

Grand Isle Consolidated Water District

Minutes of Regular Meeting March 9, 2016

Present at meeting: Commissioners: Janine Banks, Julia Small, Michael Inners, David Borthwick-Leslie, Andy Phipers and Shannon Bundy, SOS Operator Warren Steadman and SOS employee Nate Fredericks.

Michael Inners opened the March 9th meeting at 7:04PM.

Additions to the Agenda

- 1) Mike Inners is adding a discussion about a possible written response to Mike Shaw?
- 2) Shannon Bundy asked about possible Executive Session and Janine Banks suggested we wait to decide until the end of the meeting and Shannon agreed.
- 3) Janine Banks wants to discuss the plant alarm.

Review of Meeting Minutes

- 1) Julia Small made a motion to accept the February meeting minutes as revised and sent in the March 9th email from Janine. Shannon seconded. All approved. Janine abstained.

Questions from User's

- 1) Pete Johnson has not sent us a letter as requested to formally dispute his bill.
- 2) The house across from A & B Beverage that had the 116,000 gal/qtr usage in 2015 has made arrangements to pay the bill. It appears the water was left running, possibly by a realtor/showing of the house, so they are liable for the bill.

Operator's Report

SOS's full report is attached to these minutes, discussion ensued on a few items.

- 1) The controls for the Kinetico filters have finally been fixed. Duane from DC Energy explained what was wrong – it was the old controls, not the ones he installed recently. He contacted a software tech to see if they have seen the same issue and he made some changes so he could find it easily if it happens again. The old system is difficult to work with so he made some changes to make it easier. The bill for this repair is coming.
- 2) Joe approached two lock companies for quotes on changing the plant's locks and has received only one estimate so far - \$650 for all locks to be replaced and one entire handle needs replacing too. Second quote coming. Bell Hill & Lovers Lane locks are included. Will let us know and we can decide next month if we need to do it or not. Warren has fixed the initial problem with the lock on the main door.
- 3) **(Warren – I think I need clarification on this one please...)** Ray Solomon visited and is pleased with our results. UV reading is going up a bit on center tap but may have leveled off. He recommended we test the raw water & filtered water, and take a TOC reading at the bottom tap of the first GAC filter. The biological activity level is unknown. Ray believes that if the tap reading stays low, then biological activity is taking place.
- 4) The Island Scrapbook house plumber called. Copper piping was taken from the house, along with the meter. Is a foreclosure and the bank is upgrading so they can sell it. Plumber wrote \$350 check to cover what of ours was stolen. They are up to date on bill payments.

- 5) Section D, #1 of SOS's report: David Borthwick-Leslie asked what is involved? The Hyde Road situation - There are five or six houses, the library, church, The Hub, and another house or so. We don't know where line runs on the north side. We inherited this from FD #1. Mike Inners suggested we find at least a good line and know where it is in case of a disaster. Warren will talk to Tim at Island Excavating to see if he remembers where it was put. Also, we should wait and see if the town offices are moving and wait for that project before proceeding to fix this situation. Consensus was that it may make sense to at least know the plans of the Town Offices before proceeding.
- 6) Section A, #3 of SOS's report: Shannon Bundy asked if Warren would elaborate please? Warren said they are working to watch if construction will stir up the water & cause turbidity. Breakthrough occurring with the Kinetico filters is possible, although unlikely. Warren asked David Borthwick-Leslie if there is anyone set aside at the state or with the company doing this project to deal with problems or have money set aside to deal with problems this project creates? Not that he knows of. We are susceptible to turbidity here... Janine Banks suggested we should be put on someone's radar as the board has serious concerns this project could have significant impact on our treatment system. Warren will ask Kevin at the Fish Hatchery who he has been working with. Continued discussion of high turbidity repercussions. Warren will also talk to Ray Solomon. Need to find out start date of this project.

Engineer's Report

Green Mountain Engineering's full report is attached to these minutes. They were not represented at this meeting.

- 1) Alan Huizenga is coming to the next meeting to talk about the capacity study.
- 2) Wrapping up the GAC project. Paperwork has been submitted for final payment. Melissa was not aware of state trying to get payment – state was using an old email address. Mike Inners will talk to Melissa about copying Chuck on all her correspondence. We should include everyone on the list he sent around on all emails.
- 3) Brad is working with Warren on SOP manuals.
- 4) Do we want GME involved in the Hyde Rd situation/investigation? Consensus was no, not yet.

Treasurer's Report

- 1) Chuck Besterman was not present. We have the P & L from Melissa.
- 2) VEC gave us another disconnect notice. We had one late payment several years ago so they put us on a short trigger and now we get them frequently when payment and the bills cross in the mail, not because the bills were not paid. It was mentioned we need to be warned if she goes on vacation!
- 3) Warren said budget looks ok... It appears everything from GAC project will be approved.

Old Business

- 1) Janine Banks made a motion to approve the Small Business Definition, rev. 6 and David Borthwick-Leslie seconded it. Julia Small wanted discussion as she does not think we need small business definition unless: She would like to see users who use a lot of water (for lots of animals for instance) but who do not meet the Large User definition pay the same as a business. Discussion ensued. Janine Banks noted that perhaps the 20,000 gallons per quarter used in the Small Business Definition indeed needs to be modified and she suggested the Rate Committee take another look at this definition now that we've been working with the Rate Systems in place for over a year now. Janine withdrew her motion & Julia seconded. This will be kept in old business and discussed again after the Rate Committee meets.
- 2) Discussion on the newsletter Janine circulated– consensus was that it is good. Shannon has grammatical corrections and then it can be sent to SOS for printing & inclusion in the first quarter bills.

- 3) Does the 103 days in the third quarter affect the Large User determinations for 2016? No. Warren checked, prorated it, and it changed nothing. Warren explained his findings in an email which is attached to these minutes.
- 4) Do we need to send a written response to Mike Shaw? There is no change (see #3 above) to the capacity issue he brought up, and the board does not think Mr. Shaw was looking for a formal response to this issue. The board believes he was just talking to us and not representing the owners with a formal complaint. We'll just wait to see if he comes back again or writes a formal complaint letter.
- 5) The alarm system at the plant. Janine Banks feels it is the police's responsibility to check out any alarm we have go off and we should not have Warren or anyone else driving by first to see if something is actually going on. The police should be called by the monitoring company and the police will dispatch whoever they need to, be it the State police or the County Sherrif. The monitoring company will then start calling down a list of names we provide, like Warren, Joe, one of us, etc to meet the police at the plant. Janine made a motion to have the monitoring company call the police directly and then call Warren. Andy Phypers seconded it and all approved.

New Business

- 1) Vt-Alert system. Julia Small made a motion to sign up with them and have Janine Banks, Mike Inners, Joe Danis, MikeFredericks and Nate Warren be the administrators. Andy seconded it. All voted in favor.
- 2) Julia Small made a motion to add Andy Phypers to administrator list. David Borthwick-Leslie seconded it and all approved.
- 3) Mike Inners suggests we have signage made and ready in case of a boil water issue or other immediate notifications needed and he suggests sandwich boards. **(WHO is getting a quote on this??)**
- 4) The Customer Dispute policy Janine circulated is ok. Janine actually has another one – a Customer Complaint Policy that she needs to send around so this discussion was tabled till April.

Janine Andy 9:15

Janine Banks made a motion to adjourn at 9:15pm and it was seconded by Andy Phypers. Voice vote approved unanimously and the meeting ended.

Respectfully Submitted,

Janine Banks _____ Date: _____

Email:**From:** warrenwaterop@aol.com [mailto:warrenwaterop@aol.com]**Sent:** Thursday, February 11, 2016 11:21 AM**To:** rcbesterman@myfairpoint.net; mi10@sover.net; janinebanks@comcast.net; dbanks@together.net; buzzy112vt@gmail.com; DBorthw349@surfglobal.net; ahuizenga@gmeinc.biz; snbundy1973@yahoo.com; bwashburn@gmeinc.biz**Cc:** fredericksn@yahoo.com**Subject:** Last nights meeting.

After last nights rather contentious meeting about the dates that meters are read I checked through our operating log to check when we read meters for this past third quarter. Mike Shaw's point was that the third quarter readings included more than the 90 days for the third quarter.

Mike was correct when he pointed out that the past third quarter included more than the 90 days. Last June because of the construction schedule, I decided to read the meters a week early. This made the third quarter 102 days long. At the time I was not considering the effect on the third quarter totals that we use for determining debt and base. Hence, I have reviewed Point Farm's and the other two accounts that we added as Large Users this year. I took their total third quarter amount and divided that by 102 to get a daily rate. I took this amount and multiplied it by 12, the number of days over the 90 days. I then subtracted this amount from their third quarter totals to get a more accurate third quarter total. Even with this reduced total it did not change their status as Large Users according to our definition of Large Users

I also checked a couple of the other Large Users using the same method. If we were not phasing in the increased debt and base rates, It might have made a difference. However since we are phasing in the increase and rounding down the increases, I did not see where the ones I have checked would make a difference. However, when Janine gets back if they think it necessary, Chuck, Janine and I can go over the data to confirm this error in scheduling does not adversely affect the Large Users.

We normally read meters in the middle of the month before the end of the quarter. It takes three or four days to get to all the meters read. Once the meters are read we send the gun to Waterbury for it to be down loaded to the computer that generates the bills. Once the data is down loaded the program generates various lists. One of them is a list of meters that did not read. That list is sent to us and we review the list to determine if we need to reread, estimate readings or in the case of seasonal properties just charge debt and base. Depending on the length of the list this process may take a couple of days. Then we go over the list with Crystal in our Waterbury office. She then manually makes the correct entry for each of these accounts. Then she is ready to generate the bills and stuff them in the envelopes for mailing. I am explaining this process as it is the reason we begin reading meters mid month and not the week before the bills are sent out. In the future we will make every effort to insure that the meters are read during the middle week of the month especially for the third quarter.

Warren



SIMON OPERATION SERVICES, INC.

March 9, 2016

Mr. Michael Inners
Grand Isle Consolidated Water District
Grand Isle, Vermont 05458

Dear Mike,

Enclosed please find the following reports and activities for the water treatment facility for the month of January 2016.

1. Monthly Activities Report
2. Vermont Water System Operations Report

If you have any questions regarding this information please feel free to call me toll free at 1-888 SOS-1885.

Sincerely,

Mark

Mark Simon

cc: Facility copy

143 S. Main Street, Waterbury, VT 05676 1-888-767-1885

**GRAND ISLE CONSOLIDATED WATER DISTRICT
MONTHLY ACTIVITIES REPORT
FEBRUARY 2016**

A: ACTIVITIES COMPLETED

1. Two water samples were taken for coliform testing. Both samples were absent. Monthly backwash data was taken and the monthly report was sent to the Watershed Management Division. The monthly water operations report was completed and sent to the Drinking Water and Groundwater Protection Division.
2. DC Energy completed fixing the problem with the facility controls. The facility is now running with all Kinetico filters in Auto.

3. Turbidity Data was provided to the Hatchery. They are using the data to help determine if they need to be concerned about the work on the new power line that is planned to run down the center of the Lake.

4. The water was shut off and later turned on while the owner of 10 Robinson Point repaired a leak in the house.

5. The service line at 5 Star Road was frozen. The owner asked us to stand by while the line was thawed in case the curb stop needed to be closed.

6. A possible leak was investigated on West Shore Road in South Hero after the South Hero Road Crew reported water bubbling out of the ground. It was determined that the water was ground water.

7. The building alarms are now operational. If an alarm occurs, Warren, Joe and Kevin will be called to investigate the alarm.

8. The customer who had the 116,000 gallon meter reading has made payment arrangements with the SOS office. We understand that the building is now rented.

9. A meter was dropped off at 124 East Shore North. A new house is being constructed at this location.

B: ACTIVITIES IN PROGRESS

1. Operating procedures for the new control system and filter systems are being being written.

2. A list of system equipment is being prepared as part of a capital plan initiative.

3. Season meters that were pulled and stored in the plant are being checked for accuracy.

4. UV absorbance readings are being taken to track the organic levels through the facility. These are compared to the monthly TOC samples that are sent the lab. Ray Solomon is planning to stop by on the 7th of March.

C: ACTIVITIES PLANNED OR NEEDED

1. The base boards in the office and lab will be installed now that a contractor has been chosen.

2. Hach is scheduled to come on March 9th to complete the annual maintenance on the Hach equipment.

3. The monitoring tap at Ladd Point will be installed in the spring after the frost is out of the ground.

4. One of the master meters will be replaced in the spring.

D: LONG TERM ACTIVITIES NEEDED

1. The old Hyde Road distribution line needs to be checked and in places rerouted.

2. The Bell Hill Tank should be cleaned and the seams caulked next year.

3. One of the master meters will be replaced this year. The other older master meters need to be replaced.

GREEN MOUNTAIN ENGINEERING, INC.

1438 South Brownell Road

P.O. Box 159

Williston, VT 05495

(802) 862-5590 (Fax) 862-7598

Draft: March 04, 2016

To: Board of Commissioners
Grand Isle Consolidated Water District

RE: Monthly Meeting Items – Engineer’s Report - GME Project No. 8-005

Dear Commissioners;

As an update for work completed since our last meeting, we provide the following:

DISINFECTION-BY-PRODUCT PROJECT

GME has received some draft O&M documents from SOS and is currently reviewing them. GME plans on working on the manual over the next couple months to have it finalized before the summer.

GME has received the backup data from SOS for the direct purchases of a chemical feed pump w/ appurtenances and a ladder. As discussed in the email chain over the last month, upon the approval of the final reimbursement request by the State of Vermont for the DBP project, the remaining funds in the loan may be used to purchase eligible items. GME will follow up with the board, when the final pay reimbursement request is executed and a final remaining loan monies figure is known. Upon board approval, GME will submit the direct purchase items to the State for review.

GME does not plan on attending the March 09th meeting unless directed otherwise.
Sincerely,

GREEN MOUNTAIN ENGINEERING, INC.

Brad Washburn, P.E.

Project Engineer