

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

### **Present**

Commissioners: Karen Richard, Colchester, chaired the meeting; Bob Shand, Jericho; Aaron Martin, Essex; Roger Hunt, Milton; Dennis Lutz, South Burlington; Peter Gadue, Shelburne; Jonathan Stockbridge, Winooski; Alternates: Rick McGuire, Williston; Employees: Jim Fay and Tracy Bessette

### **Absent**

Liz Royer, Williston

Karen Richard 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 May 8, 2018**

Karen Richard asked for a motion to approve the Regular Meeting minutes of May 8, 2018. Roger Hunt made a motion to approve the May 8, 2018 minutes, seconded by Jonathan Stockbridge with all Board members in favor.

### **Executive Session – Personnel Relations**

At 12:02 p.m., a motion was made by Dennis Lutz, and seconded by Peter Gadue that executive session was warranted for the above topic with all in agreement. A motion was then made by Roger Hunt and seconded by Peter Gadue to go into executive session with all in agreement. At 12:25 p.m. Dennis Lutz made a motion to come out of executive session, seconded by Roger Hunt with all Board members in favor. No action was taken in executive session.

Following executive session, a motion was made by Dennis Lutz requesting that the General Manager accelerate the recommended personnel changes and provide the Board with copies of revised job descriptions and an updated organizational chart prior to the July 24<sup>th</sup> meeting so decisions can be made at this next scheduled meeting. Motion was seconded by Roger Hunt, with all Board members in favor. Dennis Lutz then motioned that due to the unique medical situation, CWD award Paul Tice \$100 for each year of service upon separation for recognition of his 28 years of exemplary service to CWD. Motion was seconded by Rick McGuire, with all Board members in favor. Mr. Fay thanked the Board for their recognition of Paul's service to CWD.

### **Financial/Operations Report**

Mr. Fay said May sales were 9.79 mgd, bringing year to date to 9.44 mgd which is slightly above FY 2018 budgeted amount. Global Foundries slight increase in usage has offset this year's overall weather related usage decline. Mr. Fay said that if we can finish June at 10 mgd or above we may be close to 9.47 at fiscal year-end. The May Operations Report will be sent out later this week once financials are completed.

### **Capital Projects Update**

Jim Fay summarized the following projects:

**Twin Filtered Water Tank/Wet Well Expansion** – The wet well project now has a ground level, a pump room level below, with the lowest level being the wet well itself. At the lowest wet well level, the chambers are in; the beginnings of the pipe gallery are in, and the piping is completed at this level. The pump room floor slab has been poured and all the penetrations for future pumps and level transmitters are in. There is still some concrete work left to finish this week and SDI will soon start the structural steel. DN Tank has painted the exterior of the new filtered water tank. Also while

DN Tank was in Town we took them up to the Colchester South Tank. The “Act 250 blue coating” that CWD was forced to use on this Water Tower Hill tank is presently cracking, and bleeding white calcium carbonate. DN Tanks did some test patches and by the end of the summer we will have a recommendation to remedy this situation based on the test patch results and possibly have time to recoat the tank this year or next spring at the latest.

**SUEZ/Utility Service Group (USG) Tank Maintenance** – Work continues on recoating the interior and exterior of the South Burlington East Tank on Dorset Street. They did have a tractor trailer sized sandblasting unit on site which with the close proximity to some of the residential homes caused some restricted work hours. The sandblasting has been completed and they are beginning the interior painting. They have also installed a new dome air vent, two rest areas on the ladder for safety, and have removed the two old wall penetrations.

**Update on High Service (HS) Electrical Emergency Tie Breaker** – We are working toward the design and installation of an uninterruptible power supply unit (UPS) for critical SCADA and process controls to allow a seamless switchover for planned future electrical power interruptions at the treatment facility. Green Mountain Power does have a maintenance shutdown coming up in September. At this time Jim Welch is planning ahead to replace “obsolete” breakers that are no longer available on both of the primary power feeds from the “Substation and Pole” in a similar manner to the previous tie breaker replacement project. They both must be replaced as a pair in order to function properly going forward.

**High Service Close-in Cross-tie** – The City has started this project, which was awarded to GW Tatro. CWD’s portion of this project, 1300’ of 24” water main, is presently scheduled to start in the July/August timeframe.

**Williston High Service Tank** – Munson was back on site last Wednesday and should have all punch list items, including tree planting completed by the middle of June.

**Williston East Tank Demolition** – The pads are complete and demolition will occur either the third week of June or the week of July 9<sup>th</sup>.

**Long Term Contract for Filter (DF) and Adsorption Clarifier (AC) Rebuilds** – Suez will return in early September to start the rebuild of filter #6.

**Pipe Integrity Program (PIP)** – The State has approved all of our documents and we should get reimbursed the \$20,000 grant we received within the next month. There will be 5 test digs performed on High Service #1 to check for potential anomalies from the SmartBall testing along Route 116 and cross country toward Community Drive.

**Interstate Tunnel Inspections** – These two inspections are scheduled for next week.

**Essex West Pump Station** - The feasibility study has been completed and we are moving forward with a design. The Town of Essex is interested in pursuing a longer cross-country transmission main route that ties into their distribution system on Route 15 near Old Stage Road and Essex Way. We are currently coordinating with the Town of Essex to determine the potential for cost sharing for this new transmission main route.

## **Manager’s Report**

### **Approval of GIS/Asset Management Analyst**

Mr. Fay said that we do have an excellent candidate for this position which was approved in April of 2014 under the Succession Plan for hire on July 1, 2018. Once the job description is approved we plan to offer the job to our intern Jenna Bragdon. This position will work primarily for the Wholesale Transmission department but will also be involved in special projects for the Engineering department. Mr. Fay said this position will be a pay grade 7. Following discussion, Karen Richard asked for a motion to approve the GIS/Asset Management Analyst job description as presented. Motion was made by Roger Hunt, seconded by Jon Stockbridge, with all Board members in favor.

**Draft Interfund Loan Colchester Town PCE - Clarifying Motion**

Mr. Fay said that as introduced at the December 12<sup>th</sup> Regular Meeting, we worked with Paul Giuliani to develop an approach utilizing an Interfund Loan to fund the Colchester Town PCE remediation project without the need for a formal bond vote. This item was formally approved by the CWD Board on January 16, 2018 but needs clarification on when the money will actually be borrowed. Karen Richard asked for a clarifying motion. Roger Hunt motioned that the Retail Interfund loan approved by the CWD Board on January 16, 2018 will start on a schedule dictated by the actual implementation date of the final remediation phase for the Colchester Town PCE project, and not be effective on the January 16, 2018 date that this loan approach was approved by the CWD Board. Motion was seconded by Peter Gadue with all Board members in favor.

**Annual Audit**

Mr. Fay said that A.M. Peisch was in last month to begin the audit process and all is going well, and he has executed the engagement letter for this audit which also needs to be cosigned by Karen Richard. Karen then signed the engagement letter.

**FEMA**

Mr. Fay said that CWD has a history of rarely filing claims with our insurance carrier and has never applied to FEMA. As reported back in November, CWD sustained damage at five separate locations during the last State-wide wind storm. We filed a claim with our insurance company for repairs, which included CWD labor costs. Our carrier covered a net of \$9,334.21 in CWD's losses, which did not include CWD's \$5,000 deductible. Staff applied to FEMA to see if they would cover this \$5,000 deductible amount, and also to see if FEMA would consider a remediation grant for a generator at the Jericho Pump Station, as this pump station has been impacted by power outages in the past. FEMA has ruled the Jericho Pump Station is not eligible for a remediation grant for a future generator as the past costs have not met the minimum dollar threshold for eligibility. Mr. Fay said he cancelled going forward with our FEMA claim for the \$5,000 deductible as the reimbursement process would be extremely challenging given the minimums required at each impacted site, and the Federal claim process is very time intensive.

**City of South Burlington/Town of Shelburne Water Storage Agreement**

Mr. Fay said that in talking with the City of South Burlington it appears this agreement is getting closer to being finalized.

**VT Office of Drinking Water and Ground Water Protection**

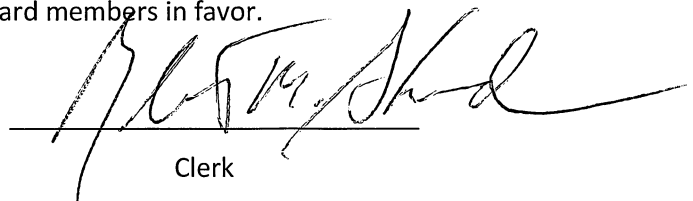
Mr. Fay said that the State is moving forward with the boil water notice language which will be broken out into four categories. How a water break is repaired will dictate the specific category and if a boil water notice is triggered.

**Sign Warrant**

Karen Richard asked for a motion to approve the Warrants in the amount of \$3,474,373.13. Motion was made by Aaron Martin, seconded by Jon Stockbridge with all Board members in favor.

**Any Other Business**

At 1:25 Karen Richard asked if there was any other business, hearing none she asked for a motion to adjourn. Motion was made by Peter Gadue, seconded by Roger Hunt, with all Board members in favor.



Clerk

