

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; Aaron Martin, Essex; Dennis Lutz, South Burlington; 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

No Commissioners were absent.

Bob Shand called the meeting to order at 12:06 PM.

Citizens to Be Heard

No citizens to be heard.

Approval of Regular Meeting Minutes of February 16, 2021

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

Financial/Operations Report

Mr. Duncan reported that water sales for the month of February were on average at 8.96 mgd, bringing year to date to 9.64 mgd as compared to last year at this time of 9.54. For the month of February Global Foundries averaged 3.18 mgd, bringing year to date to 3.38 mgd, versus last year at this time of 3.31 mgd. Total average fiscal year sales are up 0.10 mgd, as compared to last fiscal year, with Global Foundries up 0.07 mgd from last year. February cost per million gallons was \$2,194.74 bringing year to date to \$2,035.21, versus last year of \$2,024.28/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. To date there have been no impacts to CWD water sales and are in good shape this winter.

Capital Projects Update - Nate Pion summarized the following projects:

Essex West Pump Station, Transmission Main Pump Station, Essex East Pump Station Rehab – CWD opened bids for the EWPS on February 24, 2021 receiving five (5) complete responsive bids. Munson Earth Moving Corp. was the apparent low bidder with a total base bid contract price of \$1,649,965.00, which was below the engineers estimate of \$1,781,651.32. Based on Munson's bid, the Total Project Cost is estimated to be \$2,441,863.25. The total bond amount approved for this project was \$3,500,000, which included the Colchester South Tank Loop, Contract #108. The total available funding for the Essex West Pump Station and Transmission Main and Essex West Pump Station Upgrades is \$2,525,000. There will be a pre-construction award meeting at the end of March or early April, with construction anticipated to begin in the May timeframe.

Colchester South Tank (CST) Loop – Munson is planning to restart construction on Orion/Hercules Drive at the beginning of April. They will tie-in the 12" HDPE waterline that was installed last fall, line the 8" AC waterline on Hercules Drive, and miscellaneous appurtenances. Munson has approximately one (1) month to complete the remaining work.

Tank Maintenance Program – CWD's annual tank maintenance program with Suez is slated to begin in April. The first tank scheduled for rehabilitation this calendar year is the Essex West Tank. The Essex West Tank is tentatively scheduled to be drained on April 5th. Suez's work is expected to begin on April 15th and last approximately 8 weeks. The plan is to have the Essex West Tank back online before the end of July assuming weather conditions cooperate. CWD and Suez

have a meeting scheduled on March 22nd to review the scope of work and schedule for the Essex West Tank. The landowners have been notified that the project will be starting soon.

CWD Tank Maintenance Contract is set to expire in 2025. We have the option to renew the contract on an annual basis after 2025. However, based on the quality of materials and work provided by Suez since the start of the Tank Maintenance Program in 2010, we are noticing that the interior and exterior coatings are holding up longer than expected. CWD and Suez are working through developing a new contract that starts in 2023.

WTP Perimeter Fence – Last year CWD installed four (4) new gates along Queen City Park Road to prevent vehicular access to the site during non-business hours. A plan has been developed to install a decorative fence along Queen City Park Road and chain link barbed wire fence around the remaining perimeter. This has been identified during CWD's Department of Homeland Security evaluation. In order to fund this project CWD submitted a grant application to the State of Vermont Department of Public Safety Homeland Security for the purchase and installation of the new fencing. Three quotes were obtained from local companies and the proposed budget for the install of the perimeter fence is \$141,503.36. We expect to hear about the award of this grant in October 2021. Mr. Duncan said that on each of CWD's Vulnerability Assessments this has been identified as an issue, and summarized for the Board what access to the facility would look like from a customer service perspective after the fencing was installed. Ultimately the drop box would be moved outside the fence for customers wanting to drop off a payment.

Thermocline – CWD has been working with Tom Manley and Xylem to design a new thermocline system to monitor the temperature at the south intake. The old system went down in the summer of 2019 following a lightning strike. The quote is 99% complete and will be finalizing the purchase order with Xylem for the equipment and an agreement with Tom Manley for the installation. The new system is scheduled to be installed and online in July 2021.

Manager's Report

CWD Water Commissioners

Mr. Duncan congratulated Karen Richard of Colchester, Pete Gadue of Shelburne, and Jonathan Stockbridge of Winooski for each being elected to another three-year term as CWD Water Commissioner from their respective municipality.

March 2, 2021 Bond Vote

On March 2nd (Town Meeting Day) the voters in our eight served municipalities passed our \$1,090,607 bond article (Article I) to repurpose the unused portion of previous bond authorizations for the purpose of funding various capital projects. The past few bond votes have been consistent at 80% yes/20% no. All bond documents have been submitted to Paul Giuliani. The Vermont Bond Bank will be holding a webinar at the end of March regarding the upcoming summer bond process.

Approval of Job Description for Operations & Quality System Supervisor

Mr. Duncan said that after the April 6th Annual Meeting we would begin the process of hiring this new position with a July 1 start date. Staff has been working to identify the duties and responsibilities for the new Operations & Quality System Supervisor position as described in the job description included in the Board packet, and Board approval of the job description. Bob Shand asked for a motion to approve the Operations & Quality System Supervisor job description. Motion was made by Karen Richard, seconded by Peter Gadue with all Board members in favor.

Annual Meeting

Mr. Duncan reminded the Board that this year's CWD Annual Meeting will be held virtually on Tuesday, April 6, 2021 at 7:00 p.m. at the Champlain Water District in South Burlington. Mr. Duncan said that he, Bob Shand and Tracy Bessette will be in attendance at the plant.

Global Foundries (GF) Community Recognition Event

Mr. Duncan said that he had a very positive meeting with GF on March 3rd. They held a community recognition event to acknowledge CWD, the Town of Essex Fire Department (EFD), and the Underhill Jericho Fire Department (UJFD) for their emergency response and support during the major water break GF experienced on January 6-8, 2021. CWD was recognized for our close coordination, ramp up in water production, and willingness to balance our system to keep them in service during the break. GF provided CWD with a commemorative plaque and a donation in the amount of \$2,500 that will be used for purchasing equipment as part of our Pipe Integrity Program (PIP).

Mr. Duncan said that in speaking with the Vice President/General Manager of GF it was indicated that the Essex Junction facility has long term contracts with manufacturers and defense departments and the outlook for the future is very stable.

Sign Warrant #0221

Bob Shand asked for a motion to approve the warrants in the amount of \$937,981.67. Motion was made by Peter Gadue, seconded by Liz Royer, with all Board members in favor.

Executive Session – Colchester Fire District #1 Acquisition

Mr. Duncan said he continues to work with legal counsel to address the \$100,000 donation to Saint Michael's Fire and Rescue and would look to update the Board in executive session. At 12:34 pm Bob Shand asked for a motion to go into executive session to discuss the CFD #1 Acquisition. Dennis Lutz made a motion that executive session was warranted for discussion of the CFD#1 Acquisition. Motion was seconded by Peter Gadue, with all Board members in favor. Peter Gadue then made a motion to go in to executive session, seconded by Ron Hubert, with all Board members in favor. At 1:35 p.m. Peter Gadue made a motion to come out of executive session, seconded by Ron Hubert, with all Board members in favor. No action was taken in executive session.

Following executive session, the CWD Board directed the General Manager to continue to work with legal counsel on this issue.

Any Other Business

Mr. Duncan stated that the Annual Meeting is at 7:00 p.m. on April 6th and the next Regular Meeting is April 20th. At 1:37 p.m. Bob Shand asked if there were any other business. Hearing none Ron Hubert made a motion to adjourn, seconded by Peter Gadue with all Board members in favor.

Clerk