

**ANNUAL MEETING MINUTES
CHAMPLAIN WATER DISTRICT
April 5, 2022 – 7:00 PM**

The Champlain Water District (CWD) held its Annual Meeting in the CWD conference room in South Burlington, Vermont on Tuesday, April 5, 2022, with interactive online (audio & video) as an option for attendees. The following documents were made available electronically to meeting attendees: Agenda, Warning, 2020 Annual Meeting Minutes, CWD background information, Current Activities, Wholesale Capital Reserve Fund Report, Elected Auditors Report, proposed Wholesale, Retail Administration & Operations Department, Colchester Town Water Systems, Colchester Fire District#1, Colchester Fire District #3 Operating Budgets Summary for fiscal year 2022 – 2023.

Moderator, Bob Shand asked for a roll call, and the following were attending: CWD Board members: Peter Gadue and John Gifford. Via GoToMeeting: Karen Richard and Aaron Martin.

CWD Staff: Joe Duncan, Jay Nadeau, and Tracy Bessette. Via GoToMeeting: Chris Rongo and Anthony Higgins.

Served System Representatives: Peter Frankenburg

The Moderator called the meeting to order at 7:00 p.m. and read the Warning in its entirety.

Bob Shand asked for a motion for acceptance of last year's Annual Meeting Minutes dated April 6, 2021. Peter Gadue motioned to approve the minutes of April 6, 2021. Jay Nadeau seconded the motion. Bob Shand asked if there were any corrections to the minutes, hearing none a unanimous vote was cast.

Bob Shand asked for the reports to be presented as called for in Article I.

Mr. Duncan briefly described the overall CWD organization, and then reported on CWD's current activities and capital projects.

The Moderator then requested presentation of the CWD Wholesale Capital Reserve Fund, as of March 31, 2022, and the Auditors Report. Mr. Duncan summarized CWD's Wholesale Capital Reserve Fund for the period ending March 31, 2022 stating the existing fund balance was \$1,723,144.

The Moderator asked CWD Auditor Peter Frankenburg to read the signed Report of the Auditors for the fiscal year ending June 30, 2021. He read the CWD Auditor's letter that stated their review of the CWD Annual Audit, performed by A.M. Peisch, indicated everything is in order. Mr. Frankenburg also congratulated CWD staff on having another audit with an unqualified opinion, with no recommendations for management.

The Moderator requested a motion for acceptance of all reports presented, Jay Nadeau moved acceptance of all reports presented. Peter Gadue seconded the motion. The vote was unanimous. Copies of these reports are filed in the minute's book as a permanent record of this meeting.

The Moderator then read Article II and asked if there were any nominations for Moderator. Peter Gadue moved to nominate Bob Shand as Moderator, seconded by John Gifford. The Moderator asked if there were any other nominations. Hearing none, the Moderator closed nominations. Vote was unanimous. Karen Richard cast one ballot for Bob Shand as CWD Moderator for a 1-year term.

The Moderator asked if there were any nominations for CWD Clerk. Peter Gadue moved to nominate Katherine Chase for Clerk, seconded by Jay Nadeau. The Moderator asked if there were any other nominations. Hearing none, the Moderator called for a vote and all were in favor of Katherine Chase for Clerk. Karen Richard cast one ballot for Katherine Chase as CWD Clerk for a 1-year term.

The Moderator asked if there were any nominations for Treasurer. Karen Richard moved to nominate Katherine Chase as Treasurer, seconded by Peter Gadue. The Moderator asked if there were any other nominations. Hearing none, the Moderator called for a vote and all were in favor of Katherine Chase for Treasurer. Karen Richard cast one ballot for Katherine Chase as CWD Treasurer for a 1-year term.

The Moderator asked if there were any nominations for Auditor. Peter Gadue moved to nominate Peter Frankenburg for Auditor for a three-year term, seconded by Karen Richard. The Moderator asked if there were any other nominations. Hearing none, the Moderator called for a vote and all were in favor of Peter Frankenburg for Auditor. Karen Richard cast one ballot for Peter Frankenburg as Auditor for a 3-year term.

The Moderator then requested that all new CWD officers would enter their terms of office at the close of this 2022 Annual Meeting and thanked them for their continued service.

The Moderator read Article III and asked for a motion that for the fiscal year ending June 30, 2022, shall there be deposited into Champlain Water District's Capital Reserve Fund created in 1993 unexpended and unencumbered budget appropriations, rate and revenue surplus and water connection fees. Motion was made by Jay Nadeau, with a second by Peter Gadue and all were in favor.

The Moderator read Article IV. Copies of all budget summary materials were made available to attendees. Mr. Duncan noted that the uniform wholesale water rate is proposed to increase from \$2.392/1000 gallons to \$2.494/1000 gallons. The Moderator then asked for a motion to approve the fiscal year 2022-2023 Wholesale budget of \$9,268,774, \$1,325,316 for the Retail Administration & Operations Department, \$330,060 for Colchester Town Water Systems Operating Budgets, \$203,567 for the Colchester FD#1 budget, \$1,145,200 for the Colchester Fire District #3 budget. John Gifford made a motion to approve the fiscal year 2022-2023 budgets as presented. Motion was seconded by Jay Nadeau, with all Board members in favor.

Mr. Duncan noted that this would likely be Tracy Bessette's last annual meeting as she will be retiring in June of 2023 so at this time next year, her replacement will be running the meeting as part of the training process. Mr. Duncan said it also happens to be that her last annual meeting is occurring on her 40th anniversary of working at CWD. Mr. Duncan thanked Tracy for her years of service to CWD.

Bob Shand asked if there was any other business, hearing none he asked for a vote to adjourn the meeting. Vote was unanimous.

Signed By: _____
Clerk