

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

November 17, 2015

Members Present:

Wayne Getz
Ray Schuchard
Bill Spitzer
Angela Waits

Staff:

Paul Ihrke

Absent:

Wes Bussell
Matt Elder
Tyrel Clark

1. Call to Order:

Chairman Bill Spitzer called the meeting to order at 7:01 p.m.

2. Set Agenda:

Motion made by Wayne Getz to set agenda as presented. Seconded by Ray Schuchard. All voted in favor. Motion carried.

3. Approve Minutes of the October 20, 2015 Regular Meeting:

Motion made by Angela Waits, seconded by Ray Schuchard to approve the regular meeting minutes of October 20, 2015. All voted in favor. Motion carried.

4. Approve Receipts & Disbursements and Summary of Assets:

Motion made by Wayne Getz to approve the Receipts and Disbursements/Summary of Assets as presented. Seconded by Angela Waits. All voted in favor. Motion carried. There was no discussion on the 2015 budget.

5. Plant Update:

- a) All but 3 manholes are inspected. One really needs repair.
- b) Makeup Air Unit rusting out inside and needs repair. Received estimate from Winona Heating & Vent for \$12,595.00. Will obtain other estimates.
- c) We have problems with heating and cooling controls in main plant building. Winona Heating & Vent gave a price of \$26,500.00 to update the controls.
- d) Still working with Salisbury on a solution to reading the meters, it looks promising.
- e) Stantec is working on the renewal for the MPCA permit, will be ready next week.
- f) regarding the 2016 budget Paul feels that \$80,000, included for phosphorus removal updates, could be reduced to \$15,000 for 2016. Regarding climates controls maybe \$13,000 should be included in the 2016 budget and \$13,000 in the 2017 budget. Paul will obtain a couple more estimates for replacing the climate controls.
- g) They have worked 2 days on roof replacement and have the gravel off. May be back on Thursday depending on the weather.
- h) The TV is installed. Have received the iPads. Bill has installed FreshDesk on the iPads and computer. Anyone can send a work ticket by email and it will show up on

the work schedule. The email address is support@descad.freshdesk.com. The plan is to go live on Jan 1st. Cable would cost \$30/month. An antennae would be cheaper, don't need a lot of channels.

6. 2016 Budget:

a) Wayne Getz asked if there was increase in board member meeting payments included in the 2016 budget. There is no increase included. The last increase was probably at least 4 years ago. The current payment amount is \$70 per meeting for the board chair and \$60.00 for the other members and would increase budgeted board member expenses by approximately \$900 annually. Motion made by Wayne Getz to increase monthly stipend per meeting by \$10.00. Seconded by Angela Waits. All voted in favor. Motion carried.

b) The 2016 budget reflects a 3% increase in wages for all employees. Motion made by Wayne Getz to adopt 3% across the board wage increase for all 3 staff members as reflected in the budget. Seconded by Ray Schuchard. All voted in favor. Motion carried.

c) To complete the budget the \$80,000 included in the capital budget for phosphorus removal will be reduced to \$15,000 for 2016. Also need to obtain several estimates for climate controls and air conditioning and then spread these costs out in the capital budget for the next 2 to 3 years. These numbers will be inserted in the 2016 budget for final approval at the December board meeting.

7. Recommend attorneys to send requests for 2016 legal services:

Recommend sending the letter to the Ryan & Grinde office in St. Charles and Tyrel's recommendation from the last board meeting (which no one can recall, will find out who he suggested). Letter may be sent to anyone else that comes to mind.

8. Reinvest CD, in the amount of \$201,700.63, for another year:

The current APY for this CD is .54% with a one year renewal rate of .25% APY. Wayne Getz went to Bremer Bank and spoke with Mark and told him that he felt that they could do better than a rate of .25%. Mark told Wayne that they have a meeting with the investment people tomorrow (Wednesday) and thought that they could maybe do a little better than that. Motion made by Wayne Getz to approve renewing the CD at the level quoted (.25% APY) unless a higher rate can be negotiated and Wayne will take care of signing the paperwork. Seconded by Ray Schuchard. All voted in favor. Motion carried.

9. Adopt Resolution 15-02, Establishing Fine and Fee rates for 2016:

Motion made by Ray Schuchard to adopt Resolution 15-02, Establishing Fine and Fee rates for 2016. Seconded by Angela Waits. All voted in favor. Motion carried.

10. Personnel Committee Report, Performance Enhancement Plan:

Tabled until the December meeting.

11. Other Business:

No other business.

There being no further business a motion was made by Angela Waits, seconded by Wayne Getz, to adjourn the regular meeting at 7:35 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy