

NORTH HOUGHTON COUNTY WATER AND SEWAGE AUTHORITY

DATE: 12-27-23.

Meeting was called to order by Bonenfant at 12:00 PM

ROLL CALL: Bonenfant, Zubiena, Primeau, Mukavetz, LaRochelle, Coppo,

Others Present: Heikkila, Holmes

Motion Primeau 2nd Mukavetz to approve the November 27, 2023 minutes as presented; Carried.

Projects:

Holmes updated the board on the progress of the Phase 1 Project. The permit was submitted and comments were received from EGLE. Comments are currently being addressed and the project is still on schedule to be bid in January.

Motion , Zubiena, 2nd Coppo to approve the invoice to loan in the amount of \$16,421.32, as presented; carried

Holmes presented an invoice for general consulting, work included IPP and Copper concerns.

Motion , Mukavetz, 2nd Zubiena to approve the invoice in the amount of \$357.50, as presented; carried

Budget:

Heikkila presented the 2024 budget and updated the board on the 2023 budget. Bullet points of the 2023 budget included unbudgeted income from interest, and unbudgeted repair replace items such as Pen Gas Demolition, a new VFD at Florida CSO, and LS pump repairs.

Motion , Primeau 2nd Coppo to approve the 2024 Budget as presented; carried

Sewer Rates:

A discussion was had concerning the Phase 1 debt service, and the need for Rate Increases. The new debt service will be approximately \$165,000 annually. Heikkila informed the board that the 2024 Budget used the 2nd and third quarters of 2024 Phase 1 debt service for interest expense, principle payment and bond reserve, with no additional revenue accounted for. It was agreed that after the project is bid and let, the board will take up the issue of rate adjustments.

Wages and Benefits Committee:

The wages and benefits committee presented its recommendation to the board on board member wages. A discussion was had regarding how many meetings each board member is eligible to receive compensation for. Heikkila will review the amendments to the articles of incorporation and report his findings to the board. The committee recommended a wage increase to \$50 per meeting attended. LaRochelle suggested that due to increased responsibilities and liabilities, officer compensation be increased to \$60 per meeting. These increases will be retroactive for 2023, as moved on at the January 2023 meeting. Heikkila suggested that 2024 wages be adjusted annually after election of officers during the January meeting of that year.

The committee also presented to the board, a job description and list of tasks that Kendra Coppo's job currently is comprised of. The committee acknowledged that with the authority now generating its own bills, Kendra's job has evolved into something more involved than what she was originally hired for. With that presentation, a new job title of North Houghton County Billing Coordinator was suggested.

Motion , Coppo 2nd Mukavetz to approve the 2023 board member wages as presented; carried

Motion , LaRochelle 2nd Mukavetz to adopt the new job title and list of responsibilities as presednted; carried

Executive Session:

Motion , Mukavetz, 2nd LaRochelle to enter Executive Session; carried

Motion , Primeau, 2nd Zubierna to enter public meeting; carried

Wages and Benefits:

Primeau presented the following suggested changes to the 2024 wages and benefits package. Cleve Heikkila, Patrick Rogan, Gary Lark, and Lacen Heikkila wages increase of 4%. Kendra Coppo promoted to aforementioned new job title and wage increase to \$25.00 per hour. Work uniforms and boot allowance to increase from \$!50 annually to \$300 annually. Health insurance to remain with Burnham and Flowers, and adopt the 2024 BCN HAS Gold Option 3 with \$1800.00 single and \$3600 family contributions made to employee's HSA account. Vision and Dental plans to remain the same.

Motion , Coppo, 2nd Zubierna to approve wages and benefit changes as presented; carried

PAYMENT OF BILLS

Motion Coppo 2nd Primeau

to pay monthly bills totaling \$ 274,704.99 as presented; Carried.

Motion Larachelle , 2nd Mukavetz to adjourn at 1:00 pm; Carried.

Recorded by,

Submitted by,

Cleve Heikkila

Daniel Zubierna
Secretary