**VILLAGE DISTRICT OF EIDELWEISS**

**Commissioners Meeting**

**Tuesday May 2, 2023**

The Board of Commissioners met at 9:00am on Tuesday May 2, 2023.

In attendance for the public meeting are Commissioner Ralph Lutjen, Commissioner Mark Graffam, Donna MacKinnon-Administrator, Alexis Wagoner-Administrator, Kelly Robitaille-DPW Forman, Jay Buckley, Dinah Reiss, Larry Leonard, Wooda McNiven & Doug Prescott.

Meeting videotaped by Carol of Madison TV .

A 63 minute video recording can be seen at <https://videoplayer.telvue.com/player/YhjrGzjr53TBI-xqCQGATh6xTOfUjhiy/playlists/7326/media/797117?sequenceNumber=2&autostart=true&showtabssearch=true>

At 9:05am Commissioner Ralph Lutjen calls the meeting to order

**Mark Graffam makes a motion to approve the agenda and add a motion before item 2 on the agenda, Ralph Lutjen 2nds passes 2-0**

**Mark Graffam makes a motion to have the office provide a hard copy of the meeting folder and other important documents to the Commissioners at no charge to the Commissioner , Ralph Lutjen 2nds for discussion**. Ralph Lutjen asks, “Would you be willing to advise them as to what documents you want, to reduce the cost?” Mark Graffam replied, “Yes.” **The motion passes 2-0.**

( This discussion can be seen at minute 0 second 37 of the video recording)

**Approval of Minutes**

Hold off on approving 4/25/2023 meeting minutes until Mike Smith returns.

**Approval of Manifest**

**Mark Graffam makes a motion to approve the payroll manifest for $8,285.25 with discussion on time off, Ralph Lutjen 2nds**. Mark Graffam asks, “When Personal Days

Are taken, when Vacation Days are taken, when hours are taken for Personal Time, are they approved in advance by the Commissioners? How does that work? Ralph Lutjen replies, “Usually it is.” The two Administrators and the DPW Foreman interrupt Ralph to correct his comment. The Foreman Kelly Robitaille states, “ Personal Time is Personal Time – It’s personal”.” Donna McKinnon agrees with the Foreman statement . Alexis Wagoner states,

“ It’s a personal matter”. Ralph Lutjen says, “OK, any issues?” Mark Graffam asks how time off is tracked and will investigate further. **The motion** **passes 2-0**

( This discussion can be seen at minute 4 second 0 of the video recording)

**DPW**

Discussion on 8 Presidential View Drive Driveway Permit Application

The tight tank is being pumped out this week.

The District held up better than most other towns during the most recent rain event, the DPW is currently out fixing roads. Kelly Robitaille also mentions that he will keep an ear out for any FEMA money.

Discussion on the dam at Little Pea. The Madison Fire Chief came and inspected the dam and suggested the DPW remove another board because if the road floods, then he would not be able to cross in case of an emergency. An 11” board was pulled on 5/1/2023 at 3:30pm. Today 5/2/2023 the water is still about 10-12” above the concrete with two boards removed.

**Ralph Lutjen makes a motion to approve the driveway permit for construction for 8 Presidential View Drive, Mark Graffam 2nds, passes 2-0**

Discussion on the Grison Culvert it did get clogged up and the water was about 15-20ft deep. Thankfully the clog cleared itself and the water was released into the 2nd culvert.

The 7400 truck is still in the shop awaiting parts.

( This report can be seen at minute 5 second 35 of the video recording)

**Admin**

Discussion on the audit RFP’s that were due on May 1st. Four Request for Proposals were sent out. Only received one back from Plodzik & Sanderson the quoted pricing is $11,075 for 2023, $11,650 for 2024 and $12,225 for 2025.

**Ralph Lutjen makes a motion to accept the proposal from Plodzik & Sanderson as the District auditor, Mark Graffam 2nds, passes 2-0**

( This discussion can be seen at minute 11 second 02 of the video recording)

Discussion on the April water usage Ralph Lutjen states, “ There was one odd day that was just incredible .“ Mark Graffam states, “ On April 23rd, on the DPW well, that number looks like it is not possible”. Ralph Lutjen replies, “Correct”. Mark Graffam reads the 463,433 gallons pumped number for the DPW well for the day of April 23rd, and states, “That number doesn’t look possible” Ralph Lutjen states. “That can’t be right”. Alexis Wagoner states that it is a typo, and that Mark Graffam is “ very rude” for pointing out the number publicly.

( This discussion can be seen at minute 11 second 02 of the video recording)

**Commissioner Reports**

Discussion on the current VDOE policies.

Per the auditor’s review Ralph Lutjen made some changes to the Investment Policy draft. Mark Graffam has some suggestions to simplify the policy. Ralph Lutjen suggested he make the adjustments and send them to the office to provide them to the auditor for review.

Going to review all other policies in place as well as they need to be reviewed every 3-5 years and some have not been reviewed in over 10 years.

Discussion on the draft audit. The auditors were in last week doing there in person work, but we should not expect a draft for a few weeks.

( This discussion can be seen at minute 15 second 03 of the video recording)

Discussion on the drainage at 6 Little Loop. Mark Graffam discusses that the Hewitt’s are having a drainage issue with water coming down the side of their property and washing their beach into the pond. Kelly Robitaille states that he had already spoken with the homeowner and the DPW is going to take care of it once the weather gets nicer. A letter was sent to the homeowner outlining this. The office to resend the letter to the homeowner.  
  
Mark Graffam asked, “Do all issues that come in from Taxpayers/ Residents make it to the Commissioners meetings?” Ralph Lutjen replied, “ As far as we know.”

( This discussion can be seen at minute 24 second 36 of the video recording)

Discussion on Non-Public meting minutes on real estate. Mark Graffam questioned the validity of the real estate discussion as a Non-Public session. Mark Graffam as Commissioner is able to come down to the office and review sealed minutes.

( This discussion can be seen at minute 28 second 34 of the video recording)

Mark Graffam states that he will no longer be the sole individual in charge of the PRV project and that it should be the Board as whole.

Mark Graffam states that he is not going to send out the water operator RFP he never agreed to that. It should be sent out by the Board as a whole. The office will send it out once a list of operators has been provided.

Mark Graffam makes a statement that he will no longer be involved on the Water System Committee or be a liaison between them and the BOC.

( This discussion can be seen at minute 30 second 49 of the video recording)

Mark Graffam questions the chart of accounts on the Water System being out of order. The office has checked with Catherine to try and fix the issue but no luck. Mark Graffam

will send the Quick Books website links that discuss how the make the Chart of Accounts appear in numerical order in the Quick Books reports on the Water System budget,

( This discussion can be seen at minute 34 second 44 of the video recording)

**Mark Graffam makes a motion to have the meeting folders sent out on Fridays, No 2nd.**

**Ralph Lutjen makes a motion to have the preliminary meeting folder and agenda sent out on Fridays minus payroll, Mark Graffam 2nds, passes 2-0**

( This discussion can be seen at minute 34 second 48 of the video recording)

**Water System Committee**

Doug Prescott had the physical maps converted to digital and has put them on a thumb drive for the office, it cost $10.00. Would also like to get some D-size maps done got a quote for $58.50 to do three copies of them. The office is going to see if the maps are already in the office.

( This discussion can be seen at minute 39 second 34 of the video recording)

Doug Prescott reads resignation letter from Larry Sodano from the Water System Committee.

( The reading of the letter can be seen at minute 43 second 29 of the video recording)

Doug Prescott reads his resignation letter from the Water System Committee.

( The reading of the letter can be seen at minute 45 second 58 of the video recording )

Wooda McNiven reads his resignation letter from the Water System Committee.

( The reading of the letter can be seen at minute 49 second 09 of the video recording )

Larry Leonard reads his resignation letter from the Water System Committee.

( The reading of the letter can be seen at minute 50 second 40 of the video recording )

Jay Buckley does not read his letter but states resignation from the Water System Committee.

( These statements can be seen at minute 53 second 51 of the video recording )

All letters were provided to the office for record keeping.

**Correspondence**

Review of Loon email, a floating nest has been placed on the ponds.

Review of the Little Pea dam email.

( This discussion can be seen at minute 54 second 28 of the video recording)

**Public Comment**

Jay Buckley discusses funding for the Grison Culvert

Jay Buckley discusses FEMA relief for Carrol County, it has surpassed the dollar amount needed to get FEMA so there is a probability the District could get some relief. Kelly Robitaille will keep track of all expenses so they can be added to the Town of Madison’s expenses for disaster recovery.

( These statements can be seen at minute 56 second 33 of the video recording )

Jay Buckley questions again the admin bonus from 2022 that was paid out in 2023. The auditors have taken care of it.

( These statements can be seen at minute 58 second 58 of the video recording )

Kelly Robitaille states he would like to thank Mike Smith, Ralph Lutjen, and Ron

Sandstrom for their support of VDOE employees.

( These statements can be seen at minute 59 second 59 of the video recording )

**Ralph Lutjen makes a motion to adjourn at 10:08am, Mark Graffam 2nds, passes 2-0**

Respectfully submitted,