

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; Ron Hubert, Milton; Liz Royer, Williston; Karen Richard, Colchester; Jonathan Stockbridge, Winooski; Guests; Angela Aldieri, City of Winooski; Employees: Joe Duncan, and Tracy Bessette: Employees Via Go to Meeting: Nate Pion, Chris Rongo, Melissa Hood, and Jay Nadeau.

Absent

No Commissioners were absent.

Bob Shand called the meeting to order at 12:00 PM.

Citizens to Be Heard

No citizens to be heard.

Approval of Regular Meeting Minutes of April 20, 2021

Bob Shand asked for a motion to approve the Regular Meeting Minutes of April 20, 2021. Peter Gadue made a motion to approve, seconded by Ron Hubert, with all Board members in favor.

Appoint Angela Aldieri as CWD Auditor

Joe Duncan thanked Angela for being willing to fill the two-year vacancy for Auditor due to Lauren Morrisseau no longer residing in one of CWD's served systems. Ms. Aldieri introduced herself to the Board and said she is looking forward to serving as auditor. Bob Shand asked for a motion to appoint Angela Aldieri as CWD auditor. Motion was made by Peter Gadue, seconded by Karen Richard with all Board members in favor.

Financial/Operations Report

Mr. Duncan reported that water sales for the month of April were 9.19 mgd, bringing year to date to 9.52 mgd as compared to last year at this time of 9.46. For the month of April Global Foundries averaged 3.19 mgd, bringing year to date to 3.34 mgd, versus last year at this time of 3.31 mgd. Total average fiscal year sales are up 0.06 mgd, as compared to last fiscal year, with Global Foundries up 0.03 mgd from last year. Mr. Duncan stated that the April financials were not completed prior to the meeting but he said water sales remain strong with two months remaining in the fiscal year. 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, noting that it did not seem to not have much impact on CWD or served systems. The Wholesale Operating budget is trending positively as we approach the end of FY20-21 and we conservatively anticipate finishing the fiscal year around 9.55 mgd.

Mr. Duncan said that the Retail, Colchester Town Water Systems (Colchester Town and Malletts Bay Water Company) and Colchester Fire District #1 Operating Budgets are all in good shape heading into the end of FY20-21. The initial COVID-19 dip in water sales for the Colchester Town water system was balanced by above average water sales experienced earlier in the fiscal year and a rebound over the fiscal year.

Mr. Lutz noted that in a virtual meeting last week with New England Interstate there was a session on the impact of COVID-19 in northern New England. Most are in good shape as far as finances go, however some of the larger systems are in serious trouble and it will take years for them to recover. Mr. Duncan stated that CWD is fortunate to be in the position we are.

Capital Projects Update - Nate Pion summarized the following projects:

Essex West Pump Station (EWPS) – The public comment period for the Findings of No Significant Impact for the EWPS expired on May 3rd. This completes the environmental review by the DWSRF program. Construction of the EWPS project is expected to begin on June 7th.

Colchester South Tank (CST) Loop – Over the past month, the Contractor completed the installation of the insertion valve and cut-in tee and valve assembly on the 12" AC water main. Following the passing of hydrostatic and bacteriological tests, the 12" HDPE water main was connected to existing infrastructure. The water main relining has been delayed until June due to unforeseen issues on another project.

Tank Maintenance Program – Work continues on the Essex West Tank (EWT) and South Lake Water Tank (SLWT). The SLWT exterior renovation will be complete by the end of May. The work on the EWT is ahead of schedule and we will begin filling the tank on May 24th.

The SLWT was drained prior to Suez arriving onsite. The work on this tank is scheduled to be completed by May 21st. 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.

South Filter Water Tank (SFWT) Rehabilitation – Statewide Aquastore will arrive on-site on June 7th to rehab the SFWT, including interior cleaning, resealing around the interior and exterior of the panels, removal and reinstallation of anodes, and installation of caps on the exterior bolts. The SFWT is expected to be offline from the beginning of June until the end of July.

Lake Water Pump Station – Over the past month, CWD has constructed some small improvements at the LWPS. The raw water sample header line was replaced to provide improved and more reliable sample results. Furthermore, an existing pump control valve was replaced with a check valve. All existing pump control valves are scheduled to be replaced with check valves over the next three (3) years. In order to facilitate the pump control valve replacement, existing constant speed pumps will be modified with new variable frequency drives (VFDs) to assist in the operation of the new check valves.

Adsorption Clarifier #2 (AC#2) Rehab – Suez will be on-site beginning June 10th to install new access hatches above AC#2. The new access hatches will offer an easier and safer entry into AC#2 for future maintenance and rehabilitation. Suez will be back on-site July 6th to begin the AC#2 interior renovation project. AC#2 is expected to be offline from June 10th through the end of July.

Manager's Report

Colchester Fire District (CFD) #1 Acquisition

Mr. Duncan said that CWD reached a settlement agreement with CFD #1 regarding the \$100k donation to Saint Michael's College Fire & Rescue (SMCFR) by CFD #1 prior to transfer of the water system and remaining assets to CWD. CWD agreed to receive \$75k and for CFD #1 to retain the right to disburse the remaining \$25k to SMCFR. Mr. Duncan said that we now feel comfortable with what we have for capital reserve. If for some reason something unknown arises in the system that need additional expenditure, we would look to recover that either through the rate or separate assessment.

CWD Audit Subcommittee

Mr. Duncan said the CWD Audit Subcommittee (Karen, Peter, Ron) historically kicks off the audit process with a meeting with our auditor. Last year, due to the pandemic, we did not meet and we had the Audit Subcommittee members call

the auditors with any questions prior to starting the audit. We are proposing the same approach again this year with the goal of getting back to meeting in person next year. The committee was in agreement. Mr. Duncan said that Chris Rongo would provide the contact information to Karen, Peter and Ron.

Compensation Survey

Mr. Duncan said that union negotiations will begin in January so we have engaged Gallagher, Flynn & Company (GFC) to conduct a competitive salary range compensation and benefits study. GFC will be reviewing all of the union positions, one third of the management positions, and the benefits packages to give us a sense of where our compensation stands with the market (both municipal and private sectors). Mr. Duncan said his plan is to review the salaries of union positions every three years and 1/3 of the management positions each year. Mr. Duncan said the cost is \$400 per job description.

General Manager Annual Review

Mr. Duncan stated that his contract includes an annual review with the Board with a target time frame around the start of the fiscal year. Mr. Duncan said he is recommending that we hold off on the annual review until the Board can meet again in person. Mr. Duncan said he anticipates that the Regular Meeting on June 15th will be the last strictly virtual meeting, and the Board can return for in person meetings beginning with the Regular Meeting on July 27th. Mr. Duncan said he will still have the virtual option for any Board members that find it more convenient. Mr. Duncan summarized CWD's plan for vaccinated and non-vaccinated employees going forward stating that we are working through this with the labor attorney. Mr. Duncan noted that CWD's labor attorney stated that out of all of her clients, CWD has been a leader in handling COVID.

Sign Warrant #0421

Bob Shand asked for a motion to approve the warrants in the amount of \$788,847.82. Motion was made by Peter Gadue, seconded by Ron Hubert, with all Board members in favor.

Executive Session – System Acquisition and Labor Relations Item

At 12:30 pm Bob Shand asked for a motion to go into executive session to discuss system acquisition and labor relations item. Peter Gadue made a motion that executive session was warranted. Motion was seconded by Ron Hubert, with all Board members in favor. Ron Hubert then made a motion to go in to executive session, seconded by Aaron Martin, with all Board members in favor. Angela Aldieri left the meeting.

At 1:00 p.m. Ron Hubert 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 1:05 p.m. Bob Shand asked if there was any other business. Hearing none Peter Gadue made a motion to adjourn, seconded by Ron Hubert with all Board members in favor.

Clerk