

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

**March 19, 2013**

**Members Present:**

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

**Staff:**

John Brogan

**Guest:**

John Wolter, Wolter & Raak

**Absent:**

Matt Elder

**1. Call to Order:**

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

**2. Set Agenda:**

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

**3. Approve Minutes of the February 19, 2013 Regular Meeting:**

Motion made by Wayne Getz, seconded by Bruce Christie to approve the regular meeting minutes of February 19, 2013. Voted in favor: 5, Ray Schuchard abstained (did not attend 2/19/13 meeting). Motion carried.

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

Motion by Wayne Getz to approve the Receipts & Disbursements/Summary of Assets as presented. Seconded by Ray Schuchard. All voted in favor. Motion carried.

**5. John Wolter, Wolter & Raak, preliminary draft of 2012 audit:**

Mr. Wolter presented a draft copy of the 2012 audit. The report is different than usual do to due the yellow book portion of the audit. Mr. Wolter's summary of the audit report:

- a) pages 2-4 is their opinion letter regarding the audit.
- b) pages 5-20, report on the financial statements and nothing has changed as far as content.
- c) page 21, Auditor's report on legal compliance and they did not find anything wrong.
- d) page 22 and on, relates to the federal requirements and the yellowbook audit.
- e) page 29, summary of auditor's results, the only item marked "yes" relates to significant deficiencies identified that are not considered material weaknesses. Management is aware of this deficiency due to the lack of sufficient employees to segregate duties and the audit report states this on page 30, on behalf of management.
- f) "Cliff Notes" page of the report is to, from the Board's perspective, summarize the important outcomes of the audit and has a reference back to the specific section of the audit report for further explanation.
- g) going back to page 5 of the audit, under other assets, the facility plans are listed at

\$602,513.00. This is the cost of plans for future improvements to the plant, that were completed years ago. These plans are maybe obsolete at this point or could be by the time an improvement project would be planned. The District should consider whether to write to total off this year or over several years. Since the District is a nonprofit company, driven by cash flow, writing this off this year does not affect cash flow. It is the opinion that it should be written off this year, it does not effect the operations.

Motion made by Wayne Getz to approve the preliminary financial statements and audit for 2012. Seconded by Bruce Christie. All voted in favor. Motion carried.

**6. Plant Update:**

- a) John attended the MRWA conference earlier this month and did not find any information on preventative maintenance software. Paul is currently at a conference and will ask the MPCA for information.
- b) Chuck Oehrlein, Stantec, was here to check the SCADA system. He found some corrections that need to be made. Have not received a final pay request from Wapasha.
- c) Should have the new pump for the lift station in the next couple of weeks. Everything is ok at the lift station even with the high flows.
- d) John talked to Paul Schank, TJ's, since they are still plowing snow they won't get to the filter removal until April.

**7. Employee Job Descriptions:**

Motion made by Bruce Christie to approve the job descriptions for District employees. Seconded by Angela Ihrke. All voted in favor. Motion carried.

**8. Quotes for new computers:**

Quotes obtained for computers/server from Solution Builders and Data Smart. Spreadsheet presented summarizing the quotes. The quote from Solution Builders for 2 new computers and a server was \$9,241.74. The quote from Data Smart for 2 new computers and a server was \$5,938.57. The higher quote from Solution Builders was due to the addition of remote support equipment, higher labor rate and a different version of Microsoft Office 2013. Solution Builders felt that for the size and operation of the District that a server was not necessary and the use of Microsoft Office 365 would be the appropriate solution. Their quote for 2 computers and installation was \$3,957.78. Using Microsoft Office 365 also requires a monthly fee of \$34.00 to Microsoft. Motion made by Bruce Christie to accept Solution Builders quote for 2 new computers and Office 365 and not install a server at this time. Seconded by Tyrel Clark. All voted in favor. Motion carried.

There being no further business a motion was made by Wayne Getz, seconded by Angela Ihrke, to adjourn the meeting at 7:55 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy