

Grand Isle Consolidated Water District

Minutes of Regular Meeting April 08, 2020, 6:30pm

Board Members Present: Janine, Michael, Lynda, Tim, Court, Judy, Joe Danis, Warren Steadman, Ken Mirvis, Allen.

Board Members Not Present: NA.

SOS Members Present: Operators Joe Danis and Warren Steadman

District Members Present: David Banks, Alan Bjerke

Janine Banks Called the meeting to order at 6:32pm

### **Review of Meeting Minutes**

- The minutes for March 2020 were approved.

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

- Sturgeon Road Tax Sale: Alan Bjerke explained his letter to the board regarding the Tax Sale on the property at 2 Sturgeon Road. The board thanked Alan for his attendance and explanation and decided to host an executive session to discuss response to the letter.
- 6 Yawl Road connection agreement - Janine asked if Warren had anything to say about the proposed connection. To be a seasonal residence. All pertinent information is on the connection agreement. Ken asked Warren to clarify where the property was and Warren provided detail. Michael asked if anyone is claiming an Easement where the service line is. Warren answered that there is not any claims from other property owners. Ken made a motion to accept the connection agreement and Judy seconded it, all were in favor and the motion passed. Janine asked that Warren deliver the agreement to Janine to be signed.
- Certified Letters of Foreclosures – Michael explained the situation of a Bank Foreclosure and the need to assert our lien on a Property. Michael to pursue further.

### **Operator's Report**

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

- Joe explained the situation with Comcast. There are delays due to COVID19 with installations and the plant is practicing social distancing. Michael and Joe discussed the billing and option to enroll in auto-payments. Will run a line from the same location where the Fish Hatchery connects to Comcast, so there will be no additional charges other than the base
- Joe presented an Excel Spreadsheet regarding Master Meter reading compared to Billed amount of Water. Pointed out difference in the numbers. The West Shore Master Meter does not read and West Shore usage is estimated. The West Shore usage estimates show a large discrepancy between Water flowing through the Master Meter and what was billed for usage. This could be due to a leak, faulty property meters, or a faulty master meter. The West Shore Road Master is the oldest Master and due for replacement this year. SOS to

monitor the Master Meters monthly, was previously Quarterly, and will be focusing on the differenced in numbers.

- SOS has instituted a policy of not allowing operators to enter homes during COVID19 situation.

### **Engineer's Report**

Green Mountain Engineering was not present. but they emailed an update:

Good Morning –

From all of us at GME, we hope you all are staying safe during these difficult times.

As an update for work completed since the last monthly meeting, we provide the following:

- GME has prepared the initial waterline replacement plans and have been provided to Warren and Joe for review. We are currently on standby until the opportunity arises to sit down and discuss.

We are not planning on attending the online meeting this month.

Stay safe and feel free to contact us with any questions.

Brad

Ben, from Green Mountain Engineering is working with Warren and Joe regarding this. Project on hold due to COVID19. Question from Michael if the inspection of the tank will be postponed due to COVID19. Warren replied that at this time the plan is to inspect the tank in the fall.

### **Treasurer's Report**

- Michael presented the treasurer's report. First quarter is as expected and he is monitoring the 2<sup>nd</sup> quarter payments. Discussed Bond Payment deferment options from the state. Suggested to review in August Monthly meeting.

### **Old Business**

- Clerk Stipend: Whether to earn hourly or receive \$500 Stipend above commissioner stipend. Discussion ensued. It was determined to proceed with an annual stipend of \$500 (on top of the regular Commissioner's Stipend). Michael made motion and Judy seconded. All others in favor, Tim Abstained.

### **New Business:**

- COVID19 Items from the agenda were discussed and ratified:
  - To be in effect 30 days post-crisis, determined by end of Governor's State of Emergency and revisited in the Monthly meeting following.
  - Michael motioned to ratify, Judy seconded. All in favor.
- Inform Public: Discussion ensued about option to create a newsletter to go out with July Billing. Information has already been publicized via a Front Porch Forum posting and is up on the website. Ken to work on a newsletter with assistance from the SOS Operators and Board leadership. Michael suggested to also add information about the Debt Service, to a newsletter.
- Automatic Payments: Michael gave a presentation on options he explored on this topic. He suggested not to do Automatic Payments but instead to allow one-time electronic payments. E-payments can be services that allow Credit Card Payments or other options, such as Paypal, for water bill payment. The board decided not to move forward with Automatic Payments or E-

Payments at this time but will keep Michael's information on-hand for future reference. We will present e-payment alternatives, such as setting up Bill Pay with one's bank, to the public.

- Bill Pay can be setup online from a Bank's online portal, to directly pay an account such as a water bill.
- Tax Sales and/or Foreclosures: What do we do about owed payments on properties that go through Tax Sale or Foreclosure? Side note: 15 Tax sales occurring in May. Michael discussed a few options. The town ideally *should* disclose any liens, but hasn't historically because Tax Sales do not require a clear title. Spoke about proactively informing the town of properties due for tax sale that have a lien on them. Next steps #1 Inform the town via letter of properties with Liens up for Tax Sale in May. #2 the board to decide about action on this as a broader issue.

The Board went into executive session alone to discuss a legal matter for approximately 10 minutes.

Michael moved to ask our lawyer for guidance on the Sturgeon Rd. Tax Sale and their claim that our lien is invalid. Court Seconded. All in Favor.

Meeting Adjourned 8:39pm.

Respectfully Submitted:

Tim Olver \_\_\_\_\_

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

GICWD Clerk



SIMON OPERATION SERVICES, INC.

April 8, 2020

Ms Janine Banks  
Grand Isle Consolidated Water District  
Grand Isle, Vermont 05458

Dear Janine,

Enclosed please find the following reports and activities for the water treatment facility for the month of March 2020.

1. Monthly Activities Report
2. Vermont Water System Operations Report

If you have any questions regarding this information please feel free to call us toll free at 1-888

SOS -1885.

Sincerely,  
Joe Danis  
Warren Steadman

cc: Facility copy

143 S. Main Street, Waterbury, VT 05676 1-888-767-1885

GRAND ISLE CONSOLIDATED WATER DISTRICT

MONTHLY ACTIVITIES REPORT

MARCH 2020

**A: ACTIVITIES COMPLETED**

1. Two 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 sent to the Drinking Water and Groundwater Protection Division.
2. GICWD received the GEICO Insurance check for the blow off repair on Donaldson Road.
3. The water was shut off at lot 19 in Cooper Bay Trailer park after it was reported that water was leaking from the building. This is the property that had been previously reported abandoned but SOS had been advised not to turn the water off.
4. Santor Construction repaired a water leak on Cozy Cottages' distribution line that feeds their cottages. Because the water went through the meter the amount of water leaked will appear on their current bill.
5. Two connections were made for new accounts. One at 244 East Shore North and the other at 55 Lover's Lane.
6. Meter frost plates were dropped off at 369 US Route 2 and 551 West Shore Road in South Hero. Both repairs were made by plumbers who were on site.
7. Meters were read during the week of March 16.

**B: ACTIVITIES IN PROGRESS**

1. All non-essential projects requiring more than one person or outside contractors are on hold.
2. SOS employees are following recommended Covid-19 protocols including:
  - limiting access to the water plant
  - not entering customers homes unless for an emergency
  - keeping personal distances greater than 6 feet including not riding together in vehicles.
  - wiping down frequently touched surfaces in the plant frequently.

C: ACTIVITIES PLANNED OR NEEDED

1. Both storage tanks are due to be inspected during 2020.
2. Local contractors will be contacted to get estimates on repairing/painting the soffits and eaves on the original filter building.
3. A sanitary survey will be scheduled by the State to be held later this year.

D: BILLINGS AND COLLECTIONS

1. Accounts receivable as of April 1 was \$171,839.33.
2. On April 1, 693 invoices were mailed.
3. No new liens were posted or released.
4. The balance of the outstanding liens is \$18,328.71.