

Minutes
Little Swan Lake Siltation Committee Meeting
Thursday, February 22, 2018

Attendees: Jim Dallmeyer, Bryan Hartman, Al Henning, Sheila Melton, Dan Atherton, Tina Atherton, Devin Wagy

The following meeting minutes are formatted in the order of the agenda presented by Jim Dallmeyer, Chair of the Siltation Committee. This format does not represent the order in which the Meeting Minutes would normally be formatted. However, to allow those committee members who were not in attendance to be informed of the agenda they did not receive, the minutes will be presented per the agenda.

I. Approval of the Agenda

Chairman Jim Dallmeyer started the meeting at 6:38 pm, presenting a revised agenda from what was distributed to the committee members via email on Tuesday, February 20th, prior to the meeting. It was also noted that Jim also distributed the August and September Meeting Minutes with the emailed agenda.

II. Old Business

A. Approval of the January Meeting Minutes-January 22, 2018

The January Meeting Minutes were not distributed to all committee members via email with the original agenda. However, the January Meeting Minutes were presented at the meeting. Jim requested one revision to the January meeting minutes, striking out the word "bid" and replacing with "proposal".

B. Carlene Adams-rocking shoreline

Jim summarized the email sent by Carlene Adams on February 17, 2018 regarding the status of the bank stabilization related projects. Two bids were received for rocking the banks in various shoreline areas. They have decided to hold off in rocking the banks until they get direction from the engineer as there was a considerable amount of rock along the shorelines when the lake was lowered this winter. The east shoreline along outlot DD was rocked where the leak was repaired.

A clean up project was also completed by mainly volunteers where over 200 tires and rims were removed as well as other debris. Pallets, bent steel posts, concrete blocks and other debris were found and removed.

C. Gil Hennefent-zoning restrictions on the golf course

This was not addressed at the meeting since Gil was not present.

D. Buying things.....

1. Commodities-Jim explained his stance on the term "bids" and comparing it to seeking medical treatment for a medical procedure. I could not follow what he was trying to say. Jim will need to elaborate on this one. He had sent a previous email concerning this which is believed to have been what he was referring to in the meeting.
2. Professional Services
 - a. Jim D
 - b. Bryan Hartman
 - c. Alan Jonckheere
 - d. Al Henning

Bryan Hartman explained the email he sent on February 15, 2018 regarding the by-laws of Little Swan Lake and the procedures to follow in procuring bids. The bids are to be sealed. He believes that the 2 engineering firms are unlikely to provide a firm bid, rather a fee to provide the services contained in Phase I. He also stated that the first 9 items in Phase I is reasonable however the last 4 items are related to design, not planning. Bryan also stated it would have been best suited to seek a “fee for services” rather than a cost estimate or a bid. He went on to explain the committee’s role would be to review the bids, develop a recommendation for the board to review. The committee’s role is not to select the engineer. Also as he explained in his email, we are not forced to go with the lowest “bid” because we are requesting bids.

Tina Atherton stated that during the engineer interviews, Phase I was discussed and some of the concerns regarding the planning and designing was addressed. All who were involved did agree that the planning and designing could be a part of Phase I. Tina also noted that notes and minutes were not taken during the interviews which would have been helpful in informing those who were not in attendance to be briefed on the discussions. Moving forward, this should be the responsibility of the Chair to either take the notes or assign to a committee member who is in attendance for all future meetings.

Dan Atherton also elaborated on the best practices for project planning.

Jim also provided feedback from Alan Jonckheere regarding the best practices in obtaining cost estimates for professional services. Jim recited an email he received from Mr. Jonckheere which he could present to the committee/board if needed. Due to how it was presented, I was unable to take detailed notes during Jim’s presentation of the discussion.

Al Henning explained his email regarding the invitation letter sent by Jim to the engineers. Al had previously responded by email. Though Al would have prepared the letter differently, he believed Jim’s letter was adequate. He believes the follow-up call was insulting to the engineers.

Jim D. stated that the email sent to Sheila Melton to call the engineers and provide clarification was a “challenge” towards Sheila. He further believed that the engineer’s response to Sheila would be to “pound sand”. This was not the response that the engineers stated by phone or email.

Sheila Melton also advised the committee that Klingner and Associates are also in receipt of historical data, reports, and other information received by Schraeder and Associated. Ken Schrader has retired and forwarded his clients to Klingner and Associates.

The committee agreed to wait and see what the engineers provide on or before March 14th.

D Responses due by March 14, 2018

Jim organized a meeting at his home for March 15, 2018 at 1:00 p.m. to open the sealed bids. Tina Atherton and Al Henning will also be present. The bids will be copied and distributed to all committee members to review prior to the March 19, 2018 meeting.

E. Do we still want Jim D. as Chair?

Al Henning stated Yes.

Dan stated Yes

Tina stated Yes

III. New Business

A. Communications

Jim explained that communications among the committee members should not include outside parties. There was an email chain where email responses were going to the engineers. Sheila Melton had sent a follow-up email regarding making contact with the engineers as directed by Jim. This email did go to the parties who were part of the previous email sent by Jim. Al Henning questioned Sheila being the contact person in the email response. The email sent to the engineers by Sheila listed both herself as well as Jim Dallmeyer. When Al Henning sent the email, he included the engineer. Jim explained that we should be cautious in responding to emails.

Jim also presented emails that were sent to him by Sheila Melton regarding his position as chair and how the committee is being handled. The email stated concerns regarding the lack of organization, disrespect towards the board, and refusal to consider others input and feedback. Also the method of obtaining bids throughout this project is a concern since Jim finds the bid solicitation as "dirty". This project will require organization, communication with the engineer, keeping the board informed, as well as the preliminary stages of presentation to the board regarding the siltation project.

Jim stated to the board that he had asked Sheila to reconsider being part of the committee and resigning from the committee. Sheila's response was that it is clear she has no right to be heard and will take minutes of the meeting only.

B. Other

Al Henning inquired about the possibility of filing a lawsuit against the golf course for the siltation encroaching the lake due to the golf course project. He also stated how the statute of limitations would apply.

Al Henning then distributed the **Siltation thought problem** to the members which contained a timeline of events regarding the construction of the lake, homes, farming practices, lake conditions during various time periods and the 2009 events. The document also contained a question of when the lake will need to be dredged: 8, 42, 50, 100 years. It wasn't clear why this was presented and the purpose.

IV. Next Meeting Monday, March 19, 2018, 6:30 PM, Clubhouse.

Meeting adjourned at 7:45 p.m.