

Grand Isle Consolidated Water District

Minutes of Regular Meeting May 13, 2020, 6:30pm

Board Members Present: Janine, Michael, Lynda, Tim, Court, Ken Mirvis,

Board Members Not Present: Judy Raposa

SOS Members Present: Operators Joe Danis and Warren Steadman

District Members Present: Alan Bjerke

Janine Banks Called the meeting to order at 6:30pm

**Additions to the Agenda:**

- New Ferry building project

**Review of Meeting Minutes**

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

**Questions from User's**

- Alan Bjerke announced his presence to discuss the Sturgeon Road topic (minutes in Old Business).

**Operator's Report**

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

- Joe provided an update to the Master Meter tracking, as initially presented in April. Ordered a new Master Meter head for the West Shore Master meter. Numbers were not adding up comparing from the plan to the various Master Meters. Called Dwayne up and they are investigating. Numbers are now being taken directly from the Master Meters themselves and reporting is accurate. At the end of the road by Champlain Estates, East Shore South, there is an area of interest. The planned fixes to the Master Meter will help pinpoint where any potential leaks are. Two leaks, at Cozy Cottages and the Trailer Park, in April. Meters in peoples' houses are starting to get 20 years old.
  - Ken asked if Bullis Farm had an impact on the high Master Meter usage. Joe explained how they are analyzing the Master Meters, by area, and Warren clarified that the discrepancy is not where Bullis Farm is.
  - Michael: on the Meter issue, we should review the Capital Plan, to determine purchasing new meters. Warren has been seeking quotes from various vendors to compare. The technology has been advancing at a progressive pace. Warren offered to send the Board the two estimates they have received. Joe discussed their desire to use radio read and explained a few Meter manufacturers and their pros/cons. Some discussion ensued on options for new meters and timing to move forward.
  - Ken asked a question regarding the Master Meter on Donaldson. Asked to clarify about how the Meter's battery died. The Master Meters have 10 year batteries and the Donaldson one died in less than a year. SOS has a running spreadsheet to review when Meters were installed, to determine shelf-life

- Warren discussed a new Connection for a property on Ketch/Yawl Road. The owner was not ready yet, but Warren wanted to proactively ensure that SOS is authorized by the board to assist when needed.
  - Janine asked if there was an order in place to not allow connections. Warren mentioned that there previously was a policy in place that was voted on, but then changed in a later vote. Janine then asked Warren with his comfort level for the Yawl connection. Warren said he was comfortable. Discussion ensued about the status of allowing connection agreements and the votes that occurred between April and May's meetings.
- The Donaldson Road connection was completed on Monday, 5/11/2020 without incident.
- Question from Warren. SOS had budgeted to do work under the eaves and for the siding of the new building, can SOS proceed to get quotes from contractors. Janine stated that, since it will be outside work aligned with the Governors orders, that SOS can proceed with this work.

### **Engineer's Report**

Green Mountain Engineering was not present. but they emailed an update. Nothing to report, as there have not been any active projects since the last meeting.

### **Treasurer's Report**

- We're a 3rd of the way through the year and have spent a little less than the budget for this time span so far.
- People's Bank CD is up for renewal. If the rates are down, we may drop the term to a 6 month term.
- Discussed his emailed reports on receivables.
  - Warren asked about past due payments and situations of shutting off service to those properties. Discussion ensued.
  - Janine suggested that Michael draft up language to suggest the long-term delinquent properties get their connections removed. Tim to add to June agenda.
  - Joe Danis asked a related question regarding a property and owner asking about a bunk house, if the owner can run water over to the bunk house from his main property without an additional connection agreement. Lynda asked if the bunkhouse was on sub-dividable land. Joe said that the bunkhouse was on a separate lot. This means the building could potentially be rented or sold off, thus requiring a connection agreement. Ken asked to clarify about the property owners options. The directive from the Board was to offer the property owner to either run a hose along the ground, from the main house to the bunkhouse, or get a Connection Agreement.
- There were Tax sales scheduled for Friday, including a property in the district. They have been postponed, so we will monitor when they are rescheduled.

### **Old Business**

- Sturgeon Road Tax Sale
  - Michael presented the GICWD lawyer's suggestion and letter to the property owner. Michael proceeded to explain the highlights from the lawyer's letter. The letter is publicly accessible. Alan B spoke to the scenario and detailed his exchanges with the GICWD lawyer. He then went on to discuss this is a matter of lien priority rather than property law.
- COVID19 & Water information material
  - Ken spoke on a few ideas and limitations for what can fit into the bill. Janine said it could cost about \$100 more for postage including a new brochure. Ken "When does the next bill

go out?” Warren: “end of June”. It was agreed to have a final draft of the newsletter by the June meeting, on June 10th.

**New Business:**

- Ratify items voted on via email between April and May meetings - Donaldson Rd. New connection agreement.
  - Janine gave a recap of the two scenarios that led to two votes,
    - the first one being a passed motion to deny. Michael motioned to approve. Ken seconded. All were in favor.
    - April 29th A passed motion to approve. Michael motioned to approve. Tim & Ken seconded. All were in favor.
- 2019 CCR Update from Tim.
- Vermont Water/Wastewater Agency Response Network (VT WARN)
  - Janine explained the project. If we sign up, the district participates in being able to accept or offer assistance. GICWD belongs to this already, but the agency has since lost proof of this, so they are asking us to re-sign up. Discussion ensued about the project, how it’s been before and how it would look moving forward. Michael moved to continue the membership by re-signing the agreement. Court seconded. All were in favor.
- New Ferry building project. Court presented: The ferry purchased two lots to the south of the current ferry lot. They plan to move their corporate headquarters to these lots. Plan to have 12-14 employees at the start, with a projected growth to about 40 employees. There will be offices, workshops, storage, and a 22 car parking lot. There is an existing house on one lot and an existing camp on one lot, they are keeping both of these buildings, possibly for use for their employees. The lots total would be under 10 acres. Contacted West Side Village first, as they would be their direct neighbors.
  - The GICWD intake pipe is located next to this lot as well, hence the interest to the GICWD. This is in the source protection area of the water district. Will be contacting the DRB when they are ready.
  - Warren suggested that a letter should be sent to the corporation regarding their proximity to the source protection area, SOS to reach out to the state. Janine to draft a letter to both their corporate office and the engineer on the project.
  - Michael suggested to get involved as a party early, to be a part of the conversation as it progresses.
  - Court asked “where does the source protection start?”. Warren answered “there’s a radius around the intake pipe, either 500 ft or 1000 ft.” Warren to research details on the source protection radius.
  - SOS to reach out to the Fish Hatchery, for their awareness.

Meeting Adjourned 8:15pm.

Respectfully Submitted:

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

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

GICWD Clerk



SIMON OPERATION SERVICES, INC.

May 13, 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 April 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**

**GRAND ISLE CONSOLIDATED WATER DISTRICT  
MONTHLY ACTIVITIES REPORT  
APRIL 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. SOS employees have been keeping abreast of the Covid-19 information that is being posted including taking on-line courses that are related to the crisis. Most recently all SOS employees have completed a required VOSHA course that outlined guidelines for employers and employees for operating during the Covid-19 State of emergency.
3. The curb stop top was repaired at 131/133 East Shore North while Berlinghoff Construction was repairing the service line.
4. Samples were taking for quarterly DBP's. Results showed the HAAs and TTHMs are still well below the MCL's.
5. A new meter was installed at 576 West Shore Road in South Hero for a new property owner.
6. A ball valve in the air line that feeds air to the Kinetico filters failed and was replaced with a spare valve.
7. A meter was dropped off at 557 West Shore Road for the plumber to hook up at this new account.
8. An on-line meeting was held with Ben from GME to go over the preliminary plans for the capital improvements planned for the distribution lines in and around GI village.

**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.
3. Seasonal meters are being installed.
4. Water usage and possible leakage is being investigated. Currently master meters are being read weekly. It was discovered that the meter readings on the HMI computer that were used for determining flow are inaccurate. (DC Energy is researching the problem) Readings on the

Bell Hill and Plant meters normally read on the HMI Computer are now being read at the meters themselves. Also, the Donaldson Road MM has failed making it difficult to determine which area may have a leak. (As the meter is still under warranty EJ Prescott is getting us a new meter head). The West Shore meter vault was pumped and that meter is being read at the meter itself. The weekly readings indicate a possible 20-25 gpm leak. A more accurate accounting of water flows should be available when the June meter readings take place and are compared with the master meter readings..

5. The connection agreement with Comcast for phone service was signed after Fish & Wildlife (Hatchery) approved the new connection. The actual connection will occur when the current Covid-19 situation allows it.
6. The Board and SOS have been working with Chad Wheeler and his contractor to schedule the two taps to the distribution line on Donaldson Road.

### **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. Valve cycling will begin in May.
5. Flushing the dead end lines will be done during the month of May.

### **D: BILLINGS AND COLLECTIONS**

1. Accounts receivable as of May 6, 2020 was \$47,624.97.
2. No new liens were posted or released.
3. The balance of the outstanding liens is \$18,328.71.
4. Disconnect notices will not be sent out this quarter. Instead a letter explaining the current Board policy will be sent to delinquent accounts.