**VILLAGE DISTRICT OF EIDELWEISS**

**Commissioner’s Meeting**

**Tuesday, November 28, 2023**

The Board of Commissioners met at 9:00am on Tuesday, November 28, 2023.

In attendance for the public meeting are Commissioner Ralph Lutjen, Commissioner Mark Graffam, Commissioner Mike Smith, Katelyn Quint – Administrator, Kelly Robitaille – DPW Foreman, and Gloria Aspinall.

Meeting videotaped by Kasia of Madison TV

**Public Meeting**

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

1. **Approval of Agenda – Mike Smith makes a motion to approve the agenda as printed, Ralph Lutjen 2nds, Mark Graffam amends motion to add audit under Old Business, Ralph Lutjen 2nds, audit will be added under Old Business, amended motion passed 3-0-0**
2. **Approval of Minutes – no minutes listed on the agenda**
3. **Approval of Manifest -**
4. **Ralph Lutjen makes a motion to approve the 11/28/2023 Payroll Manifest for $9,483.51, Mike Smith 2nds, discussion on going against the policy, motion passed 2-1-0**
5. **Ralph Lutjen makes a motion to approve Operating Account Manifest $2,113.40, Mike Smith 2nds, motion passed 3-0-0**
6. **DPW:**
7. *Grison Culvert*

* Met with representative from G.W. Brooks yesterday regarding the culvert on Grison estimate and bringing it back to pre-existing condition
  + It was indicated that this is going to be a huge project
  + Estimate should be here by next weeks meeting

**Ralph Lutjen makes a motion to approve and sign the estimate from G.W. Brooks, Mikes Smith 2nds, discussion on budget being too tight, motion passed 2-1-0**

1. *Storm from Wednesday*

* Messy storm with slush and slush is hard to push especially when it freezes
* Some icing on Eidelweiss Dr, which was address early yesterday morning
* A few buses got stuck further up from VDOE

1. **Simply Water:**
2. *Commissioner Graffam asked Ian about the sodium bicarb not being used in the corrosion control physicality*

* Ian indicated that it has been 9 plus years since that has been used
  + Pumps are expensive to maintain and didn’t see the value both the soda ash and hydroxyzine going
  + Hydroxyzine keeps the pH up
  + Bicarb is used primarily as a stabilizer alkalinity adjustment
  + No issues with it and no cost benefit to running both
  + A&L takes the samples as people didn’t believe the tests that Simply Water was performing

1. *Jungfrau pump house heater issue*

* Contact an electrician to see if they can look at it, if it is cheaper to replace the heater that is the best way to go

1. *Discussions regarding conversation regarding Simply Water that are happening when Ian isn’t present*

* He has asked for an agenda ahead of time so that he can be prepared for what questions will be asked of him
* Commissioner Graffam indicated that what he said about Simply Water was part of his Commissioners Report, which is below Simply Water on the agenda
* Discussion about Simply Water when he isn’t present doesn’t happen according to Commissioner Graffam, however Commissioner Smith disagrees with the statement

1. *Pump house upgrades*

* List of upgrades that need to happen in the pump houses
  + Ian will put together a list and it can be reviewed by the BOC
  + Not sure where the water budget is at
  + Each year we are pushed budget wise where we don’t have the financial ability to invest in the upgrages
  + CRF has $47,000 list of operational things that are consistent with making things right
    - Improvement on pumpstations

**Mike Smith makes a motion to have Ian look at the heater today, if he feels that it needs to be replaced or thermostat, it is up to Ian to make that decision, Ralph Lutjen 2nds, motion passed 3-0-0**

1. *Muddy Beach Pump House*

* The floor is unsafe, but there is no value in putting plywood down
  + Ian is ok with the safety

1. *Discussion if EII is still our current contractor for the SCADA system, is it ok to come in and do a clean up with Ian. Also a discussion on winter projects that can be completed.*
2. *Upper Lake View Project*

* Confirmation on when Dawson’s is coming back into the VDOE to complete the project and other projects throughout the District
* Discussion on 40 Huttwil and the estimate presented by Veno Construction
  + There is no date as of yet, just wanted to get the estimate approved by the BOC
  + Ian will be out of the District next week, so he will be unavailable for pipe fitting, so they will have to have the staff to perform that task

1. *Discussion on billing for 13 Thusis*

* Ian is going to breakdown his bill to what is “routine” work
* Adjustments to the bills due to the setbacks that have happened on the project
* Bills aren’t typically paid until a project is finished
* VDOE purchased 100% of the material and Difeo Construction bill reflects if they provided the materials, so there will be an adjustment to that bill
* Contractor interfacing with the EJ Prescott, 100% of the contractor responsibility, the question is does the VDOE want the contractor in communication directly
  + Simply Water was on site for all the pressure testing, etc....
  + Commissioner Graffam stated that there was no communication or documentation that Simply Water was on site as, however Simply Water is always on site and an issue with public record of what Ian is saying at this moment
  + Convincing the board to avoid putting someone like John in this situation again
    - This results with losing the contractor and the time frame not working with Difeo
    - Experience with pipe line could change the whole outcome of the project
* Professional drawing of as-builts to consider the project complete

**Ralph Lutjen makes a motion to send a John an email indicating that we need to make certain adjustments to the bill before we consider paying it, Mike Smith 2nds, motion passed 3-0-0**

1. *Contractor Issues*

* Commissioner Smith is concerned that if we have an emergency in the middle of the winter, major system altering break, Ian stated that he is confident that Dawson’s Excavation will be here and that system still exists
* Contractors don’t like there work ethics off of public TV, if there is an issue the conversation should happen in a non-public session and if someone wants the information, they can do a 91-A request
  + It’s not fair to be questioning money, time, etc.. on video
* G.W. Brooks indicated that they would like to be put on the list as a company to be called for projects, however they are not interested in being the on call contractor
* If we start a bidding process, and not use a preferred contractor then an emergency stipend may be something that the VDOE should consider

1. *Asset Management*

* Once or twice a year they would come update the map, however that could be more depending on how much the VDOE wants to spend
  + How would this be updated?
    - Off the invoice of what we bought, or we have to document what really went into the ground
  + Non-Engineer drawing there will be no submittal that has every make and model
* All information will be captured through the work order system
  + There will be a cost if you send the information as it is captured for the engineer to update the mapping
* Clarification of chain of commands with CMA Engineers and Edgewater Strategies
  + The communication still goes through CMA Engineers and then it is passed on to the Asset Management Team
  + The Asset Management Team are not engineers
  + Cost effective and great for the community

**Mike Smith makes a motion to contact CMA Engineers to receive the proposal from Abbie at Edgewater Strategies ASAP, Ralph Lutjen 2nds, motion passed 3-0-0**

1. **Administration Report**
2. *Emailed Quote from Veno Construction on water hook up at 40 Huttwil Dr.*

* Rather large cost

**Ralph Lutjen makes a motion to approve the estimate from Veno Construction in the amount of $6,800, Mike Smith 2nds, discussion on Veno Construction completing a water hook up in VDOE, potentially getting other bids on this, discussion on homeowner being upset about being pushed to early December, the cost being higher is due to frost in ground, motion passed 2-1-0**

**Ralph Lutjen makes a motion to reconsider the Veno Construction quote, Mikes Smith 2nds, motion passed 2-0-1**

**Ralph Lutjen makes a motion to contact the homeowner that our contractor is in the process of making connections next week, which we are relying on him to complete the water hook up, using your contractor as the second choice, Mark Graffam 2nds, motion passed 3-0-0**

1. *14 Geneva Place change of address*

* Driveway comes in from Little Shore and needs an address
* Conclusion is to speak with Linda to see if we can come up with a number
* The lot is a corner lot, so it makes it a bit confusing

**Mike Smith makes a motion to have Katelyn meet with Linda upstairs to come up with a number so that this can move along for the homeowner, Ralph Lutjen 2nds, discussion that Madison usually assigns the number, for 911 purposes they usually want the number where the driveway enters, motion passed 3-0-0**

1. *13 Thusis*

* Still on temporary line, so the issue is if the frost gets down 2 feet that may cause a problem
* They flushed Monday November 27th, and test will be drawn Tuesday November 28th
* If the bacteria test passes, we should give John Difeo a timeframe when he should remove the temporary line etc....
* Pictures were sent about the progress of Thusis and it is passable

1. *Attorney Chris Boldt*

* Inviting him to the Annual Meeting on March 23, 2024

**Ralph Lutjen makes a motion to invite Attorney Chris Boldt to the Annual Meeting on March 23, 2024, Mike Smith 2nds, motion passed 2-1-0**

1. **Old Business/Tabled Items:**
2. *Audit Update*

* Meeting at 2pm today via Microsoft Teams to reconcile schedule D-1, D-2, and D-3
* We have received a clean opinion, which is good news
* They have modified the letter to us that illuminates certain provisions that were incorrect
* Presumably will have a discussion at the next meeting, which will describe our opinion against theirs
* Discussion on the deficit of $69,315 and the response from the auditor was strange
  + Have you considered encumbered funds from the previous year to the current year
* A particular number of $102,000 that sticks out, which we believe is incorrect

1. **Signature Items**
2. *First Power Point*

* Agreement for First Point Power through 6/2024 at a rate of .10787

**Ralph Lutjen makes a motion to sign the First Point Power agreement, Mike Smith 2nds, motion passed 3-0-0**

1. *Time off Request*

**Ralph Lutjen makes a motion to approve Katelyn vacation time off December 13-15th, Mike Smith 2nds, motion passed 3-0-0**

1. **Commissioner Reports**

**Mark Graffam:**

1. *Discussion the 45 minute ride along that Commissioner Graffam did with Simply Water on Monday November 27th*

* Jungfrau pump house heating system has an issue
  + The inside of the pump house was extremely hot
  + The cost to run the pump house that hot
  + Concerned about the SCADA system in the building
  + Doesn’t believe it is caused from the pumps or the thermostat
  + Katelyn will create a work order and send it to Simply Water
* They don’t use the sodium bicarb in the corrosion control physicality
  + Commissioner Graffam asked when that was stopped being used

**Mike Smith:**

1. *Discussion on Katelyn’s request for a computer, it isn’t fair that she is bringing her own computer*

**Mike Smith makes a motion to use CRF on office equipment which has a balance of $2,171, Ralph Lutjen 2nds, discussion on office laptop, which is very slow, Commissioner Graffam discussed a reset on the computer that he will come to the office and complete the reset, amend the motion if reset doesn’t work then Katelyn can come back with an actual price for a computer, amended motion was tabled**

1. *Discussion on Ian wanting to leave the VDOE about 3 to 4 months ago, Commissioner Smith called and asked him to stay onboard because the VDOE would be in trouble without him, the question is why he was leaving*

* Ian indicated that he stated in an email that yes it was a concern of his regarding past history with Commissioner Graffam and issues on how finely his day-to-day operations were going to be overseen
* Ian is concerned about the things that happen or said when he isn’t in attendance at the meetings, he tries to make it to two meetings a month to answer any questions

**Ralph Lutjen:**

1. *Nothing to report*
2. **Correspondence**
3. *Dam Email*

* Jay Buckley sent an email with a picture of the dam and indicated that the water is to high and is going to cause damage
* Kelly went and took a picture and said the Dam is doing what it is suppose to do

1. *Grison culvert from a phone call from Steve Hutchinson*

* Kelly went and looked at it and the culvert is going to fail and take the road out again

1. **Public Comments**

*Gloria Aspinall*

* Question on how many boards have been taking out of the Dam
  + We are following the policy
  + Discussion on what could happen in the spring time

Link for video of the meeting: <https://www.youtube.com/watch?v=seGYgNbjN84>

**Ralph Lutjen makes a motion to adjourn the meeting at 10:36am, Mike Smith 2nds, motion passed 3-0-0**

Respectfully submitted,

Katelyn Quint, Administrator.