

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

June 21, 2016

Members Present:

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

Staff:

John Brogan

Guest:

Todd Arlander, Stantec

Absent:

Tony Nelson

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 the agenda as presented. Seconded by Matt Elder.
All voted in favor. Motion carried.

3. Approve Minutes of the May 17, 2016 Regular Meeting:

Motion made by Wes Bussell, seconded by Angela Waits to approve the regular meeting minutes of May 17, 2016. All voted in favor. Motion carried.

4. Approve Minutes of the May 17, 2016 Closed Meeting:

Motion made by Angela Waits, seconded by Ray Schuchard to approve the closed meeting minutes of May 17, 2016. All voted in favor. Motion carried.

5. Approval of Minutes of May 23, 2016 Special Meeting:

Motion made by Wes Bussell, seconded by Wayne Getz, to approve the special meeting minutes of May 23, 2016. All voted in favor. Motion carried.

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

Motion by Ray Schuchard to approve the Receipts & Disbursements/Summary of Assets as presented. Seconded by Matt Elder. All voted in favor. Motion carried.
There was no discussion on the 2016 budget.

7. Plant Update:

John Brogan reported the following:

a) No violations for the month.

b) According to Melanie Miland, MPCA, the draft permit will be completed when she receives the final effluent limits from the MPCA Standards Unit.

- c) There is a bad card in the alarm dialer. A new card is \$3,000, however, it will be replaced with a modem for about half the cost.
- d) MPCA inspection will be conducted this Friday. Todd Arlander will be here for the inspection.

Todd Arlander reported the following:

- a) DESCASD is the first one to get a nitrogen standard in the state of Minnesota. It will probably take a tankage situation to be able to meet this standard.
- b) He would like to purchase a piece of lab equipment, a spectrophotometer, to test low level chlorine. The current machine is off by about 50% and only has one place digitally. If you were to certify the lab, in the future, this equipment will also work for phosphorus and nitrates. Motion made by Wayne Getz to approve the purchase of a spectrophotometer, up to \$3,000.00, as requested by Todd Arlander for the lab. Seconded by Matt Elder. All voted in favor. Motion carried.

8. Discuss installation of additional security cameras:

Have a quote from December 2015 in the amount of \$3854.00 for 4 new cameras. Questioned was asked as to whether or not a mag lock on the front door would be sufficient. An updated camera quote and a quote for a mag lock on the front door will be obtained to discuss at the July board meeting.

9. Plant operations:

a) Todd Arlander, Stantec:

It was clarified that the current agreement with Stantec for operational assistance is an open ended contract and don't need a new contract. The Board would like to extend Todd's services but don't have an end date yet. Todd Arlander is in agreement with this. Todd stated that John needs to have a C license for a year before he can test for a B license, he currently has a D license. Todd also mentioned the concern over employees not having enough to do and suggested that this lab should be recertified. The MPCA has taken labs back from the Health Department which is an advantage for sewer plants. Also, there is an exclusion for wastewater treatment facilities that allows them to do testing for others without being commercially certified. Todd is not sure off hand what the cost would be to recertify but will determine a number that can be used in next years budget. Motion made by Wes Bussell to continue Stantec's services. Seconded by Ray Schuchard. All voted in favor. Motion carried.

b) Plant manager position discussion:

Bill Spitzer put this item on the agenda to discuss if we want to fill this position now, hold off on this position, or hire another person to help at the plant. Todd Arlander was asked how much time he spends at the plant. The MPCA guideline is 2 visits per week at 2 hours each. The MPCA is flexible on this and Todd would like one visit per week at 5-6 hours in the future. John was asked about things that need to get done that require two people. He replied that a lot needs to get done. John said that if they hire someone he would like that person to have an interest in wastewater treatment, a mechanical aptitude and good work ethics. John mentioned that he had been approached by the person in Altura that took Wayne's job. He had also asked Wayne about the position and he was told that if the position is posted he would have to go through the process just like anyone else. This person currently has a C license and could test for a B license

at any time. Bill asked if Altura would be interested in job sharing and Wayne doubts it. Matt Elder asked John about his license. John can take the C test any time now and then would have to wait a year to take the B test. There are dates coming up that the C test is offered and John needs to find out what they are and what exactly will work. Todd Arlander stated that there is a 3 day class available before the test that would be good to take. Bill's question is what needs to be done this summer as far as manhole inspections, etc. And if these are two person jobs do we need to hire someone temporary for the summer months to get these things done. Wayne pointed out that there should be someone else working here for the fact that you never know what will happen to a person. Bill's concern is that if we choose to hire a permanent employee now that by the time the interview process is completed it will be mid-August, September before they are on board permanently and John is leaving in August so any manhole inspections or whatever else won't get done. John stated that the manhole inspections were all completed last fall so none will be done this year. Pumps need to be pulled now and Todd can help him with those.

Matt would like to see John move forward in the company but his issue is that we can't wait a year. It's a time line issue, he doesn't feel that we can keep Todd on for a year and a half. And he has no doubt that we have to have two people here. Matt questioned as to whether we could petition the MPCA to move the licensing time line up. For the next board meeting Todd will obtain the certification information and find out what can be done with the MPCA to expedite the testing process. John is to obtain exact dates, location, costs for review classes and testing. Bill suggested that the personnel committee meet before the next board meeting to formulate a plan. We will set a date for the personnel committee after this meeting.

10. Other Business:

There is no other business.

There being no further business a motion was made by Angela Waits, seconded by Wayne Getz, to adjourn the regular meeting at 7:53 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy

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