

## NORTH HOUGHTON COUNTY WATER AND SEWAGE AUTHORITY

DATE: 3/25/24.

Meeting was called to order by Bonenfant at 12:01PM

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

Others Present: Heikkila, Bjorn

*Motion LaRochelle 2<sup>nd</sup> Coppo to approve the Feb 26, 2024 minutes as presented; Carried.*

### ***Project Updates***

Bjorn updated the board on the current status of the phase 1 project. Everything has been completed with RD and sent to OGC. This usually takes 10 days and then the project will go to bid. Bid opening would be scheduled for late April, due to the annual audit being late for 2022, there will be a long form application process which will add another 30 days, putting closing date around early August. Due to the nature of the lagoon liner installation process and the weather conditions needed for installation, it is expected that the project will run into the 2025 summer. Bjorn presented an invoice to loan for work completed to date on the project.

*Motion Mukavetz, 2<sup>nd</sup> Primeau to approve the Invoice in the amount of \$12,741.06 as presented; Carried.*

Bjorn presented the board with an invoice, on Holme's behalf, that included work on Miwaters annual reports and Permits

*Motion Coppo, 2<sup>nd</sup> LaRochelle, to approve the Invoice in the amount of \$929.50 as presented; Carried.*

### ***NHCWSA Email Accounts***

Heikkila presented a proposal from Up and Runing, to provide three new emails, one for the chairman, one for billing, and one for himself. The proposal included one time fees and monthly and annual recurring fees. Heikkila explained that the @sbcglobal.net email account does not play well with Microsoft outlook and is currently hurting office efficiency, also the chairman is currently using personal email accounts for authority business and the plan is to have a chairman email that can be passed on through time to the current chairman of the authority.

*Motion Gasperich, 2<sup>nd</sup> Mukavetz, to approve the proposal as presented; Carried.*

### ***FOIA***

Heikkila informed the board that the authority had received to FOIA requests. Heikkila is working with our attorney on this matter. The attorney has advised the authority to develop a FOIA policy if one is not currently in place. Heikkila will prepare a policy for approval at next month's meeting

### ***Summer Employment***

Heikkila made recommendations for two summer employees. Nick Djerf and John Peterlin. Gasperich and Heikkila informed the board that Djerf is currently working on a part time status with Calumet Twp, and Heikkila recommended hiring Djerf also on a part time basis on the days he is not working at the Twp. Heikkila recommended hiring Peterlin for full time summer employment. Heikkila said he had Budgeted in the \$15/\$16/hr range for summer employment.

*Motion Coppo, 2<sup>nd</sup> Primeau, to approve the summer hires as presented; Carried.*

**Other Business**  
*none*

**Public Comment**

There were no public comments

**PAYMENT OF BILLS**

*Motion* Gasperich, 2<sup>nd</sup> Primeau *to pay monthly bills totaling \$* 34,434.68 *as presented; Carried.*

*Motion* Zubienna, 2<sup>nd</sup> Gasperich *to adjourn at pm; Carried.*

Recorded by,

Submitted by,

Cleve Heikkila

Tom Primeau  
Secretary