

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; Jonathan Stockbridge, Winooski; Liz Royer, Williston: Employees: Jim Fay, Joe Duncan, and Tracy Bessette

### **Absent**

Peter Gadue, Shelburne  
Roger Hunt, Milton  
Dennis Lutz, South Burlington

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 July 24, 2018**

Karen Richard asked for a motion to approve the Regular Meeting minutes of July 24, 2018. Bob Shand made a motion to approve the July 24, 2018 minutes, seconded by Aaron Martin with all Board members in favor.

### **Financial/Operations Report**

Mr. Fay said that water sales for the month of July were 11.32 mgd, giving us a solid start to the new fiscal year. Global Foundries was at 3.62 mgd, versus last year at 3.64 mgd. For the first month of the fiscal year we are up almost 12%. July cost per million gallons was \$1,837.05 versus last year of \$1,579.73/MG. Mr. Fay referred to the town by town usage comparison for July 2017 versus July 2018. Christine Rongo closed out the Retail managed South Burlington Water Department for FY 2017-2018 and the City's enterprise fund ended the year with a budgetary surplus of \$109,370. John Tymecki and his staff did a great job this past year.

### **Capital Projects Update.**

Joe Duncan summarized the following projects:

**Twin Filtered Water Tank/Wet Well Expansion** – This project is almost complete, and currently in the punch list stage. The close out date is August 29<sup>th</sup>. Paving and landscaping need to be completed as well.

**SUEZ/Utility Service Group (USG) Tank Maintenance** – We continue working with Suez on visual and washout inspections of the other (14) tanks in the program to complete this year's contract O+M items. They will be returning in September for one more week to finish and to date there have been no surprises with the inspections.

**Update on High Service (HS) Electrical Emergency Tie Breaker** – Jim Welch is moving forward and has received quotes on this work which is around \$120,000 for the total install.

**High Service Close-in Cross-tie** – We are close to beginning work on the water portion of this project and have a shutdown scheduled for Monday the 20<sup>th</sup> involving a shutdown for the tie-in on High Service 1.

**Williston High Service Tank** – This project has been completed, and are working on updating the existing CWD/Town Infrastructure Ownership MOU.

**Williston East Tank Demolition** – All Seasons completed removal of the concrete piers and site cleanup. Later this fall we will look to have the lot appraised for potential sale in the spring of 2019.

**Long Term Contract for Filter (DF) and Adsorption Clarifier (AC) Rebuilds** – Suez will be back on site on September 10<sup>th</sup> to begin the rebuild of Filter #6. Media will be delivered at that time and the goal is to have the projected completed by October 22<sup>nd</sup>.

**Pipe Integrity Program (PIP)** – Wright Pierce has finished the pipe assessment report, and overall CWD's transmission system is in good shape. Mr. Duncan reviewed the report with the Board outlining the phases of the program; Risk Assessment (Phase I), Condition Assessment (Phase II), Remaining Asset Life Projections (Phase III) and Capital Improvement Plan (Phase IV). The Risk Assessment Phase I uses the concept of determining the Likelihood of Failure (LoF) and Consequence of Failure (CoF) to help direct the Condition Assessment effort in Phase II. The ultimate project goal is to determine where to efficiently direct capital for redundancy, repair, and/or replacement of pipes in advance of any failures. Following review of the report Mr. Duncan and Mr. Fay answered questions from the Board on this project.

**Interstate Tunnel Inspections** – We continue to pursue an economical remedy to the east end of the Winooski tunnel which was sealed off in the 1980's. With only one tunnel access at this Winooski location, it is much more challenging to safely inspect and vent this tunnel during an entry. Given the seepage of sand entering into the east side of the tunnel we will coordinate a vacuum truck to remove this material, and continue to work with the City of Winooski and the State on an acceptable approach to address this situation.

**Essex West Tank Pump Station** – Both CWD and the Town of Essex have been working on a mutually acceptable water transmission main route that accomplishes CWD's project goals as well as having future benefits to the Town as the Town of Essex distribution system expands in the Route 15 area near Old Stage Road and Essex Way. After meeting with Essex, we believe we have come up with a route that should get us where we need to be.

### **Manager's Report**

#### **Approval of Job Descriptions for Retail Superintendent & Utility Billing / Customer Service Supervisor**

Mr. Fay provided background on the Billing Specialist position which used to be part of the bargaining unit, but was taken out in 2013. Since that time Julie's position has experienced tremendous job growth. She adds valuable strength and depth to the Retail Department and is key when the Superintendent is away. Mr. Fay said the Retail Superintendent's job description was just an update in preparation of the replacement hire for that position. Update to succession timeline. There was brief discussion on the replacement hire/search for the replacement of the General Manager which is slated for hire in March of 2019. Karen Richard asked the Board if there were any questions on either of the job descriptions. Hearing none Karen Richard asked for a motion to approve the Utility Billing/Customer Service Supervisor and the Retail Superintendent job descriptions as presented. Bob Shand made a motion to accept job descriptions, motion was seconded by Jon Stockbridge.

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

Mr. Fay said that these documents were finally received and have been executed by the CWD Board and our elected CWD Clerk and Treasurer. As Joe Duncan reported this project is under construction at this time and we were able to avoid taking out a bridge loan for cash flow purposes given the delays in receiving the documents from the various agencies, which is timely as we will be receiving the excavation fee from the City of South Burlington this week. There was general discussion on the cost of the excavation fee for this project.

**Annual Audit**

Mr. Fay said the A.M. Peisch CWD audit is going well, however the State audits are not going as well. Much time was invested in the single audits and AMP ended up being on site for the full five days scheduled plus one day the following week.

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

Mr. Fay said that the Town is in the home stretch from a legal review standpoint on two documents related to details in this MOU and we expect to close this out shortly.

**Colchester Town PCE Status**


Mr. Fay provided a brief status update on this project. Reporting that Munson Excavating is scheduled to perform the required exploratory excavation to expose, measure, and document the location of the 12" AC main on Lower Mountain View Drive (near the Hampton Inn) between August 9<sup>th</sup> and the 16<sup>th</sup>.

**Sign Warrant**

Karen Richard asked for a motion to approve the Warrants in the amount of \$1,137,380.33. Motion was made by Aaron Martin, seconded by Liz Royer with all Board members in favor.

**Any Other Business**

Board consensus was to postpone the tour of the Twin Filtered Water Tank until the September Regular Meeting since three Board members were absent. At 1:10 Karen Richard asked if there was any other business, hearing none she asked for a motion to adjourn. Motion was made by Bob Shand, seconded by Aaron Martin, with all Board members in favor.



Clerk

