

Grand Isle Consolidated Water District

Minutes of Regular Meeting August 12, 2020, 6:30pm

Board Members Present: Janine Banks, Michael Inners, Tim Olver, Court Perry, Ken Mirvis, Lynda Morgan-Gardiner

Board Members Not Present: Judy Reposa

SOS Members Present: Operators Joe Danis and Warren Steadman

Guest Speaker: Alan Huizenga

Janine Banks Called the meeting to order at 6:31

Additions to the Agenda:

Review of Meeting Minutes

- **July Meeting Minutes**
 - Michael noted a suggestion to reword the wording in the VT-Alert section. Tim to amend.
 - Michael motioned to approve the amended minutes. Ken seconded. All were in favor.

Questions from Users:

- Michael mentioned a call from a property owner on Route 2, asking about the possibility to get a hookup. Not certain yet if they will be proceeding at this time.
- Joe talked about an owner on a delinquent account, that has been delinquent since 2015. The owner that spoke to Joe was in process of selling her property and was asking about forgiveness of the lien. Joe explained that the board does not forgive liens. The new property owner agreed to pay the lien on the property.

Operator's Report:

- SOS's full report is attached to these minutes, discussion ensued on the following items.
- Joe detailed a valve burst in the water plant and the cleanup and fix that ensued.
- Joe discussed a new connection approved by SOS and tapped at 49 Bell Hill Rd.
- Janine asked if SOS can be authorized to sign the connection agreements on the board's behalf. It was agreed by the board to do so.
- Warren provided an update on the siding project at the water plant, as well as the ordering of windows. Discussion ensued.

Engineer's Report:

- **Presentation of Pipe Replacement Project**
 - Alan discussed GME's handling during COVID19. Then proceeded to give a

- summary of the Pipe Replacement Project
- 3-part project in and around Route 2. Explained pipe sizes being installed and their locations. Went on to elaborate on details of the project and the grant program and process associated with funding the project. Part of the grant program: must accept the lowest responsible bidder from contractors on the project. The next step is to develop a Preliminary Engineering Report (PER). This includes an environmental report and archeological report. Act 250 may need to be obtained as well.
 - Ken asked for some clarity on the project, from the ground up. Warren gave the background of the project: The piping in Grand Isle village is very old and due for replacement.
 - Michael detailed the condition of the piping we're looking to replace with this project. Some of the piping needs to be replaced to be up to code, while other sections of piping are from the pre-consolidated water districts, that go off in different directions.
 - Warren emphasized the importance of the timing of this, to align with the payoff of the current bond, which will be paid off in 2024 and is from the first phase of the original system construction.
 - Court asked if there's a risk of beginning the Preliminary Engineering Report, if it can be done prior to when we want to start the project itself. Alan went on to explain details on this and the benefit to doing the (PER) early.
 - Michael added for consideration another project that will be in the near future for the District, the Meter Replacement Project. Discussion ensued on this topic.
 - Janine asked if the next step is to motion to approve GME to prepare a Planning Loan Application to DWSRF Program, including a Draft Engineering Services Agreement (only on approval of the application and execution of the Agreement will GME proceed with preparation of the Preliminary Engineering Report). Some discussion ensued and Michael made a motion. Court seconded. All were in favor. Court to take lead on being the point of contact for the board and to work with SOS and GME on the next steps.

Treasurer's Report:

- Overall, we're on track for the budget. We're over budget on a few items, such as electricity.
- Another over budget item is meters: There were a large number of meters that needed to be replaced this spring, including one for the State Park.
- Update on long-term delinquent accounts:
 - A few long-term delinquent accounts. 1 of them may have been resolved (see Joe's comments in the Questions from Users section). Outstanding ones: 22 White Lane. Adams School Rd. 7 Sloop Road (Ken spoke to the Sloop Rd. property, as he is a part of the road association). 4 Canoe Rd (appears to be an abandoned property).
 - Michael's suggestion is to give Sloop Road some time, but to follow up with the other delinquent properties, via a letter, and plan to disconnect them permanently.

- Michael drafted a letter and reviewed it with Warren. The plan would be to post the letter at each property indicating the district's plans to disconnect if a payment is not made. Michael will share his drafted letter to the board via email.

Old Business:

- Update on the Ferry Project
 - Still in the planning process but had asked for an allocation from SOS for the office building part of the property (848 gallons per day).
 - Court noted that they had done their soil testing so far and anticipate beginning in the fall.
- Review of VT-Alert Setup: Users list status?
 - Janine presented, the list has been reworked and uploaded to VT-Alert. Janine emphasized the need to keep users up to date and stay on top of the list in the system. We have enough users to perform a test via the system, and will possibly aim to do so sometime before the September meeting.
- Ordinance Amendments in effect, from June Meeting:
 - Janine to update the original ordinance with the updated amendments. All board members need to sign and possess an updated copy.
- Recurring: return to in-person meetings or remain virtual?
 - Discussion ensued about our options of virtual, in-person, or hybrid approached. Ken suggested continuing virtual meetings and Janine agreed. The plan is to continue online meetings until a time is deemed appropriate to reconsider.
- Update on delinquent accounts due to COVID19:
 - Discussion ensued regarding the similar approach to long-term delinquent accounts. Users will be contacted once the state of emergency has been lifted via letter or if they reach out to us and they will either make their payment, workout a payment plan or be disconnected.
 - Michael to research Rural Water Assoc. and address again at Sept. meeting.
- Update on large users:
 - No update other than the expectation that the large users will drop in their rate multiplier, from low usage in the third quarter.
 - To be revisited next year based on September Q3 readings.

New Business:

- Presentation of Pipe Replacement Project (minutes in Engineers Report section).

Meeting Adjourned at 8:15 PM. Janine moved to Accept, Tim seconded, all were in favor.

Respectfully Submitted: Tim Olver _____ Date:

GICWD Clerk



SIMON OPERATION SERVICES, INC.

August 12, 2020

Ms. Janine Banks
Grand Isle Consolidated Water District
Grand Isle, Vermont 05458

Dear Janine,

Enclosed please find the following reports and activities for the water treatment facility for the month of July 2020.

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

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

Sincerely,

Joe Danis
Warren Steadman

Cc: Facility copy

**GRAND ISLE CONSOLIDATED WATER DISTRICT
MONTHLY ACTIVITIES REPORT
JULY 2020**

A: ACTIVITIES COMPLETED

1. Two 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 sent to the Drinking Water and Ground Water Protection Division.
2. Quarterly DBP results continued to be below the MCL for both HAA and TTHM.
3. SOS personnel witnessed the tap and curb stop installation for 4 Shirley Ave.
4. SOS personnel witnessed the tap and curb stop installation for the new town garage on Allen Road. The installation required a bore and installation of a sleeve under the road.
5. SOS personnel witnessed the tap and curb stop installation for 6 Yawl Road (tap is on Ketch Road). The service line and meter were installed and inspected and the water was turned on.
6. Two calls were received from two mobile homes in Cooper Bay Mobile Home Park. One was at 11 PM and the second was at 5 AM. Both callers reported they had no water. We found that someone had opened the meter pits and shut the water off. It is assumed that both had been shut off about the same time. As these shut-offs were not authorized. the owners were asked to let us know if they see anyone opening the meter pits. No further action is planned unless it happens again.
7. To prepare for the owner of 4 Lakeshore Blvd. paving his driveway, the curb stop was raised and protected by installing a valve box cover over the curb stop.
8. A connection agreement was received and approved by SOS for 49 Bell Hill Road.

B. ACTIVITIES IN PROGRESS

1. Main line valves are being cycled as time permits. So far, visual inspection of the valves that are dry have shown no damage to the operating nuts.
2. Comcast recently laid the cables from the pole to the building for the new phone lines. We are waiting for them for final installation.
3. Landry Construction has ordered the replacement windows.
4. Most meter repairs/issues found during the last meter reading have been completed or resolved. A few are still waiting for scheduling or contact from the owner

C: ACTIVITIES PLANNED OR NEEDED

1. A sanitary survey will be scheduled by the State to be held this year.
2. Both storage tanks are due to be inspected this year.
3. Annual flushing of the distribution lines will begin after Labor Day, when flows are lower.
4. The master meter replacement for the West Shore Road distribution line will be scheduled this Fall.

D: BILLINGS AND COLLECTIONS

1. Accounts receivable as of August 6, 2020 was \$47,154.16.
2. There was one lien released.
3. The balance of the outstanding liens is \$18,484.93.
4. Reminder letters for delinquent accounts will be sent in place of disconnect notices.