

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

July 21, 2015

Members Present:

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

Staff:

Paul Ihrke

Guest:

Sue Glende, NRCS

Absent:

Matt Elder

1. Call to Order:

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

2. Set Agenda:

Motion made by Tyrel Clark to set agenda, seconded by Wes Bussell. All voted in favor. Motion carried.

3. Approve Minutes of the June 16, 2015 Regular Meeting:

Motion made by Wayne Getz, seconded by Ray Schuchard to approve the regular meeting minutes of June 16, 2015. All voted in favor. Motion carried.

4. Approve Receipts & Disbursements and Summary of Assets:

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

5. Sue Glende, from the NRCS office, to discuss erosion control:

Sue Glende, from the NRCS office, is asking for approval from the Board to install three waterways and a grade structure on the District's property. As a government entity the District cannot apply for the cost share dollars so Lee Jay Small, as the renter, would have to be the applicant. The plan is for three waterways. It would be a dry structure so the land can still be farmed and the cost would be less than a wet structure. The cost estimates presented are from the 2015 Federal cost share docket. Using this docket the District's share would be approximately \$2,800 for the waterways and \$2,200 for the structure. Construction would take place in 2016 and would need to wait for the 2016 Federal cost share docket to come out to determine exact costs. She is anticipating that the 2016 docket will be better than the 2015 cost share docket. The land owner would be responsible for annual maintenance according to an operation and maintenance form provided by the NRCS office. The life expectancy is 15 years on the structure and 10 years on the waterways. She has seen waterways last up to 30 years with good land treatment.

The time line is as follows:

- a) Need Board approval, in writing, to go ahead with this project.
- b) Survey and plans are completed. Blueprints will be available for Board review.

c) February 2016 paper work completed by Lee Jay Small.

Lee Jay Small, as the recipient of the funds for the project, would be responsible for hiring the contractor. A list of contractors who have done this type of work will be provided. The Board has concerns that a project completed on District land and paid for by the District would be done by a contractor hired by the land renter with no input from the District. It is agreed that a contract will need to be drawn up between the District and the land renter to address any issues that may occur due to this arrangement. The NRCS will not survey the land until the crops are out, sometime in October, so the District has until that time to provide written approval to go ahead with this project.

6. Revised bids for new roof on main building:

The original bid from Merit, in the amount of \$89,200.00, was previously approved at the 6/16/15 board meeting. Paul Ihrke has asked both Merit and Winona Heating & Vent for revised bids. Both bids have increased due to a new State of Minnesota Statute regarding the use of insulation. Merit's original bid of \$89,200 has increased by \$3,520 to total of \$92,720. Winona Heating & Vent's original bid of \$81,195 has increased by \$6,873 to total of \$88,068. The Board is still in agreement to choose the bid from Merit Contracting due to the more extensive detail of services provided as compared to Winona Heating & Vent's bid. We can't be sure that the detailed items on Merit's bid would also be done by Winona Heating even though they are not itemized on their bid. Motion made by Wayne Getz to accept Merit's revised bid, in the amount of \$92,720.00, to replace the roof on the main building. Seconded by Wes Bussell. All voted in favor. Motion carried.

7. Plant update:

a) Operators have been checking manholes and have provided pictures of two that are leaking. They are going to try and check all manholes that they can easily get to. Wes Bussell would like to see a spreadsheet comparing results of an inspection done now compared to results of inspection by Visu-sewer done a few years ago. At that time Visu-sewer had repaired about 20 manholes and Bill Spitzer would like these manholes checked again to make sure good work was done to fix them and aren't leaking again. Findings can be used to decide to hire them for further manhole repair work.

b) Verizon's analog system that is used to download flow reports from the meters is being discontinued on October 1, 2015. Will need to convert to a digital system and Paul Ihrke has contacted Verizon, WHKS and Tech Sales to find options. Tyrel Clark is reviewing the options received so far and believes it comes down to what and how much any monthly fees will be with a new system. Additional information will be obtained before the next board meeting.

c) Kyle Karger mentioned to Paul that the city is going to be chip sealing streets and said that the plant's driveways could also be done for about \$6,500 (plus or minus \$500). There is currently \$50,000 in the 2016 budget to replace or reseal roads. Paul will have the city take a look at any cracks and if they need repair before the sealing is done. Motion made by Ray Schuchard to approve chip sealing of the roads at the plant. Seconded by Angela Ihrke. All voted in favor. Motion carried.

8. Personnel Committee Report:

Personnel Committee developed a "performance enhancement plan" divided into 5 different areas. Those areas are:

a) Equipment inventory – used to identify assets, keep maintenance logs.

b) Create chart of routine tasks – separate daily, weekly, monthly, annual tasks and

establish a ticketing record system. Bill Spitzer described the Fresh Desk program and the ability to create a ticket for a problem/tasks which can be assigned to an employee and will record when task is completed and by who. The only drawback to these types of programs are the monthly fees which Fresh Desk charges \$40 per month for one license. Also, need an updated Standard operations manual which should include details for standard procedures should anything happen to the operators.

c) Plant security – lift station should also be monitored, since it sits alone from plant.

d) Monthly reports – continue detailed monthly reports. With the addition of ticketing/equipment software will also have ability to provide reports on work completed.

e) Communication – need to keep communication going between all staff members.

Wes Bussell feels that every piece of equipment should have unique number/code, will help in keeping track of maintenance. It will also help in situations such as the 2007 flood, but overall it's just a good idea to have everything documented.

Tyrel Clark has obtained approximate prices on proposed equipment:

Two iPad's (newest version)	\$450.00 each
Two iPad cases	60.00 each
40" TV	350.00
TV wall mount	30.00
Digital antennae-for local channels	75.00
IPad to TV adapter	30.00

If choosing a service such as Sling, instead of digital antennae, the rate is \$20.00/month. Also, need the cost of a barcoding system.

The personnel committee has not yet had the chance to talk with personnel about the performance plan and get their feedback. The next step is to talk with personnel and put dollar figures on equipment/software needed.

9. Other Business:

There is no other business to discuss.

There being no further business a motion was made by Wes Bussell, seconded by Tyrel Clark, to adjourn the regular meeting at 8:10 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy

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