

Grand Isle Consolidated Water District

Minutes of Regular Meeting November 11, 2015

Present at meeting: Commissioners: Janine Banks, Julia Small, Michael Inners and David Borthwick-Leslie (absent were Chuck Besterman and Shannon Bundy), SOS Operator Warren Steadman, GME President Alan Huizenga and members David Banks, Gail Brisbois and Doug Weir.

Michael Inners opened the November 11th meeting at 7:45PM.

Additions to the Agenda

- 1) GI Rescue Squad request for donation.
- 2) Solar panel project at the Fish Hatchery.

Review of Meeting Minutes

Julia Small made a motion to accept the October 14th meeting minutes. David Borthwick-Leslie seconded. Voice vote approved with Michael Inners abstaining.

Questions from User's

- 1) Warren Steadman spoke for Marlene Shappy who paid the connection fee years ago and has been paying debt service but never turned the water on. She wants to stop paying the debt service. She will be subject to the following **Policy**: Users who paid the connection fee but did not use the water and have been paying debt service may choose to stop paying the debt service and give up their membership. If they wish to rejoin the District, they will need to pay the total debt service charged between when they stopped paying and when they want to rejoin or the current connection fee, whichever is less. This is transferrable if the property is sold. However GICWD cannot guarantee re-admission into GICWD as it is subject to the water supply available at the time the re-admittance is requested.
A motion was made by Janine Banks to allow her to stop paying and inform her of the policy above. It was seconded by Julia Small and Voice Vote unanimously approved.

Operator's Report

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

- 1) Warren Steadman mentioned that SOS is working on a new monitoring plan as required by the State to be adopted by April 1, 2016. David Borthwick-Leslie mentioned he has been attending VTAC meetings regarding Oil/Rail spills near Lake Champlain. He will report in the future about the meetings. He also mentioned some movements in Vermont about unification of small water systems.

Engineer's Report

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

- 1) Full payment to Neagly and Chase is being withheld until the GAC project is completely finished. There are just a few minor things left to do, including removal of rust on the piping of the GAC system and resurfacing/recoating by TetraSolv.
- 2) Michael Inners asked how we increase our capacity level approved by the state. We break down the components of what determines our capacity and submit the new data to the

state. Alan Huizenga suggested we gather a year of data on the new system to be sure we indeed have extra capacity.

- 3) Warren Steadman noted he will be updating the SOPs to include the new system in the next few weeks.

Treasurer's Report

- 1) Chuck was absent and Warren was not able to prepare one. Overall discussion considering the Profit & Loss update (attached to the hardcopy of these minutes filed at the Water Plant) from Melissa Boutin concluded we are doing well on the budget this year and have a reasonable amount of cash on hand.

Old Business

- 1) Melissa Boutin and Janine Banks are working together at the plant sharing a desk and computer. Bills are being paid there and filed there. All is going well for now. This will be evaluated in December again.
- 2) The decision to have a sign on the building is being tabled till December, however it was noted we need the street number on the side of the driveway for 911 purposes and Warren will erect a board with the number on it out by the road.
- 3) Yes, the insurance questionnaire from VLCT was completed by Phyllis Simon and submitted to VLCT but no copy was provided to us. A copy was deemed not necessary.

New Business

- 1) It was determined we will take no action on the GI Rescue request for donation.
- 2) We use about 100,000kwh per year of electricity. Michael Inners will look into the viability of GICWD using solar power. He will contact the Hatchery and request we be added as a joint applicant on their application to the state requesting special financing available now. We agreed to this as long as we can back out and not be included in the project. This will keep our options open.

Janine Banks made a motion to adjourn at 8:30PM and it was seconded by Julia Small. Voice vote approved unanimously and the meeting ended at 8:55pm.

Respectfully Submitted,

Janine Banks _____ Date: _____



SIMON OPERATION SERVICES, INC.

November 6, 2015

Mr. David Borthwick-Leslie, Chair
Grand Isle Consolidated Water District
Grand Isle, Vermont 05458

Dear David,

Enclosed please find the following reports and activities for the water treatment facility for the month of October 2015.

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
OCTOBER 2015**

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. Annual flushing of distribution lines has been completed.
3. Seasonal meters that are removed by SOS personnel have been removed and are stored in the water plant.
4. Champlain Door adjusted the west garage door after it failed to operate properly. They also checked and adjusted the east garage door.
5. Milton Cat replaced the preheater in the Diesel Generator after it was discovered not working during a weekly check.

B: ACTIVITIES IN PROGRESS

1. Annual cycling of main line valves is in progress.
2. Joe and Warren attended the second Asset Management Workshop in Montpelier. As a project for the workshop, they are working on inputting curb stop locations in the WPN Mapping program.
3. Nine letters have been sent to customers whose meters could not be read. Most of the letters asked for contact information in order that a service call be scheduled. Two were asked that the bushes that are blocking access to the touch pads be trimmed.
4. A request has been made to Aquastore for estimates on the cost of completing the two recommendations that were made during the inspection of the Bell Hill Tank. One was to have the edges of the sidewall sheets resealed and the other was to clean and pressure wash the outside of the tank.
5. Work continues to progress, organizing parts and equipment and cleaning the plant where possible.

C: ACTIVITIES PLANNED OR NEEDED

1. The backwash tanks will be pumped during November. This is a semi-annual requirement.

2. Tank levels will be lowered late in November as part of the winter operating levels to protect the tanks from ice.
3. The master meter vaults will be pumped and the master meters checked.
4. SOS personnel will begin working on a new monitoring plan as the new State mandated requirements are understood. New monitoring plan rules have been adopted. A new plan needs to be adopted by April 1, 2016.

D: LONG TERM ACTIVITIES NEEDED

1. The old Hyde Road distribution line needs to be checked and in places rerouted.
2. The older master meters need to be replaced to allow for more accurate water usage readings.

GREEN MOUNTAIN ENGINEERING, INC.

1438 South Brownell Road
P.O. Box 159
Williston, VT 05495
(802) 862-5590 (Fax) 862-7598

Draft: November 09, 2015

Updated: November 11, 2015

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:

DISINFECTION-BY-PRODUCT PROJECT

The laboratory casework was delivered, inspected and installed at the facility on October 26. Additional work remains to complete the installation including the following:

- Plumbing Connections – **COMPLETED 11/10/15**
- Finish trim work – **NC PROVIDE ESTIMATE BY END OF MONTH**
- Electrical conduits and wiring – **COMPLETED 11/10/15**
- Delivery and installation of missing corner cabinet – **SCHEDULED COMPLETION BY 12/1/15.**
- The table delivered to the site was missing the legs. These need to be delivered and installed. – **SCHEDULED COMPLETION BY 12/1/15.**

GME has asked for a cost estimate from NC to install 1”x8” trim boards in the laboratory and the office along the floor. GME will present the proposal to the board upon receipt. **SEE ABOVE**

GME contacted NC about the rust issues on the Carbon Steel Piping on the GAC skid. A response was provided by Tetrasolv and NC recommending the removal of the existing epoxy paint and application of a new thicker coat on the piping and valves. Tetrasolv asked NC to provide them with a quote to do the work, which NC is working on.

Lastly, GME has contacted two suppliers of the Filtrasorb 300 GAC. They have provided their contact information and are willing to provide a proposal for the change-out services. Brad has given SOS the contact information and will work with SOS to solicit the services, when ready.

Sincerely,
GREEN MOUNTAIN ENGINEERING, INC.

Brad Washburn, P.E.
Project Engineer