

**FISHERMAN BAY SEWER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF A SPECIAL MEETING  
Tuesday, April 24, 2018 @ 5:00 p.m.**

**I. CALL TO ORDER**

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 24th of April 2018 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 5:05 p.m. Also present were Commissioners Tom McDaniel and Donna Hasbrouck, District Clerk Paula Lavoie, Superintendent Monico Mackinnon, and District Operations Technician Zac Ahneman.

**II. REGULAR BUSINESS**

**A. Personal Appearances** – None.

**B. Approval of Minutes**

Minutes from the special meeting on 03/27/18 were presented and approved by motion, with Stephens moving and McDaniel seconding.

**C. Approval of Vouchers and Payroll**

Using the SJC Trial Balance Detail Report dated 4/24/18, Mackinnon compared and verified general operations voucher for account 6642 totals dated 4/4/18 and account 6641 totals dated 4/3/18, 4/16/18, 4/17/18, against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 3/30/18, 4/5/18, 4/13/18 and 4/25/18, against deposits shown. Mackinnon reviewed the expense vouchers presented for payment and confirmed that all vouchers were supported by adequate documentation and all totals are reconciled to the SJC Trial Balance Detail Report.

Stephens moving and Hasbrouck, seconding, to approve payments from the Reserve Fund, expense vouchers in the amount of 40,92.15 (4/4/18,) and from the General Fund, expense vouchers in the amount of \$8,390.98 (4/3/18), \$653.32 (4/16/18), \$2,945.49 (4/17/18). Hasbrouck, moving and Stephens seconding to approve payroll in the amount of \$7,909.29 for the pay period 3/17/18 to 3/30/18 and \$7,003.35 for the period 3/31/18 to 4/13/18. The motions passed unanimously.

**D. Correspondence** - None.

**E. Superintendent's Report**

**Mackinnon reported the following:**

See Attached:

Discussed: Bargreen must comply with system upgrades. 30-day letter will be sent.

**F. District Operations Technician's Report**

Ahneman reported the following:

See Attached:

**G. Clerk's Report**

Lavoie reported the following

See Attached:

Discussed: Lavoie will speak with Lenz to get authorization for daughter to handle account.

**III. UNFINISHED BUSINESS**

**A. Update on the Influent Flume Replace.** Moving along.

**B. Update on the Normandy Lane Project.** Final tap will be done in the next few weeks.

- C. **Update on the replaced Air Vac line’s ownership transfer.** None
- D. **Public Employees Compensation Plan has been established and enrollment forms are available.**
- E. **Infrastructure grants and emergency sewer line grants will be discussed.** Applications open on 5/15/18 and approval will be after 6/15/18. Stevens & Mackinnon will work on application.

**IV. NEW BUSINESS**

- A. **Monthly Budget Q & A** – Went over Reserves ending bank balance.
- B. Sign the Resolution for the 2018 Election of Officers, with Stephens moving and McDaniel seconding.
- C. Miscellaneous Items
  - 1. Website development was discussed, site should be up and running by next meeting.
  - 2. Schedule Mackinnon and Ahneman annual review for the May 31, 2018 meeting.
  - 3. Calendar – List of upcoming events. Reviewed
  - 4. McDaniel will research plant capacity.
  - 5. Next monthly Board meetings were scheduled for Thursday May 31st at 5:00 p.m.

**A. MEETING CONCLUDED**

Stephens moved, seconded by McDaniel to conclude the meeting. The motion passed unanimously. The meeting adjourned at 6:40p.m.

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Commissioner

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Clerk