

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

June 3, 2015

Members Present:

Bill Spitzer
Ray Schuchard
Wes Bussell
Wayne Getz
Matt Elder
Angela Ihrke
Tyrel Clark

Staff:

Paul Ihrke
John Brogan

1. Call to Order:

Chairman Bill Spitzer called the meeting to order at 7:00 p.m.
This is special meeting to discuss employee expectations, benefits, wages.

2. Plant Tour:

A map of the plant was provided and explained. Operators conducted tour of the plant. Tour concluded at 8:05 pm.

3. Review/Discuss Data:

Job descriptions and employee daily work logs were reviewed. Currently, the only job descriptions that apply to employees are “plant manager, class D operator and bookkeeper”. Paul has a class B license which is required since the plant is a class B plant. John has a class D license and can take the class B test at any time. Paul’s daily log shows that 25% of time is spent in the office completing data work, 50% of time spent on maintenance and the remaining time is spent finding things to do. John completes the daily sampling before Paul arrives in the morning. Wes Bussell asked if there is a monthly schedule of maintenance to be done. Currently operators are printing off, on Monday’s, weekly maintenance reports. The current maintenance reports are only initialed by the operator completing them and do not show how long it takes to complete the task. Bill Spitzer suggested an excel worksheet showing each day of the month, listing daily tasks, how long it took and who completed the task.

4. Expectations:

Expectations were discussed and the following were agreed upon:

- a) Daily, weekly, monthly spreadsheet of what needs to be done and when task completed, who did it and how long it took. Bill will create the spreadsheet.
- b) Monthly to do list, created as a team, consisting of upkeep projects
- c) More thorough plant report for the board meetings, use more detail and pictures
- d) Employees are to list what needs to be done and/or what we need to make it a better place to come to work

5. Discuss a work plan:

- a) Benchmarks: where we want to be in 2 or 3 months and how do we measure them. Wayne Getz and Wes Bussell will work on benchmarks and what should be achieved at the plant.
- b) Goals: employees are to come up with 1-3 goals to fulfill between now and the end of the year.

6. Equipment needs:

It was agreed that an iPad would be a good investment along with a flat screen TV. These items can be used during a board meeting to show board members pictures of issues occurring, repairs that have taken place, etc. Would be a good way to keep the board better informed, outside of board meetings, of repairs/activities at the plant. Tyrel Clark will make a list of what is needed for iPad and television purchase.

There being no further business a motion was made by Tyrel Clark, seconded by Ray Schuchard, to adjourn the special meeting at 9:00 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy

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