollars (\$50.00).

(2) Connection and disconnection charges, materials and equipment at cost, plus labor at the current hourly rate set by the board of Grand Isle Consolidated Water District.

(3) The District may enter into mutual exchange arrangements with neighboring water systems on terms to be determined by the Board of Commissioners.

[Temporary connections do not pay debt service or base rate. The usage rate covers approximately one-fourth of the total system costs, so by charging four times the per gallon rate, temporary users are close to parity with permanent customers.]

Michael moved to adopt the ordinance changes. Shannon seconded the motion. All (5) in favor, none abstained, none opposed.

- 2) Michael referred us to the Bylaw Amendments and the changes recommended. They are:
Amend Section 201.1 to change annual meeting from October to December

201.1 Starting in 2017 the annual meeting of the District will be held on the second Wednesday in December of each year.

Amend Section 201.7 and 401.3 to facilitate potential inclusion of other towns in the future

201.7 The current checklist of member municipalities shall be deemed conclusive as to voter eligibility within the District.

401.3 The Grand Lists of member municipalities, as it pertains to the District, shall serve as the Grand List for the District.

Amend Section 301.1 and 301.2 to eliminate elected auditors

301.1 At each annual meeting, the District shall elect from its inhabitants:

- a) A Clerk
- b) A Treasurer

301.2 The District Clerk and the District Treasurer elected under section 301.1 shall hold office for a term of one year or until their respective successors shall be elected and qualified.

Add Section 401.10 to provide for annual audit by licensed public accountant

401.10. The Board of Commissioners shall contract with a public accountant, licensed in this State, to perform an annual financial audit of all funds of the District.

Michael made the motion to warn the changes for December meeting. Julia seconded the motion. All in favor, none abstained, none opposed.

- 3) Deployed resident called Warren about making payments while overseas. Resident was hoping to pay bill when returned in six months. Warren asked about relieving the resident of the debt and base rates while deployed. Chuck asked what the Board has done in the past. Warren said that we have had one other situation, and we suspended payments for the year. Michael mentioned seasonal residents, and it opening doors for them to argue to do it for them. Warren argued military personnel, no choice to leave. Shannon said slippery slope, what happens if others hear about it, and want similar consideration. Mark said that he is willing to see what other municipalities do for their veterans. Michael did straw poll. Julia and Chuck want debt and base forgiven, Shannon said can postpone until returns, David moved to table until Janine and Andy here. Discussion tabled until November.

Michael asked for any other new business. None

Shannon motioned to close meeting at 8:29 and Chuck seconded for adjournment. All in favor, none opposed and none abstained.

As Recorded by Shannon Bundy and amended by Janine Banks,
Respectfully Submitted,

Janine Banks _____ Date: _____



SIMON OPERATION SERVICES, INC.

October 12, 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 September, 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. The bolts were replaced on the main line valve on US Route 2 near White Gate Court by Santor Construction.
3. The top bolts were replaced on a main line valve on Donaldson Road after the valve started leaking.
4. SOS personnel assisted Ron Bushway by isolating his curb stop while he repaired his service line including replacing his curb stop.
5. The old distribution line that supplies one of Cobb's trailers was pressure tested to verify that it was not leaking.
6. The backwash tanks were pumped by Drummac as required by the Wastewater Permit. It also facilitated the backwashing of the primary GAC filter which was done at the same time.
7. SOS personnel checked for a possible leak at 11 Drawbridge Lane. It was determined that there was not leak.
8. Five letters were sent out to high usage accounts and seven letters were sent concerning meter issues.

B: ACTIVITIES IN PROGRESS

1. 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. We are waiting for his estimates.
2. The fall flushing of the distribution lines is in progress.
3. The Bell Hill chlorine analyzer is sending inaccurate readings. Currently we are recording readings in order to establish a trend. Champlin Associates will be contacted once enough data is collected.
4. We are waiting for the latest test results and recommendations from Ray Soloman and GME regarding the need for replacing the carbon in the primary filter.

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. 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.
4. The operating manuals for the water facility need to be consolidated and upgraded.