

Grand Isle Consolidated Water District

Minutes of Regular Meeting June 10, 2020, 6:30pm

Board Members Present: Janine Banks, Michael Inners, Tim Olver, Court Perry, Ken Mirvis, Judy Raposa.

Board Members Not Present: Lynda Morgan-Gardiner

SOS Members Present: Operators Joe Danis and Warren Steadman

District Members Present: David Banks, Russel Fox

Janine Banks Called the meeting to order at 6:31

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

- Connection Agreement – Details in ‘Questions from Users’ section.
- Discussion to return to in-person meeting

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

- The minutes for May 2020 were approved. Court moved to Accept, Judy seconded, all were in favor.

#### **Questions from Users**

- Connection Agreement – Warren spoke to this:
  - 72 east shore north, plan to use 210 gallons a day, single family home.
  - Warren said that there is a consideration to be had before physical requirements are proceeded. The construction effort would be consideration based on the property. Warren recommended that we approve the connection, so that the property owner can research a permanent construction solution, allowing the connection to occur. Ken asked who incurs the expense, Warren clarified
  - Michael made a point to say we will refund the connection agreement fee if the property owner cannot proceed with a connection. Janine added that this should be added to the agreement. Michael motioned to approve. Judy seconded. All were in favor.

#### **Operator’s Report**

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

- Joe described the email about the leak that was found on Donaldson Road.
  - While out taking Master Meter readings, a homeowner mentioned a wet spot in their driveway. After repairing the curb stop it was determined there was a leak on the homeowner’s service line. It took so long to find the leak because it was below lake level. Joe reported great readings following the repair.
  - Warren said that there may be a potential dispute from the homeowner, as to the cost of the repair.
- Warren came in on a Sunday a few weeks ago and noticed a broken ball valve on a compressor air line valve which was replaced with a spare. Joe researched replacements to the valve, calling a number of different companies. He was advised that the air lines we have installed are no longer used and were unsafe and should be replaced. The Plan currently does not have any backup valves. Joe contacted Alan at GME about replacing air valves, piping, and fittings. Alan suggested a few local contractors to get estimates on this project. Joe to keep the board updated on the research and estimates on replacing this piping system, about 90 feet.
  - Joe doesn’t have an estimate until he starts speaking to contractors.
  - Michael asked if this is a project SOS could do or if it would require hiring plumbing contractors. Joe said that likely plumbers would be required, depending on the scale.

- Discussion ensued on options and questions.
- Court asked for as many quotes as possible. Joe said he will reach out to any options offered, said New England Air was one of them.
- Ken asked if we should make a proactive decision or wait until more information is presented. Joe suggested to wait for an estimate. Ken suggested to proactively approve of a budget limit, if the quotes exceed such a limit then we could reconvene. Other options were discussed, such as vote by email or emergency meeting.
- Warren mentioned that Melissa Boutin had picked up their mail. Typically, Joe or Warren pick up their mail. Melissa did not deliver the mail to SOS, upon picking it up, but had held onto it. Janine reinforced SOS to pick up their mail and said that she would notify Melissa to not pick up the mail.

### **Engineer's Report**

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

- The board discussed their desire to ask GME for full size plans of the proposed waterline replacement project.
- The priority for the board is the Hyde Rd. phase of the project (Phase 1).
- Janine asked to have Brad attend the July Meeting to present his plans.

### **Treasurer's Report**

- Michael gave an overview of the Budget Spreadsheet.
- Michael transferred funds from Peoples Bank to NEFCU for CD funds.
- About 15,000 above receivables at this point in our annual cycle. Likely related to COVID19
- Deferred Payments – Warren asked how SOS should be with pursuing payments plans for currently deferred payments, due to COVID19.
  - Michael said we wouldn't want payment plans the run longer than 6-9 months.
  - At this point, any one deferred due to COVID19 are only behind 1 bill. Warren stated there are some that were behind on payments before COVID19, thus more than 1 bill behind.
  - Michael's research shows that most behind payments are of extremes, either 1 bill behind, or long-term behind payments.
  - Warren said that 62 letters were sent out 2 weeks ago, to everyone who still owes their most recent bill.
  - Ken suggested an appeal process for those that are late, to essentially make a case for why they were unable to pay and determine payment plans. Michael spoke to the reality of some of the behind payments, situations where property owners may have to miss one bill to pay another, due to financial strains.
  - Janine suggested a next step of a letter to delinquent payers. These letters would go out separate from the next bill and target the 62 delinquent accounts.
  - Janine asked if there was a date for the end of the State of Emergency. Warren and Michael said that it is currently June 15<sup>th</sup>, but is likely to be extended until July 15<sup>th</sup>.
- Michael spoke about an email sent out about a Federal Single Audit. This email was determined to be a mistake from the Federal Agency and will not move forward. The regular financial audit is in progress.

### **Old Business**

- 2020 Newsletter – Ken
  - Ken presented the newsletter, speaking to the current draft, considering some late inbound edits. Crystal from SOS is requiring a final draft on this Friday, the 12<sup>th</sup>, if she is the one printing it off. If we were to print it off, we could wait until next Wednesday. 750 copies are required. Ken to look into updating the layout design, into a pamphlet form, then seek out printing services.
    - Tim motioned to accept the Newsletter presented by Ken. Janine seconded. All were in favor (Judy Raposa lost cell service and was unable to add her vote.).

- Update on Ferry Project
  - Russel Fox – Not applying for permits yet and reaching out to neighbors, and the board, for questions and conversation.
  - Warren asked Russel about the Source Protection matter. The proposed Ferry Building site is located near the source protection zone. Russel acknowledged that their site is in the source protection area and that they have enlisted a Civil Engineer for the project.
  - Michael Inners asked to be kept on the list of interested parties throughout the project.
  - Russel explained the Lake Champlain Ferry’s plans for the Grand Isle location. The plan to consolidate their inside shop facilities at this location, wood shops, machine shops, etc.
  - Ken asked if there are plans to use solvents or other chemicals.
  - Russel said nothing more than “one would have in their garage”. They will not be storing large quantities of substances, other than motor oil.
  - There are no State Permits required and the location is approved for what their plans are for it. LCF does not have a Title 5 Permit, nor are they required to with their capacity.
  - Janine mentioned the letter crafted by the board to the Lake Champlain Ferry company. Russel’s answer was that the building and plans within it are not deemed to be at any risk toward the boards concerns of hazardous waste and the Source Protection Area.
  - Ken asked Russel to put himself in the board members’ shoes. Russel is a water system operator with a water system license. He said that he can’t think of anything the Lake Champlain Ferry company could do, to cause a hazard to the location and water districts interests.
  - Sandblasting and other high-effort maintenance is to be done at the Shelburne facility. LCF has been at the Shelburne facility for a very long time and it will be the “heavy workhorse” location for their work.
  - Plan to have a State Approved storm water plant. Will not be having fuel storage for the Ferry’s, that are at the Ferry lot already in place. They fuel up the Ferry on the Plattsburg side of the Ferry Landing.

**New Business:**

- Request for an allocation for a 10-lot subdivision on Rt 314
  - Michael asked where on Rt. 314. Joe gave a description of the location. The allocation request is a part of a 10-lot subdivision property sale. Warren mentioned that SOS is authorized for single and double lot subdivisions, since this is 10 lot, it requires review by the board. Warren has a standard letter and that the allocation request was made over the phone. Janine asked to get the allocation request in writing, so that it could be added to the property’s file.
  - Michael moved to approve the allocation request. Court seconded. All were in favor.
- Disconnection Ordinance
  - Michael presented the amendments that he had drafted, which includes four new line items.
  - Ken asked for clarification on “abandoning a connection”. Michael and Warren explained the process and response of terminating water service to a property.
  - Court made a point to announce the ability, not intent, to terminate water service.
  - If approved tonight the public has 60 days to challenge the amendments, this would be the August Monthly Meeting.
  - Court motioned to accept the amendments to the Disconnection Ordinance. Michael seconded. All were in favor.
- Payment Plans – Discussed in the Treasurers Report.
- Review the Vt-ALERT setup
  - Warren explained the current state of this and the need to possibly start over with the service. SOS to call VT-Alert and find out what is required to re-establish GICWD to be

a part of the service for sending out alerts. Janine suggested a few board members attend the training once established.

- Discussion to return to in-person meeting
  - Janine said that she still suggests to isolate as much as possible and is in favor on meeting online for the time being. Alan has previously expressed the desire in person presentation. Ken echoed Janine's sentiments about an online meeting next month. Discussion ensued and it was agreed to meet online again in July.

Meeting Adjourned at 8:09 PM. Janine moved to Accept, Ken seconded, all were in favor.

Respectfully Submitted:

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

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

GICWD Clerk



SIMON OPERATION SERVICES, INC.

June 10, 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 May 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 244-7420.

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

## MAY 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. A new meter head for the master meter on Donaldson Road was received and installed in the master meter. During the installation an O-ring failed. A temporary fix was made and the meter was put back in service. New O-rings were ordered and will be installed later.
3. Using master meter readings, the area where a potential leak was determined. After talking with a homeowner on Cedar Point Road, it was determined that a wet spot in his driveway should be investigated. While attempting to operate the curb stop to the property, we found the riser was full of dirt and the curb stop could not be operated. Santor construction was called and cleared the curb stop. Operating the curb stop confirmed that the leak was on the property owners service line. Santor dug and repaired the leak.
4. The dead-end distribution lines have been flushed.
5. Seasonal meters have been installed.
6. The two taps on Donaldson Road were made and the service lines were laid. One goes to 20 Kayak Road. That meter has been installed and inspected. The other line was run to Norm Smith's home and has not been connected as per the agreement that was previously made.
7. The backwash tanks have been pumped as required.

### B: ACTIVITIES IN PROGRESS

1. All non-essential projects requiring more than one person or outside contractors are on hold.
2. Master meters were being read weekly. Now that the leak has been found the master meters will be read monthly.
3. While trying to find a replacement for the air valve that failed, we were informed that the type of air lines that are installed to operate the

Kinetico filters are not used anymore and due to a high failure rate, they should be replaced. A list of pipes and valves needed has been compiled and a cost for the replacements is being investigated.

### 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, eaves, and siding on the filter building.
3. A sanitary survey will be scheduled by the State to be held later this

year.

4. The West Shore master meter will be replaced this year.

D: BILLINGS AND COLLECTIONS

1. Accounts receivable as of June 1, 2020 was \$34,026.19.

2. There were no new liens and no liens released.

3. The balance of the outstanding liens is \$18,328.71.

4. In lieu of disconnects, 64 letters were sent out asking customers to contact us to discuss setting up payment plans.