

Grand Isle Consolidated Water District

Minutes of Regular Meeting March 8, 2017

Present at meeting: Commissioners: Michael Inners, Andy Phypers, Janine Banks, Julia Small, SOS Operators Warren Steadman and Joe Danis and one Member Cheryl Vantine.

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

Additions to the Agenda

None

Review of Meeting Minutes

- 1) Andy motioned to approve the December 14, 2016 Special Meeting minutes, Janine seconded the motion. All in favor, none opposed, Julia abstained.
- 2) Andy motioned to approve the February 8, 2017 meeting minutes, Janine seconded the motion. All in favor, none opposed, Julia abstained.

Questions from User's

None.

Operator's Report

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

1. Account 1032, 1 East Shore North is in arrears. Disconnect notices were sent out. However, there is a small attached apartment with a renter who has agreed to pay a portion of the bill. The account is also being charged a penalty for the usage. The meter is not working and a letter was sent asking to schedule a time for a service call without any response. A lien has been placed on the property. The water has not been shut off to the renter who is being cooperative but will be if they move out. Board consensus is to continue with current proceedings.
2. There was a leak between 2 Kinetico filter trains. A T fitting that was not needed was abandoned and the leak fixed.
3. Joe presented a graph of TOC present in the Kinetico output versus the GAC output.
4. Warren discussed future cyanotoxin testing for EPA. Samples will be taken from finished water before it hits the distribution system April through July, twice a month beginning in the spring of 2018. We are required to report the results to our Members and should include in the CCR.
5. Master meters on East Shore North replacement project: The vault is being prepped. All equipment is on hand, including the meters, so it should be completed in another month or so.
6. Bell Hill tank cleaning: We need to wait for dry weather, but also need it done before summer to avoid condensation on tank.
7. There is a new computer in the office and it is hooked to the scanner. New anti-virus programs were added.
8. Janine to post a write-up by March 28th on our website about rate increase. The GAC increase is less than \$15 per quarter and we projected \$14 per month. Since the base rate went down, it is an actual increase of around \$11.00 per quarter, still well below the \$14 per month originally estimated before the bond vote. It was noted that 2024 is last payment for the "big" initial bond.
9. SOS posted 8 disconnect notices. Only one did not respond and shutoff was attempted, but the line could not be shut off because curb stop needs to be fixed.

Engineer's Report

- 1) SOS is responding to GME's requests for information pertaining to the Capacity Study. Joe noted that 200gpm was the normal output of finished water before the GAC was installed and we are able to obtain 285gpm now. SOS is providing turbidity results, chlorine numbers, etc to assist GME in determining our capacity. Also, adding the recent standpipe extension into the equation should help add capacity.

- 2) O & M manual work: Warren has questions about how it is going as SOS has not heard anything. Warren will call GME and follow up on the progress.

Treasurer's Report

- 1) Janine did not have a prepared report. Andy noted that the P & L Melissa sent appears ok at a glance. The P & L report is attached to these minutes.

Old Business

- 1) Discussion of the Treasurer position. Shannon does not want to take it and Janine does not want to continue as treasurer. Andy is willing to take over with stipulation that we see how he does the next few months and give him constructive criticism. We have 2 accounts; a checking at the Merchants Bank and a savings at People's Bank. Andy to be signer on both.
Janine resigned from Treasurer and her resignation was accepted by the Chair, Michael Inners. Julia nominated Andy. No other nominees or volunteers and Andy was approved unanimously.
- 2) Andy and Michael met with Melissa this past weekend and hammered out some recent issues. They discussed a deadline for submitting timecards. Janine suggested the 3rd of each month and Melissa will pay the two GICWD employees by our monthly meeting. Also discussed: setting up auto-pay on some bills, Melissa is reinstalling Quickbooks on plant computer and they discussed other payment issues as well. Melissa suggested we change our meeting to the 3rd Wednesday to help with her up-to-date reporting. The timing of statements arriving and the fact we use an actual accrual process makes it hard for her to have a report by the second Wednesday. Janine does not like that change, Cheryl does not either, Michael says it is ok for him, but we will not pursue it further since some members have a problem with it. Andy suggested we take it off the table.
- 3) Billing Policy – just informational.

New Business

- 1) It is time to sign a completion letter for the GAC/DBP project (RF-311) – Michael ran through a checklist of items and we are in position now to sign the letter. Julia made a motion for Michael to sign the letter on completion for the GAC/DPB project and the Board unanimously approved.
- 2) Board vacancy – Cheryl is interested in volunteering to fill the position. We will post on Front Porch Forum that the position will be filled at April meeting and anyone interested in volunteering should email Janine with that intent before a deadline of March 31st. Candidates must reside within the District and be a resident of Grand Isle.
- 3) Alex MacClean plans to attend the April meeting to talk about the "Green Line Project".

Motion to adjourn at 8:26pm by Andy, seconded by Julia. All four in favor, none opposed.

Respectfully Submitted,

Janine Banks _____ Date: _____



SIMON OPERATION SERVICES, INC.

March 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 February 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
FEBRUARY 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. Water samples were tested for the 50 Plus Volatile Organic Chemicals and 13 Inorganic Chemicals. This is an annual requirement. Samples were also tested for Cyanide and Nitrates, also an annual requirement.
3. A leaking section of piping on Train A and B of the Kinetico trains was replaced.
4. A new sampling plan that replaces two of the sample locations has been submitted to the State.
5. The meter was re-installed at 125 East Shore South for the new owners.
6. The meter has been installed at the new home at 11 Donaldson Road.
7. A new frost plate was installed on the meter at 2 Thibeau Terrace. The home had been vacant and has been sold.

B: ACTIVITIES IN PROGRESS

1. The rusted bolts on the valves in the GAC room are being replaced as time permits.
2. SOS personnel are assisting with the asset management program.
3. SOS personnel are working on procedures for the O&M Manual.
4. Neagly & Chase has prepared the meter vault on East Shore North in preparation to replace the two master meters located there.

C: ACTIVITIES PLANNED OR NEEDED

1. Meters will be read during the week of March 13.
2. Aquastore will schedule the work on the Bell Hill Tank when the weather permits.
3. The new office computer will be purchased on March.

D: BILLINGS AND COLLECTIONS

1. Accounts receivable as of March 1, 2017 was \$16,922.53.
2. On February 16, 2017 58 Disconnects were sent out. No customers were disconnected as payment plans were set up.
3. No new liens were filed. Currently there are four in effect.

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.

GREEN MOUNTAIN ENGINEERING, INC.

1438 South Brownell Road

P.O. Box 159

Williston, VT 05495

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

Date: March 06, 2017

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:

GME has continued work on the capacity study of the plant. GME is travelling to the plant on Wednesday to meet with SOS to review available information from 2016 (pump trends etc.) that are stored on the plants control system software. This information will be used as part of the capacity study and to develop an operating plan for summer 2017 to test the upper limits of the plants water making capabilities.

GME has updated the Asset Management Plan after receiving comments from the Vermont Department of Environmental Conservation. GME will continue to work on the plan over the next month.

GME is not planning on attending the March 08, 2017 monthly meeting.

Sincerely,

GREEN MOUNTAIN ENGINEERING, INC.

Brad Washburn, P.E.

Project Engineer