

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

January 19, 2016

Members Present:

Bill Spitzer
Ray Schuchard
Angela Waits
Wayne Getz
Tony Nelson
Matt Elder
Wes Bussell

Staff:

Paul Ihrke
John Brogan

1. Call to Order:

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

2. Set Agenda:

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

3. Approve Minutes of the December 15, 2015 Regular Meeting:

Motion made by Wes Bussell, seconded by Angela Waits to approve the regular meeting minutes of December 15, 2015. All voted in favor. Motion carried.

4. Appointment of Board Members:

Motion made by Wes Bussell to approve the appointment of Wayne Getz by the City of St. Charles, Ray Schuchard by the City of Eyota, Angela Waits by the City of Dover and Tony Nelson by the City of Eyota. Seconded by Matt Elder. All voted in favor. Motion carried.

5. Oath of Office, Board Members:

Wayne Getz, Angela Waits, Ray Schuchard and Tony Nelson took the Oath of Office. Cathy Kennedy acted as Notary for the signatures.

6. Oath of Office Director at Large:

Motion made by Wayne Getz to appoint Wes Bussell as Director at Large. Seconded by Angela Waits. All voted in favor. Motion carried.
Wes Bussell took the Oath of Office. Cathy Kennedy acted as Notary for the signature.

7. Election of Officers:

Motion by Ray Schuchard to leave Officers as is, which would be the following: Bill Spitzer as Chairman, Wayne Getz as Vice-Chairman, and Angela Waits as Secretary/Treasurer. Seconded by Matt Elder. All voted in favor. Motion carried.

8. Designate Official Depositories:

Motion by Matt Elder to designate Bremer Bank, St. Charles and CDARS Promontory Interfinancial Network, LLC as the District's official depositories. Seconded by Tony Nelson. All voted in favor. Motion carried.

9. Designate authorized checking account signers:

Current authorized account signers are Bill Spitzer, Angela Waits, and Wayne Getz. Motion made by Wes Bussell to have Bill Spitzer, Wayne Getz and Angela Waits remain as authorized account signers. Seconded by Ray Schuchard. All voted in favor. Motion carried.

10. Designate District's Attorney:

The only reply to the requests for an Attorney came from Flaherty and Hood. Bill Spitzer stated that Chris Hood represents the City of St. Charles and have been happy with their services. They have experience with two other sanitary Districts and do have an office in Winona. Motion made by Wes Bussell to accept, based on this positive feedback, the proposal from Flaherty and Hood for legal services for 2016. Seconded by Tony Nelson. All voted in favor. Motion carried.

11. Designate Official Publication:

Motion by Wayne Getz to designate the St. Charles Press as the official publication for the District. Seconded by Matt Elder. All voted in favor. Motion carried.

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

Motion by Wayne Getz to approve the Receipts & Disbursements/Summary of Assets as presented. Seconded by Angela Waits. All voted in favor. Motion carried. There was no discussion on the 2015-2016 budget.

13. Plant Update:

a) Put new rotor bearing in today.

b) Started Fresh Desk the first of the year. Since it is a free subscription there is very limited reports to access. Reports would show how many tickets completed and who completed them. Bill Spitzer suggested preparing a report quarterly for the board. Wes Bussell asked if this report could be shown on the TV in the board room. Should be able to hook the laptop to the TV and this report will be shown at next board meeting.

c) Received a quote from HBC for 4 additional cameras in the amount of \$3,854.00. A camera could be installed at the front door, front gate, and ditches with one camera left to use as a spare. Nothing has been budgeted this year for additional cameras. Wes Bussell made a motion to table the purchase of additional cameras until June to see where the budget is at that time. Seconded by Matt Elder. All voted in favor. Motion carried.

d) Have received a bid from HiMec in the amount of \$13,100.00 to replace the air conditioning units. Southeast Mechanical was here to take a look but have not yet received a bid. Braun was also here and he is waiting on a salesperson.

e) No word yet from the MPCA on the permit renewal.

f) John would like to attend the MRWA conference March 1-3 and would attend this one for the hours needed for his license. The cost is \$275.00 plus hotel room. Paul would like to attend the MPCA's conference in March for his bio solids license renewal due in May. The cost is \$300.00 plus hotel room. Motion made by Wes Bussell to authorize John's attendance at the MRWA conference and Paul's at the MPCA's conference, both in March. Seconded by Ray Schuchard. All voted in favor. Motion carried.

14. Auditor's opinion regarding Bremer Investment Services;

Anne Wiekamp Leth, of Hawkins Ash CPA's, was asked for an opinion on whether or not the District could invest in the Short Duration Fund and Floating Rate Fund as recommended by Bremer Investment Services. Her reply basically said that since the District is considered a government entity it has to follow the laws of MN, the same a city would follow. Minnesota Statute 118.04 refers to investments. She does not believe that either of the above mentioned funds would fit into the allowed categories. Cathy was asked to check with other cities to find out how they invest their money and also contact Tim Ernste, Bremer Investments, to see if he can offer anything that is allowable for investing.

15. Discuss each City having two alternates available to replace current board member due to mid-term vacancy:

Bill Spitzer asked to strike this from the agenda.

16. Performance Enhancement Plan update:

Wes Bussell has a plan in place and will have it wrapped up by the February board meeting. Item will be put on February agenda for an update.

17. Other Business:

The following information provided to Board members as an FYI: total SAC fees of \$63,360.00 waived in 2015.

There being no further business a motion was made by Angela Waits, seconded by Matt Elder, to adjourn the meeting at 7:30 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy

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