

Minutes

Board Meeting Tuesday, December 18, 2018

- I. Call to order- President Margaret DesRochers-7:00pm
- II. Flag Salute
- III. Board Members present- Margaret DesRochers, Mike Cooper, Dick Morton, Lisa Krupp, Rick Gamas. Absent- Lars Swartling and Sandi Allen. **Mike Cooper moved and Lisa Krupp seconded to excuse Sandi Allen and Lars Swartling. Passed 5-0**
- IV. Member comments- Community member John Eller attended and shared information he garnered from the Police Community meeting. It was a 'meet and greet' and Q&A session. Safety and security were major topics and John said that our community had a favorable report compared to surrounding neighborhoods.
- V. Treasurer's Report- Lisa Krupp- see attached
- VI. Community and Board Member Reports-
 - A. Maintenance report- Jesse Conwell-
 1. Radios for maintenance- three needed. **Lisa Krupp moved and Dick Morton seconded to approve up to \$1,500.00 for three radios from Day Wireless Services. Passed 5-0**
 2. WWTP outfall- A dive on the outlet in 12/2016 provided the required inspection report for the DNR for the 2016 permit renewal. Some maintenance was completed at that time. Adding a dive inspection to the needed repairs will be delayed until the 2019 – 2020 Capital Budget for the 2021 permit renewal with the DNR.
 3. Water plan for CBHA is being completed by Jesse Conwell and John Krenik.
 - B. President's Report- Margaret DesRochers-
 1. Jesse Conwell and Margaret did employee reviews on 12/19/2018.
 2. **Mike Cooper moved and Dick Morton seconded to post that heavy trucks are not allowed to use CBHA roads after January 1, 2019. Failed 2-3** This rule already exists and would be redundant. It was decided to post a reminder on the reader boards.
 3. The board is also pursuing a new auditor, a new Manager, and a new banking relationship.
 4. **Dick Morton moved and Rick Gamas seconded to have John Krenik take over as water distribution manager. Passed 5-0**
 5. **Dick Morton moved and Rick Gamas seconded to approve employee raises as of January 1, 2019 for status changes after completion of introductory periods. Passed 5-0**

- VII. New Business-
- A. **Lisa moved and Dick Morton seconded to approve the new medical, dental, life insurance program for the CBHA employees. Passed 5-0**
 - B. **Manager search committee- Margaret DesRochers moved and Lisa Krupp seconded to approve Mike Cooper and Sandi Allen as co-chairs of the search committee. Passed 5-0**
 - C. **Rick Gamas moved and Dick Morton seconded to approve as of December 18, 2018 the newly edited and revised Employees' Handbook and to additionally include the newly clarified Training Reimbursement agreement. Passed 5-0**
- VIII. Unfinished Business-
- A. Rental house carpeting- Delayed until January.
 - B. 2424 Crestridge Dr. car issue- **Lisa Krupp moved and Mike Cooper seconded to levy a fine of \$199.84.**
 - C. **Margaret DesRochers moved and Mike Cooper seconded that the employees are to be responsible for paying their portion of the Paid Family and Medical Leave. Passed 5-0**
 - D. **Lisa Krupp moved and Rick Gamas seconded to have CBHA pay the employer portion of the Paid Family and Medical Leave. Failed 1-4**
- IX. **Rick Gamas moved and Mike Cooper seconded to move to Executive Session. Passed 5-0 9:30pm**
- X. Back to regular session- 10:30pm
- XI. **Rick Gamas moved and Lisa Krupp seconded to accept the offer and compromise from 2447 Island Dr. NW. for legal fees of a legal agreement for a 'cut and cover' road project. Passed 5-0**
- XII. **Rick Gamas moved and Mike Cooper seconded to adjourn. Passed 5-0 10:35pm**

Respectfully submitted by:



Rick Gamas

CBHA Secretary

**Treasurer's Report
December 18, 2018**

I. Balance Sheet

Operating Funds

General	\$217,420
Marina	\$ 86,192
Sewer	\$ 10,213

Total **\$313,826**

Capital Funds (combined)

Total **\$113,352**

Total Cash **\$489,768**

II. Profit and Loss Budget vs. Actual Accrual Basis July through November, 2018

General Fund: We are now 5 months or about 42% through the fiscal year. Total expenses in the **general fund** are at 40.2%, within budget overall. The largest expense category in the general fund is **personnel**. Through November, expenses in that category are at 40.2% of the budget. Overall, **contractual services** are within budget, 41.1%, though one line item within that category, **outside services**, is over budget as expected due to paying for water quality monitoring and testing.

Marina Fund: Total expenses in the marina fund thus far are \$3,106.

Sewer Fund: Income in the sewer fund is exceeding expenses through November. Total expenses are at 40.4% of the budget. Net income is \$4,197.

Capital Fund (combined): There have been no expenditures from the capital fund in the previous month. The balance in the capital fund (combined) has increased from \$94,920 to \$113,352.