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Emerald Lake Village District

Hillsborough, New Hampshire, 03244

ELVD Workshop Meeting Minutes

Thursday, February 13, 2020

Attendees in Person:

Brett Taber, *Chairman of Commissioners*

Sara Auger, *Commissioner*

Mark Martin, *Commissioner*

Deb Kardaseski, *District Administrator*

Rick Rose, *Clerk*

Eileen Feindel, *Office Manager*

ELVD Residents:

Joe Feindel, Wayne Held, Joanne Staples and Kathy Chappelle

Meeting was called to order at 6:30 pm by Chair Taber and began with the Pledge of Allegiance.

Agenda Topics:

* Review Level of Service expectations for future Water Systems Operations: The board needs to decide what level of detail we'd like to adopt for our now & perhaps future water operator. An agreement will protect the district as we move forward into 2020 and beyond.

The following is a list (suggested by Wright-Pierce) of goals compiled by Commissioner Auger that will be measured either monthly or annually:

- 1) All Federal and State water quality regulations will be met
- 2) Unaccounted for water loss < 15%
- 3) The system will maintain a minimum pressure of 35 psi & a minimum operating pressure of 20 psi under all flows
- 4) All customer complaints will be investigated in ONE business day or less of the report of complaint.
- 5) Breaks will be repaired within 8 hours - 95% of the time
- 6) Contact Board of Commissioners at least 48 hours prior to water main shutdown in planned situations and ASAP in emergency situations
- 7) No adverse event will cause the customers to be without water

All goals need to be reasonable and achievable. The goals can be adjusted as improvements are made. These will allow the operator and the residents know to what the expectations will be. These will also be used for areas that need improvement. This may also aid in measuring if the cost of operations is meeting the expectations and vice versa. There will be a meeting next week with a prospective water operator. Our contract negotiations with WSO have stalled as they have not responded to the board much since December. Our current "contract" is month to month. We currently pay WSO \$7000 per month for monitoring and a labor rate of \$85 per hour for leak repairs. Our water bills (\$730 per year), currently, are the only source of income (minus any loans) to pay WSO and any other water related expenses. A portion of your property taxes supports our roads and bridges. There were approximately 30 leaks repaired in 2019. Our proposed level of service agreement will be sent to WSO mid-week, next week.

* Discuss any added need for resident notification for NHDES water system notices: In January we sent out an updated notice on the fluoride and arsenic levels. DES has said that the notices we sent out are sufficient and no further notices need to be sent. Arsenic tests are done quarterly. The arsenic tests have been non-detect since August.

* Review status of Summer Maintenance Contract draft proposal: Just a few minor changes needed to be made.

* Review any recent bridge update information: Currently, there is no set timeline. The district did vote, last year, to put \$100,000 towards the bridge. There was a meeting with Wright-Pierce today and next week they're going to advertise a 30-day bid process and have all bids in by March 18th. Every bid is read aloud in an open forum. The budget meeting will occur on March 23rd. Wright-Pierce's experience estimates the bridge can cost anywhere from \$350-500K. Minus the costs to Wright-Pierce, the district has approximately \$150,000 remaining for the bridge. The board is looking at what options we have for municipal bonds (to spread the cost out for a number of years) because we want to try and avoid another tax increase. The board will entertain, possibly, moving the mailboxes to a different location if the bridge takes much longer than expected. The construction can only be done at a certain time of year - when the lake water level is at its lowest. For those that remember, the Hummingbird bridge took five years to finalize. Chair Taber made a motion to accept the project line substantial completion date of September 1st and the final completion date of October 1st. Commissioners Auger and Martin accepted, motion passed.

* Discuss any budget line items for planning purposes: Our current monthly contract with our road agent is \$5300, which includes all road maintenance and plowing during the Winter months. Any additional material and labor is extra. Culvert work is part of the contract and we have approximately six projects we'd like completed. Planning for next year and what level of service we desire will need to be discussed. The board would like to assign extra funds for additional material/s so that the road agent can do a better job.

* Plan any additional budget workshop meeting dates: Need to plan another pre-budget meeting.

* Review quote for old water treatment media waste for removal: Quote obtained from Clean Harbours to remove the 29 barrels we have of solid media waste came in at approximately \$3500. The Town of Hillsboro wasn't able to accommodate the amount of barrels we have and additional testing would've been needed. The District Admin will check into an alternative method and/or company.

* Review of notes from District Admin: Most of the items are duplicate/review items already discussed above.

More discussion (what we plan to do) will be required for the \$350,000 loan before the final application is due May 1st. We may also be in line for a grant because of us doing our due diligence with our major issues. Project review will enable the board to prioritize what projects (after estimates are received) need attention, sooner rather than later. Any grants and/or loans will, most likely, be for repairs and/or maintenance.

* Chair Taber made a motion to accept the final quote from ADedge for the media replacement for just under \$17,000. Payable by 50% initially and balance due net 30 days once the job is complete. Commissioners Auger and Martin accepted, motion passed.

* Review for payment authorization of invoices.

The next meeting will be a Commissioner Meeting on February 19, 2020 @ 6:30 pm at the ELVD office.

Meetings will be held at the District Office at 147 W Main Street in Hillsboro unless otherwise noted.

Motion made by Chair Taber to adjourn the meeting. Commissioners Auger & Martin approved motion, motion passed.

Meeting was adjourned at 8:50 pm.

Regards,

Rick Rose, *ELVD Clerk*

Approved by:

Brett Taber, *Commissioner (Chair)*

Sara Auger, *Commissioner*

Mark Martin, *Commissioner*