

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

**August 18, 2015**

**Members Present:**

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

**Staff:**

Paul Ihrke  
John Brogan

**1. Call to Order:**

Chairman Bill Spitzer called the meeting to order at 7:03 p.m.

**2. Set Agenda:**

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

**3. Approve Minutes of the July 21, 2015 Regular Meeting:**

Motion made by Wayne Getz, seconded by Angela Ihrke to approve the regular meeting minutes of July 21, 2015. Six members voted in favor. Matt Elder abstained. 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 Matt Elder. All voted in favor. Motion carried. There was no discussion on the 2015 budget.

**5. Plant update:**

- a) the company that was going to reseal the driveways has increased the quote to \$21,000.00. Kyle Karger told them to forget it and he is going to talk to Pearson Brothers for an estimate.
- b) several towns are questioning the legality of the MPCA's rule making process. The MPCA is making rules without any public input which causes concern regarding such issues as imposing phosphorus limits on treatment plants and what it might cost these plants in improvements to achieve these limits.
- c) have contacted Merit Contracting and the roof replacement will be done at the end of October.
- d) Mark Hugeback, MPCA, called and spoke with John Brogan regarding the fish kill that occurred in the Whitewater River. Mr. Hugeback wanted to know how the plant is running and John told him that we were not having any problems.

**6. Approve the NRCS conservation practices plan:**

A meeting was held Friday, 8/14/2015, with the NRCS, operators and Lee Jay Small. NRCS office can take the cost share application now but it won't be reviewed until February 2016. Application review is on a first come first serve basis. As a result of

the requirement that the funds are paid to Lee Jay Small, the NRCS agrees that a legal document should be drawn up so there are no money issues between the parties. It is going to be basically two different projects. The first is the waterways and the District's approximate cost is \$2,800.00. The second is the pond structure and the District's approximate cost is \$2,200.00. Mr. Small's rent agreement will need to be adjusted in both the number of acres and the dollar amount per acre. Due to the waterways the number of acres will be decreased. The dollar amount per acre for rent should be decreased as a result of the inability to spread biosolids because of high phosphorus levels. He is losing the value of this fertilizing option. The last year of Lee Jay Small's agreement with the District is 2016. He would like to see a longer contract which can be negotiated with a new contract along with the number of acres and rent per acre. The District's share, approximately \$5,000, can be included in the 2016 budget since it will not need to be paid for until 2016. Motion made by Wes Bussell to move forward with the NRCS conservation practices plan for waterways and grade structure. Seconded by Tyrel Clark. All voted in favor. Motion carried. Motion made by Wes Bussell to amend the previous motion to include at an approximate costs of \$5,000.00 to be put in the 2016 budget. Seconded by Tyrel Clark. All voted in favor. Motion carried.

**7. Performance Enhancement Plan Update:**

The personnel committee met before this board meeting and decided on the following recommendations:

- a) purchase two IPADs and equipment for the boardroom. Prices are listed in the plan.
- b) purchase a security camera system.
- c) recommending the use of Freshdesk. Can be used to produce work orders and record when completed. Can produce reports for each piece of equipment. Freshdesk is free for 3 users or less.

Other items discussed were:

- a) updating standard operations manual-Paul stated that they have been working on the update and it is pretty well done.
- b) receiving monthly reports for board meetings as requested.
- c) regarding communication, the personnel committee will meet with staff before the next board meeting to discuss expectations, goals and will have a report for the rest of the board.

Two security camera quotes were obtained in 2014. A quote from HBC which included 4 cameras and quote from Custom Alarm for 3 cameras. The Custom Alarm quote was approximately \$800 higher.

Back to discussion on Freshdesk, which is pretty simple to use. A manual list of the 50-75 (estimated number) pieces of equipment that require maintenance can be developed assigning a unique number to each piece. Freshdesk can produce lists of what is not completed in one day, what has been completed on a single piece of equipment, etc. Freshdesk can be used as a starting point to implement a new system and if it turns out to not be adequate enough can switch to different system in the future. Regarding a boardroom makeover, Wes and Matt will check on furniture donations. There is general agreement, from all board members, on the personnel committee's plan now the question is where to get the money since nothing is in the 2015 budget for IPAD and equipment purchases. The current 2015 budget could be amended, or let it run over, or the indoor/outdoor lighting could possibly be pushed to 2016. The estimate received in 2014 for new indoor/outdoor lighting totaled approximately \$13,000. Before a decision is made on the budget, Wes Bussell made a motion to obtain updated quotes on outdoor lighting and the amount of a rebate from the City and an updated quote on indoor lighting and the amount of a rebate from the City. Also,

need updated security camera quotes with the cost of the option to add a camera at the lift station. Seconded by Wayne Getz. All voted in favor. Motion carried.

**8. Other Business:**

There is no other business to discuss.

There being no further business a motion was made by Wes Bussell, seconded by Angela Ihrke, to adjourn the regular meeting at 7:57 pm. All voted in favor. Motion carried.

Respectfully Submitted,

*Cathy Kennedy*

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