
CFD2 | Regular Meeting

11.06.2023 via Zoom 5:30-7:10pm

Attendees

Ian Baldwin (Board Member)
Gina Campoli (President)
Nicole Civita (Board Member)
Paula Davidson (Treasurer)
Christina Finkelstein (Secretary)
George Hall (Board Member)

Norm Hanson (Board Member)
Terry Martin
Renee Rossi (Board Member)
Steve Smith (Systems Operator)
Jake Tracy (D&K)

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. Additions/changes to Agenda
2. Approve minutes from last meeting
3. Status of WL-06 and WL-07 permitting and design
4. Status of easements
 - a. Sterling College (WL-07, WL-06, pump house)
 - b. Alford (WL-06)
 - c. Simmons (Pump House)
 - d. Town of Craftsbury
5. Finance committee/Treasurer's Report
6. Other business
 - status of class-action lawsuit
 - service line inventory
 - review action items
7. (Time permitting) By-laws and Ordinance preview
8. (Executive session) Board recruitment

1. Changes/Additions to agenda

Gina moved board recruitment to executive session. Christina added auto coverage insurance to Other Business.

2. Approve Minutes

MOTION: Norm made a motion to approve the minutes from October 2, 2023. George seconded. The motion passed unanimously.

3. Well-06 and -07 Permitting and Design Progress Update (Jake Tracy)

- Jake reported that the state sent an email [on October 13th] expressing concern about the pump test and that it may have to be redone. D&K discussed the report

with the state hydrogeologists and concluded that a couple of edits had to be made to the Source Evaluation Report, but otherwise everything is on track. D&K is working on the edits to the Source Evaluation Report for both wells and will have them submitted soon.

- Gina reported that she spoke with Polly Allen and that the archaeology review all went through. Jake said that there is one area that is a sensitive so they will do a directional drill to avoid the area.
- Jake raised the issue of whether CFD2 should purchase the mats and steel plates that were used to improve the stream crossing to make it suitable for a drill rig to cross. The mats and plates are still on site. The options are to have GW Tatro remove them or for CFD2 to purchase them outright so they can be kept in place for long term use during construction. If the materials are removed, then D&K will have to coordinate getting them put down again before construction begins. Nicole reported that the Sterling College supports CFD2's purchase of the mats and plates as a good solution.
- Jake said that he will get a formal quote for the materials, but a preliminary quote is \$10,000 for the mats and plates. This amount would be included in the loan request.
- Jake reported that one piece of data needed for the final state report is an estimate of the water demand based on projections for 20-year growth in the CFD2 service area. Extended discussion hypothesizing based on Sterling's enrollment and seasonal vs. non-seasonal use, but the group's best estimate is about 2-3 percent growth.

Discussion

- Gina asked whether short of the easements, everything is lined up for permitting and funding. Jake said everything is in good shape. We just need the easements.
- Paula raised that the latest bill from D&K is higher than the expected state reimbursement, so the state needs to review again. Gina said she was hopeful based on the emails she got from the state that they will be able to reimburse the full amount.
- Paula asked about the timeline and whether the plan was to submit the step three loan this spring. Gina responded that the easements need to be finalized and the state needs to review the final source evaluation reports. Gina asked how long D&K expects everything to take. Jake said they hope to have the plan and designs finished in December. Pending permits, construction will begin in the spring.
- Gina asked if the permit needs to be issued before the Step 3 loan can be finalized. Jake did not know the answer.

- Paula asked if another bond vote would be required. Gina didn't think CFD2 would need to do that, but will need to confirm with Jonathan and the state.

4. Status of Easement Agreements

Sterling College (WL-06, WL-07, pump house)

- A draft easement is in review by Sterling College officials and its board.
- The next board meeting is not until January, but Nicole thought that it could move through its executive committee quickly.

Alfond (WL-06)

- Nicole reported she checked in with the Alfond lawyer, but has not heard back. In the event that the Alfond lawyers are unable to manage the easement, CFD2 lawyers are on stand-by to draft the agreement.

Simmons (pump house)

- Gina reported she spoke with CFD2 lawyers and the existing easement covers the new connection pipes from the generator to the pump house.

Town of Craftsbury (ROW)

- CFD2 lawyers drafted language. Gina needs to bring it to the Select Board for approval.

5. Finance Committee/Treasurer's Report

- Paula reported that she still has the application to request funding for bottled water and will submit. We have funding through at least the end of November. Bottled water usage has gone up notably so the costs have gone up presumably due to increased usage at the Academy and Sterling. Nicole expressed surprise because enrollment is very low and there's been downsizing so there are fewer people on campus than a year ago. Question about whether deliveries are being made directly to the Academy or if the Academy is picking up at Sterling. Christina will inquire. Paula and Christina will review water costs compared to last year.

- Paula reported that the electric use for the pump house increased by over 25% in September. Discussion about whether the dehumidifier could be the cause of the increased eclectic use, but agreement that timing is odd since presumably it would run less in September than over the summer.
- Paula reported that she transferred money into the savings account but left enough in the checking account to cover bills to date and another 10-15k in bills expected next month.
- Paula said she is not planning to repay the line of credit yet because other large bills from D&K are expected before CFD2 gets state reimbursement.
- Paula continues to be concerned about the discrepancy between the final record of gallons out of the pump house compared to total metered use. There was a 240,000 gallon discrepancy in Q2 and 300,000 gallon discrepancy in Q3. That translates to approximately \$10-11K in lost revenue. Extensive discussion among members about the potential causes (leak at unmetered location, faulty meters).
- Steve has a meeting with Jon Ashley at the pump house next week. He will ask him about potential causes. Paula also suggested reaching out to the Vermont Rural Water Association.
- Additional discussion about whether the master meter, which is 40 years old and installed in the wrong position (vertical instead of horizontal), needs to be replaced and if so, when. Comments from members about the need for the asset management plan.
- Paula noted that the Finance Committee needs to meet in the next month to begin discussions about rates and budget for 2024.

7. Other Business

Status of class-action lawsuit

- Gina reminded the group that the settlement for the class action suit is about \$1700, but the state recently issued a notice to say that they are also pursuing a lawsuit. If CFD2 continues its participation with the class action then it will be ineligible to support the state's suit. Nicole commented that the amount gained from the class action is relatively negligible so that it may make sense to opt out of the settlement and support the state instead. Gina will follow-up with the state to get more details before the board needs to make a final decision.

Service Line Inventory

- Steve completed the paperwork for the inventory and is waiting to hear about next steps.

Auto Insurance

- Insurance's auto coverage is limited to 250,000 rather than the typical 10M. Vermont requires insurers to send policy holders notice to opt out. Discussion that the 10M coverage, which would incur an additional \$400 premium, was unnecessary for CFD2. Christina will sign the opt-out form and submit.

Review of Action Items

- See next section for current list and status

8. By-laws and Ordinance Preview

Christina provided the Board with a preview of the by-law and ordinance review that John Kiernan of RCAP and she did over the summer. She will share the document for review with board members.

9. Executive Session

MOTION: Gina made a motion to move into Executive Session to discuss board nominations. Nicole seconded. The motion passed unanimously.

MOTION: Gina made a motion to leave Executive Session. Norm seconded. The motion passed unanimously.

Actions Items

- D&K will submit to state the final revised Source Evaluation Report for both wells
- Gina will present a draft easement with the Select Board to obtain Right of Way.
- Paula will reach out to Dana Nagy about the status/potential of additional funding for bottled water through spring 2024.
- Christina will inquire whether water deliveries are being made directly to the Academy or if they are picking up at Sterling.
- Paula and Christina will review water costs compared to last year.
- Finance Committee will meet next month to begin discussions about rates and budget for 2024.
- Steve will ask Jon Ashley at the pump house next week about potential causes for the discrepancy between master water meter and total billed usage. If needed, Steve will reach out to the Vermont Rural Water Association.
- Christina will submit opt-out form for 10M in auto coverage.
- (from 10/2) Jon will inquire about the cost of the cation exchange system.
- (from 8/7) Christina will share a summary of the by-law and ordinance review.
- (from 8/7) Paula will file a claim with VLCT for the failed pump for WL-01 during the July 11th storm.
- (from 7/10) Jon will send the Board a completed draft of the Asset Management Plan
- George will hand-deliver these minutes and any announcements to customers without email.

Upcoming Meetings

The next Regular Meeting will be on **Monday, December 4th 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

+13092053325,,87324152544# US

+13126266799,,87324152544# US (Chicago)

Dial by your location

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+1 646 876 9923 US (New York)

+1 646 931 3860 US

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+1 253 215 8782 US (Tacoma)

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