

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

Present

Commissioners: Bob Shand, Jericho chaired the meeting; John Gifford, Milton; Peter Gadue, Shelburne; Dennis Lutz, S. Burlington; Via Go To Meeting: Karen Richard, Colchester; Liz Royer, Williston; Employees: Joe Duncan, Tracy Bessette, Nate Pion, Melissa Hood & Chris Rongo

Absent

Aaron Martin, Essex
Jonathan Stockbridge, Winooski

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 March 15, 2022

Bob Shand asked for a motion to approve the Regular Meeting Minutes of March 19, 2022. Peter Gadue made a motion to approve, seconded by Dennis Lutz, with all Board members in favor.

Election of CWD Officers

Bob Shand asked for nominations for Board Chair, Vice Chair, Clerk and Assistant Clerk. Peter Gadue nominated Bob Shand for Board Chair with a second from John Gifford, with all Board members in favor. Bob Shand nominated Karen Richard for Vice Chair, with a second from Dennis Lutz, with all Board members in favor. Peter Gadue nominated Bob Shand as Clerk, with a second from Dennis Lutz, with all Board members in favor. Dennis Lutz nominated Peter Gadue as Assistant Clerk, with a second from Jonathan Stockbridge, with all Board members in favor.

Quarterly Financial/Operations Report

Mr. Duncan said water sales for the month of March were 9.40 mgd, bringing year to date to 9.60 mgd as compared to last year at this time of 9.57 mgd. For the month of March Global Foundries averaged 3.29 mgd, bringing year to date to 3.29 mgd versus last year at this time of 3.36 mgd. Total average fiscal year sales are up 0.03 mgd, as compared to last fiscal year, with Global Foundries down 0.07 mgd from last year. March cost per million gallons was \$2,693.08 bringing year to date to \$2,129.30 versus last year of \$1,999.22/MG.

Capital Projects Update – Nate Pion summarized the following projects:

Essex West Pump Station – The work at the Essex West Pump Station is nearly complete. Over the past month, the Contractor has replaced the piping within the Essex West Tank Vault, installed all piping in the pump station, set the pumps and generator, and installed the electrical components within the pump station. One section of piping remains to be completed between the vault and the pump station. The Contractor will be restoring the disturbed areas and prepping for final cleanup. CWD will begin installing controls over the next month. Once the controls are complete, CWD will work with the Contractor to conduct start-up and training.

WTP Perimeter Fence – New decorative fencing has been installed along Queen City Park Road and chain link fencing has been installed along the remaining boundary lines. This work is being completed under a grant through the Vermont Department of Public Safety.

Exit 16 Utilities – The Vermont Agency of Transportation (VAOT) opened bids on the Exit 16 Utilities Contract on March 25, 2022. Bids were received by two (2) contractors; J. Hutchins (apparent low), and Kubricky Construction. Both bids

were above the engineers estimate for the waterline construction and total project costs. VAOT is discussing how to proceed with next steps.

Drinking Water Treatment Residuals (DWTRs) Disposal – CWD has been working with the Chittenden Solid Waste District (CSWD) to dispose our DWTRs at their composting facility on Redmond Road, where they will be mixed with topsoil. This will be the first year CWD disposes the DWTRs at CSWD. Both organizations hope this will be an annual partnership. CWD contracted with Munson Earth-Moving Corporation to remove, transport, and dispose of the DWTRs from the drying beds at the CSWD facility.

Transmission Valve Program – The Engineering and Transmission Departments have been working together to prioritize valve replacement and installations. As part of this evaluation, a new valve was identified on High Service #1 (HS#1) near Community Drive, which feeds Technology Park in South Burlington. Both services for Community Drive are tapped off from HS#1 and CWD has no means to isolate the transmission main between these taps. A pre-bid meeting was held on April 14th with contractors to review the scope of work. As part of the bid package, CWD plans to excavate four (4) Intelligent Digs (aka Pipe Assessments) for the Pipe Integrity Program. Bids are due April 21st.

Manager's Report – Presented by Joe Duncan

CWD Audit Subcommittee

The CWD Audit Subcommittee assists the Board of Commissioners in fulfilling their oversight responsibilities for the financial reporting process, the framework for internal control, and the audit process. The Subcommittee consists of three members of the Board. With Ron Hubert stepping down in March, we currently have two Subcommittee members, Karen Richard and Pete Gadue. John Gifford volunteered to fill the current Audit Subcommittee vacancy.

Colchester Fire District (CFD) #1 Dissolution

CFD#1 Dissolution is on its way to the Governor's office for his signature.

CFD #3 System Acquisition

CFD #3's Australian ballot article to transfer their water system to CWD passed on March 29th by a vote of 128-115. A recount was requested and the recount held on April 11th confirmed the original tally. We met with the CFD #3 Prudential Committee on April 5th to begin transition discussions. The majority of coordination centers around customer accounts and financials. We are also working with CFD #3 to develop a Purchase & Sale Agreement for the transfer. The plan is to bring the agreement to our Board at our May 17th Commissioners meeting.

Utility Billing Assistant Job Description

The acquisition of CFD #3 will require the hiring of a new Utility Billing Assistant position to assist with the increased customer service, work orders, and billing requirements associated with that additional system. We are looking to fill the position on July 1, 2022 when we acquire the CFD #3 system. Staff is recommending that the Board approve this job description. Following brief discussion Dennis Lutz made a motion to approve the job description, second by Peter Gadue, with all Board members in favor.

Union Contract

We are holding bi-weekly negotiation meetings with the Union for the next 3-year contract. The meetings have been productive and we have worked through several non-monetary topics resulting in the execution of (7) tentative agreements (TAs) to date.

General Manager Contract

Current contract is for a 3-year term effective July 1, 2019 through June 30, 2022. A draft contract was presented to the Board at last month's meeting. The Board indicated they wanted additional time to review the draft with the goal of discussing it at the April meeting.

Sign Warrant #0322

Bob Shand asked for a motion to approve the warrants in the amount of \$1,311,604.62. Motion was made by John Gifford, seconded by Karen Richard, with all Board members in favor.

Executive Session – System Acquisition, Union Negotiations & General Manager Contract Discussion

At 12:50 pm Bob Shand asked for a motion to go into executive session to discuss system acquisition, union negotiations, and General Manager contract discussion. John Gifford made a motion that executive session was warranted. Motion was seconded by Peter Gadue, with all Board members in favor. Dennis Lutz then made a motion to go in to executive session, seconded by Peter Gadue, with all Board members in favor.

At 1:02 p.m. John Gifford 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, and there was no discussion on System Acquisition.

Following executive session John Gifford made a motion to approve the General Manager Contract. Peter Gadue seconded, with all Board members in favor.

Any Other Business

Peter Gadue asked a question regarding cybersecurity. Mr. Duncan explained CWD's current network structure as it relates to cybersecurity. At 1:13 p.m. Bob Shand asked if there was any other business. Hearing none John Gifford made a motion to adjourn, seconded by Dennis Lutz with all Board members in favor.

Clerk