

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

Present

Commissioners: Bob Shand, Jericho chaired the meeting from the CWD conference room; Via Go to Meeting: Aaron Martin, Essex; Karen Richard, Colchester; Ron Hubert, Milton; Jonathan Stockbridge, Winooski; Dennis Lutz, South Burlington; Liz Royer, Williston; Employees: Tracy Bessette, CWD conference room: Via Go to Meeting: Joe Duncan, Nate Pion, Chris Rongo, Jay Nadeau, and Melissa Hood

Absent

Peter Gadue, Shelburne

Bob Shand called the meeting called to order at 12:00 p.m.

Citizens to Be Heard

There were no citizens present.

Approval of Regular Meeting Minutes of March 10, 2020

Bob Shand asked for a motion to approve the Regular Meeting minutes of March 10, 2020. Ron Hubert made a motion to approve the March 10, 2020 minutes, seconded by Aaron Martin, with all Board members in favor.

Election of CWD Officers

Bob Shand asked for nominations for Board Chair, Vice Chair, Clerk and Assistant Clerk. Dennis Lutz nominated Bob Shand for Board Chair, with a second from Aaron Martin, with all Board members in favor. Ron Hubert nominated Karen Richard as Vice Chair, with a second from Dennis Lutz, with all Board members in favor. Ron Hubert nominated Bob Shand as Clerk, with a second from Dennis Lutz, with all Board members in favor. Ron Hubert nominated Peter Gadue as Assistant Clerk, with a second from Karen Richard, with all Board members in favor.

Quarterly Financial/Operations Report

Mr. Duncan reported that Water sales for the month of March were 9.15 mgd bringing year to date to 9.50 mgd as compared to last year at this time of 9.74 mgd. Global Foundries averaged 3.25 mgd, bringing year to date to 3.30 mgd versus last year at this time of 3.43 mgd. Total average fiscal year sales are down 0.24 mgd, as compared to last fiscal year, with Global Foundries down 0.13 mgd from last year. March cost per million gallons was \$2,052.21, bringing year to date to \$2,027.32, versus last year of \$1,923.31/MG. Mr. Duncan stated that he will begin developing Fiscal Year end actual estimates.

Mr. Duncan said that staff has been monitoring water usage during COVID-19 to understand what impact the Governor's Stay Home/Stay Safe Order might have on water sales. To date, overall system usage is on par with historical data, and we appear to be trending positively.

Capital Projects Update.

Nate Pion summarized the following projects:

Filtered Water (FW) Effluent Pumping System – SD Ireland completed work on Phase II of the FW Effluent Pumping System on April 7, 2020. Filters #1-3 were back online the week of March 23, 2020, bringing the treatment capacity back to full operation. CWD staff brought Wet Well #2 back online the week of April 6, 2020, restoring our Filter Water Pumping Capacity. FW Pump #4 will not be energized and brought back online until CPE can arrive onsite to witness operation.

Allen Road Meter Vault – Construction of the Allen Road Meter Vault project restarted on April 2, 2020. Work began with a shutdown on Allen Road to install a new tee and valve cluster to isolate the waterline feeding the meter vault. Work will continue through the month of April, with an anticipated completion date of April 24, 2020.

Exit 16 Waterline – VTrans plans to bid the project on May 1, 2020 for a late summer construction. The tentative construction schedule would include the replacement of CWD's waterline this calendar year.

Suez/Utility Service Co. – Suez arrived on-site the week of April 6, 2020 to begin work at the New Milton Tank. The tank was isolated and drained the week of March 30, 2020 by the CWD Wholesale Department. Suez plans to have all work completed by May 15, 2020 (tentative). Once work has been completed, CWD Wholesale will coordinate bring the tank back online the following week. Suez is scheduled to conduct a washout and chemical cleaning of the North Lake Water Tank, after the New Milton Tank.

Office Renovation – We solicited bids from five contractors for the office renovation (conversion of the existing Records Storage Room to an office and relocation of the kitchenette) with only two contractors supplying bids. Cornerstone Construction was the low bidder at \$23,116.00 and we plan to move forward with this project being paid out of the operating budget.

Manager's Report

CWD Annual Meeting

Mr. Duncan said that Bob Shand was elected as Moderator for next year's Annual Meeting, and Katherine Chase was reelected as Clerk/Treasurer. Lauren Morrisseau was elected for another three-year term as Auditor.

March 3, 2020 Bond Vote

Mr. Duncan said that the 30-day appeal period has expired without an appeal. Included in the Board packet was the preliminary opinion regarding the District's 2020 bond election prepared by Paul Giuliani. We are planning to construct these projects in 2021 utilizing DWSRF loan funding. There is talk of potential water infrastructure stimulus funding in response to the COVID-19 pandemic. We are actively monitoring discussions at the State and Federal levels. Both of these projects are well-positioned for stimulus funding.

Update on CWD's Consumer Confidence Report (CCR) – "Water Quality 2020"

Mr. Duncan said that we are moving forward with our annual Water Quality Report that will be distributed prior to July 1st. The printer that we use for our postcard distribution is currently closed due to COVID-19. Assuming they are allowed to open on May 15th we should be able to meet the July 1 deadline.

COVID-19 (Coronavirus) Pandemic

Mr. Duncan referred to the COVID-19 plan that CWD has developed over the past few weeks which focuses on the well-being of our employees while providing for continued operations. We have evaluated which staff need to be present at the plant and developed department-based strategies to minimize exposure and provide continuity of operations (financially, managerially, and technically). Our staff have done an incredible job maintaining their well-being, as well as their co-workers, while doing their jobs and doing them well in the COVID-19 work environment. The staffing plan we have implemented does minimize the number of employees on duty at any given time. We are being as proactive as we can in responding to things before they become an issue. Hopefully we will be able to catch up on things once we get into the summer months. From a capital perspective we are looking at minimizing some of the larger projects and even some smaller ones that can be done later. We have spoken with our labor attorney regarding our COVID-19 Plan and she advised that we send the plan to the Shop Steward and have the Union give us written confirmation that they support this plan and our efforts overall.

Sign Warrant #0320

Bob Shand asked for a motion to approve the warrants in the amount of \$642,408.95. Motion was made by Aaron Martin, seconded by Ron Hubert, with all Board members in favor.

Mr. Duncan said that he would like to discuss the following two items that were not on the agenda.

- **Audit RFP Results** – We solicited the RFP to three companies, JMM & Associates, Sullivan, Powers & Company, and A.M. Peisch, our current auditor. JMM & Associates did not supply a bid. A.M. Peisch & Company was the low bidder and we would like to move forward with them for another three years. Board consensus was to move forward with A.M. Peisch.
- **Check Signing Procedures** – During this pandemic our Treasurer was not able to sign checks for a few weeks, and if Bob Shand or Peter Gadue had not been available, we would not have been able to sign checks as needed. As a backup in the event of extreme situations Paul Giuliani advised us that the use of a signature stamp is an acceptable means to signing checks, but should follow applicable accounting/audit procedures. Any person involved in payment approval and check preparation shall not be authorized to use the signature stamp. The Director of Human Resources and Chief Engineer are the primary designees and the Customer Service/Utility Billing Supervisor and Director of Electrical & Technologies are the secondary designees for use of the stamp. The Director of Human Resources shall have physical custody of the stamp. A log documenting the use of the stamp shall be developed and utilized to record each use of the stamp. The log shall be filed with the stamp. Mr. Duncan stated that Paul Giuliani said the Board should approve this procedure so since this was not on the agenda as an action item Mr. Duncan said he would bring it back to the Board in May for approval. Bob Shand said the stamp should only be used if any of the three authorized signers were not available. Following discussion Board consensus was in favor of this policy.

Executive Session – Discussion on Potential System Acquisition

At 12:28 p.m. Karen Richard made a motion that executive session was warranted for the discussion of potential system acquisition. Motion was seconded by Aaron Martin, with all Board members in favor. Ron Hubert then made a motion to go in to executive session, seconded by Aaron Martin, with all Board members in favor. At 1:31 p.m. Ron Hubert made a motion to come out of executive session, seconded by Karen Richard, with all Board members in favor. No action was taken in executive session.

Any Other Business

At 1:31 p.m. Bob Shand asked if there were any other business. Hearing none Ron Hubert made a motion to adjourn, seconded by Dennis Lutz with all Board members in favor.

Clerk 