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Meeting Minutes

Emerald Lake Village District (ELVD) Workshop Meeting

Thursday, October 13, 2022

Board Attendees

Brett Taber, Commissioner (Chair)

Debbie Kardaseski, Commissioner

Sarah Murphy, Commissioner

Carolyn Renken, Treasurer

Sara Auger, Clerk

Residents

None

Other:

Bow Smith (Road Agent)

The meeting was called to order by Commissioner Taber at 6:30pm. Roll call was done to confirm a quorum of Commissioners was present.

The main intent of this meeting was for contract review of the yearly Road Maintenance contract. Our road agent, Bow Smith, was present to discuss. Commissioner Taber started by saying that the district continues to greatly appreciate the service that has been provided by our road agent and the great improvement over the last year with work done around the district. The initial proposed contract price was \$146,700/year.

The Board of Commissioners acknowledged the struggle to manage the increase while also maintaining the same level of service, with a fair representation for either side.

Reducing the volume of culvert cleanings from 110 (100%) down to 70 and what this could mean for a price decrease was discussed. In the last year there has been huge strides with our drainage and stormwater system with ditching and cleaning out culverts (district owned, not

resident owned). A future Asset Management project will further identify areas and options for improvement.

Bow Smith explained that the pricing is based on a per month ratio. Increased cost factors are fuel costs, fuel consumption, insurance cost increase, more downed tree removal than initially expected, cleaning out a larger volume of culverts, increased costs for winter sand and trucking of the sand. Now that Bow Smith has been with the district for a full year, numbers were based on last year's costs. He recognized it is difficult to go from a 40+ year contract with no price increases and the board recognizes what the district had with no cost increases was not typical and was more of a hobby/love of job for Skippy Edwards. Our road agent, Bow Smith, feels it would be difficult to lower the number of culvert cleanings as some need to be done multiple times in a year and culvert cleaning is important maintenance for our infrastructure but is willing to discuss other areas to save on cost. Maintenance is better than having to replace. In prior years the district has subcontracted flushing of backed up culverts and due to the upkeep of maintenance, this service is not needed this year.

Our Road Agent proposed lowering the number of 5 culvert replacements (or equal value) down to 3/year. With each one valued at approx. \$5,000, this would lower the yearly contract by \$10,000 without decreasing cleaning maintenance of the culvert system. Anything above the 3 culvert replacements (or equal value) would become above and beyond the contract obligation.

Our Road Agent is willing to keep the current payment structure through the end of this calendar year, and then make up the delta in the contracted months for 2023. This gives the district a chance to properly budget for 2023 costs and not have to make up the difference in price for 2022, staying with current budgeted numbers. The proposed numbers discussed were: Sept. & Oct 2022 - \$8,785.71/month, Nov. & Dec. 2022 - \$12,000/month, Jan. - Mar. 2023 - \$14,100/month and Apr.-Aug 2023 - \$10,565.72/month. The winter months incur more costs and payments are structured differently. The board will send out Road Agent a proposed breakdown of payments with Sept.-Dec. Remaining at current budgeted rates.

Discussion on when to begin the contract, such as from Jan. 1 through Dec. 31 was brought up. While this is easier for taxes, from a contractor perspective and budgeting, for a district budget perspective, if anything ever happened, it would be very difficult to find a new road agent mid-winter when winter contracts have already been established months prior. As it stands now the contract will run from September 1, 2022 through August 31, 2023. Skippy Edwards' contract was always renewed in the Spring time frame.

Bow Smith brought up an item to the board needing discussion, a location for winter operations. As it stands now SUR Construction has taken over much of the sand pit and will continue to work until the ground freezes. In the meantime, our road agent would like to get sand stockpiled by November to be ready for any winter weather which means ordering now. Closing a section of Ravenhead, between Firefly and Raccoon Alley was discussed. Compared to other areas that could be considered, this would affect the least amount of residents, is far enough away from wetlands and has other egress options from either side. Patten Hill treatment area will

need further work before it can be used as a staging area. The Board and Road Agent agreed to have the initial drop of sand for the winter dropped at the Ravenhead location. The district will purchase silt fencing to be used in this area and then other projects in the future.

Commissioner Kardadeski made a motion to enter into a 12-month contract with Bow Smith for a year round road maintenance for a total of \$136,700.00 from September 1, 2022 - August 31, 2023. Seconded by Sarah, all in favor, motion passed. The contract price will be revised and signed at the next meeting by all parties.

Our Road Agent shared that fall grading will start this week and continue into the next week, being the focus for the end of October. Also culvert cleaning prior to winter is typically in the fall, to clean out leaves and typically does 15-20/day. This work will begin in November. Additionally, more ditching will be done in any other available time prior to winter.

Next discussed was the roadside mowing proposal. The board feels doing everything every year is a high expectation and suggested putting 40/hrs over a one week period to see what volume would come out of it. Roads that have had the water main replaced will most likely not need anything in the next year or two as there is a notable difference in the landscape versus the roads that have not been touched. Our Road Agent suggested and is willing to do an example of what a ½ day of work could do, for an actual in person example if there is time prior to the winter, at no cost to the district. There will be more discussion on setting up a rotation going forward. Initial thoughts are to utilize 40/hours a year for this item at a cost of roughly \$4,200.00. The road agent feels it is important to do while it is still a maintenance issue vs. a cutting down trees issue, it will also improve traveling on the roads and line of sight. The board will further discuss roadside mowing during an upcoming budget prep meeting. Work would not commence until next Spring earliest.

Another issue our Road Agent wanted to discuss was a guardrail installation on Hummingbird, as one area in particular is a steep drop and safety issue. This could be done with some supplies the district already has on hand and will be looked into.

Commissioner Taber shared that SUR construction plans to complete water main replacements on Skyview before this winter. This is the only other road they will have time to complete this year. Once they are done for this year, the sand pit will be 100% clean for winter months. They continue working on ledge hammering on Bobolink.

Discussion on budget review and upcoming projects will be done at a November or December meeting.

Commissioner Taber made a motion to adjourn at 8:51pm Seconded by Commissioner Kardadeski, all in favor, motion passed.

Respectfully submitted by: _____ Sara Auger, ELVD Clerk

Approved by:

_____ Brett Taber, Commissioner (Chair)

_____ Debbie Kardaseski, Commissioner

_____ Sarah Murphy, Commissioner