

DOVER EYOTA ST. CHARLES AREA SANITARY DISTRICT
Minutes of Board of Directors Regular Meeting

February 19, 2013

Members Present:

Bill Spitzer
Matt Elder
Angela Ihrke
Wayne Getz
Bruce Christie

Staff:

Paul Ihrke
John Brogan

Absent:

Tyrel Clark
Ray Schuchard

1. Call to Order:

Chairman Bill Spitzer called the meeting to order at 7:00 p.m.

2. Set Agenda:

Motion made by Bruce Christie to set agenda, seconded by Wayne Getz. All voted in favor. Motion carried.

3. Approve Minutes of the January 15, 2013 Regular Meeting:

Motion made by Wayne Getz, seconded by Matt Elder to approve the regular meeting minutes of January 15, 2013. All voted in favor. Motion carried.

4. Approval of Receipts and Disbursements, Summary of Assets:

Motion by Bruce Christie to approve the Receipts & Disbursements/Summary of Assets as presented. Seconded by Angela Ihrke. All voted in favor. Motion carried.

5. Discuss amending 2013 budget. Adopt Resolution 13-02, 2013 budget amendment:

The staff is proposing two changes to the 2013 budget which was previously adopted. The first change is adding the filter removal, in the amount of \$22,000.00, to Equipment Repairs and Maintenance. The second change is under Capital Budget where instead of listing the purchase of a boom truck for \$25,000.00 the money will be spent on a new pump for the lift station. The overall affect is increasing the previous budget amount of \$697,422.70 by \$22,000.00 to a new total of \$719,422.70 for the 2013 budget. Motion by Wayne Getz to adopt Resolution 13-02, Amending the Adopted 2013 Budget. Seconded by Bruce Christie. All voted in favor. Motion carried.

6. Plant Update:

- a) Paul explained the need for purchasing a new lift station pump. He has the approval to purchase a new pump with the adoption of Resolution 13-02, 2013 budget amendment.
- b) Paul and John have been doing work in the basement to prepare for the removal of the filters.
- c) operators are to get information on preventative maintenance software when they attend the MRWA and MPCA conferences in March and have information/suggestions for the board at the April meeting.

7. Employee Job Descriptions:

a) plant manager job description. Need to revise, on page 4, the section dealing with education/experience. The second section should read a high school diploma with 10 years of experience for a Class A wastewater treatment facility. Add a third section to state a high school diploma with 6 years experience for a Class B wastewater treatment facility.

b) operator, Class D. Under the hours worked section instead of stating specific working hours it should say 40 hours per week and additional hours may be necessary to fulfill requirements of the job.

The effective date of all job descriptions will be the date they are approved by the board. The Class B operator description should also be modified. These job descriptions should also be compared to those provided by the League of Minnesota Cities.

8. Capital Improvement Plan 2013-2027:

The boom truck, in the amount of \$25,000, was moved to 2014 from 2013. It was decided that the carpet and furniture listed in 2018 for a total of \$3,600.00 should be moved up to 2014. Motion by Matt Elder to approve the 2013-2027 Capital Improvement Plan with the above changes. Seconded by Angela Ihrke. All voted in favor. Motion carried.

There being no further business a motion was made by Wayne Getz, seconded by Bruce Christie, to adjourn the meeting at 7:45 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy

Cathy Kennedy