**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

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 cost, Ralph Lutjen 2nds for discussion. Specific documents are to be provided, passes 2-0**

**Public Meeting**

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

**Mark Graffam makes a motion to approve the payroll manifest for $8,285.25 with discussion on time off, Ralph Lutjen 2nds, discussion on how personal and vacation time work, passes 2-0**

**Ralph Lutjen makes a motion to approve the Operating Account Manifest for $8,510.97 Mark Graffam 2nds, passes 2-0**

**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..

**Admin**

Discussion on the audit RFP’s that were due on May 1st. 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**

Discussion on the April water usage

**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.

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.

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

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.

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

**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**

**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.

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

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

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

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

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

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.

**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.

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

Kelly Robitaille wants to thank Mike Smith, Ralph Lutjen and Ron Sandstrom so the way they respect and treat the employees. People need to take caution and not lose employees. Ralph thank you for taking care of the employees and understanding.

Ralph Lutjen responds with a thank you for the acknowledgement.

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

Respectfully submitted,

Alexis Wagoner, Administrator.