

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

### **Present**

Commissioners: Bob Shand, Jericho chaired the meeting; Via Go to Meeting; Peter Gadue, Shelburne (12:10 p.m.); Dennis Lutz, South Burlington (12:10 p.m.); Ron Hubert, Milton; Liz Royer, Williston; Karen Richard, Colchester; Jonathan Stockbridge, Winooski; Employees: Joe Duncan, and Tracy Bessette: Employees Via Go to Meeting: Nate Pion, Chris Rongo, Melissa Hood, and Jay Nadeau

### **Absent**

Aaron Martin, Essex;

Bob Shand called the meeting to order at 12:03 PM.

### **Citizens to Be Heard**

No citizens to be heard.

### **Approval of Regular Meeting Minutes of March 16, 2021**

Bob Shand asked for a motion to approve the Regular Meeting Minutes of March 16, 2021. Ron Hubert made a motion to approve, seconded by Jonathan Stockbridge, with all Board members in favor.

### **Election of CWD Officers**

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

### **Quarterly Financial/Operations Report**

Mr. Duncan reported that water sales for the month of March were 9.03 mgd, bringing year to date to 9.57 mgd as compared to last year at this time of 9.50. For the month of March Global Foundries averaged 3.21 mgd, bringing year to date to 3.36 mgd, versus last year at this time of 3.30 mgd. Total average fiscal year sales are up 0.07 mgd, as compared to last fiscal year, with Global Foundries up 0.06 mgd from last year. March cost per million gallons was \$1,698.41 bringing year to date to \$1,999.22, versus last year of \$2,027.32/MG. A summary of the FY20-21 monthly sales to date compared to monthly water sales over 3, 5, and 10-year averages was presented. Mr. Duncan said that we continue to monitor water usage during COVID-19 to understand what impact the pandemic has had on water sales. Mr. Duncan said at this time we are trending in a positive direction due to water sales.

**Capital Projects Update** - Nate Pion summarized the following projects:

**Essex West Pump Station (EWPS)** – CWD had a contract award and preconstruction meeting on March 30<sup>th</sup> with Munson, Aldrich + Elliott, and the VT Water Investment Division. Munson plans to begin work on June 7<sup>th</sup>. Final touches are being done with the permitting for the EWPS including submitting the wetland permit amendment. The 30 day public comment period will close out at the end of the month.

**Colchester South Tank (CST) Loop** – Construction restarted on April 5<sup>th</sup> and on the night of April 11<sup>th</sup>, a portion of the Colchester Town Water System was shut down from 6PM to 1AM in order to install a new in-line isolation valve and replace an existing inoperable hydrant. Work is expected to continue through the month of April with additional tie-ins. The watermain lining subcontractor is not expected to arrive onsite until mid-May. The project is expected to be complete in early June.

**Tank Maintenance Program** – The Essex West Tank (EWT) was taken offline the week of April 5<sup>th</sup>. Suez arrived on-site on April 12<sup>th</sup> to begin work on the EWT rehabilitation. Work will include; interior coating repair, exterior renovation, installation of shell ladder/gate, and exterior handrail, and replacement of overflow discharge valve. The goal is to have the EWT back online by June 11<sup>th</sup>.

Suez is also scheduled to complete work on the South Lake Water Tank from May 10<sup>th</sup> – 21<sup>st</sup>. Work will include; exterior coating renovation, installation of a telemetry box and ladder gate, and an interior chemical clean.

CWD is working with Suez to install temporary temperature string probes in our tanks again in 2021. This information will provide more data to compare and analyze against the temperature data recorded in 2020.

**Williston Route 2A Waterline** – VTrans is continuing the road widening and stormwater infrastructure work along Williston Route 2A from River Cove Road to Meadowrun Drive. A portion of this work will impact CWD's 12" AC waterline that runs along the west side of Route 2A. Due to the substantial impact on the 12" AC Waterline, CWD has initiated design efforts to plan for the replacement of the AC waterline with DI from Sharon Drive to Meadowrun Drive, approximately 1,600 linear feet. The waterline replacement is planned to occur under the VTrans contract. Construction is not anticipated to begin until 2024.

**South Filter Water Tank (SFWT) Rehabilitation** – CWD has contracted with Statewide Aquastore and Suez to complete an interior and exterior renovation of the South (Aquastore) Filter Water Tank. Aquastore will arrive on-site in June to complete an interior cleaning, reseal around the interior and exterior of the panels, remove and reinstall anodes, and install caps on the exterior bolts. Suez will arrive in July to apply a concrete sealer on the interior concrete floor and around the exterior foundation ring wall. This work will help extend the useful life of the tank.

#### **Manager's Report**

Mr. Duncan noted that at the Annual Meeting on April 6<sup>th</sup> Bob Shand was elected as Moderator, Katherine Chase was reelected as Clerk/Treasurer and Laura Kimball was elected as Auditor for a three-year term. Mr. Duncan said that Lauren Morrisseau another Auditor has moved out of the CWD served system area and therefore can no longer serve as Auditor. Mr. Duncan said he has been looking for a replacement and Angela Aldieri, Winooski's Finance Director has agreed to serve. Mr. Duncan said he has invited her to attend the May meeting.

#### **Acceptance of Internal Financial Controls Checklist for Municipalities – Cities and Towns**

Mr. Duncan said that staff is currently preparing the Vermont Municipal Bond Bank (VMBB) application for the \$1,090,607 bond article that was approved on Town Meeting Day. Part of that process is documentation of internal financial controls which is required as part of the VMBB application. We have identified that completing this Internal Financial Controls Checklist annually is a good practice and going forward we will look to have the Board accept this document each fall when we present the audit to the Board. Staff is recommending that the Board review and accept the attached checklist so we can include it in our VMBB loan application.

Bob Shand asked for a motion to accept the Internal Financial Controls Checklist for Municipalities, Cities and Towns as presented. Motion was made by Peter Gadue, seconded by Ron Hubert with all Board members in favor.

#### **Update on CWD's Consumer Confidence Report (CCR) – "Water Quality 2021"**

Mr. Duncan stated that Mike Barsotti has started the process toward distributing our annual Water Quality Report prior to July 1<sup>st</sup>. We will continue our approach of printing postcards to notify residents and businesses of how to access the report.

**Additional Items**

Mr. Duncan referred to the article recently published in the Guardian regarding the sampling of 120 locations around the Nation for PFAS. These samples were collected by volunteers and one of the samples that tested positive was from Shelburne. Reportedly the collections were all done on municipal water systems, so we are assuming that the Shelburne sample was from a municipal water system connection. We don't know that for certain and we don't know who it is. Mr. Duncan said that we have offered for them to come forward and speak with us. Mr. Duncan said that if the Board receives any calls on this issue to please refer them to CWD. Mr. Gadue noted that the Town of Shelburne does not have any information on the location of the sampling. Mr. Gadue said that the Town Manager asked him to inform the CWD Board that the Shelburne Select Board has been notified and that the Town has received no phone calls to date.

Mr. Duncan said that CWD is tracking the American Recovery Plan Act (ARPA) which will be rolling out funds to communities, as well as the American Jobs Plan that includes infrastructure funding. There are different pots of money that will be available. Mr. Duncan said that all of the monies for the ARPA funds, and the state and local fiscal recovery funds are going directly to towns or county government. Even though CWD is generally a county entity, we are not a county government therefore CWD does not have access to any of those funds. CWD would need to talk with the served systems and see if they would be willing to give money to CWD. Mr. Duncan said that it is likely that most towns have that money earmarked for projects, but that he would be contacting each served system town/city manager to let them know what projects CWD may potentially be doing so that they are aware.

**Sign Warrant #0321**

Bob Shand asked for a motion to approve the warrants in the amount of \$587,739.16. Motion was made by Peter Gadue, seconded by Jonathan Stockbridge, with all Board members in favor.

**Executive Session – Colchester Fire District (CFD) #1 Acquisition**

Mr. Duncan said he continues to work with legal counsel in negotiations to address the \$100,000 donation by CFD #1 to Saint Michael's Fire and Rescue and would look to update the Board in executive session. At 12:24 pm Bob Shand asked for a motion to go into executive session to discuss the CFD #1 Acquisition. Ron Hubert made a motion that executive session was warranted for discussion of the CFD#1 Acquisition. Motion was seconded by Jonathan Stockbridge, with all Board members in favor. Ron Hubert then made a motion to go in to executive session, seconded by Peter Gadue, with all Board members in favor. At 12:58 p.m. Peter Gadue made a motion to come out of executive session, seconded by Dennis Lutz, with all Board members in favor. No action was taken in executive session.

Following executive session, Bob Shand asked for a motion that the CWD Board agrees to settle with CFD#1 with \$75,000 being returned to CWD, and \$25,000 remaining with CFD#1 as a donation to St. Mike's Fire and Rescue and that this represents all remaining funds from the CFD#1 reserves. Motion was made by Dennis Lutz, seconded by Karen Richard, with all Board members in favor.

**Any Other Business**

At 1:05 p.m. Bob Shand asked if there were any other business. Hearing none Peter Gadue made a motion to adjourn, seconded by Dennis Lutz with all Board members in favor.

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Clerk