

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; Liz Royer, Williston; Employees: Jim Fay, Joe Duncan, Chris Rongo, and Tracy Bessette

Absent

No Commissioners were absent.

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 June 4, 2018

Karen Richard asked for a motion to approve the Regular Meeting minutes of June 4, 2018. Roger Hunt made a motion to approve the June 4, 2018 minutes, seconded by Aaron Martin with all Board members in favor.

Fiscal Year End Financial/Operations Report

Mr. Fay said that with the warm weather this month we have been consistently seeing water sales close to 12.5 mgd. The water sales for the month of June were 10.29 mgd, bringing fiscal year end to 9.51 mgd, as compared to last year at this time of 9.54 mgd. May and June water sales helped the year to finish very strong. For the month of June Global Foundries averaged 3.43 mgd, bringing their fiscal year end to 3.40 mgd, as compared to last year at this time of 3.37 mgd. Overall, fiscal year sales are down 0.03 mgd, as compared to last year, with Global Foundries up 0.03 mgd from last year. June cost per million gallons was \$1,810.18 bringing year to date to \$1,933.09 versus last year at this time of \$1,823.03/MG.

On the expense side there were four-line items, transmission lines, salaries, employee insurance, and long-term debt interest that contributed to expense savings in the wholesale budget. We ended the year \$365,669 (4.81%) under the approved budget at a total of \$7,238,881 expensed overall versus the budgeted value of \$7,604,550. Filling of staff vacancies was our biggest challenge this past year and was the reason for the majority of these savings.

The Retail operations contract budget had a surplus of \$59,098, and funded the full \$10,000 for its capital equipment transfer. The Colchester Town/Malletts Bay Water System was not able to fund the planned \$10,000 to its capital reserve fund as there was a deficit of \$9,328. The main reason for this deficit relates to a \$14,315 refund to a commercial customer. This CT/MBWC deficit will be accounted for as part of the upcoming FY 2019-2020 budget process.

In closing, Mr. Fay reviewed two bar graphs summarizing the historical "flat" water sales with the exception of IBM/GF.

Capital Projects Update.

Joe Duncan summarized the following projects:

Twin Filtered Water Tank/Wet Well Expansion – SDI is getting down to the last few items on this project. The goal is to be completed within the next two weeks well ahead of the original estimate. We will have to fulfill some landscaping requirements for our zoning permit. The landscaping piece will go out to bid with planting in the fall.

SUEZ/Utility Service Group (USG) Tank Maintenance – The South Burlington East Tank is completed and went back into service on July 19th.

Update on High Service (HS) Electrical Emergency Tie Breaker – While completing the tie-breaker project it was discovered that there are two other MCC breakers that are obsolete with no repair parts available. Jim Welch is working on a plan for the replacement of these breakers. This entire HS MCC will need to be off line for a 12 hour period for the replacement breaker installation, but there will still be two HS pumps available along with one MS pump and three wet well pumps given Jim Welch's secondary electrical redundancy work last year to get us through this type of plant electrical slowdown event.

High Service Close-in Cross-tie – With the South Burlington East Tank back in service, Tatro is in a position to start on CWD's portion of the project, however the sewer portion of the project is taking longer than expected. This delay has allowed us to complete some other projects. They will begin work around mid-August for CWD's close-in cross-tie, which will hopefully take approximately two weeks, and will be placed into service after Labor Day.

Williston High Service Tank – The only item remaining on this project is to pave the driveway apron which will be done through the Town's paving contract by SDI.

Williston East Tank Demolition – This tank was taken down last Tuesday and it took them 9 hours. Mr. Duncan showed the Board some photos of the tank as it was removed. All Seasons will return to remove the tank leg foundation stands finish the site cleanup. The parcel will be appraised in the fall for possible sale in the spring.

Long Term Contract for Filter (DF) and Adsorption Clarifier (AC) Rebuilds – Suez will return in early September to start the rebuild of filter #6. There have been a couple of challenges in getting media materials from our vendors so we may have to look for other sources next year.

Pipe Integrity Program (PIP) – We are finishing up with Wright Pierce and we know what our priority mains are. We will go back to the Smart Ball locations and ground proof that information in mid-September. Going forward, as part of two transmission valve repairs in the weeks of 8/20/18 and 8/27/18, we have packaged and scheduled five test digs to correlate the SmartBall pipe wall assessment signal anomalies to any actual pipe wall irregularities. These five test digs will occur the week of 9/17/18. Jenna Bragdon has been working on researching other water utility's use of helium for leak detection.

Interstate Tunnel Inspections – These two tunnels were both inspected and found to be in good condition. One end of the Winooski tunnel was filled in and therefore more challenging to access and inspect. Debris has built up under the side of the pipe at that closed off end and we are looking to see if we can reestablish the opening by working with the City of Winooski and the State.

Essex West Pump Station - Effectively exercising the Essex West Tank (EWT) has been challenging due the fact that the majority of the water demand in the Essex Junction Low Service Distribution System is provided by the Essex South Tank. A feasibility study was prepared to evaluate a pump station at the EWT with the objective of improving tank turnover in the EWT, as well as providing redundancy to the Essex East Pump Station, which feeds both the high pressure zones in the Village of Essex Junction and the Town of Essex as well as the Village of Jericho distribution systems. The recommendation was a new pump station at the EWT site and a transmission main tied into the Town of Essex distribution system on Route 15 at Lang Farm. The Town of Essex is interested in possibly 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 coordinating with the Town to determine the potential for cost sharing for this new transmission main route.

Manager's Report**Approval of Job Descriptions for Director of Transmission Systems, Director of Projects & Programs-Chief Engineer/Asst. General Manager, and Director of Electrical & Technologies**

Mr. Fay referred to the succession planning timeline and updated organizational chart. The only vacant box on the org chart at this time is for the Transmission System Engineer, which is Melissa Hood's old position. We will bring recommendations on that back to the Board at a later date.

Mr. Fay said that with Paul Tice's departure his job description was dissected and the duties incorporated into these three positions. Mr. Fay stated that the Board had received these job descriptions back in June and asked if there were any questions. Jon Stockbridge stated that for some of these positions it seemed that it may be challenging in the future for them to be filled internally. Mr. Stockbridge asked as time goes on how we encourage internal staff growth. Mr. Fay said we have always been strong on promoting from within, and that CWD offers educational benefits. He said he feels there is talent presently on staff that could be promotable. Following discussion led by Bob Shand on salary adjustments for these positions, Karen Richard asked for a motion to approve the three job descriptions as presented. Dennis Lutz made a motion to approve the job descriptions as presented. Aaron Martin seconded the motion, and all Board members were in favor.

Approval of VT Bond Bank (VBB) SRF Loan for HS Cross Tie Project

Mr. Fay said he was hoping to have the required paperwork for execution today. The State SRF released it to the Vermont Bond Bank late so they have not had time to turn it around in time for our Board meeting. We should have the paperwork by the end of next week. Mr. Fay said he would like a motion that the Board approves going forward with the SRF loan for the High Service Cross-Tie project and they authorize today for subsequent execution by the Board, including the CWD Clerk and Treasurer. Mr. Fay said that once he receives the paperwork he will run it around to the Board for signatures. Dennis Lutz made a motion to approve the acceptance and execution of the Vermont Bond Bank documents to be signed upon receipt. Jon Stockbridge seconded the motion with, all Board members in favor.

Annual Audit

A.M. Peisch is scheduled to be onsite for five full days the week of July 31st. It will be a busy audit year given the extra single audits required for our State Revolving Fund (SRF) projects on top of the regular CWD annual audit.

City of South Burlington/Town of Shelburne Water Storage Agreement

Mr. Fay said that CWD has received a copy of the signed storage agreement between the City and the Town. The Town is going through a final legal review on two documents to supplement what is already signed in the CWD/Town Infrastructure Ownership MOU.

Update on Colchester Town Water PCE

There have been some delays in getting materials that are American Iron and Steel compliant. We are getting close to determining that the culprit is the vinyl lining on the original AC transite pipe. Further development in evaluating possible permanent solutions to the PCE issue, such as the "loop approach" supplied from the Camp Johnson water main connection, await the results of this investigative project.

2018 Legislature Passes H.856

House Bill 856 was passed as of July 1 to allow abatement of water and sewer bills. Mr. Fay said that according to a legal opinion from Paul Giuliani, the CWD Board of Water Commissioners would function as the Board of Abatement for the two CWD owned water systems in Colchester (Mallets Bay Water Company and Colchester Town) if ever required.

Sign Warrant

Karen Richard asked for a motion to approve the Warrants in the amount of \$1,037,083.57. Motion was made by Aaron Martin, seconded by Roger Hunt with all Board members in favor.

Any Other Business

Jim Fay reviewed an inquiry from Global Foundries' new Facilities Engineer regarding information on a large user discount. Mr. Fay said he forwarded previous information discussed on this topic. Mr. Fay told the Board about a FOIA inquiry from a Winooski resident regarding salaries for the past 10 years for bargaining and non-bargaining employees. The last item discussed was regarding a phone interview Mr. Fay had with Mike Donoghue regarding the recent incidents at the Burlington wastewater treatment plants. Mr. Fay said there were some inaccuracies reported in the Shelburne News resulting from that interview as the Burlington wastewater outfall does not impact the CWD intake.

At 1:14 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