

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

July 19, 2016

Members Present:

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

Staff:

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:

Motion made by Ray Schuchard to set the agenda as presented. Seconded by Matt Elder. All voted in favor. Motion carried.

3. Approve Minutes of the June 21, 2016 Regular Meeting:

Motion made by Wes Bussell, seconded by Wayne Getz to approve the regular meeting minutes of June 21, 2016. All voted in favor. Motion carried.

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

Motion by Ray Schuchard 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 2016 budget.

5. Plant Update:

John Brogan reported the following:

a) No violations for the month.

b) The prairie grass on the west side of the creek was cut by accident. John talk to Daryl Buck, of the NRCS, and he suggested bailing it and using it as mulch in the waterway project this fall.

c) Todd Arlander has the old chlorine analyzer working so we won't be purchasing a new one for now.

d) Received the MPCA evaluation report from Mark Hugeback as a result of his inspection of the plant on June 24, 2016. There are no violations. However, there is concern over the leaking dumpster at the headworks building. John will talk with Waste Management to ask about getting a dumpster without a drain in it.

6. Discuss/approve front door security options:

This item will be discussed under agenda item #7, Personnel Committee Report.

7. Personnel Committee Report:

a) The first item discussed were options to increase plant security. The four options discussed were: add 4 more cameras, secure the front door, lock down the entire office, lab and conference room area, install a motorized locking gate at the plant entrance. Wes Bussell stated that the personnel committee has no recommendation but wants to open this up for discussion on what should we do for additional security, if anything. Wayne Getz asked if there were any stats, research on infiltration into wastewater treatment plants in the country. He asked if more security is really necessary, is any one going to go into a wastewater treatment plant to take anything? Matt Elder feels that it is a point of protecting the employees and not what someone might try to steal. Employees like the idea of a locked gate at the entrance. Have obtained quotes for additional security cameras, and for locking the front door. John has talked with Kevin Horsman for a quote on a motorized locking gate and he recommends a keypad at the gate and a couple of openers, and an antennae on the gate. When someone needs entry they call the office number and the gate can be opened from the office. The gate would have a reversing loop on it and John was told that the gate would operate well in the winter. Mr. Horsman will get a quote completed. Wes Bussell made a motion to table security issue to obtain at least 2 quotes for a motorized locking gate. Matt Elder added that the quotes for locking the front door should be revised to include locks on all doors into the office/lab area. Cathy is asked to put all quotes for the different security options into a spreadsheet. Motion seconded by Matt Elder. All voted in favor.

b) Next item discussed by personnel committee was future employee needs at the plant. First, the committee is recommending to the board to continue with the assistance from Stantec for the next year or two and that will give John the opportunity to work on his education to become certified at the level we need at the plant. Second, the Committee is suggesting the hiring of a part time person working maybe 3 days one week, two the next week. Third, the committee is recommending some sort of mutual aid agreement with the City of St. Charles for assistance when needed. John stated that he has asked the City for assistance in the past and he has also helped them out. With that said the Committee would like to open this up for discussion.

Wayne Getz feels that a full time person is needed as does Ray Schuchard. They feel that if a part time person is hired that still leaves the full time employee here alone half of the time. It is their opinion that two people should be here in case something happens. Matt Elder wants a quality worker, if you hire a half time worker you get half time work. Matt also says that if you advertise for full time work you will get a better group of candidates. After further discussion a decision needs to be made as to whether you hire a certified employee or hire just any employee and keep using Stantec's services. Matt suggests to keep Stantec, hire a laborer, and have John advance to a "B" license. Bill Spitzer pointed out that in the past operators have received a \$.50 to \$1.00 an hour wage increase when achieving the next level of license. Bill Spitzer was thinking of hiring a laborer at \$15.00/hour but if we could get a plant operator paying them \$18.00/hour that would be ok. Bill also pointed out that if you are going to hire at \$18.00 and still have to pay Stantec you are going to be paying out more money for a while until there is a "B" operator. Also noted is the fact that if you start someone at \$18.00/hour that is \$9.00 an hour less than the previous employee was being paid and this amount goes toward paying Stantec. We will be paying out

more money for a while but not a \$27.00/hour wage and paying for Stantec's services at the same time. In discussing a starting wage it was pointed out the benefits the District offers such as PERA. After further discussion it appears that the general consensus is that a lower wage can't be offered just because of the better benefit package and a decent wage needs to be offered to attract good candidates.

Matt Elder made a motion to put an ad out in the marketplace for a full time position, seconded by Wayne Getz. Now the question is what to call the position. It was suggested to use the same job description that applies to John and insert a salary range starting at \$17.00-18.00/hour. That way we aren't adding a whole new job description to the mix. If the person is going to do the same job as John then just use that job description. The question was asked as to how soon a new employee can be on board and what is going to happen when John is gone starting August 19th for 10 days. John informed the board that Cathy can do all the testing. He can work ahead to take care of most of the maintenance and there are two pieces of equipment that need greased when he's gone and Cathy can do that. Matt Elder stated that if Cathy is going to do this extra work then she needs to get some sort of per diem because this is well beyond her scope of work.

Referring back to the motion on the floor, for further clarification the ad will be for an operator with the same job description as what John has. Wes Bussell is adding an amendment to the motion to advertise using the same ad as when John was hired. All voted in favor. Motion carried.

Motion made by Wayne Getz to include a salary range of \$18.00 to \$22.62 per hour in the advertisement for the operator position. Seconded by Matt Elder. All voted in favor. Motion carried.

In regards to advertising the position it should be posted in the St. Charles Press, the Rochester Post-Bulletin. Bill Spitzer is proposing to do a quick inquiry, maybe of Stantec, to see where these types of positions are being advertised. Motion made by Wes Bussell to authorize the Board Chair and Cathy to investigate where to advertise and proceed accordingly. Seconded by Wayne Getz. All voted in favor. Motion carried.

Bill Spitzer suggests a timeline as follows:

- a) advertisements out by Friday with an application deadline of August 5th
- b) interviews Aug 9th through Aug 12th
- c) make hiring decision at August 16th board meeting

It's not possible to have someone on board before John's vacation but with this timeline could have someone ready to start about September 1.

Currently the "on call" weeks are not the same as the pay week. Motion made by Wes Bussell to change the "on call" week to mimic the pay period week. Seconded by Ray Schuchard. All voted in favor. Motion carried.

Motion made by Wes Bussell to discontinue use of the time clock and have employees record their time accordingly. Seconded by Angela Waits. All voted in favor. Motion carried.

c) The last item discussed by the personnel committee is in regards to employee Brogan's misconduct on April 19, 2016 as noted in the third party investigative report documented by Brandon Fitzsimmons, Attorney for Flaherty and Hood. Employee

Brogan's misconduct violated the DESCASD employment policy as part of Item 15, subd 4, (j) and (q). Those Board members in attendance of this occurrence noted employee Brogan was not the initiator or aggressor of the incident but did participate in the incident. As a result the Employee Committee recommends to the Board employee Brogan be given (1) day off without pay for violations of the DESCASD Employee Policy. This action or other action taken would then close further Board actions regarding this incident.

Motion made by Wes Bussell for one day off without pay to be taken off in the next 30 days. Seconded by Angela Waits. Bill Spitzer would like to add an amendment to the motion to include that this date will be communicated to the Board Chair in advance. All voted in favor. Motion carried.

8. Other Business:

a) Wes Bussell wanted to note how well John Brogan put together a LOTO board and organized PPE tub.

b) Matt Elder to continue discussion on a per diem for Cathy when John is gone. She is going beyond the scope of her job and should be paid something extra. Motion made by Matt Elder to pay Cathy Kennedy an additional \$5.00 per hour when John Brogan is gone. Seconded by Ray Schuchard. All voted in favor. Motion carried.

There being no further business a motion was made by Angela Waits, seconded by Wayne Getz, to adjourn the regular meeting at 8:14 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy

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