

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; Dennis Lutz, South Burlington; Ron Hubert, Milton; Liz Royer, Williston; Karen Richard, Colchester; Jonathan Stockbridge, Winooski; Employees: Joe Duncan, Tracy Bessette, Nate Pion, Chris Rongo, Melissa Hood, and Jay Nadeau.

### **Absent**

No Commissioners were absent.

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 May 18, 2021**

Bob Shand asked for a motion to approve the Regular Meeting Minutes of May 18, 2021. Ron Hubert made a motion to approve, seconded by Jonathan Stockbridge, with all Board members in favor.

### **Financial/Operations Report**

Mr. Duncan reported that water sales for the month of May were 10.56 mgd, bringing year to date to 9.63 mgd as compared to last year at this time of 9.51. For the month of May Global Foundries averaged 3.24 mgd, bringing year to date to 3.33 mgd, versus last year at this time of 3.31 mgd. Total average fiscal year sales are up 0.12 mgd, as compared to last fiscal year, with Global Foundries up 0.02 mgd from last year. May cost per million gallons was \$1,919.00, bringing year to date to \$2,029.20, versus last year of \$2,027.96/MG. Mr. Duncan said as we head into June water sales continue to be strong and we are in a solid financial position heading into the end of the fiscal year.

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

**Essex West Pump Station (EWPS)** – Munson started construction on June 7<sup>th</sup> and are finishing up work on the Colchester South Tank Loop.

**Colchester South Tank (CST) Loop** – There have been some issues with the lining contractor on this project. They have had some breakdowns on some of their other out of State projects. They have postponed the lining work for CWD's project three times. We have a contingency plan, rather than reline the pipe it will be replaced with 8" ductile iron. Munson will get the temporary water setup on June 16<sup>th</sup> for the four customers on the dead-end of Hercules Drive, and begin the replacement the week of June 21<sup>st</sup>. There is no increase in the project cost.

**Tank Maintenance Program** – The South Lake Water Tank (SLWT) was returned to service on May 17<sup>th</sup> following an exterior renovation and interior clean. The Essex West Tank (EWT) was brought back online on May 31<sup>st</sup>, which was well ahead of schedule. Work at the EWT included exterior renovation and interior touchup. The only tank left for Suez this year is the Milton East Tank which will be done in mid-August.

Temporary temperature string probes were installed in all tanks in May. The temperature probes will remain in place until November. Once removed, the temperature data will be analyzed and compared against results from 2020.

**South Filter Water Tank (SFWT) Rehabilitation** – Statewide Aquastore is on-site working on the SFWT rehab. Work began with the removal of anodes and an interior chemical clean. Statewide Aquastore plans to be on-site a couple weeks to

continue the interior and exterior reseal, and installation of exterior bolt caps. Suez will arrive on-site in early July to coat the interior concrete floor and the exposed exterior ring wall. The SFWT is expected to be back online by the end of July.

**Adsorption Clarifier #2 (AC#2) Rehab** – Suez arrived on-site on June 10<sup>th</sup> to install new access hatches above AC#2. Work included cutting ~36” square openings in the existing concrete and installing two (2) flush mounted access doors. Suez will be back on-site July 6<sup>th</sup> to complete the interior renovation. AC#2 will be offline until the end of July; therefore, production will be limited to the capacity of AC#1 and AC#3.

**WTP Fencing** – CWD received a zoning permit from the City of South Burlington for the installation of a new perimeter fence and removal of trees. All trees will be removed before the end of July in preparation for the future fence. The fence along Queen City Park Road will be a 6’ decorative fence that matches our existing gates. While, the remaining perimeter fence will be chain link. We expect to hear a response on our Homeland Security Grant application in November. Once a decision has been made on our grant application, CWD will decide how to segment the installation of the perimeter fence. Our first priority will be to complete the decorative fencing along Queen City Park Road.

### **Manager’s Report**

Mr. Duncan introduced Jennifer Rouille to the Board, CWD’s Customer Service/Utility Billing Assistant who started at CWD in July of 2020. Jenn’s time is split 50/50 between Wholesale and Distribution.

### **Approval of Job Description for Distribution Maintenance Specialist**

Mr. Duncan said that in May 2011 the Board approved reclassifying a Transmission Maintenance Tech position to a Transmission Maintenance Specialist position. In November 2019 the Board approved an updated job description for the Transmission Maintenance Specialist position and we filled it internally with one of our existing Transmission Maintenance Techs. Over the past several months one of our Distribution Maintenance Techs has been tasked with maintenance and general repair of the Retail equipment. The duties being assigned on the Retail side are consistent with those on the Wholesale side. There is enough equipment between the two to warrant having a Maintenance Specialist position in both Wholesale and Retail. Having a Maintenance Specialist in both departments would also provide redundancy and coverage. We would like to reclassify one of the existing Distribution Maintenance Techs to a Distribution Maintenance Specialist. Our current bargaining unit contract requires that this is approved by the Union prior to approval by the CWD Board. This has been presented to the Shop Steward and he approves and is in agreement with this reclassification. We are not proposing to add another employee to the Distribution Department, as this would be a reclassification of a current Distribution employee. Bob Shand asked for a motion to approve the Distribution Maintenance Specialist position as presented. Motion was made by Karen Richard, seconded by Jonathan Stockbridge with all Board members in favor.

### **FY20-21 Audit Scope of Services**

Mr. Duncan referred to the Scope of Services provided by A.M. Peisch for the upcoming audit. This year’s scope is consistent with our requested services and the only additional item is the single audit that is required this year. The scope of services is signed by the General Manager and the CWD Board Chair.

### **GMWEA Andrew D. Fish Laboratory Excellence Award**

Mr. Duncan said that Mat Cunningham, our Lead Water Quality Maintenance Specialist, has received the Andrew D. Fish Laboratory Excellence Award from GMWEA. This award recognizes outstanding activity in laboratory performance at work, community service, education, committee participation, or other outstanding contribution. Mat has been with CWD for over 11 years and has become a key team member within the Water Quality/Operations Department. Mat has shown outstanding performance in maintaining our plant and transmission systems, protecting public health, and going above and beyond his normal responsibilities. He plays a significant role in our laboratory to optimize our sampling programs and he has been instrumental in helping CWD maintain our Partnership for Safe Water Excellence in Water Treatment Award status. We are truly blessed to have great employees like Mat working here at CWD.

**Next Meeting**

The next Regular Meeting will be Tuesday, July 27<sup>th</sup>. The plan is to have the Board back in person in the conference room for that meeting. Mr. Duncan said he will be maintaining Go To Meeting option as an option for Board members and staff. Mr. Duncan asked the Board if they wanted to maintain the Noon meetings or meet early morning. Board consensus was to continue meeting at Noon.

**Sign Warrant #0521**

Bob Shand asked for a motion to approve the warrants in the amount of \$681,729.57. Motion was made by Peter Gadue, seconded by Jonathan Stockbridge, with all Board members in favor.

**Executive Session – System Acquisition and Labor Relations Item**

At 12:25 pm Bob Shand asked for a motion to go into executive session to discuss system acquisition and labor relations item. Ron Hubert made a motion that executive session was warranted. Motion was seconded by Aaron Martin, with all Board members in favor. Aaron Martin then made a motion to go in to executive session, seconded by Ron Hubert, with all Board members in favor. At this time Jennifer Rouille and Nate Pion left the meeting.

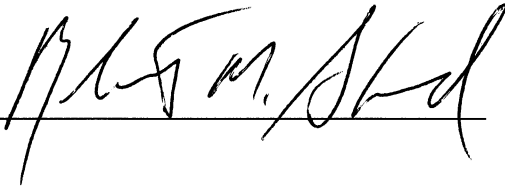
At 12:40 p.m. Jay Nadeau left the meeting.

At 12:50 p.m. Dennis Lutz 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.

**Any Other Business**

At 12:55 p.m. Bob Shand asked if there was any other business. Hearing none Peter Gadue made a motion to adjourn, seconded by Ron Hubert with all Board members in favor.

Clerk

A handwritten signature in black ink, appearing to read "Bob Shand", is written over a horizontal line. The signature is cursive and somewhat stylized.

