

## **Grand Isle Consolidated Water District**

### **Minutes of Regular Meeting February 8, 2017**

---

Present at meeting: Commissioners: Michael Inners, Andy Phypers, Shannon Bundy and David Borthwick-Leslie, SOS Operators Warren Steadman and Joe Danis.

Michael Inners opened the February 8th meeting at approximately 7:00PM. Held at the Ed Weed Fish Hatchery in Grand Isle, VT.

#### **Additions to the Agenda**

- 1) Powerline through lake.
- 2) Employee Issue

#### **Review of Meeting Minutes**

- 1) Shannon Bundy motioned to approve the December 14, 2016 meeting minutes, Andy Phypers seconded the motion. All in favor, none opposed. Approval of Regular Meeting Minutes from December 14 meeting.

#### **Questions from User's**

None.

#### **Operator's Report**

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

- 1) Media levels in Kinetico filters- Four of the filters needed a ft<sup>3</sup> of media, which takes us down to 4 ft<sup>3</sup> left. Should have six ft<sup>3</sup> in house as back up. Needs to do more research, as there are more distributors now than in the past.
- 2) Crystal & Warren updated debt and base rates and passed out handout for billing procedures they use on their end, but not sure if we have a policy. Wants us to consider "cleaning up" the billing policies and potentially discuss at the next meeting. Do we want to keep the system as it is? Provided today so that we have time to review and discuss later. Michael asked if there is a monthly bill option. Warren said a customer could always do it, but wouldn't need to send a separate bill, could just set up, but how could we do it for people who are delinquent? Would it be easier for them to budget? Would we more likely get paid? (Document included below)
- 3) Bolts: SAC Fastener was the distributor. Just started replacing the rusted bolts in the GAC room with stainless steel bolts. Is taking about an hour for each bolt. Joe explained it is taking so long because of the way the bolts were constructed and put in originally.
- 4) Neagley and Chase replaced all the rusted bolts at Bell Hill tank. Two master meter valves were ordered, and they will replace those too. Replacement is needed because of their age and not reading accurately. The new meters may require some plumbing work because of the way they were installed to begin with. First one will be E Shore N because they can isolate those meters without leaving anyone without water. The others will probably require water being turned off for eight hours.
- 5) Michael asks: Low-pressure alarm at Lover's Lane? Generator there? Asked Warren to confirm if pump stopped working. Yes, but alarm went off, and pump was reset. There is no generator up there because the way the system works, there is still enough water to keep pressure, and control system still works to some extent until someone can get there to reset it.
- 6) Two sampling locations are no longer available. New sampling locations are at the Lover's Lane building, and Julia Small's house. Joe has discussed the change with the State and will resubmit the plan with the new locations and with a new map showing upstream and downstream locations. Julia has agreed to having her house be the second new site. Michael will need to sign the plan when it is done.
- 7) EPA Letter update (based on email Warren sent) - Every four years EPA is required to do nonregulated contaminate analysis. GICWD was randomly chosen to participate by taking certain samples. (will be sometime this spring for us) We will be taking the chosen samples. They pick out 800 situations that are not regulated now to do testing to determine what is in water samples around the state and country to determine if contaminants in water are at levels that need to be monitored.
- 8) Sampling plan- Follow up to LT2 Plan: Coliform sampling of our raw water. Second stage is in October, first was in 2008. No more information provided yet on that. They just want to confirm all is okay.
- 9) Bell Hill Tank Preventative Maintenance- Warren found 6-8 companies who work with the type of tank we have, three were not viable due to their location. He emailed two that were in the US, one responded with a phone call,

and they want to do a whole survey because he said that “rusting on the outside of the tank equals rusting on the inside of the tank”. He did not feel comfortable with the direction the phone call was going, and felt that the CSR was just trying to upsell. Aquastore is his choice as they have maintained the tank since it was built. If the Board wishes it will be put out to bid when the next five year inspection is due. He feels we’ve had good experiences with them, and they would want to do it before spring when the tank starts to sweat. Michael looked at our current cash holdings, and we should be able to do it this spring 2017. Aquastore needs a 35% deposit. Consensus was reached to do it this spring.

- 10) Brad at GME is starting the capacity study, and Joe is getting the data for him, including peak day info, turbidity data, and other information to determine what we are “getting” from the filters.

### **Engineer’s Report**

- 1) Working on O & M manual, Warren said some good work being done on it.
- 2) State has approved work up to 12/17 to keep moving forward with asset management work.
- 3) Consensus reached that GME does not need to be here next meeting.

### **Treasurer’s Report**

Treasurer Janine Banks was absent.

- 1) \$118K in, and \$28K out- things are looking on track for making large payments.
- 2) Michael asked who is going to take over the treasurer position as Janine wants to relinquish the duty. Andy and I are both concerned about our lack of knowledge about what a treasurer’s role is. Andy asked if we can table to conversation to until March so that we can look into what the title entails, and we can ask some professionals about how to do the job right.
- 3) Discussion of moving meetings to third week of the month in order to have time to more appropriately look at income documents.

### **Old Business**

None.

### **New Business**

- 1) We need to officially set rates. Warren calculated it so that we’d need to change the debt service to \$87.70 to \$102.57 which would allow us to collect the GAC bond out of 2017 collections. Base rate would go from \$53.13 to \$49.42, and per gallon rate would stay the same. Michael made a motion to accept the rate changes. Andy seconded the motion. All in favor of the proposed rates. Four in favor, none opposed.
- 2) Ratification of allotment request- 28 Pearl St- for one year. Shannon made the motion to accept the ratified allotment, David seconded. Four in favor, none opposed.
- 3) Accept paperwork for water connection fee for 165 E Shore N, \$3K received due to incorrect paperwork being given to customer. Andy moved to accept connection, David seconded. Four in favor, none opposed.
- 4) Power lines going into lake, Michael received a call NW Regional that a third line coming in, VT Greenline Dev Co, 400 megawatt transmission line, will be laid on lake bottom, near our intake. No timeline as it has not been approved by State. Warren wants any issues with line to be routed through the Fish Hatchery, who will let us (Warren and Joe) know what is happening and when.

Executive Session 8:22 p.m. Personnel Issue.

Came out of executive session at 8:38. Motion to adjourn by Andy, seconded by Shannon. All four in favor, none opposed.

Retyped/formatted and Respectfully Submitted from notes taken by Shannon Bundy,

Janine Banks \_\_\_\_\_ Date: \_\_\_\_\_

## GRAND ISLE CONSOLIDATED WATER DISTRICT BILLING

Bills are mailed with a 30 day due date

2<sup>nd</sup> notices are mailed 10 days after due date (1% per month penalty begins)

2 weeks after 2<sup>nd</sup> notice due date a disconnect notice is sent both by certified and regular mail. (certified letter charges added to bill)

The day before the mailed disconnect due date, a 24 hour disconnect notice is attached to customer's door.

The next day, the water is shut-off

At every step the customer is asked to call the office. A payment plan is arranged with the due date for payment or partial payment agreed upon.

If any of the due dates that have been negotiated are not met, a 24 hour disconnect is attached to their door and the next day the water will be shut off.

If a collection trip is made a \$25 charge is added to the bill.

If the amount owed the district is substantial a lien is placed on the account. (The customer is charged for the recording fee)

If the water is turned off, a \$25 fee is charged to turn the water on.

If a customer's check is returned for insufficient funds an attempt is made to call the customer and a \$20 fee is added to the bill. If the customer cannot be reached a disconnect notice is posted on the customers door.



SIMON OPERATION SERVICES, INC.

February 8, 2017

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 2017.

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  
JANUARY 2017**

**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. Checked media level in Kinetico filters. Media was added to filters 1,3,4 &5.
3. The Lafayette's on East Shore N asked to hook on GICWD after their lake system failed. SOS personnel assisted them with the hook on procedure. Island Excavating did the connection work including the tap. The tap was witnessed and the meter installation was inspected. Their water has been turned on.
4. The hatchery began feeding water to their shallow intake well using their deep intake. The plant is now running using the shallow well pump to even out the pump run hours.
5. A Kinetico low flow alarm was received while the plant was running. It is assumed that it was due to a backwash issue. Minor adjustments were made to the backwash parameters. The alarm has not reoccurred.
6. A low pressure alarm was received on the Lover's Lane pressure system during the night of January 21<sup>st</sup>. The pressure system had to be reset after the loss of power during the night. (There is no emergency power at Lover's Lane.)
7. The faucet on the mop sink has been replaced. The old one was coming apart and leaking.

## **B: ACTIVITIES IN PROGRESS**

1. SOS personnel are assisting with the Asset Management project.
2. SOS personnel are assisting with updating the O&M manual. A draft has been completed and sent to the State. SOS personnel are now working on updating the specific operating procedure part of the manual.
3. The water level in the Bell Hill tank has been lowered for the winter to prevent ice damage.
4. Stainless Steel bolts have been purchased to begin replacing bolts in the GAC building that are beginning to show rust.
5. The Chlorine analyzer on Bell Hill has to be checked frequently for accuracy as it tends to drift.

## **C: ACTIVITIES PLANNED OR NEEDED**

1. EJ Prescott recommends that we wait until spring to replace master meters.
2. Statewide Aquastore has been asked for a cost to Clean the Bell Hill Tank and re-caulk the edges of the steel plates on the tank.
3. Neagly & Chase have been asked to review the bolt replacement on the flanges in the building on Bell Hill and to look at the master meter replacement as a possible project.

## **D: BILLINGS AND COLLECTIONS**

1. Accounts receivable as of February 1, 2017 was \$31,593.57.
2. On December 12 50 disconnect letters were sent out. Payment plans were set up and no one was disconnected.
4. On January 31, 2017 88 second notices were mailed. Disconnect letters will be mailed the 2<sup>nd</sup> week of February.
5. There were two returned checks for insufficient funds. One of the accounts has been rectified.
6. There are four liens on properties which are still active.

## **E: LONG TERM ACTIVITIES NEEDED**

1. The old Hyde Road distribution line needs rerouting and in places replaced. It is recommended that GME be tasked with planning the project. .
2. The Board should consider developing a replacement plan for the individual water meters. Part of the plan is pulling and calibrating the existing meters.