

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

### **Present**

Commissioners: Bob Shand, Jericho chaired the meeting; Karen Richard, Colchester; Via Go to Meeting: Aaron Martin, Essex; Liz Royer, Williston; Dennis Lutz, South Burlington; Peter Gadue, Shelburne; Ron Hubert, Milton; Citizens; Jonathan Ebbers, S. Burlington; Employees: Joe Duncan, and Tracy Bessette: Employees Via Go to Meeting: Chris Rongo, Jay Nadeau, and Nate Pion

### **Absent**

Jonathan Stockbridge, Winooski

Bob Shand called the meeting called to order at Noon.

### **Citizens to Be Heard**

Jonathan Ebbers joined via Go To Meeting.

### **Approval of Regular Meeting Minutes of August 18, 2020**

Bob Shand asked for a motion to approve the Regular Meeting minutes of August 18, 2020. Peter Gadue made a motion to approve the August 18, 2020 minutes, seconded by Ron Hubert, with all Board members in favor.

### **Financial/Operations Report**

Mr. Duncan reported that water sales for the month of August were 10.49 mgd, bringing year to date to 10.87 mgd as compared to the first two months last fiscal year of 10.64 mgd. For the month of August Global Foundries averaged 3.58 mgd, versus last year at this time of 3.44 mgd. Total average fiscal year sales are up 0.23 mgd, as compared to last fiscal year, with Global Foundries up 0.14 mgd from last year. August cost per million gallons was \$1,886.09, versus last year of \$1,888.98/MG.

Mr. Duncan said that we continue to monitor water usage during COVID-19 to understand what impact the pandemic has had on water sales. Enclosed is a summary of historical water usage data for January through August for 2018, 2019, and 2020. To date, overall system usage from January thru August 2020 is on par with historical data. Looking at individual systems, Colchester Town is still slightly below its historical average but it is beginning to rebound, and CFD#1 is still below average through August. St. Mike's did reopen in September and looking at the first two weeks of usage they are slightly below average.

We reached out to served systems to see where they are with delinquents. Williston reported that they are in good shape, Winooski is up from 8% to 20%, S. Burlington reports a slight increase all others report to be stable.

### **Capital Projects Update**

Nate Pion summarized the following projects:

**Suez/Utility Service Co.** – The 2020 Tank Maintenance program has been completed. The temperature probes that were installed will be removed in November except for Essex West Tank and South Burlington East Tank. Mr. Ebbers asked why the District didn't purchase permanent temperature strings. Mr. Pion said that the District is considering that. In 2019 the Essex West Tank and South Burlington East Tank were part of a pilot study so there was no cost involved with those strings, and in 2020 there was a small cost associated.

**LaPlatte River Lampricide Application** – The USFWS has tentatively scheduled the next lampricide application in the LaPlatte River for October 13<sup>th</sup>. We are preparing to install the temporary PAC unit which will be operated during the

lampricide application. It will take between 3 to 5 days to get it installed and ready to go. Mr. Duncan said he would be following up with USFWS to see if they have the minimum flow required in order to do the application.

**Pipe Integrity Program (PIP)** – The contract and addendum with Utilis has been executed. All of CWD’s served systems are participating, as well as the City of Burlington. The MOU between CWD and the served systems is going around via email for final execution. Utilis had this scheduled for September 24<sup>th</sup>, but that has been rescheduled to October 6<sup>th</sup>. Once the satellite image has been taken, we will take all the GIS information from the served systems and overlay that with the satellite image and run their algorithm to locate potential locations of water leaks. The addendum for soil resistivity is only for CWD’s transmission system. Following brief discussion, Mr. Pion said he would keep the Board updated as we move forward.

**HVAC Study** – CWD selected Hallam, ICS for the WTP HVAC Study. Hallam is developing a scope of service and fee for CWD to review and consider. CWD anticipates kicking off the project in October. This study will help to identify where we have deficiencies within the existing HVAC and prioritize a long-range capital improvement plan that we can implement over time.

**AWIA Risk & Resiliency Assessment** – The American Water Infrastructure Act (AWIA) of 2013 requires CWD to complete a “Risk & Resiliency Assessment” by December 31, 2020. This past week the Department of Homeland Security (DHS) was on site for three days the week of September 14<sup>th</sup> to assess our facility and critical elements within our transmission system. This was a great exercise for everyone involved and very beneficial. DHS will be developing some reports and we will use that information in our Risk & Resiliency Assessment. Mr. Duncan said that this is a free service provided by DHS and CWD is not required or mandated to fix any deficiencies specified in their reporting.

**Essex West Pump Station (EWPS)** – The Wetlands permit has been submitted and we are working with the remaining property owner on finalizing minor changes to the easement and drawings.

**Colchester South Tank Loop** – CWD has received the Camp Johnson easement and appraisal from the Army Corps of Engineer. The easement is for 50 years at a value of \$13,800. Due to some recent changes in scheduling with contractors we have reverted back to the original plan of putting this project out to bid as one large project with completion by June 30, 2021. This gives the contractor some flexibility with weather conditions etc. They may be able to get the directional bore done this fall with completion by next spring.

### Manager’s Report

#### **Colchester South Tank Loop Additional Bond Authorization and DWSRF Loan Amendment**

Mr. Duncan said that in March voters approved a \$3.5 million bond for the Colchester South Tank Loop and Essex West Pump Station. As we have been finalizing these projects, we have been looking at the cost estimates and everything looks good on the pump station. The Colchester South Tank Loop project cost has increased from \$900,000 to \$1,010,000. Mr. Duncan said that we are receiving 75% loan forgiveness and the DWSRF program requires that we have bond authorization for the total project cost. This total project cost estimate includes a 10% contingency and we are confident that the bids will result in a total project cost under \$1,010,000. In order to meet the DWSRF program bond requirements we are recommending that the Board increase the March 3, 2020 bond authorization by an additional \$75,000. Any remaining difference between the DWSRF Loan and total project cost will be funded through Capital Reserves. We expect the total project cost will come in at or near \$975,000. Ron Hubert asked how the amount could be changed after it was already voted on. Mr. Duncan said that through State Statute Section 4755A, Sub 4 in Title 24, the Board is allowed through a Warned meeting is allowed to increase the bond authorization of to \$75,000 without going back to the voters.

Bob Shand asked for a motion to Approve the Authorization Increase Resolution to increase by \$75,000 the amount of indebtedness authorized through the approval of Article I of the December 10, 2019 Warning for the March 3, 2020 annual meeting of the Champlain Water District to cover unanticipated costs of the improvements described therein. Motion was made by Karen Richard, seconded by Ron Hubert, with all Board members in favor.

Bob Shand then asked for a motion Approve the DWSRF Loan Amendment for the Colchester South Tank Loop project (Loan Number RF3-409) in the amount of \$75,000 and authorize the General Manager to sign as an authorized representative. Motion was made by Dennis Lutz, seconded by Aaron Martin, with all Board members in favor.

**Tank Water Quality**

Mr. Duncan said we have been monitoring stratification in our tanks with the Suez temperature program. For many of our tanks there is one line in and that one line in is the same line out so there is a volume of fresh water mixing into the bottom and the same volume of fresh water being pulled out. We are trying to determine if we are actually getting mixing and if the upper level of the tank getting mixed enough. This year we decided to put temperature strands in the remainder of our tanks. We will be removing them in November and will assess the seasonal data at that time. It has been a very hot summer with temperatures in the 90s starting in May, which is not typical. We started noticing a drop in chlorine residuals in Jericho and Milton. As a precautionary measure we drained the three Jericho tank cells and the two Milton tanks. We are investigating the reason for the drop in chlorine residual at these two tanks. They are outer tanks and we did experience much warmer temperatures starting earlier in the year so this may have contributed to the drop in chlorine residual. Over the winter we will be taking a closer look at tank water quality across all of our tanks and identifying strategies to ensure the highest water quality in our transmission system.

**New Accounting Software**

Mr. Duncan said that we have selected Community Brands MIP Fund Accounting. Chris did a good job of thoroughly evaluating the options, going through the virtual demonstrations and looking at references. They have begun the implementation process and it should be up and running in early 2021.

**FY2021-2022 Budget Schedule**

Mr. Duncan referred to the budget schedule noting that staff will be starting on the 2021-2022 budget in October. The November 17<sup>th</sup> meeting will have a pre-budget discussion on the financial planning approach for next fiscal year. The auditors will also be at that meeting to present the audit.

**Audit Subcommittee Meeting**

Mr. Duncan said he would like to have a virtual meeting of the subcommittee on Thursday October 29<sup>th</sup> at 9:00 a.m. Karen, Ron, and Peter were all in agreement.

**Sign Warrant #0820**

Bob Shand asked for a motion to approve the warrants in the amount of \$726,987.87. Karen Richard asked if there had been a big increase in the Verizon bill this year. Mr. Duncan said there has been an increase and we are looking into other options. One of the bills is strictly a data plan for the remote sites. CWD does provide phones for employees. Karen Richard also asked about the invoice from Office Environments. Mr. Duncan said that was for the offices out back to ensure CWD was COVID compliant. Motion was made by Peter Gadue, seconded by Ron Hubert, with all Board members in favor.

**Executive Session – Discussion on Potential System Acquisition and GM Annual Review**

At this point CWD staff and citizens left the video chat or the CWD conference room with the exception of Tracy Bessette. Jay Nadeau also joined in the conference room. At 12:50 p.m. Bob Shand asked for a motion to go into executive session. Peter Gadue made a motion that executive session was warranted for the discussion of potential system acquisition and GM annual review. Motion was seconded by Karen Richard, with all Board members in favor. Dennis Lutz then made a motion to go in to executive session, seconded by Peter Gadue, with all Board members in favor. At 1:05 p.m. Tracy Bessette and Jay Nadeau left executive session. At 1:35 p.m. Karen Richard made a motion to come out of executive session, seconded by Peter Gadue, with all Board members in favor. No action was taken in executive session.

**Any Other Business**

At 1:35 p.m. Bob Shand asked if there were any other business. Hearing none Dennis Lutz made a motion to adjourn, seconded by Peter Gadue with all Board members in favor.

Clerk

