BOARD OF WATER COMMISSIONERS MEETING
July 8, 2026 @ 7:45am
AGENDA

MINUTES
June minutes

APPOINTMENTS
None

CORRESPONDENCE

TREASURERS REPORT
Financials

DISTRICT COUNSEL'S CORRESPONDENCE
None

SPC REPORT
PFAS plants update.
Follette St/Trinity water main.
Reserve policy.

MANAGERS REPORT
Rules and regs approval.
Worcester St. pump update.
Follette St. /Trinity waterline pay certification.
Job applications / interviews. (3)
CCR certification sent in.

BUSINESS MANAGER'S REPORT

OLD BUSINESS
None

NEW BUSINESS

ACTIVE SUBDIVISIONS
Abby Woods, 18 Carroll Road (9 lots)
Grafton Hill, Clearview Avenue (less than 5 remaining)
Libby lane. (38 lots)
188 Providence Rd.- 121 Units
17/27 Upton St.- 122 Units (starting)
116 Upton St.- 152 Units (started)
59 Pleasant St.- 125 Units
UPS Facility (50 Centech Blvd.)

SINGLE FAMILY APPLICATIONS
4 Sibley St.

NEXT MEETING
August 12, 2026 @ 7:45am

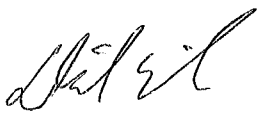
ADJOURN

Board of Water Commissioners meeting minutes
July 8,2026

1. The meeting was called to order by Mike at 7:47am. Those in attendance were Mike Corda, Bob Frederico, Andy Jefferson, Wendy Graves, Melissa Moore, Matt Pearson, Dave Erickson, and Adam Rauktis.
2. **Minutes:** A motion was made by Bob to accept the minutes of the June 10th meeting. Second by Andy, Voted unanimously in favor.
3. **Appointments**: None.
4. **Correspondence:** None.
5. **Treasurer's report:** Was read by Wendy, Motion to accept by Bob, second by Andy, Voted unanimously in favor.
6. **SPC Report: Worcester St.**- Clearwell concrete poured, waiting for price on change order to move a watermain and Peate removal. Contractor having an Isse with electrical sub-contractor on hooking up temp electrical service. **East St.**- New backwash tanks in and online old tanks removed. Electrical conduit in way of new building waiting to see on change order. **Follette St.**- Raw water main job starting off good, moving along at a good pace. 3 unmarked services hit and repaired. **Reserve policy**- Matt presented the board with a cash reserve fund policy to be at $3,000,000.00 by June 30, 2030. (see attached) Bob made a motion to adopt the fund policy, second by Andy voted unanimously in favor.
7. **Managers Report**: New rules and regs approval, Andy made a motion to accept the new revised rules and regulations second by Bob, voted unanimously in favor. Dave informed the board that the Worcester St well is back online after needing a new pump and well casing. Dave informed the board that we had 4 job applicants apply for the operators position and would be conducting interview in the next week and would get back to the board with his recommendation. The CCR for 2025 was sent in on June 29th. Dave also informed the board that we would be giving out our first 3rd violation for outside watering and would be shutting off the customer on Monday the 13th.
8. **Business Manager Report:**
9. **Old business**: none
10. **New business:** Bob informed the board that as of July 24th he will be selling his house and moving to south Grafton out of the District. In doing so will have to get off the board. He thanked the other members and the staff for their hard work and dedication. Mike said he would inform Peter Adams of the vacancy.

Next monthly meeting August 12, 2026 @ 7:45am

Bob made a motion to adjourn second by Andy voted unanimously in favor.



Dave Erickson

GRAFTON WATER DISTRICT
CASH RESERVE FUND POLICY
July 8, 2026

PURPOSE: The purpose of the Cash Reserve Fund for the Grafton Water District is to establish a minimum target benchmark of cash, that is immediately available to meet decreases in cash flows due to delays in payments or accounts payable receipts, short-term unforeseen expenses, emergency repairs, unforeseen natural disasters or a downturn in the economy. The goal is to allow this fund balance to be reserved, except in the event of the fore-mentioned unforeseen events.

DEFINITITION: The Cash Reserve Fund is defined as a fund set aside by the Board of Water Commissioners (the Board). Decisions to go below the fund target objectives are decided by a majority vote of the Board at a duly posted scheduled Board meeting.

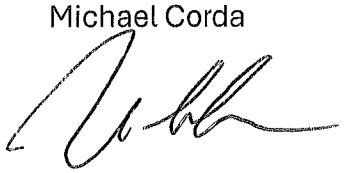
TARGET MINIMUM AMOUNT GOAL: The Board has set a target cash goal of 6% of annual debt service. The minimum amount to be designated for the Cash Reserve Fund will be established as an amount sufficient to maintain the set target goal. The Reserves serves as a dynamic role and will be reviewed and adjusted yearly in response to internal and external changes.

FUNDING RESERVE'S GOAL: To establish the Cash Reserves Fund, the Board has designated $1,500,000 of existing accumulated liquid unrestricted net assets as the beginning balance of the fund, which is proposed to be reserved by the June 30, 2027. The remaining $1,500,000 for a fund balance of $3,000,000 to meet projected funding target dates, shall be established by contributing $500,000 each year for the next 3 years. Fund balance of 100% should be reached June 30, 2030. The amount of the Cash Reserve Fund target minimum will be calculated each year as part of the annual budgeting process.

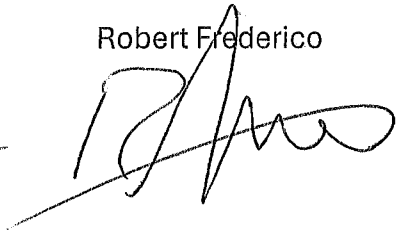
INVESTMENT RESERVES: The Cash Reserves Fund will be funded and available in cash or cash equivalent funds and available for use within 60 days in order to provide liquidity of the funds.

Board of Water Commissioners

Michael Corda



Robert Frederico



Andrew Jefferson



Board of Water Commissioners meeting minutes
August 12, 2026

1. The meeting was called to order by Mike at 7:49 am. Those in attendance were Mike Corda, Andy Jefferson, Peter Carlson, Matthew Pearson, Wendy Graves, Melissa Moore, Dave Erickson (zoom), Adam Rauktis, Peter Adams, and Rebecca Corda.
2. A motion was made by Mike to accept the minutes of the July 8th meeting. Second by Andy, Voted unanimously in favor.
3. **Appointments**: Commissioner Bob Frederico resigned from his position as he has moved out of the district. Resident Peter Carlson submitted a request to be appointed as a possible replacement for the remainder of Bob's term. A motion was made by Mike to accept Peter as the next Commissioner. Second by Peter Adams, Voted unanimously in favor.
4. **Correspondence:** 9 Barabara Jean sent a letter explaining why their irrigation system was on. Board decided to keep the first violation active as it is only a violation notice and not a fine.
   3 Oakridge Lane requested a wavier for the month of August as they are away and cannot shut sprinklers off. Board requested a letter and email be sent to customer asking if they can have a family member shut off irrigation system and granted wavier for month of August and GWD will pay close attention as of September 1st.
   185 Magill Dr. requested a wavier for their 2nd offense violation. Board requested a phone call or email to be sent to customer explaining they will have till August 19th to get sprinkler company to adjust zones.
5. **Treasurer's report:** was read by Wendy. Motion made by Mike to accept the reports, second by Andy, voted unanimously in favor.
6. **SPC Report:** An update on the Worcester and East St plants on how they are going with change orders at Worcester St of the peat issue and relocation of water line.
   Follette St Trinity water main was updated with the raw water main has been installed and pressure tested. The finish water line is installed and not filled or tested currently. Andy spoke of a resident who he talked with having a complaint on the timing of how we distributed notice to the residents. Board would like us to do better.
   SPC brough his contract and wants to get it renewed. Board decided to table it so new Commissioner Peter can get up to date on the info by next month and have an executive session.
7. **Managers Report**: Dave via zoomed spoke about the East St clay valve and what happened to the first one springing a leak. He also talked about how we ordered a second because it looks as is it will spring a leak soon and possibly get two more for the other two filters. He updated the board on the UPS job and backflows on risers. Grafton town utilizes a code red system for communication to the residents on emergency and non-emergency issues. Dave asked for a vote to pay the sum of $2,000 to have use of the system. Motion made by Mike to accept the reports, second by Peter, voted unanimously in favor. Dave updated on the lead and copper sampling and how it is going. We have collected 31 of the 30 samples that are required. Melissa updated the meter program and the schedule of installing meters moving forward for this fiscal year. Board discussed the tier 4 and up on irrigation offenses. Mike made by Mike to amend the irrigation ban for a 4th offense to have a violation of $1,000 and shut off fee a 5th offense to be $2000 and shut off fee and any subsequent violations to gradually go up to the sum of $1000 per violation. Second by Andy, Voted unanimously in favor. Dave informed the board that new hire Nick St. George started a few days earlier on July 29th. November meeting is changing the date as it lands on Veterans day. Meeting will be held on November 1oth at 7:45 at the GWD office. Dave informed the board that operator Taylor Joncas submitted his two week notice and will be leaving GWD on August 21st. Dave continued with that we had two candidates that we liked

when hiring Nick St. George and will be reaching out to the other candidate when he returns from vacation

8. **Business Manager Report:** Adam presented the board with an update on SRF funding we are trying to get for 3rd treatment plant. Along with how we will need to have a special meeting to appropriate money for the new hire as we did not know we would be doing this before budget was established. Adam said that the audit went well and we will be getting the auditors all that they need by end of week to finalize it. Adam informed the bard the truck was sold on Munibid for $15,000. Adam also presented 6 options that we received for the rate study done by Tighe and Bond. Of the options the office has recommended Option #2 as best scenario or option #1 as second. Board will look over and have more discussion next month.
9. **Old business**: none
10. **New business:** 116 Upton St putting water into project.

Next meeting will be September 9, 2026 @ 7:45am

Mike made a motion to Adjourn at 9:06 second by Peter voted unanimously in favor.

Adaam Rauktis