

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

Present

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

Absent

Karen Richard, Colchester
Dennis Lutz, S. Burlington

Bob Shand called the meeting to order at 12:02 PM.

Citizens to Be Heard

No citizens to be heard.

Approval of Regular Meeting Minutes of February 15, 2022

Bob Shand asked for a motion to approve the Special Meeting Minutes of December 7, 2021 and the Regular Meeting Minutes of December 14, 2021. Peter Gadue made a motion to approve, seconded by Dennis Lutz, with all Board members in favor.

Financial/Operations Report

Mr. Duncan reported that water sales for the month of January were 9.26 mgd, bringing year to date to 9.66 mgd as compared to last year at this time of 9.72 mgd. For the month of January Global Foundries averaged 3.14 mgd, bringing year to date to 3.30 mgd versus last year at this time of 3.41 mgd. Total average fiscal year sales are down 0.06 mgd, as compared to last fiscal year, with Global Foundries down 0.11 mgd from last year. January cost per million gallons was \$1,984.74, bringing year to date to \$2,032.75 versus last year of \$2,016.06/MG.

Capital Projects Update – Nate Pion summarized the following projects:

DWSRF Priority List Applications – The VT Drinking Water State Revolving Fund (DWSRF) Priority List Applications are due February 28, 2022. In order to apply, a project must have submitted a draft preliminary engineering report (PER) or approved equivalent. CWD plans to submit a priority list application for the Parallel Raw Water Transmission Main, which is currently under design and identified in our 20-year Master Plan dated 2002, and the Filter Water Tank II, which has a Permit to Construct application in for review. These projects will seek funding from the DWSRF program between 7/1/2022 and 6/30/2023.

WTP HVAC Improvements – CWD recently completed a study to define and outline future plans for the WTP HVAC Improvements. The objective is to segment the HVAC system by areas of use (i.e., treatment/process, office/admin, etc.). As our primary focus is to treat and transmit high quality water, the Treatment and Transmission Control Center and Water Quality Laboratory were identified as the highest priority projects. CWD has contracted Hallam ICS to design a new HVAC system for each space, along with the Penthouse Offices. The goal is to have the final design completed by 6/30/2022. Bob Shand asked if this project was going out to bid or had a contractor already been chosen. Mr. Pion said that the project would go out to bid.

Filter & Clarifier Maintenance Program – The renovation of Filter #1 (2023) and wall coatings of Filter #3 and #4 (2024) have been pushed back one year. CWD plans to replace some valve and actuators on each filter prior to Suez's arrival to ensure a proper seal and limit potential weeps of water during the renovations. Due to excessive lead times on the valves and actuator items, our schedule of work needed to be adjusted accordingly.

Tank Temperature Probes – Suez compiled the 2021 temperature string data for all of our tanks within the transmission system. The data tracks well with the data obtained in 2019 and 2020 showing that some tanks are more uniformly mixed from bottom to top compared to others. CWD is evaluating ways to improve tank mixing on a case-by-case basis. Improvements under consideration include; improve operation and turnover, maintenance of existing mixing system, or installation of new passive or active mixing system. CWD is also developing plans to couple the tank temperature probes with water quality samples in 2022. Chemical stratification is more persistent and consistent as compared to temperature stratification. However, chemical samples must be collected by hand at varying tank depths. Therefore, only select tanks will be monitored for chemical stratification.

Asset Management Programs – CWD issued an RFP for new asset management software. This software will aid in the documentation of existing assets, plan for preventative maintenance, cost planning for future repairs or replacements, and assist with developing work orders. The software will be used by all departments both in the field and office. CWD's current software has become outdated and no longer meets the needs of all departments. CWD is in the process of reviewing the proposals and meeting with each company to understand their systems further.

Manager's Report

Proposed FY22-23 Budget

Mr. Duncan said the on January 5, 2022 a Budget Summary was sent to all served system officials, and a Budget Public Information Meeting was held on February 2nd at CWD. CWD did not receive any comments during the public review period nor during the Public Information Meeting. Since there were no public comments impacting this budget process, it is recommended that the Board reaffirm approval of these budgets.

Bob Shand asked for a motion to reaffirm the FY22-23 Wholesale, Retail, Colchester Town, Colchester Fire District #1, and Colchester Fire District #3 Budgets as previously approved at the Regular Board Meetings on December 14, 2021 and January 18, 2022. Motion was made by Peter Gadue, seconded by Ron Hubert with all Board members in favor.

Approval of Warning for April 5, 2022 Annual Meeting

Mr. Duncan said that CWD's Annual Meeting will be held on Tuesday, April 5, 2022 at 7:00 p.m. at the Champlain Water District in South Burlington, and that virtual attendance will be available. Bob Shand asked for a motion to approve the April 5, 2022 Annual Meeting Warning as presented. Motion was made by Peter Gadue, seconded by Ron Hubert, with all Board members in favor.

Commissioner Elections

Mr. Duncan said that Aaron Martin and Ron Hubert are both up for re-election in 2022. Ron Hubert previously announced that he would not be seeking re-election. Mr. Duncan thanked Mr. Hubert for his time on the CWD Board, and that John Gifford is on the Milton ballot for Ron's replacement. Mr. Hubert stated that Mr. Gifford is the Town Treasurer and former Business Manager for the Milton School District.

Colchester Fire District (CFD) #3 System Acquisition

Mr. Duncan said that CFD #3 held a public information session during their Annual Meeting on January 17th regarding their proposal to transfer the water system to CWD. An Australian ballot vote will be held at the CFD #3 office on March 29th from 7 am to 7 pm. There will be an information meeting on March 22nd at 7 pm at the Town's White Meeting House at 830 Main Street to discuss the proposal. Mr. Duncan said that he will be attending the CFD #3 information meeting.

Union Contract

Mr. Duncan said that the existing 3-year contract between CWD and Local 1343 of the American Federation of State, County, and Municipal Employees (AFSCME) expires on June 30, 2022. We held our first meeting on January 21st to set the Ground Rules for negotiations beginning on February 22nd. Mr. Duncan said he did have some items to discuss with the Board in executive session.

Sign Warrant #0122

Bob Shand asked for a motion to approve the warrants in the amount of \$584,605.93. Motion was made by Ron Hubert, seconded by Peter Gadue, with all Board members in favor.

Executive Session – System Acquisition and Union Negotiations/Contract Discussion

At 12:28 pm Bob Shand asked for a motion to go into executive session to discuss system acquisition and union negotiations/contract discussion. Ron Hubert 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 Peter Gadue, with all Board members in favor.

At 12:50 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 12:52 p.m. Bob Shand asked if there was any other business. Hearing none Ron Hubert made a motion to adjourn, seconded by Aaron Martin with all Board members in favor.

Clerk