**VILLAGE DISTRICT OF EIDELWEISS**

**Commissioner’s Meeting**

**Wednesday, November 8, 2023**

The Board of Commissioners met at 9:00am on Wednesday, November 8, 2023.

In attendance for the public meeting are Commissioner Ralph Lutjen, Commissioner Mark Graffam, Commissioner Mike Smith, Katelyn Quint – Administrator, Doug Prescott, John Difeo, Noah Packard – Simply Water, and Ian Hayes – Simply Water.

Meeting videotaped by Carol of Madison TV

**Public Meeting**

**At 9:00am Commissioner Ralph Lutjen calls the meeting to order.**

1. **Approval of Agenda – Ralph Lutjen makes a motion to approve the agenda as printed Mike Smith 2nds, motion passed 3-0-0**
2. **Approval of Minutes**
3. **Mike Smith makes a motion to approve the 10/24/23 meeting minutes as printed, Ralph Lutjen 2nds, comment on minutes, Commissioner Graffam stated that people should watch the video, Commissioner Smith indicated that there is ample time to make corrections to the minutes, motion passed 2-1-0**
4. **Approval of Manifest -**
5. **Ralph Lutjen makes a motion to approve the 11/8/2023 Water Assessment Fund for $5,516.88, Mike Smith 2nds, motion passed 3-0-0**

**Mike Smith makes a motion to approve Operating Account Manifest $13,307.81, Ralph Lutjen 2nds, motion passed 3-0-0**

1. **DPW:**
2. *Kelly is out today!*
3. **Simply Water:**
4. *Thusis Update*
* Pressure test passed last Friday
* Bacteria test was submitted on Monday, waiting for those results
	+ Once the bacteria test comes back clean, they are able to remove the temporary water line that is hooked to 4 Thusis
* Invoice from Coleman Concrete should be from the Water Assessment Fund for thrust boxes
* John Difeo reported that the water main has been vastly improved from Eidelweiss Dr to 13 Thusis and all of the upgrades have been documented by Difeo Construction and Simply Water
* John will communicate with Kelly when road is ready for a final grade
1. *Bleeders are up and running*
* Ian believes there are 12 bleeders that are currently running with no issues
* We will have to see the increase in the water usage now that those are running
1. *Outstanding Water Hook Ups*
* Dawson’s will be in the VDOE once they finish current project – no date at this point
	+ PRV Pit on Upper Lake View
	+ Leak on Porridge Shore will be addressed
	+ Prioritize water hook ups
1. *CMA Meeting Preparation*
* Anticipate progress on next steps for capital improvements
	+ Each year the budget can be updated based on the projects that are recommended
* Understanding of how Asset Management process works
	+ The Asset Management System
		- Living Document – that can always be updated
		- Mapping – that has an overlaying clearly defined zones, valving and all the things that make it so a trained operator could easily operate the water system
		- Google based program which will allow for better communication, information that is readily available, and more efficient work orders between the VDOE and Simply Water
		- Allows Simply Water to perform tasks more efficiently and cost effectively
		- Life span of the items throughout the water system
			* Pumps, pipes, valves, which will allow planning of replacing and maintaining of equipment
* When problems occur in the VDOE the asset management system will allow Simply Water to isolate the problem to much smaller areas
* The system may be developed over time depending on how much the VDOE wants to put into the system
	+ The outcome will be determined based on what the VDOE puts into it
	+ Improvements need to be prioritized going forward, which can vary depending on issues that may come out without warning
1. *Leak Detection Report*
* New England Water Distribution gave a report on their leak detection that was done, which was paid for by a NH grant that was applied for
* Granite State Rural Water Association came in and did a leak detection with Ian, which we haven’t received a report on
	+ A leak was detected on Upper Lake View
	+ Essentially free minus the cost of the equipment
	+ A great resource for the VDOE and we should absolutely utilize them

**Mark Graffam makes a motion to request a report from Granite State Rural Water on the leak detection on Upper Lake View, Mike Smith 2nds, motion passed 3-0-0**

**Mike Smith makes a motion that if Granite State Rural Water doesn’t provide a report than we hire New England Water Distribution to do a leak detection on Upper Lake View, Ralph Lutjen 2nds, discussion on the cost, Mike Smith amends the motion to ask for an estimate from NEWD to a leak detection on Upper Lake View, Ralph Lutjen 2nds for discussion, amended motion failed 1-2-0**

1. **Administration Report**
2. *Water Usage Report*
* Weekends continue to be higher than weekdays
* Water main broke on Thusis Road Sunday October 22, which caused significant increase in usage on the 22nd and 23rd
1. *Monthly Budget*
* Cash Flow spreadsheet shows a deficit of $51,585, however it was determined that there was an error on the spreadsheet, which Katelyn will fix and report at next week’s meeting
* Discussion on Operating Budget, line items that are still within the allotted amount, and line items that have been overspent
	+ At the end of October, we have spent 85.2% of expenditures
* Discussion on Water Assessment Budget having some variance, however nothing significant to report
	+ At the end of October, we have spent 92.4% of expenditures
1. *Primex Renewal Rates for 2024*
* Property & Liability increased $8,321, 14.9% from 2023
* Unemployment Compensation increased $7, .5% from 2023
* Workers’ Compensation decreased $46, 1.0% from 2023
1. *Granite State Rural Water Membership*

**Ralph Lutjen makes a motion to complete the membership form for 2024, Mike Smith 2nds, motion passed 3-0-0**

1. **Signature Items**
2. *Transfer Request Form*
* Clarification to Commissioner Graffam regarding the journal entries that are made within the QuickBooks file to transfer from WTR Assessment to Operating account

**Ralph Lutjen makes a motion that we approve $5,295.53 be transferred from the WTR Assessment Fund back to the Operating Account, Mike Smith 2nds, discussion on the understanding of the reports that are provided with the transfer request form, motion passed 3-0-0**

1. **Commissioner Reports**

**Mark Graffam:**

1. *Still waiting for a date to complete the ride along with Simply Water*
* Katelyn will send a reminder email to see if we can something scheduled
1. *Detail of the Electric Bills*
* DPW I electrical meter and possibly the shifted amount to Water opposed to general government
* Discussion on how that is metered with Eversource
* Contract with First Point Power and discussion on the contracted price sheet that was provided to us
1. *Community Coalition Power Contract*
* Legal review of contract
* Renewable energy – solar discussion of long-term advantages
* May need to wait and get approval at the annual meeting

**Mark Graffam makes a motion that we sign up with First Point Power at .1567, Ralph Lutjen 2nds, motion passed 3-0-0**

**Mike Smith:**

1. *Nothing to Report*

**Ralph Lutjen:**

1. *Nothing to Report*
2. **Correspondence**
3. *Audit Report*
* Audit letter was received, however there is an adverse opinion, which is the same as last year – health insurance liabilities
	+ Communicate with Auditors that we don’t have the obligation, which is why we aren’t showing the liabilities
	+ Need to have a clean opinion – so that people don’t interrupt it that our audit is incorrect
* Budget deficit of $69,315 which was taken out of the unassigned fund balance, 2022 warrant articles voted to spend $55,000, which resulted in bring the Unassigned Fund Balance down over $100,000
	+ Further review of the audit to understand this better
* Non-Attest Services Draft Approval, execute this letter as it is just between the VDOE and the audit firm
	+ We have not yet received the workpapers
* Letter that we need to send to the District Attorney regarding Pending or Threatened Litigation, Claims, and Assessments (excluding unasserted claims and assessments)
* Discussion on signing these letters where there are outstanding questions and concerns regarding the audit
	+ The letters are not significant in terms of making progress, however the auditors should be put on notice that we have outstanding questions
1. *Bond Cancellation – Notice*
* Driveway permit that was completed so the bond didn’t need to be renewed
* Discussion on the driveway permit that required engineering drawing on Huttwil
	+ Kelly wasn’t at the meeting; we will follow up with him on this

**Ralph Lutjen makes a motion to execute this letter with acknowledgement that we are looking for certain information, Mike Smith 2nds, motion passed 3-0-0**

**Ralph Lutjen makes a motion once the Legal letter is put on letterhead that it is signed by the BOC, Mark Graffam 2nds, motion passed 3-0-0**

1. **Public Comments**
2. *Doug Prescott*
* Discussion on the start up time frame for Community Power
* Discussion on the budget deficiency and was that related to the sale of the lodge causing revenue issues or a tax issue

**Mark Graffam makes a motion on a request for Commissioners folder which is public knowledge to be sent to people that ask to be on the email list each week or whenever there is a meeting, Ralph Lutjen 2nds for discussion, legally we don’t have to send the folder ahead of time to residents, they can make the 91-A request after the meeting so the Administrator can be sure that only public information is being sent out, motion failed 1-2-0**

**Mark Graffam makes a motion to adjourn the meeting at 10:52am, Ralph Lutjen 2nds, motion passed 3-0-0**

Respectfully submitted,

Katelyn Quint, Administrator.