

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

September 19, 2017

Members Present:

Wayne Getz
Ray Schuchard
Dave Iseminger
Wes Bussell
Dale Kieffer
Dave Kramer

Staff:

John Brogan

Absent:

Tony Nelson

1. Call to Order:

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

2. Set Agenda:

Motion made by Ray Schuchard to set agenda as presented. Seconded by Dave Kramer. All voted in favor. Motion carried.

3. Approve Minutes of the August 16, 2017 Regular Meeting:

Motion made by Dave Iseminger, seconded by Dale Kieffer to approve the regular meeting minutes of August 16, 2017. All voted in favor. Motion carried.

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

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

5. Plant update:

- a) There were no violations for the month.
- b) Assisted the City of St. Charles, by using the large pump, when they were installing a culvert.
- c) Regarding air handling unit replacement bids, still waiting for B & C to stop by and Braun's said that their sales rep has not yet been in town.
- d) The question was asked as to how the dike project is coming along and operators have not heard anything.
- e) In regards to items on the CIP schedule, Tom Dye of Stantec will stop by to take a look at the headwork's building equipment and the ditch railings to give some ideas/costs on replacing and/or repairing these items.
- f) Electric Pump is still waiting to receive the new lift station pump.

6. Review updated Capital Improvement Plan for 2018-2027:

Question was asked regarding the road project listed for 2018 and it was clarified that it is for replacing the roads at the plant which was discussed at a previous board meeting. Motion made by Dave Iseminger to adopt the updated Capital Improvement Plan. Seconded by Ray Schuchard. All voted in favor. Motion carried.

7. Review first draft of 2018 budget:

Regarding the green highlighted area in the 2018 budget, Wayne Getz explained that he instructed staff to include a 2% employee salary increase for budgetary purposes. He also pointed out that we should be talking about a sewer rate increase for 2018. Three spreadsheets are included that show results of a 0%, 1% and 2% rate increase. His opinion is to increase the sewer rate 1% for 2018 and all are in general agreement with this increase. Motion made by Wes Bussell to increase the sewer rate 1% for 2018. Seconded by Dale Kieffer. All voted in favor. Motion carried.

8. Personnel Committee update:

Wes Bussell and Wayne Getz conducted employee performance reviews. Wes Bussell read the summary overview of each report. The District historically gives a \$.50 increase after a new employee's 6 month probationary period. Josh Campbell's 6 month probationary period ended April 10, 2017. Motion made by Wes Bussell to increase Josh Campbell's hourly wage by \$.50 retroactive to April 10, 2017. Seconded by Dave Kramer. All voted in favor. Motion carried.

Regarding 2018 salary increases, Wayne Getz suggested 2% in the budget since it seems to be the increase being currently used in businesses across the board. Wes Bussell stated that, for various reasons, employees were given a healthy increase last year and believes that 2% is reasonable. Everyone is in agreement. Motion made by Wes Bussell to increase employee salaries by 2% for 2018. Seconded by Ray Schuchard. All voted in favor. Motion carried.

9. Other Business:

There is no other business to discuss.

There being no further business a motion was made by Wes Bussell, seconded by Dave Kramer, to adjourn the meeting at 7:23 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy

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