

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

Present

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

Absent

Jonathan Stockbridge, Winooski
Aaron Martin, Essex

Bob Shand called the meeting to order at 12:01 PM.

Citizens to Be Heard

No citizens to be heard.

Approval of Regular Meeting Minutes of September 20, 2022

Bob Shand asked for a motion to approve the Regular Meeting Minutes of September 20, 2022. John Gifford made a motion to approve, seconded by Karen Richard, with all Board members in favor.

Financial/Operations Report

Mr. Duncan reported that water sales for the month of September were 9.97 mgd, bringing year to date to 10.60 mgd as compared to last year at this time of 10.26 mgd. For the month of September Global Foundries averaged 3.39 mgd, bringing year to date to 3.51 mgd versus last year at this time of 3.45 mgd. Total average fiscal year sales are up 0.34 mgd, as compared to last fiscal year, with Global Foundries up 0.06 mgd from last year. September cost per million gallons was \$1,803.81 bringing year to date to \$1,714.36 versus last year of \$1,952.58/MG. September water sales were good despite it being a very wet month.

Capital Projects Update – Nate Pion summarized the following projects:

Essex East Pump Station (EWPS) – Work continues at the EEPS. Most of the electrical work has been completed over the past month. The process piping replacement began the week of October 17th. Remaining work includes CWD instrumentation and controls, building modifications and installation of Pump #2.

Tank Maintenance Program – The Tank Maintenance Program is wrapping up for the season. Veolia has completed all scheduled renovations and interior washouts. A couple visual inspections and minor items remain, but no more tanks are scheduled to go offline this year.

Veolia completed the interior and exterior renovation of Jericho Cell #1, marking the end of the renovation project. All cells have now been returned to service. The coatings look great and next year we hope to see less biological growth on the interior walls and improved water quality during the warmer months.

South Filter Water Tank (SFWT) – Veolia completed all visible repairs at the SFWT. The tank is scheduled to be filled by October 21st, at which point a visual leak inspection will be conducted. More information on the results of the visual inspection will be provided at the November board meeting.

Well #7 Process Piping Replacement – The process piping at Well #7 was replaced the week of October 10th. The new piping layout should offer better metering reliability and access to CWD equipment and instrumentation. This closes the Well #7 improvements after many years of work; beginning first with the removal of the old well pump, followed by the construction of the new building over top of the vault, and concluding with the process piping.

Manager's Report**CFD #3 Capital Budget Line Item – Utility Billing System**

Mr. Duncan said that when CWD took over Colchester Fire District (CFD) #3 we needed to integrate their customer accounts into our existing utility billing system. This required upgrades in our software along with the data conversion completed by Continental Utility Solutions Inc. (CUSI), the utility billing system provider. The total cost of setting up CFD #3 in our utility billing system was \$12,300. Mr. Duncan noted that we do not have a line item in the CFD #3 Capital Budget, so staff is requesting the Board create one so that set up cost can be paid for out of capital.

Bob Shand asked for a motion to add the line item Utility Billing System in the amount of \$12,300 to the CFD #3 Capital Budget. Motion was made by Karen Richard, seconded by Peter Gadue with all Board members in favor.

CFD #3 Asset Management Plan DWSRF Loan Authorized Reps

Mr. Duncan said that prior to taking ownership of CFD #3, the Prudential Committee contracted with Hoyle Tanner & Associates (HTA) to develop a full asset management plan (AMP) for their system. The AMP is being funded through a Drinking Water State Revolving Fund (DWSRF) loan with 100% loan forgiveness. Change of Authorized Representative forms are required for CWD staff to receive DWSRF correspondence and process elements of the loan. Staff is recommending that Joe Duncan be added as authorized representative and Christine Rongo be added as alternate authorized representative.

Bob Shand asked for a motion to approve the Change of Authorized Representative forms as enclosed to add Joe Duncan as authorized representative and Christine Rongo as alternate authorized representative for DWSRF Loan Number WPL-329-1.0. Motion was made by John Gifford, seconded by Karen Richard with all Board members in favor.

CWD Owned Water System Rules and Regulations

Mr. Duncan said that staff have been working on revisions to the Rules and Regulations of Water Use for CWD Owned Water Systems which include Malletts Bay Water Company, Colchester Town Water System, Colchester Fire District (CFD) #1, and CFD #3. Most changes are minor refinements to the language. The primary revisions are in Section 13 – Water Allocation. Mr. Duncan said historically water fees have essentially been a connection fee which was a nominal number that represented the ability to recoup some costs of time and materials. In taking over CFD#3, they have a connection fee which is more of an allocation fee, paying for storage, lines that were installed and for future development. In the rates that were recently approved there is an allocation fee as well as a connection fee. Mr. Duncan said that staff worked closely with the Town of Colchester to create an allocation process that is similar to the Town's wastewater allocation process. Mr. Nadeau pointed out some of the other changes recommended by counsel, specifically customers refusing the use of their indoor valve during meter repairs/replacement. Following discussion on water storage, allocation procedures, and the Town of Colchester ultimately taking over the Colchester systems, Bob Shand asked for a motion to approve the revised CWD Owned Water System Rules and Regulations as presented. Motion was made by Dennis Lutz, seconded by Karen Richard with all Board members in favor.

Sign Warrant #0922

Bob Shand asked for a motion to approve the warrants in the amount of \$989,874.64. Motion was made by Peter Gadue, seconded by John Gifford, with all Board members in favor.

Any Other Business

At 12:40 p.m. Bob Shand asked if there was any other business. Hearing none, Karen Richard made a motion to adjourn, seconded by John Gifford, with all Board members in favor.

Clerk