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

Present

Commissioners: Bob Shand, Jericho chaired the meeting; Aaron Martin, Essex; Karen Richard, Colchester (via phone at 12:50 p.m.); Ron Hubert, Milton; Peter Gadue, Shelburne; Liz Royer, Williston; Jonathan Stockbridge, Winooski; Dennis Lutz, South Burlington; Employees: Joe Duncan, Nate Pion, Chris Rongo, Jay Nadeau and Tracy Bessette

Absent

No Commissioners were absent

Bob Shand called the meeting called to order at 12:00 p.m.

Citizens to Be Heard

There were no citizens present.

Approval of Regular Meeting Minutes of January 14, 2020

Bob Shand asked for a motion to approve the Regular Meeting minutes of January 14, 2020. Ron Hubert made a motion to approve the January 14, 2020 minutes, seconded by Peter Gadue, with all Board members in favor.

Financial/Operations Report

Mr. Duncan reported that water sales for the month of January were 9.14 mgd bringing year to date to 9.61 mgd as compared to last year of 9.87 mgd. Global Foundries averaged 3.28 mgd, bringing year to date to 3.32 mgd versus last year of 3.44 mgd. Total average fiscal year sales are down 0.26 mgd, as compared to last fiscal year, with Global Foundries down 0.12 mgd from last year. January cost per million gallons was $2,190.84 versus last year of $1,899.85/MG.

Capital Projects Update.

Nate Pion summarized the following projects:

Filtered Water (FW) Effluent Pumping System – All of the pumps were back in service for a short amount of time but during the re-installation of pump #1 the Wholesale staff noticed the pipe shaft was out of plumb. CPE came to investigate and did end up taking the pump back to Albany for remediation. SDI will be onsite on February 12th to begin Phase II of the filtered water effluent pumping system.

Meter Vault Improvements – We have received the Permit to Construct for the Essex West Pump Station, and a letter was sent to the property owners that we require easements from updating them on the timeframe of the project. We will wait to meet with them until after the March 3rd bond vote.

Colchester South Tank Loop – The Vermont Army National Guard issued their Record of Environmental Consideration on January 14, 2020. We are still waiting for the National Guard Bureau to complete their environmental review.

Exit 16 Waterline – VT Drinking and Groundwater Protection has issued the Permit to Construct, and there were no public comments during the comment period. We will wait to hear from VTrans on how things go in the environmental court appeal process.

Suez/Utility Service Co. – Suez in onsite this week working on cleanings for DF #1 and #3. The Suez tank maintenance contractors were also onsite last week working on the new Milton tank in preparation for that to be going offline later this year for rehab. They removed the existing ladder gate and roof railings and reinstalled a new roof railing that goes from the ladder all the way to the vent. Mr. Duncan noted that OSHA, from a safety perspective, is moving away from cages on ladders because the required safety climbing equipment the ladder cages become more of a hazard. CWD will be reviewing these on a case by case basis, and Milton is the first one to be changed out.
Burlington Emergency Interconnections - We have been working with Steve Roy as Burlington works on updating their Emergency Response Plan specifically on emergency interconnects at Shelburne Road and the “Jug Handle.” Mr. Duncan provided the Board with some additional background information on these two interconnections with the City of Burlington.

WTP Gate & Fence - We are in the process of developing a plan to add a motorized access gate to the main entrance as well as a perimeter fence around the site. This will occur in phases with the motorized gate being the first phase. Mr. Duncan stated the evening TTS staff has noticed increased “drive through” activity at times after hours as well as some occasional foot traffic. We are currently getting quotes from vendors as well as what the fencing may look like. Mr. Duncan answered questions from the Board on the overall site acreage, security cameras, and the bid process for this project.

Manager’s Report

Proposed FY 2020-2021 Annual Budget

Mr. Duncan said that the public informational meeting was held on Wednesday, January 29th at 7:00 p.m. Mr. Duncan said no comments have been received to date on the proposed budget, so as is customary he would like the Board to reaffirm their approval of the proposed Wholesale and Retail budgets. Bob Shand asked for a motion to reaffirm the CWD Wholesale budget in the amount of $8,440,394, the Retail budget for $962,801, and the Colchester Town/MBWC budget of $311,236. Motion was made by Ron Hubert, seconded by Peter Gadue, with all Board members in favor.

Approval of Warning for April 7, 2020 Annual Meeting

Mr. Duncan referred to the Warning for CWD’s upcoming Annual Meeting to be held on Tuesday, April 7, 2020 at 7:00 p.m. at the Pomerleau Alumni Center. Bob Shand asked for a motion to execute the Annual Meeting Warning. Motion was made by Peter Gadue, seconded by Ron Hubert, with all Board members in favor.

Assistant General Manager

Mr. Duncan explained the history of the Assistant General Manager position stating that this position plays a key role in union negotiations, succession planning, and policies and procedures. Mr. Duncan said he has used the last 6 months as General Manager to assess the need of filling the Assistant GM position and has determined that Melissa Hood has already been performing these duties and therefore has promoted her to that role. This does require the Board to approve the updated job description. Mr. Duncan said that while updating this job description he looked at the current Management Guidelines section relating to job descriptions. Mr. Duncan said that historically when we have changed even minor things on job descriptions (i.e. wording) they have been brought to the Board for approval. Mr. Duncan asked the Board if they wanted to maintain the approach of approving every minor change or only new job descriptions or significant changes to existing. Mr. Duncan said that we will be reviewing existing job descriptions to include some blanket changes to all (physical demands, work environment, tools etc.) Board consensus was that they did not need to see all minor changes but it would be prudent for the Board to review but not necessarily approve any of the blanket language changes or additions. Following discussion Bob Shand asked for a motion to approve the Assistant General Manager/Director of Transmission Systems job description as presented. Motion was made by Ron Hubert, seconded by Peter Gadue, with all Board members in favor.

Office Renovation

Mr. Duncan said that staff has been reviewing office options for the new Customer Service/Utility Billing Assistant to be hired in July 2020. This new position needs to be up front near the entrance as part of the job duties. Mr. Duncan indicated the current concept is to construct a new office next to the conference room and relocate the kitchenette to the rear of that new office as indicated on the proposed plan included in the packet. There was extensive discussion on this topic and the Board looked over the current vault space to see if there was potential in making that space and office. Mr. Lutz acknowledged that something needs to be done for the short-term, but there needs to be a more concrete plan for the next 5 to 10 years as it seems we spend a lot of time moving partitions. Mr. Lutz said we should look closely at what the growth of the District might look like from a personnel view and then what are the options, i.e. rental space, the plan of offices over the wet well, or adding on to the building into the parking lot. That plan, if possible, would separate the Admin
Utility Benchmarking

Mr. Duncan summarized the information gathered from the AWWA Utility Benchmarking standards. The comparison considers current (where we are today), future (where we hope to be in the next 2 years), and goal (what we should consider to get closer to the standards). Mr. Duncan said in looking at the comparisons it appears that CWD is short staffed and doesn’t meet benchmarks in the following areas:

Percentage of Staffing Levels per Total FTE
- Shows that Wholesale and Retail are insufficiently staffed for Customer Service/Billing and Finance per the benchmarking standards.
- Shows we are within range for operation and maintenance but the other metrics below show otherwise.

Customer Account per FTE
- Hard to apply this to Wholesale and does not necessarily apply but ran the numbers anyway.
- This benchmark applies to Retail and shows the need for more staff in that Department. The metrics for Percentage Staffing Levels (above) and the Miles of Pipe Maintained (below) indicate that additional Retail staff are needed both in administration and operations.

MGD of Water Produced Per Employee
- This metric does not apply to Retail so no calculations were made.
- This benchmark applies to Wholesale and shows the need for future staff in that Department. The immediate need is Wholesale operations, but long-term envision additional staff in Water Quality, Electrical, and finance/administration.

Miles of Pipe Maintained per Number of Field Maintenance Staff
- This metric easily applies to Retail and shows the need for additional techs.
- This metric does not readily apply to Wholesale because it only considers pipe, pumps, meters, etc. that are in transmission/distribution and are not part of the treatment plant. Since Wholesale maintains the treatment plant, the comparison is apples to apples.

Mr. Duncan answered questions from Jonathan Stockbridge and Bob Shand on metrics for cost per million gallons for other systems.

Sign Warrant #0120

Bob Shand asked for a motion to approve the warrants in the amount of $599,057.56. Motion was made by Dennis Lutz, seconded by Aaron Martin, with all Board members in favor.

Executive Session – Discussion on Potential System Acquisition

No executive session was warranted.
Any Other Business
At 1:35 p.m. Bob Shand asked if there were any other business. Hearing none Ron Hubert made a motion to adjourn, seconded by Aaron Martin with all Board members in favor.

[Signature]

Clerk