

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

January 17, 2017

Members Present:

Wayne Getz
Wes Bussell
Tony Nelson
Dave Iseminger
Dale Kieffer

Staff:

Josh Campbell
John Brogan

Guests:

Todd Arlander
Tom Dye, Stantec

Absent:

Ray Schuchard
Dave Kramer

1. Call to Order:

Chairman Wayne Getz called the meeting to order at 7:00 p.m.

2. Set Agenda:

Motion made by Wes Bussell to set agenda as presented. Seconded by Tony Nelson. All voted in favor. Motion carried.

3. Approve Minutes of the December 20, 2016 Regular Meeting:

Motion made by Dave Iseminger, seconded by Tony Nelson to approve the regular meeting minutes of December 20, 2016. All voted in favor. Motion carried.

4. Appointment of Board Members:

David Kramer appointed by the City of St. Charles, Tony Nelson appointed by the City of Eyota and Dale Kieffer appointed by the City of Dover.

5. Oath of Office, Board Members:

Tony Nelson and Dale Kieffer took the Oath of Office. David Kramer is not in attendance tonight, Oath of Office will be on February agenda. Cathy Kennedy acted as Notary for the signatures.

6. Oath of Office Director at Large:

Wes Bussell appointed as Director at Large at December 2016 meeting. Wes Bussell took the Oath of Office. Cathy Kennedy acted as Notary for the signature.

7. Tom Dye and Todd Arlander, Stantec:

Tom Dye informed the Board that Todd Arlander is retiring from Stantec effective January 19th and is starting his own operations assistance business. Stantec has been the District's engineer for 8 or 9 years now. Stantec will still have a working relationship with Todd Arlander. Tom Dye gave a brief overview of the work completed at the plant that Stantec has assisted with including the 2010 lift station project and 2011-2012 plant upgrade project. Future work that may involve Stantec will be permit dependent

due to the nitrate limit that will probably be imposed on the plant. However, the plant will probably be able to meet a nitrate standard without major plant improvements. Nitrate removal is being done by alternating aerators in the basin and seems to work pretty well. May need to cordone off a little portion of aeration basin to create anoxic zones to help get rid of the nitrates. Todd Arlander is starting his own operations assistance business, Waterbalance and Operations LLC, and would like to remain in the position of providing operations assistance to the plant as long the plant needs it to meet MPCA requirements. Tom Dye commented that the arrangement could be made by Todd Arlander being a sub of Stantec or the District having an agreement directly with Todd Arlander. Todd Arlander stated that he has gone ahead and drawn up an agreement between his new business, Waterbalance and Operations LLC, and the District. He is proposing a fee of \$65.00 per hour for approximately 5 hours a week plus reimburseable expenses. Motion made by Wes Bussell, for 2017, to contract with Todd Arlander and Waterbalance and Operations LLC for \$65.00 an hour plus reimburseables. Seconded by Dave Iseminger. All voted in favor. Motion carried.

8. Election of Officers:

- a) Vice-Chairman. Motion made by Wes Bussell to elect Tony Nelson as Vice-Chairman. Seconded by Dave Iseminger. All voted in favor. Motion carried.
- b) Secretary-Treasurer. Motion made by Tony Nelson to elect Wes Bussell as Secretary-Treasurer. Seconded by Dave Iseminger. All voted in favor. Motion carried.

9. Designate Official Depositories:

Motion by Dave Iseminger to designate Bremer Bank, St. Charles and Raymond James Financial Services as the District's official depositories. Seconded by Tony Nelson. All voted in favor. Motion carried.

10. Designate authorized checking account signers:

Current authorized account signers are Wayne Getz and Wes Bussell. Motion made by Wes Bussell to add Tony Nelson as an authorized account signer. Seconded by Dave Iseminger. All voted in favor. Motion carried.

11. Designate District's Attorney:

Flaherty & Hood were contacted and have agreed to continue their services for 2017. Fees and expenses will remain at 2016 rates. Motion made by Tony Nelson to designate Flaherty & Hood as the District's Attorney for 2017. Seconded by Wes Bussell. All voted in favor. Motion carried.

12. Designate Official Publication:

Motion by Dave Iseminger to designate the St. Charles Press as the official publication for the District. Seconded by Tony Nelson. All voted in favor. Motion carried.

13. Appoint Board Members to Personnel Committee:

Current members are Wes Bussell and Dave Iseminger. Motion made by Wes Bussell to add Wayne Getz as a member of the committee. Seconded by Tony Nelson. All voted in favor. Motion carried.

14. Appoint Board Members to Investment Committee:

Motion made by Wes Bussell to appoint Wayne Getz to the Investment Committee. Seconded by Dave Iseminger. All voted in favor. Motion carried.

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

Motion by Tony Nelson to approve the Receipts & Disbursements/Summary of Assets as presented. Seconded by Wes Bussell. All voted in favor. Motion carried. There was no discussion on the 2016-2017 budget.

16. Plant Update:

- a) no violations for the month.
- b) clarifier is running very well due to fine tuning on the scum pipe level.
- c) we are rebuilding effluent pumps P-3 and P-4. Cost is about \$400 for bearings and seals.
- d) had a problem with the air makeup unit at the headworks, it is now working.
- e) found 35 ft. of plastic airline in lift station basket. Lucky to have gotten it out before causing any major problems.
- f) new truck is ordered and will receive it late Feb/early March. Will receive the 2018 truck in Oct/Nov of this year so we will wait until then to have a plow put on it and there will be no additional cost.
- g) Josh would like to attend the MRWA conference in St. Cloud March 7-9th. The cost is \$230.00 plus lodging. Motion made by Wes Bussell to approve Josh Campbell's attendance at the MRWA conference. Seconded by Dave Iseminger. All voted in favor. Motion carried.
- h) John would like to attend the MPCA conference in Brooklyn Park March 29-31st. The cost is \$345.00 plus lodging. Motion made by Tony Nelson to approve John Brogan's attendance at the MPCA conference. Seconded by Wes Bussell. All voted in favor. Motion carried.
- i) As a result of the annual lift station generator inspection done last fall Ziegler has sent an estimate to replace a bulging thermostat hose, (that is not covered under the current service agreement), in the amount of \$1489.52. Operator's have purchased this hose for about \$49.00 and will replace it themselves. As a result of this repair estimate Ziegler is proposing a revision of the current five year (2016-2020) generator maintenance agreement to include a level 3 inspection for an additional \$1,000.00 per year. This \$1489.52 repair would be included in the cost of a Level 3 service agreement. John stated that he and Josh would be able to repair themselves anything that Level 3 service agreement would cover and a revision of the current 5 year, Level 2 service agreement is not necessary.

17. Adopt Resolution 17-01, 2017 Budget in the amount of \$888,130.71:

Motion made by Tony Nelson to adopt Resolution 17-01, Establishing the 2017 Budget in the amount of \$888,130.71. Seconded by Wes Bussell. All voted in favor. Motion carried.

18. Other Business:

No other business to discuss.

There being no further business a motion was made by Tony Nelson, seconded by Dave Iseminger, to adjourn the meeting at 7:38 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy

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