

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

**January 15, 2013**

**Members Present:**

Bill Spitzer  
Ray Schuchard  
Angela Ihrke  
Wayne Getz  
Bruce Christie  
Tyrel Clark Matt  
Elder

**Staff:**

Paul Ihrke  
John Brogan

**1. Call to Order:**

Chairman Bill Spitzer called the meeting to order at 7:02 p.m.

**2. Set Agenda:**

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

**3. Approve Minutes of the December 10, 2012 Regular Meeting:**

Motion made by Ray Schuchard, seconded by Bruce Christie to approve the regular meeting minutes of December 10, 2012. All voted in favor. Motion carried.

**4. Appointment of Board Members:**

William Spitzer appointed by the City of St. Charles, Tyrel Clark appointed by the City of Eyota, Matt Elder appointed by the City of Dover.

**5. Oath of Office, Board Members:**

The above Board Members took the Oath of Office. Cathy Kennedy acted as Notary for the signatures.

**6. Appointment of Director at Large:**

Motion made by Wayne Getz to appoint Bruce Christie to the position of Director at Large. Seconded by Ray Schuchard. All voted in favor. Motion carried.

**7. Oath of Office of Director at Large:**

Bruce Christie took the Oath of Office. Cathy Kennedy acted as Notary for his signature.

**8. Election of Officers:**

Motion by Ray Schuchard to elect Bill Spitzer as Chairman. Seconded by Bruce Christie. All voted in favor. Motion carried.

Motion by Bruce Christie to elect Wayne Getz as Vice-Chairman. Seconded by Angela Ihrke. All voted in favor. Motion carried.

Motion by Ray Schuchard to elect Angela Ihrke as Secretary/Treasurer. Seconded by Matt Elder. All voted in favor. Motion carried.

**9. Designate Official Depositories:**

Motion by Bruce Christie to designate Eastwood Bank, St. Charles and CDARS Promontory Interfinancial Network, LLC as the District's official depositories. Seconded by Wayne Getz. All voted in favor. Motion carried.

**10. Designate authorized checking account signers:**

Motion by Matt Elder to designate Bill Spitzer, Angela Ihrke, Wayne Getz and Bruce Christie as authorized checking account signers. Seconded by Ray Schuchard. All voted in favor. Motion carried.

**11. Designate District's Attorney:**

Motion by Bruce Christie to designate Frederick Suhler, Rochester, as the District's Attorney. Seconded by Angela Ihrke. All voted in favor. Motion carried.

**12. Designate Official Publication:**

Motion by Angela Ihrke to designate the St. Charles Press as the Official Publication for the District. Seconded by Wayne Getz. All voted in favor. Motion carried.

**13. Approval of Receipts and Disbursements:**

Question asked by Matt Elder as to whether or not the decision, from the December 2012 board meeting, to split the CD maturing on 12/20/12 investing \$100,000.00 for 6 months and the remainder of the balance for another year was completed. This transaction was completed. The CD maturing on 1/3/13 was reinvested for another year. Motion by Wayne Getz to approve the Receipts & Disbursements/Summary of Assets as presented. Seconded by Bruce Christie. All voted in favor. Motion carried.

**14. Project Update:**

- a) There is still computer training left to be completed. There are a couple of issues and Paul will contact Automatic Systems.
- b) Regarding any late completion penalties, Paul talked to Todd Arlander, Stantec, and the District would have to prove a hardship to collect any money for late fees. It was a slow start at the beginning, the project was pretty much done on time. They also did do extra things for us, use of their crane, extra concrete. Will wait for final pay request before approving motion to not pursue any late fees/penalties.

**15. Plant Update:**

- a) replaced bearing in rotor for \$2,300.00.
- b) motion made by Wayne Getz, seconded by Angela Ihrke, to approve John Brogan's attendance at the MRWA conference March 5-7, 2013. All voted in favor. Motion carried.
- c) motion made by Wayne Getz, seconded by Angela Ihrke, to approve Paul Ihrke's attendance at the MPCA conference March 20-22, 2013. All voted in favor. Motion carried.

**16. Removing filters:**

Received proposal from TJ's Trucking & Excavating for removing the filters in the amount of \$21,950.00. The proposal includes a 14 x 12 opening in block wall and installation of an overhead door, necessary for filter removal, in the amount of \$2,215.00. Under the category of items not included in proposal, the only items that may need to be done are site restoration and seeding and this can be done by operators. The

filters need to be removed before the expiration of the current MPCA permit which expires May 2016. Equipment will need to be installed in the basement to accommodate the phosphorus standard that will be required in the new permit in 2016. This expense was not included in the 2013 budget. It has been decided to move the \$25,000.00 budgeted in 2013 for a new boom truck to a later year and complete the filter removal in 2013. Motion by Bruce Christie to not purchase a boom truck in 2013 and remove the filters at a cost to not exceed \$22,000.00. Seconded by Matt Elder. All voted in favor. Motion carried.

An amendment to the previous motion, motion by Matt Elder to obtain current insurance certificate from TJ's Trucking. Seconded by Wayne Getz. All voted in favor. Motion carried.

**17. Capital Improvement Plan 2013-2027:**

Employees are asked to move the boom truck expense to another year than 2013. Motion by Bruce Christie, seconded by Wayne Getz to table finalization of the 2013-2027 CIP plan until the February 19, 2013 board meeting. All voted in favor. Motion carried.

**18. Plant Manager job description:**

Paul presented a job description for plant manager, class D operator and bookkeeper. In order to give board members time to review the job descriptions, motion made by Wayne Getz, seconded by Angela Ihrke, to table this until the February board meeting. All voted in favor. Motion carried.

**19. Report on employee rewards for achieving higher level licensing:**

Several other WWTF's were asked about their policies and the results are:  
Chatfield: has a set salary for Class C and D licenses  
Plainview: does not have any policy, only increases are given at time of annual employee reviews  
Lewiston: \$.50/hour increase for each license obtained  
The personnel committee will meet in the next month or so to discuss the matter.

**20. Adopt Resolution #13-01, Fines and Fee Rates for 2013:**

Motion made by Bruce Christie, seconded by Wayne Getz, to adopt Resolution #13-01, Fines and Fee Rates for 2013. All voted in favor. Motion carried.

**21. Other Business:**

Bill Spitzer has received a performance evaluation from Stantec and is asking if anyone has any concerns that should be addressed. Everyone is pleased with Stantec's performance.

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

Respectfully Submitted,

Cathy Kennedy