



## Emerald Lake Village District

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### Meeting Minutes

Meeting Minutes Emerald Lake Village District (ELVD) Commissioners Meeting  
Thursday Sept.21st 2023

#### Board Attendees:

Brett Taber, Commissioner (Chair)

Sara Auger, Commissioner

Michael Carr Commissioner

Carolyn Renken, Treasurer

Marc Croatti, District Clerk

#### Meeting Visitors:

LR Boss Leigh Bosse  
Linda Caruso  
Michele Eo Flynn  
VICKI CLARK  
Bob R. Smith  
DAVE FOX, RAFFLES

#### SIGN IN SHEET

NAME

Melissa Taber  
Robin Spadaccio  
Jim Crivello  
Mark Radice m4x4fun34@yahoo.com  
Debra Daly-Cahalane  
Collin Stewart

Meeting called to order by Chairman Taber at 6:30 PM

Pledge of Allegiance

Roll call of officials completed.

## Public Comment from Residences:

- Marc Rodier - We should open the Eastman beach. Why can't we open the beach? Commissioner Taber, I understand your concern. The beach is closed due to the risk of contamination. We are still working with engineering, the state and Aquaman to understand the pro's and con's whether it will be a viable opportunity.
- How many years is the testing going to take? Commissioner Taber commented that he does not have this information at this time. Because of the different kinds of contaminants, Ray Pierce is working with DES and the town to determine the amount of additional testing that is needed. Once we get a better idea of cost and ideas of concepts presented, that will allow the commissioners to make a decision about the well.
- What is the timeline of the Eastman well? Engineers are waiting on treatment info. and the plan of action from Aquaman. Commissioner Auger stated that the state did an initial test but it did not have enough water going through the well. The test is to determine how to treat the water and how long the media would last. At this time, we do not have an answer on how long the treatment will last. The state will not approve until we have a proven treatment plan with them. We are still determining what the next steps are and the costs. She asked the state if we could open the parking lot up and the state did not see this as a valued option at this time. It is not worth the risk.
- Debra Calhalane - Aquaman did initial tests and it took them 2-3 times longer than originally expected. What about this batch of testing? Are they going to get these done quicker? Commissioner Taber commented that this is a full volume test. Can some of the water go into the main as part of the test? These are the questions. Other than that, because of the way it is plumbed in, it will be using some small cylinders in the treatment plant, setting up a full volume test and because we have some of the piping from Eastman all the way up to the bldg. it is either Eastman supplying the treatment plant or Mary Rowe. Both have their treatment opportunities and challenges but both going through the full-scale test we can determine the costs at that frequency to determine budgets. The Eastman well is rated for 28 thousand gallons a day. That will help offset other wells running 24/7. Mary Rowe only does 3-4 thousand gallons a day. So, it will be a big trade off and positive if we can get the Eastman well online. This is why we don't want to drop it at this point.
- I still did not get an answer on how long will it take? Commissioner Taber 3-6 months. But until we have the information from others, we cannot put together a full plan.
- Marc Rodier - Why didn't we put a spike in the ground over by Firefly to test for the well? Commissioner Taber, during the source water information, this was not offered as a valuable option to the board. The land is town owned not district owned.
- Melissa Taber – I know you asked people about the well and putting it there and keeping it closed, but why can't we go house to house and get a survey done and see how many people want that beach opened? Can it be done that way? Commissioner Taber. I don't know that option at the moment. Again, with the state's recommendation and having so much invested at this time into this project, dropping it without the final details, I am not willing to do that. The state is not saying you cannot park there. Commissioner Taber - Yes the state is stating that. We will tend to agree to disagree.
- We need to figure something out. Contracts work with a beginning and end date. Do we have a contract or not? Commissioner Auger – We have several major projects going on currently. Eastman is a strategic grant that is funding this project. We are gathering information to see if this is a viable option. Most grants have a timeline to end by 2024. Although these projects are not specifically tied down to a specific contract, they are tied down with the state.
- Greg from Aquaman explains where they are at the moment. We are working with Ray Pierce and the state to come up with a pilot process on a larger scale that would feed into distribution. After the initial well was drilled and tested, the water quality had high iron, total organic carbon, manganese, low ph, high solidified. A lot of mineral content issues. The biggest being the total organic carbons. Being organic, it interacts with all the other minerals that are conventionally removed relatively simply and creates a bonding that makes conventional treatment very difficult.

So we did a small scale pilot test to prove the ability to test the best process for the water to end up with a portable water quality. We had to try out a lot of different treatment processes. Keeping in mind costs of ownership. It is a very in-depth process and we are making sure the process that is put in place is a process that is safe. The system was in rough shape when Aquaman started this process. It will take a while to get it back into working operation.

- Questions – What is the difference between media and UV light? UV is a light that disinfects. It doesn't remove anything from the water. It will destroy bacteria cells. But before this you still need to remove mineral content.
- The pilot testing that you are building – What is the cost? We are currently working on that. Based on a couple of things: 1. We are being asked to sample within the treatment vessels at different media level depths. This is needed to track the rate of carbon media being consumed so we can determine what the maintenance cycle will be. There is no current way of doing that. We are developing a tool to do this. 2. We are talking to distributors for carbon media to get better pricing because of the amount that will be consumed.
- A couple of years ago we had people that came out to listen for water leaks. Whatever happened to that? We are still doing this. At this time, the rate of leakage is so low but the amount of them is large, these small leaks with our instruments are very hard to find. When we started this, we had several large leaks that were multiple gallons a minute. We are down to small leaks now. We also have zone meters that we watch constantly.
- Service line Leaks? Do you think these leaks are big enough to create cloudy water conditions that we are seeing? Service line leaks and the water flow going past these leaks would have to be significantly high to be able to create a vacuum to draw air into the system. I'm asking because we are seeing some cloudy water in our system. I would like to have residence people get together and look for leaks. That would be great and let's make sure the actions are proactive.
- This is so important for property values. Correct. Not only property values but for what you do in your day to day living.

Asset Management Planning – Subcontracted through Wright Pierce

Presenter: Dave Fox

- Putting together a capital improvement plan of possible projects as well as projects that are in the middle of being completed and how those finances project out. Projected 5 years out.
- Financial Plans are living documents
- Developed a comprehensive finance planning model for the district. We are at the beginning stages of this.
- We will be looking at the financial impacts of residence if meters are installed and how they will be billed and the impacts.
- Water rates have been increasing about 5% every year for the last 25 years. Reason for this infrastructure.
- Biggest driver for increases is the capital improvement plans
- We look at current revenue being generated per year compared to how much revenue is needed that provides us the delta
- We also look at financial liability, how much reserve funds the district has, how much the district should have.
- The districts revenue requirements are projected to increase about 1% from 2023 to 2024 but then 12% thereafter. Biggest driver is the debt service. 2023 \$240,000 to \$301,000 2024; \$550,000 2028. This is to pay for capital improvements. This is roughly 2.7mil. dollars per year from 2024 to 2028 that is why the debt service is increasing.
- The savings account over those years if we were to do nothing would actually go negative by the end of 2026. This is an unsustainable picture assuming the capital plan stays as is. This also does not include any grant forgiveness or any other income unknowns.

- Commissioner Taber – 2024 realizing total projects comes to 5.4 million dollars for 3 projects, these were funded by 76% by grants and trust funds. So out of that project, we are only going to see loan requirements of about 1.3 million for 20 years. So that is about 70 to 80 thousand per year in payments to cover for these projects. We've been awarded next year 1.3 million for additional roadway repairs. This is 80% loan forgiveness. We are close to 300,000 out of that might be loans. Other projects are future projects. Whether those are metering, potential roadways, these are uncertain what will be needed and what loan forgiveness we will get.
- 2024 revenues matching what the costs are. As we start adding new debt service and plans for more capital overtime and running more debt that brings us to the reserve amount balance hovering higher than we would like to see in terms of the target and going negative by fiscal year 2026
- What we show to remedy the situation is about a 9.5% increase annually 2024 - 2028 in revenues to not have this situation occur.
- Looking at current conditions. Residence pay on avg. \$1,200/year, as the 9.5% increase sets in, these customers will go from \$1,200/year to \$1,900/year within 2028.

Commissioner Auger – Well # 6 and # 9, we talked in the past about shutting off other wells, what are your thoughts on these? Without anything being drastically done to the wells, nothing is going to come from them. Our recommendation would be not to touch them until you have a better water supply. The state mentioned abandoning them. Commissioner Taber – now is not the time. Would it be feasible to shut down other wells and see what happens with 6 and 9 for testing. Aquaman – yes we can do this to see how the wells respond. If we have this information, then this helps us with the state to not abandon the wells.

Wright Pierce – Collon Stuart

Patten Hill priority. Got all the info from the building services dept. Code reviews have been given. Working on some drawings.

Hummingbird well project – Prefab treatment plant and bldg. Would like to have a better understanding of this.

Commissioner Taber – PRV's on the backside of lake are helping 15,000 – 20,000gals. per week reduction in loss. However, that seems to have shifted to other zones. Are you guys seeing this in overnight flows that we have some leaks going on? Or do we have individual group water users that have spiked because of higher pressures? – There are days it goes up and then back down. We are not sure what is happening. Whether someone is doing something during this time or not, we don't know at this time. It is a usage issue.

Aquaman commented on those residents that have seasonal homes to call and have their water shut off. Every year, the district experiences frozen water lines.

Water main projects, I sent a financial update on this. Scraping for funding. Commissioner Taber asked, depending on the decision on where the board goes and they get closer, there is roughly 20K left on the table. Where the state approves the twelve as part of the add-on residential meters, is it a reasonable assumption that they would approve purchasing the other pieces of that puzzle for those twelve as part of that project cost? We would just need to have a conversation. I do not see why not. The state is pushing to get the meters. If they allowed metered pits as part of this project, I think they would be open to small batch pilot program to see how they work. Commissioner Taber also asked obtaining from a single source vendor for the meters is there a concern there or would we need additional quotes from another source for metering supplies to meet the districts requirements as well as funding requirements. That is something we need to discuss further. Commissioner Carr asks, will you be asking to get us the answer on the single source question. Yes. I will reach out to Randy. Commissioner Taber stated this is one key for the board. Final funding, requests or expenses for the 2022 water project need to be expended before the end of Dec. this year. That is when that project ends.

Mark Rodier – That 30K-40K what can we use this for? Commissioner Taber – It is part of the water infrastructure project. The original intent was to use it for one final road \$27K for the construction costs but we have engineering, site rep costs and other closing costs so we would be over budget. So instead of leaving this on the table we are looking at other options. Whether we need to buy any of the infrastructure material, piping or valves etc. so we have this material and Aquaman can use them at a different time. Do we use this towards these twelve meters to capture data to support other projects that we are currently investigating.

Debra – Did you say you reduced the pressure on all the lines. Commissioner Taber stated no. Only on the backside of the lake. This side of the lake is running approx. 75psi instead of 100psi.

Marc Croatti – Is there any incentive programs available for residents to save water if the water usage is so critical. Commissioner Taber – Not that I'm aware of. There are incentives currently through the utilities. We've tossed around over the years having toilet valve rebate program. Toilet leakage is the biggest water usage loss over 24hr. period that people don't even see or know about. Doing a dye color test in your tank will show you if you are losing water. Then you adjust or replace the valve. Some homes use 300gals. a day leaking through toilets.

### **Review of Meeting Minutes:**

Commissioner Auger –

- 1<sup>st</sup> paragraph RGIF should be RICGIF
- Through out says Ray Pierce it should read Wright Pierce

Commissioner Taber –

- Last page, signature line says Sara Murphy it should read Sarah Auger.

Commissioner Taber makes a motion to accept the meeting minutes as amended for Sept. 17<sup>th</sup> sighting Wright Pierce and Commissioner signature line to Sara Auger. Seconded by Commissioner Carr. All in favor. I. Motion has passed.

### **Review of Fall Water Warrant Submission:**

Commissioner Taber – Was there anything that stood out warrant list that was provided to us for review?

Commissioner Auger - Names do not match to districts Excel spreadsheet. Commissioner Taber – We need to update our database. We also need to update our drawings. We will need to continue to work on these items. Then we will go to the town for issuance and then continue to work any of the upcoming abatements so this will be done same time.

### **CRF Account Adjustment Letters:**

The auditor for 2022 audit, said there were some prior year overages and under on capital reserve deposits, so we need to look at that and submit for next payment which is next month.

There are two deposits. One for capital roads and bridges for 2020-2021 that were short on deposits for \$5k each year. These deposits need to be made. Then there is a withdrawal of \$5K from the water capital reserve that would come back to the district funds for an over deposit. Draft letter will be provided to support. At upcoming meetings, we will need to approve final capital reserve deposits for this year. So, we will need to have this together for the 1<sup>st</sup> Oct. meeting. That can be done on the Oct. payment run.

Commissioner Taber makes a motion to make the appropriate withdrawal and deposit corrections to the roads and bridges and water capital reserve accounts as noted by the auditor with supporting evidence. Seconded by Commissioner Auger. All in favor. I. Motion has passed.

### **Misc. Project Status Discussion:**

Collin had shared that we have 30K - 40K 2022 water project, any other ideas on what we want to present to them on what we want to do with these remaining funds? Commissioner Carr – We are looking at purchasing materials or water meters. Commissioner Taber – So far, these two ideas have been brought up. We need to inquire from the state if this would be permissible. Prior meetings we stated that we were going to use this towards PRV's expense. We would need to check with SUR on these expenses. Collin shared costs for 3 different types of meters. AMR est. 12K, Cellular \$7,2K, AMI \$43K for initial purchase of 12 metering valves. We are looking at what the long-term best options are. We need to share with Wright Pierce which way we want to go or does the money get left on the table and the project gets closed out with deliverables. We should have a decision by the next meeting so they can finalize a direction with the state as well with SUR. Commissioner Carr – So Collin will let have those discussions and approvals? Commissioner Taber – Collin will have those discussions for state approvals that they would accept.

Commissioner Taber - We are in the last few days of Sept. and our new lease requirement will begin Oct. 1<sup>st</sup>. We need to decide and enter into an agreement. The one they provided is a 3-year lease. All terminology is the same besides smoking policy had changed this year. Any discussion on this? Carolyn Renken, Treasurer – is the price the same? Commissioner Taber – The price has increased \$50 each calendar year. Mark Rodier – What is the current lease cost today? Commissioner Taber - \$1K per month. Oct 1<sup>st</sup> will be \$1,050 per month. Any other discussion on the rent?

Commissioner Taber makes a motion to enter into lease agreement with landlord for the 3-year period as noted on the agreement. Seconded by Commissioner Carr. All in favor. I. Motion has passed.

### **Approvals of Manifests:**

Period ending Aug. These manifests are processing date of Sept. 10<sup>th</sup> billed and invoices received through the last period and as of Sept. 17<sup>th</sup> is the manifest date.

Water Manifests: \$194,887.13 Two included the Ray Pierce water retention

General Manifests: \$33,811.02

Commissioner Taber makes a motion to accept the water and general manifests as noted on the amounts. Seconded by Commissioner Auger. All in favor. I. Motion has passed.

### **Any other items:**

Commissioner Auger –

Lake draw down? Should we put out a notice? Commissioner Taber – Yes. We will start the draw down after Oct. 10<sup>th</sup> and resume over a 2-week period.

7<sup>th</sup> Annual Trunk or Treat – Would like to propose Oct. 28<sup>th</sup> for this event. The event is from 5pm to 7pm, set up starting at 4pm. Last year we had residents express interest in possibly helping plan the event. Commissioner Auger will plan a meeting for some time the first week of Oct. to get ideas and feedback.

Commissioner Carr – Mentioned about the rate of speed communication could be sent out in emergency situations. Commissioner Carr went over a few services that are provided to manage this. Emergency notification system Everbridge was discussed and further information is being gathered. District Clerk

mentioned that his company put together a high-performance team that gathered a lot of information on this topic that he might be able to provide commissioner Carr with.

Melissa Taber – Sent in a email suggestion about hauling in water, should there be a posting on when we are hauling in water? Commissioner Taber - Asking residents to conserve water at times of need we have done a lot of these initiatives. Due to the amount of labor force we have available, we are not able to do that every time. Sometimes we do not know because Aquaman is doing their job. When we do yes, we can do these kinds of things.

Resident commented that she put together a package and submitted it to the commissioners. There are some observations in the package, couple of suggestions etc. that she would like the commissioners to get back to her on.

**Road Agent:**

We have been doing some repairs and upgrades:

We started the contract for roadside mowing: We completed two roads. We produced a list of roads to work on. We are working within a \$ budget which is an hourly rate. We have done Alpine, Dawn St., Purpose is to increase the safeness for the wintertime, to allow the sunlight to penetrate the road for those roads that are constantly shaded. This management has not been done in a long time.

We did some installations of new ditch lines. Focused on areas where we have drainage issues. After our meeting with Gale Assoc., we reviewed the entire district. Takeaways where there is a lot of infrastructure when this district was developed it was never designed for year-round use. With that being known, there are not a lot of blueprints known for the issues we have. On Birch Tree, a new ditch line and blowouts were installed. We continue to clean out culverts, fixing erosion issues. We are still working on the beaches and the parking lots.

My contract is coming up to the year's end. I am submitting a revise contract today to be reviewed by the board as well as a list that was submitted of the roads that I've prioritized for roadside mowing. Also submitted a list of culverts that are being recommended to be cleaned out. Commissioner Taber – Would you be willing to include the roadside mowing in your contract? We discussed to be an add-on instead of being written into the contract which was submitted at a rate of \$105 per hour with the excavator. The current contract includes 20 hours of service. We did not include this in the contract because we are hoping that as we continue this service it will need less hours to maintain. Can we vote on this at the annual meeting? No, this would be too late as my contract ends beforehand.

Commissioner Taber makes a motion to adjourn the meeting at 9:07pm Seconded by Commissioner Auger. All in favor. I. Motion has passed.

Respectfully submitted by: \_\_\_\_\_ Marc Croatti District Clerk      Date: \_\_\_\_\_

Approved by:

Brett Taber, Commissioner (Chair) \_\_\_\_\_ Date: \_\_\_\_\_

Sara Auger, Commissioner \_\_\_\_\_ Date: \_\_\_\_\_

Michael Carr Commissioner \_\_\_\_\_ Date: \_\_\_\_\_