

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

November 15, 2016

Members Present:

Bill Spitzer
Ray Schuchard
Wayne Getz
Wes Bussell
Dave Iseminger
Matt Elder

Staff:

Josh Campbell
John Brogan

Absent:

Tony Nelson

1. Call to Order:

Chairman Bill Spitzer called the meeting to order at 7:00 p.m.

2. Set Agenda:

Need to add as item #10 addition of check signer since Angela is no longer on the Board. Motion made by Wayne Getz to set the agenda with the addition of item 10. Seconded by Matt Elder. All voted in favor. Motion carried.

3. Approve Minutes of the October 18, 2016 Regular Meeting:

Motion made by Ray Schuchard, seconded by Matt Elder to approve the regular meeting minutes of October 18, 2016. All voted in favor. Motion carried.

4. Approval of Receipts and Disbursement/Summary of Assets:

Wes Bussell asked what the payment to Bill's Towing was for and it was clarified that it is payment for lawn mowing. Motion made by Matt Elder to approve the Receipts & Disbursements/Summary of Assets as presented. Seconded by Wayne Getz. All voted in favor. Motion carried.

There was no discussion on the 2016 budget.

5. Plant Update:

- a) Operators have set all meters to receive 60 days' worth of data and they have also been calibrated. Meters appear to be working ok. They will read the meters every month.
- b) There was one violation last month for high ammonia. With all the rain the bugs washed out of the ditches and a wasting valve also malfunctioned. Todd Arlander states in his report that he doesn't look for any acknowledgement or action on the part of the MPCA. The wasting valve has been replaced.
- c) John passed the Class "C" test. Due to the circumstances at the plant he will not have

to wait a year before taking the Class “B” test.

d) crops are off and soil samples will be done before bio solids are applied.

e) John talked to the NRCS regarding the dry dike project and no plans have been drawn up yet. Pearson is going to grub out trees so the surveying can be done.

Depending on the frost this project will likely be completed over the winter.

f) Don Andring called today to inform operators that he hit a manhole in a field by Ferguson’s. Operators will go out tomorrow to look at the damage and get it repaired.

g) Motion made by Wes Bussell, following previous policy regarding licensure, to increase John Brogan’s hourly wage by \$1.00 due to the successful completion of the Class “C” operator’s test. Seconded by Ray Schuchard. All voted in favor. Motion carried.

6. Adopt Resolution 16-05, Resolution Establishing Fines and Fee Rates for 2017:

Motion made by Wayne Getz to adopt Resolution 16-05, Establishing Fines and Fee Rates for 2017. Seconded by Wes Bussell. All voted in favor. Motion carried.

7. Appoint Board Member to replace Angela Waits on the Board and Personnel Committee:

a) Motion made by Wes Bussell to accept the City of Dover’s appointment of Dave Iseminger to the Board of Directors. Seconded by Ray Schuchard. All voted in favor. Motion carried.

Dave Iseminger took the oath of office. Cathy Kennedy acted as Notary for the signature.

b) Motion made by Wayne Getz to appoint Dave Iseminger to fill the vacant position on the personnel committee. Seconded by Matt Elder. All voted in favor. Motion carried.

8. Personnel Committee Report:

a) Motion made by Wes Bussell to waive the 90 day waiting period for new employee insurance eligibility. Seconded by Matt Elder. All voted in favor. Motion carried.

b) Motion made by Wes Bussell to pay employees, enrolled in health insurance plan, \$1,750.00 to deposit in a Health Savings Account. Seconded by Matt Elder. All voted in favor. Motion carried.

9. 2017 Budget Discussion:

a) There is an error in the YTD percentage associated with the engineering expense for the permit renewal.

b) Wes Bussell asked operators what training they will need/or want to complete next year and whether the amounts in the 2017 budget for training and travel are adequate. Matt Elder’s opinion is to add money to training/travel expense in addition to the sessions you plan to attend so there is money there to cover training as the options become available. Employees should take a look again and adjust the training/travel expense.

c) Cathy neglected to add an expense amount for the Raymond James 1% fee for 2017 so \$3,500-4,000 will be added to Raymond James int/exp account on page 3.

Also, under capital budget, may move the \$5,000 for the waterway/grade structure project from 2016 to 2017.

10. Check Signers:

Motion made by Matt Elder to add Wes Bussell as a check signer. Seconded by Dave Iseminger. All voted in favor. Motion carried.

There being no further business a motion was made by Matt Elder, seconded by Wayne Getz, to adjourn the regular meeting at 7:40 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy

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