
CFD2 | Regular Meeting

07.10.2023 via Zoom 5:30-6:31pm

Attendees

Jonathan Ashley (D&K)
Ian Baldwin (Board Member)
Farley Brown
Gina Campoli (President)
Nicole Civita (Board Member)
Paula Davidson (Treasurer)

Christina Finkelstein (Secretary)
George Hall (Board Member)
Norm Hanson (Board Member)
Renee Rossi (Board Member)
Jake Tracy (D&K)

ABSENT:

Steve Smith (Systems Operator)

Acronym Guide

DEC	Department of Environmental Conservation
D&K	Dubois & King, consultant engineers for CFD2
RCAP	The Rural Community Assistance Partnership
WL-01	Well polluted with PFAS
WL-04	Well with no detectable levels of PFAS
WL-05	Reference to potential primary source well or its location
WL-06	Reference to potential primary source well or its location
WL-07	Reference to potential primary source well or its location

Agenda

1. Changes/Additions to agenda
2. Approve minutes from last meeting
3. Well-07 Progress Update
4. Addition: Status of Asset Management Plan
5. Addition: Status of WL-04
6. Treasurer/Finance Committee Report
7. Other Business

1. Changes/Additions to agenda

- A. Status of Asset Management Plan
- B. Status of WL-04

2. Approve Minutes

MOTION: Paula made a motion to approve the minutes from June 5, 2023. Ian seconded. The motion passed unanimously.

3. Well-07 Progress Update (Jake Tracy)

- *[Secretary's note: At the June meeting we were hoping Chevalier would have a rig available by June 16th. On June 16th, D&K informed the Board that Chevalier 's schedule was delayed due to the drilling rig being stuck at another site. On June 23rd, D&K informed the Board that Chevalier had another project to complete before coming to Craftsbury.]*
- Chevalier started drilling on June 28th and drilled down to approximately 40 feet. By June 30th, they hit bedrock at 50' and started to work on the casing in order to continue drilling into the bedrock.

- By July 6th, Chevalier drilled down to about 95 feet and set and grouted the well casing. The grout needs to set for at least 24 hours (Thursday). There was no activity on Friday, July 7th, due to staffing.
- There was no activity today, July 10th, due to weather and road conditions.
- Drilling will continue as soon as feasible.

Discussion

- Jon asked if anyone surveyed the stream crossing today. No, but Norm and Gina and others said they would check it out as soon as feasible. Farley added that the source of the stream water is from her fire pond and that it is usually dry. Despite the excessive rain in forecast, it would be surprising if the bridge is damaged.
- Gina asked what it meant to hit bedrock when we did. Jon said that he expected to hit bedrock a little sooner, but the 50' is within the expected range. He added that it takes a little longer to get the casing in place at that depth, but now that it is in, the rest of the drilling should go quickly—likely two to three days.
- Norm reported that he examined the casing yesterday and that there is water right up to the top. He asked why. Jon speculated that it may be from the drilling work. If water was bubbling over then it might be suggestive of having hit a fracture. Ian asked who at Chevalier could confirm. Jake will follow-up with Chevalier and get back to the Board.

4. Status of Asset Management Plan

- Jon confirmed that Eli Morgan started the Asset Management Plan, but it is not yet complete. Eli is no longer with D&K. Jon needs to confer with Steve to record the correct age or installation dates of various assets for the asset management table. Jon said that the current table needs to be edited as it is overly exhaustive and includes items that are low-cost and non-essential to the operation of the system. The final plan will include a set of recommendations with items that need to be replaced within 5 years or 5-10 years as well as an overall risk score for each item. The risk score is based on the probability of the item failing and the consequence to the system. This report should help the Board in prioritizing maintenance and replacement. Jon will have a draft completed by the end of next week to share with the Board.

Discussion

- Paula, Gina, and Christina emphasized the importance of having an accurate asset management plan for long-term financial planning.
- Paula asked whether there will be a lead service inventory. Jon said D&K does not perform them, but if CFD2 did have a lead service inventory done, then the asset management plan will be very helpful. Gina wondered if CFD2 already did an inventory and suggested following up with Steve.
- Christina asked Jon to update the Board about any relevant staffings changes at D&K.

5. Status of WL-04

- WL-04 is not getting power. Water flowing from taps is entirely from WL-01. Steve was not present to provide a status update, but Paula read from a recent email exchange that Steve was waiting for Manosh to schedule the repair.
- There is also likely a leak in the line coming from WL-04. This may be an expensive and or time-consuming endeavor. Norm shared that Steve wants to wait on the outcome of WL-07 before proceeding.
- The most recent PFAS results should be back in the next week or two.

Discussion

- Gina reminded everyone that we are under a Do Not Drink Order.

6. Treasurer/Finance Committee Report

Paula shared with the Board the latest financial reports. Key highlights include:

- The \$260,000 loan was just paid off in full.
- Some invoices had to be resubmitted to the state because they didn't have the names of many of the vendors on file. State reimbursement is expected shortly.
- We are down to a few hundred dollars for funds allocated for bottled water, but another \$15,000 is expected from the state by the end of this month so we can continue to submit for reimbursements. [Any additional funding is contingent on availability.]

- Paula needs to run the numbers but depending on the outcome and timeline of WL-07 and reimbursements, it may make sense to take out another loan to keep up with the bills.
- Norm summarized the Finance Committee's actions and recommendations regarding issues raised at the June 5th meeting.
 - Bonus payments for the systems operator and business manager. A proposal in January recommended bonus awards to the System Operator and the Business Manager for extraordinary time devoted to managing the PFAS crisis. Action was tabled until we got a decision from the state as to whether the expenses qualified for reimbursement. The request was denied. After additional deliberation, the Finance Committee awarded these bonuses to be paid from the reserve fund.
 - Large vs. small meters. CFD2 has always charged the same basic rate for all meters, large or small. Small meters typically serve family residences and large meters typically serve institutions or large businesses. The large meters distribute water to many more persons per meter than the small meters. The customers with small meters are subsidizing the cost of the basic rate for the large meters. The Finance Committee will recommend increasing the basic rate charged to large-meter customers.
 - Implementation, timing and amounts of rate changes need to be part of a larger systematic review of rate structure and budget. This will be scheduled for later this fall when, hopefully, the status of WL-07 as a viable clean water source will be known.
 - Installation of meters. [*Secretary's note: Not discussed at meeting, but conveyed via email on June 11th from the Finance Committee to president and secretary*] The Finance Committee was asked to study and make recommendations about funding the costs of purchase and installation of water meters at the four sites that heretofore have never had meters. On the one hand, the CFD2 Ordinance indicates that the customer is responsible for the cost of equipment and repair of components located beyond the curb stop, which includes the meter. On the other hand, there is also reason for CFD2 to consider covering the cost since meters are now considered to be essential for the proper operation and maintenance of the system as a whole. The Finance Committee will recommend a motion to the Board to cover the cost of the meter installations for these 4 customers. This will be a one-time and specific exemption to the Ordinance.

Discussion

- Christina asked how much will be left in the reserve fund if CFD2 is reimbursed for all PFAS related expenses and there are no additional surprises or delays. Paula estimated that there will be approximately \$125k left in that reserve fund.

7. Other Business

New leadership at Sterling College

- Nicole shared that the new president of Sterling started on July 1 and that she hopes to have him join a future meeting.

Actions Items

- Jake Tracey will update the Board on Chevalier's schedule.
- Jake will inquire with Chevalier about the source of the water in the casing.
- Nicole will check with Sterling colleagues about any damage to or from the road due to the excessive rain.
- Jon Ashley will confer with Steve about the age of certain assets or installation dates needed to complete the Asset Management Plan.
- Jon will send the Board a completed draft of the Asset Management Plan by July 21.
- Jon will notify the Board of any relevant staffing changes at D&K.
- Paula will follow-up with Steve re whether a lead service inventory was already done.
- Steve will share the results of the latest PFAS results with the Board.
- George will hand-deliver these minutes and any announcements to customers without email.

Upcoming Meetings

The next Regular Meeting will be on **Monday, August 7th at 5:30pm**. A special meeting will be called if there are developments or other issues that merit full Board deliberations.

A reminder announcement with the Zoom link (<https://us02web.zoom.us/j/87324152544>) will be posted on Front Porch Forum.

NOTE: The Zoom link (<https://us02web.zoom.us/j/87324152544>) and call-in details are the same for all remaining 2023 meetings.

Call in Details:

Meeting ID: 873 2415 2544

One tap mobile

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Dial by your location

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