

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

### **Present**

Commissioners: Bob Shand, Jericho chaired the meeting; Peter Gadue, Shelburne; John Gifford, Milton; Via Go To Meeting: Jonathan Stockbridge, Winooski; Liz Royer, Williston; Aaron Martin, Essex; Alternates: Aaron Frank, Colchester; Employees: Joe Duncan, Nate Pion, Melissa Hood, Chris Rongo, & Tracy Bessette

### **Absent**

Dennis Lutz, S. Burlington  
Karen Richard, Colchester

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 August 23, 2022**

Bob Shand asked for a motion to approve the Regular Meeting Minutes of August 23, 2022. John Gifford made a motion to approve, seconded by Aaron Martin, with all Board members in favor.

### **Financial/Operations Report**

Mr. Duncan reported that water sales for the month of August were 10.80 mgd, bringing year to date to 10.91 mgd as compared to last year at this time of 10.37 mgd. For the month of August Global Foundries averaged 3.60 mgd, bringing year to date to 3.56 mgd versus last year at this time of 3.52 mgd. Total average fiscal year sales are up 0.54 mgd, as compared to last fiscal year, with Global Foundries up 0.04 mgd from last year. August cost per million gallons was \$1,534.50 bringing year to date to \$1,674.79 versus last year of \$1,834.91/MG. Mr. Duncan stated that we continue to monitor the chemical cost increases as well as other across the board increases and that he feels these costs can be contained.

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

**Essex East Pump Station (EWPS)** – The EEPS went offline on September 6<sup>th</sup> and is expected to remain offline for the next couple of months. The Contractor has removed all the existing electrical components within the pump station and completed the removal and installation of process piping in the Essex South Tank Vault. New underground conduit from the pump station to the vault and tank has also been completed.

**Tank Maintenance Program** – The Colchester South Tank (Concrete) was drained the week of September 12<sup>th</sup>. Veolia will be conducting an interior washout inspection of the Colchester South Tank (Concrete) the week of September 19<sup>th</sup>. CWD plans to bring the tank back online by September 30<sup>th</sup>.

The interior renovation of Jericho Cell #3 was completed and went back online on September 8<sup>th</sup>. Cell #1 was drained the same day that Cell #3 went back online. The project remains on schedule with work concluding by the end of September.

**South Filter Water Tank (SFWT)** – CWD drained the SFWT the week of August 15<sup>th</sup>. Veolia completed a washout and inspection of the tank. Veolia identified several small areas which they will repair in the coming months. Once the repairs have been resolved, CWD will plan to bring the SFWT back online.

**Well #7 Process Piping Replacement** – Beginning on October 7<sup>th</sup>, CWD will be isolating the Well #7 Meter Vault to replace the interior process piping. To complete the work, Camp Johnson Main Campus will be without water over the weekend.

CWD has been scheduling this work in close coordination with Camp Johnson. The meter vault is scheduled to be back in operation by October 18<sup>th</sup>.

**Chemical Building Addition** – CWD hired Stantec to assist in the development of conceptual plans for the construction of a new Chemical Building Addition. Most of CWD’s current storage is contained within the lower level of the WTP and the adjacent chemical building. Chemical storage has not always been prioritized during the previous improvements or site planning projects. As the WTP has expanded, chemical storage has been sized to fit within existing usable space. CWD intends to consolidate and restructure the chemical storage into one localized area, which will provide adequate space for existing and future storage and containment. Mr. Pion explained the conceptual floor plan and site plan included in the packet explaining the proposed chemical building addition as well as new admin space, noting that CWD is moving through this process to better understand the cost and how it might fit into the financial model. Mr. Pion said staff is also looking at what funding options may be available.

**SCADA Corrective Action** – CWD last upgraded the WTP Supervisory Control and Data Acquisition (SCADA) and Process Control System nearly 20 years ago. Like any piece of modern technology, the existing components have been upgraded, replaced, or decommissioned with new and emerging technology. We have reached a point where replacement parts are becoming hard to acquire, combined with the fact that service from our existing proprietary controls contractor is difficult to come by. CWD has been working with Stantec to assess the SCADA and Process Control Systems. The assessment has outlined a framework in which we plan to design and construct the proposed SCADA and Process Control Systems in the future. The next step is to begin standardizing details on CWD’s desired SCADA and Process Control components and begin developing a proposed replacement plan. Mr. Duncan provided background on the SCADA system and answered questions from the Board. Mr. Stockbridge asked what the risk and urgency is at the present time. Mr. Duncan said that we are moving toward a medium risk level. We are currently able to get parts, but in the next five years that will be a different landscape and will be in a higher risk at that time.

### **Manager’s Report**

#### **NEWWA Annual Conference**

Mr. Duncan said that he just received a text from the Executive Director of NEWWA that CWD won the New England’s Best Taste Test for tap water. Mr. Duncan congratulated staff noting that CWD will compete nationwide at the AWWA Annual Conference next June.

#### **Bond Vote**

Mr. Duncan reported that on September 13<sup>th</sup> the voters in our eight served municipalities passed our \$8.7M bond article for the Filtered Water Tank II and Raw Water Parallel Transmission Main. There were 1,193 yes votes and 124 no votes. Mr. Duncan said he has heard from Senator Sanders office that unfortunately CWD’s project did not make the first round of funding. Mr. Duncan said he did let Sanders office know that CWD is ready to move forward if funding does become available. Mr. Stockbridge thanked Mr. Duncan and Mr. Pion for making the bond vote happen within such a short window of time.

#### **CWD Purchasing/Capitalization Policy**

Mr. Duncan noted that with current pricing and inflation, we have been considering revising the Purchasing/Capitalization Policy. The current policy requires Purchase Orders (PO) for anything above \$5,000, as well as Capitalization of assets above \$5,000. In reviewing policies of other served systems, staff is recommending that the PO and Capitalization minimums both be increased from \$5,000 to \$10,000. Mr. Duncan said that most of the items this applies to would be valves, piping, fleet vehicles, computers, servers etc. Following discussion, Bob Shand asked for a motion to approve the revised Purchasing/Capitalization Policy as presented. Motion was made by John Gifford, seconded by Peter Gadue with all Board members in favor.

#### **WTP Solar Array**

Mr. Duncan said that staff worked with Aegis last week and we are pursuing an extension from the Public Utility Commission (PUC) for the construction completion deadline which is currently set at January 6, 2023. Per the CWD Board’s

input, we will pursue the 300 kW roof-mounted solar net-metering system on the drying bed roofs at our WTP if the construction deadline extension request is granted. Mr. Duncan said he would keep the Board updated as we move through the extension request process with the PUC.

### **Electric Vehicles Study**

Mr. Duncan said that last summer with the talk of potential climate change funding on the horizon, we began looking into what it would take to go electric with our fleet vehicles. Ultimately, VEIC (Efficiency Vermont) was retained through a grant to review the potential for electrification of our fleet vehicles with the goal of achieving sustainability and reducing long-term costs. In July VEIC completed an EV Fleet Study Report. The report identifies a phased approach to electrification of our fleet over the next 10 years. Although there is a potential path for CWD to pursue electric fleet vehicles, there are several challenges from funding to finding vehicles that fit our service needs to vehicle availability. With the recent Inflation Reduction Act (IRA), we will be reviewing potential funding options that might give us the ability to convert a couple vehicles to test the waters. Mr. Duncan said that some major challenges for CWD are what types of vehicles would be appropriate for CWD. We currently have some trucks that do plowing and don't see an electric vehicle fitting there. We have employees that take a vehicle home when covering on-call so what would that look like if it was an electric vehicle. Mr. Duncan said that we did identify a small SUV that Water Quality staff uses for sampling, so there is potential there.

### **FY2023-2024 Budget Schedule**

Mr. Duncan referred to the FY2023-2024 budget schedule. Staff will start working on their budgets in October and we will begin reviewing the budgets with the Board in December. We have scheduled the presentation of the FY2021-2022 audit for the November 15<sup>th</sup> meeting. We will also look to have a pre-budget discussion on the financial planning approach for the next fiscal year at the November 15<sup>th</sup> meeting.

### **Audit Subcommittee Meeting**

We would like to convene the Audit Subcommittee to review the draft FY2021-2022 audit in advance of the November 15<sup>th</sup> Board meeting. We plan to hold the Audit Subcommittee meeting on Tuesday, November 1<sup>st</sup> at Noon. This subcommittee meeting could be in person and/or virtual with the auditors, but we can confirm that as we get closer.

### **Sign Warrant #0822**

Bob Shand asked for a motion to approve the warrants in the amount of \$1,156,295.51. Motion was made by John Gifford, seconded by Peter, with all Board members in favor.

### **Any Other Business**

At 1:12 p.m. Bob Shand asked if there was any other business. Hearing none John Gifford made a motion to adjourn, seconded by Peter Gadue, with all Board members in favor.

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Clerk