

Regular Meeting held in the Champlain Water District Conference Room at Noon.

Present

Commissioners: Bob Shand, Jericho, chaired the meeting; Aaron Martin, Essex; Dennis Lutz, South Burlington; Jonathan Stockbridge, Winooski; Alternates: David Allerton, Milton; Rick McGuire, Williston; Guests: Eric Gallas, Milton Highway Superintendent; Peggy Sue Smith, Milton resident; Employees: Jim Fay, Joe Duncan, and Tracy Bessette

Absent

Karen Richard, Colchester
Peter Gadue, Shelburne
Liz Royer, Williston

Bob Shand called the meeting called to order at 12:00 p.m. and began introductions of Board and guests.

Citizens to Be Heard

Throughout the meeting Jim Fay and Joe Duncan answered questions by Peggy Sue Smith regarding various items in the Manager's Report.

Approval of Regular Meeting Minutes February 12, 2019

Bob Shand asked for a motion to approve the Regular Meeting minutes of February 12, 2019. Dennis Lutz made a motion to approve, seconded by Aaron Martin, with all Board members in favor. David Allerton and Rick McGuire abstained as they were not present at the February 12th meeting.

Financial/Operations Report

Mr. Fay stated that water sales for the month of February were 9.39 mgd, bringing fiscal year to date to 9.81 mgd, as compared to last year at this time of 9.54 mgd. February sales were up due to the cold weather and related distribution system breaks and repairs in many of our served municipal systems. Global Foundries averaged 3.39 mgd, bringing their fiscal year to date to 3.43 mgd, as compared to last year at this time of 3.42 mgd. Overall year to date total sales for the first eight months of the fiscal year are still up 0.27 mgd or 2.83%, as compared to last year at this time, with Global Foundries up 0.01 mgd from last year. The February cost per million gallons was \$2,031.46 bringing year to date to \$1,914.37/MG, versus last year at this time of \$1,900.85/MG. This year's budget is tracking well with last year and looking strong at this point.

Capital Projects Update.

Joe Duncan summarized the following projects:

Civil Support Team - Today CWD is working with the Army's Civil Support Team on an exercise involving potential contamination both here at the treatment facility and also at a pump station in Essex.

Filtered Water Pumping System - SDI is pouring the pump pads today, and wrapping up construction on the six future pumps with related piping this week. The pumps and motors will be shipped from Texas in the first week of April with a goal of completing installation and start up in late April to early May. The second phase of this wet well project will restart late in the calendar year.

Colchester South Tank Pipe Loop - The Colchester South Tank loop is moving forward to remedy the ongoing PCE issue given the “original” transite pipe interior vinyl lining. From a permitting standpoint, we are in the process of looking at wetlands, but given the time of year, the delineation will occur later in the spring. We are hoping to receive a preliminary approval given that we are boring the pipe through the wetland buffer rather than conventional excavation. Our preferred route is through the Camp Johnson site connecting to Orion Drive. We are working with US Army to get the required easement, and hope to have the project completed and on line by the late fall per the new Permit to Operate requirements. We plan to have a Public Info Meeting of the system’s business owners to roll out the plan going forward once we complete final design, and have a final engineering estimate.

Suez/Utility Service Co. Rebuilding of Filter #6 – We are in the process of media pricing for this filter rebuild in the fall of 2019. We priced the overall project labor with Suez similar to DF #5 which included a change order for cutting out a narrow channel in the underdrains to flush out potential entrapped media. We will coordinate the schedule between all parties once we receive the media quotes from Xylem.

Suez Tank Maintenance - On the Suez “tank side”, there are no tanks scheduled for a “full” interior/exterior rehab this year, and they will be performing only tank washes and inspections. We are working with Suez on an inspection schedule for the Jericho concrete tanks and the Williston bolted glass fused tank, as these are not included in present welded steel Suez long term contract. For a nominal fee we believe these inspections will be a good investment to extend the life of these assets. We are also pricing out getting Suez to do all tank pressure washings to extend the life of the coating, as we share this responsibility at this time.

Pipe Integrity Program (PIP) – Five test sites have been identified to verify actual conditions of the main based on the previously completed risk assessment scoring matrix. We are also contracting to repair or rebuild three transmission valves this year as part of this overall bid package.

Essex West Tank Pump Station – We have identified a preferred site for the pump station, and have a couple of options if necessary. We will be setting up meetings with landowner to review. The pump station discharge will tie in to the Town of Essex distribution system at the Lang Farm complex.

Milton Meter Vault – Cortland Construction was the low bidder on this project and we are finalizing the award. The work schedule is flexible beginning in the spring with completion by mid-summer. We are considering adding re-piping in the Shelburne North meter vault to this scope and hope to complete this project by this fall as well.

Diverging Double Diamond – We have received comments on our updated design from the State. There is roughly 1000’ left to go given our previous work. 850’ is in the Interstate 89 ROW and will be recoverable through the Federal Highway Administration, and 150’ is on CWD.

Colchester South Tank – DN Tanks will be onsite tomorrow to finalize how to remedy the exterior coating system that is “bleeding” calcium carbonate. We will be pushing that this is a warranty item for them to address as was previously discussed with you.

Site Master Planning – We are still looking at present administration space to finalize pricing on the original option of a combined admin/maintenance garage facility. Given that the new wet well area was structurally designed to expand vertically, we are analyzing adding an admin expansion on the east side of our existing facility coupled with a separate maintenance garage option to the southeast. As previously discussed our existing 1973/1980 treatment facility is not designed to allow a second story, and the “schedule” for constructing a new maintenance garage facility relates to the potential need for pretreatment space in the existing maintenance garage facility.

Manager's Report**Williston Selectboard Meeting**

Mr. Fay reported that this meeting went well. The Town Selectboard was very engaged and they had good questions and discussion with us. Dennis Lutz asked if Mr. Fay was going to schedule meetings with all served governing Boards to introduce Joe Duncan as CWD's new General Manager as of July 1st given Mr. Fay's retirement. Mr. Fay said we will continue this effort.

CWD Annual Meeting

Mr. Fay reminded the Board that this year's Annual Meeting will be held on April 2nd at 7:00 PM at the Saint Michaels College Pomerleau Alumni Center. Karen Richard will fly up and be in attendance. If possible, we would like to schedule the April Regular Meeting on Monday April 8th, rather than April 9th. All Board members were in agreement with this change.

Old Williston East Tank Parcel

Mr. Fay reported that this Tower Lane parcel is on the market. Given the zoning challenges it is looking like this lot is best suited to as single family lot given the ease of administrative approval. We will keep you updated as we move forward to attempt to get our tank removal sunk costs reimbursed to the Capital Reserve Fund.

Board Elections

Mr. Fay congratulated to Aaron Martin for being elected to another three-year term as CWD Water Commissioner in Essex. Attending today from Milton is the Milton Public Works Director, David Allerton, who was recently appointed as the CWD Town Alternate by the Milton Selectboard, as no one ran to replace Roger Hunt on the CWD Board in Milton. Eric Gallas, Town Highway Superintendent, and Milton resident Peggy Sue Smith are also attending today from Milton.

Succession Planning

Following internal meetings with Tracy Bessette, Joe Duncan, and I, we are in the process of backfilling the recent vacant positions that are now open due to internal promotions due to employees leaving. Mr. Fay referred the Board to the attached existing organizational structure, as well as an Org Chart dated July 1, 2019 that were reviewed with the Board.

CWD Retail/South Burlington Management Contract

Mr. Fay stated that all of our other Retail management contracts have a self-renewing clause. However, a previous South Burlington City attorney removed that clause, so this contract now needs to be renewed. It is scheduled for action at the next South Burlington City Council Meeting. Mr. Fay asked for a motion to have the CWD General Manager sign for the District now that we have reinserted the self-renewing language to simplify this process going forward. A motion was made by Aaron Martin, seconded by Dennis Lutz with all Board members in favor.

Approval of Job Description for Systems Analyst Position

Mr. Fay reviewed the Systems Analyst job description and the expanding duties related to this position in computer networks, cyber security, SCADA, and electronic records retention given that we presently have one person performing these duties with no backup. The recently passed America's Water Infrastructure Act of 2018 this last fall was also discussed and how this mandate will impact CWD's efforts going forward. Bob Shand asked for a motion to approve the Systems Analyst job description. Motion was made by Dennis Lutz, motion was seconded by Jonathan Stockbridge, with all Board members in favor.

News Coverage on Global Foundries

Mr. Fay reviewed the attached articles on Global Foundries saying he was not sure of the overall significance or impact on Global's present water demand of 3.4 mgd. Jon Stockbridge said that this specific equipment is not fully utilized in Essex and is being sent to a location where it will be used more effectively and is therefore more of an alignment of resources for Global Foundries in the short term.

Update on Proposed Bills in VT Legislature

Mr. Fay noted it appears that H.45 on proposing to limit a municipality's taxing authority relating to its water and wastewater services will not be moving forward this year. The S.40 bill on lead in schools, and the S.49 bill on the State setting a Maximum Contaminant Level (MCL) for polyfluoroalkyl substances (PFAS) continue to make their way through the legislative process. The lead in schools bill is a reasonable approach toward public health protection given that a water supplier cannot be held responsible for privately owned "leaded" plumbing fixtures within customer buildings. On S.49, and as you are aware, this type of PFAS contamination relates to groundwater sources in the vicinity of where these chemicals have been historically used. All CWD surface water source testing over the last five years have been "not detected" for this group. We'll see how this State ANR/DEC MCL setting process will work, as it historically has been solely a federal process to set drinking water MCLs given the overall complexity of the MCL process. We'll also see if this State MCL process will be precedent setting for other Health Advisories (HA) going forward.

Sign Warrant

Bob Shand asked for a motion to approve the Warrants in the amount of \$740,672.08. Motion was made by Aaron Martin, seconded by Jon Stockbridge, with all Board members in favor.

Executive Session – Personnel Relations / Contract Discussion

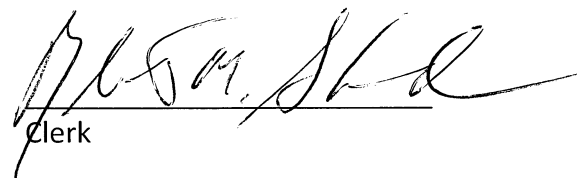
At 12:55 p.m. Dennis Lutz made a motion that executive session was warranted for the discussion of personnel relations/contract discussion. Motion was seconded by Aaron Martin, with all Board members in favor. Dennis Lutz then made a motion to go in to executive session, seconded by Aaron Martin, with all Board members in favor. At this time, Jim Fay, Tracy Bessette, and citizens were asked to leave the meeting. At 1:25 p.m. Dennis Lutz made a motion to come out of executive session, seconded by Jon Stockbridge, with all Board members in favor. No action was taken in executive session.

Following executive session Bob Shand asked for a motion to approve the General Manager contract for Joe Duncan effective July 1, 2019. Dennis Lutz made a motion to approve Joe Duncan's contract with the addition of language regarding annual evaluation. Motion was seconded by Aaron Martin, with all Board members in favor.

Any Other Business

Mr. Fay asked the Board if a Special Meeting on April 30th would work for presentation of the Management Audit? Board consensus was that this date would work.

At 1:30 p.m. Bob Shand asked if there were any other business. Hearing none Dennis Lutz made a motion to adjourn, seconded by Aaron Martin with all Board members in favor.



Clerk