

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

October 16, 2018

Members Present:

Wayne Getz
Wes Bussell
Ray Schuchard
Tony Nelson
Dave Kramer
Cheryle Ihrke

Staff:

John Brogan
Fran Schmit

Absent:

Dave Iseminger

1. Call to Order:

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

2. Set Agenda:

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

3. Approve Minutes of the September 18, 2018 Regular Meeting:

Motion made by Cheryle Ihrke, seconded by Ray Schuchard to approve the regular meeting minutes of September 18, 2018. All voted in favor. Motion carried.

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

Motion made by Wes Bussell to approve Receipts and Disbursements/Summary of Assets. Seconded by Tony Nelson. All voted in favor. Motion carried.

5. Plant Update:

a) No violations for the month.

b) Repair work has been completed on the clarifier. Refilling with effluent water to check the weirs and make sure they are level. Operators can already tell adjustments will be needed and Winona Welding is aware of this.

c) TJ's Excavating has replaced the valve and in doing so hit a conduit for the float control. Noble was here to repair wiring which should be a minor expense. Paul Shank, TJ's Excavating, is sending in the bad valve to the company to try and find out why it failed and to see if they will stand by it.

d) R & H Painting started today lining the 3 manholes, should be completed by Friday.

e) Another site approval application was sent to MPCA regarding biosolids application. If this is approved there will be 152 acres to apply biosolids and in an average year 80 acres are needed.

f) Received two quotes for fence replacement around the lagoon. One from American Fence in the amount of \$17,329.00 and one from Horsman Fence in the amount of \$14,820.00. Motion made by Wes Bussell to accept the bid from Horsman Fence, in the amount of \$14,820.00 to replace fence around the lagoon. Seconded by Ray Schuchard. All voted in favor. Motion carried.

g) Regarding quotes for replacement of the make-up air unit, have received a quote from Superior Mechanical and from B & C Electric. B & C's quote did not include price for electrical work so we are waiting on a revised quote.

h) Sugar Loaf Ford is discontinuing the truck program on half ton trucks so we need to upgrade to a ¾ or 1-ton pickup. Or discontinue participating in the program. The one time cost to upgrade to ¾ ton would be \$2,320.00 plus license. Universal Truck and Equipment would charge \$1,261.00 to install a plow mount and wiring harness. Motion made by Dave Kramer to approve the upgrade to a ¾ ton truck from Sugar Loaf Ford. Seconded by Cheryle Ihrke. All voted in favor. Motion carried.

6. Adopt Resolution 18-02, Establishing the Sanitary Sewer Service Availability (SAC) Fee for 2019:

Motion made by Wes Bussell to adopt Resolution 18-02, Establishing the Sanitary Sewer Service Availability (SAC) Fee for 2019. Seconded by Ray Schuchard. All voted in favor. Motion carried.

7. Adopt Resolution 18-03, Establishing the Sanitary Sewer Rate for 2019:

Motion made by Tony Nelson to adopt Resolution 18-03, Establishing the Sanitary Sewer Rate for 2019. Seconded by Dave Kramer. All voted in favor. Motion carried.

8. 2019 Budget Updates:

Wes Bussell would like \$1,500.00 added to account #66210-other supplies for the purchase of PPE equipment (coats, boots, gloves), hi-visibility if possible, for the staff.

9. 2019 employee health insurance renewal:

Health insurance renewal will be discussed/approved under item #10.

10. Personnel Committee Update:

a) Fran Schmit's 90-day probationary period ended 10/9/2018 and Wes Bussell read a prepared statement recommending the change in his employment status to full-time permanent employment along with a \$.50 per hour increase in his wage. Motion made by Wes Bussell to change Fran Schmit's employment status to full-time permanent employee and increase his hourly wage by \$.50. Seconded by Ray Schuchard. All voted in favor. Motion carried.

b) Committee is recommending the payment to Fran Schmit for half of the 2018 HSA deposit given to employees enrolled in the health insurance plan. The payment would be \$875.00, half of the 2018 deposit amount of \$1,750.00. Motion made by Wes Bussell to approve the payment to Fran Schmit of \$875.00 to deposit in his HSA account for 2018. Seconded by Dave Kramer. All voted in favor. Motion carried.

c) Wes Bussell has updated the pay equity report. The first spreadsheet shows the State of Minnesota job titles, from the State's job title book, that apply to each employee based on their job duties. Each job title has a high and low point range and these points are averaged for each employee to determine their average point range. The second spreadsheet shows how salary ranges are determined. The first step is to determine a high-low pay range for John Brogan since he is the highest paid employee. A salary survey was done for Class B wastewater operators in the area and these wages were used to determine the average high-low pay range for John Brogan. The remaining employee's salary ranges are the percentage of Brogan's high-low pay range according to what the percentage of their state point average is of Brogan's state point average. The second spreadsheet then shows the high-low average pay range for each employee. Personnel committee is recommending the adoption of the pay equity-comparable worth

proposal. Motion made by Tony Nelson to adopt the pay equity-comparable worth proposal as presented. Seconded by Dave Kramer. All voted in favor. Motion carried.

d) Wes Bussell goes on to explain the 2019 proposed wage increases detailed on the third spreadsheet. Previously, a 2% wage increase was suggested and to move the pay ranges a 2% increase is added to the high and low amounts. The actual 2% increase is 2% of the new high range dollar amount. In addition to the 2% increase the personnel committee is recommending a one-time increase to John Brogan's wage of \$2.27/hour since he has not yet been given a pay increase, as promised, when he became plant manager. Committee is also recommending, in addition to the 2%, a one-time increase to Cathy Kennedy's wage of \$3.23/hour due to her 11-year tenure, rotates weekends, and the auditor's compliments on her work. Fran Schmit's increase is based on a \$.50/hour increase for the probationary period completion and the 2%. Motion made by Dave Kramer to accept the personnel committee's proposed 2019 wage increases as outlined. Seconded by Cheryle Ihrke. All voted in favor. Motion carried.

e) Wes Bussell has prepared a spreadsheet summarizing employee compensation benefits for 2018 and options for 2019. The 2019 options all propose renewing the current health insurance plan for 2019. Employee's would like to see dental insurance added to the benefits package. The proposed dental policy is a Blue Cross Blue Shield Preferred plan with a \$1,500 maximum. The benefit spreadsheet details 3 options: 1) highlighted in yellow HSA deposit remains at \$1,750 and District pays 100% of dental premium; 2) highlighted in green HSA deposit remains at \$1,750 and employees pay half of dental premium; 3) highlighted in blue HSA deposit increases to \$2,000 and employees pay half of dental premium. All three options include the District paying 100% of the employee's health insurance premiums. Motion made by Tony Nelson to approve dental insurance plan with the employees paying half of their premiums, the HSA deposit for employees on the health insurance plan will remain at \$1,750.00, John Brogan will still receive the insurance stipend payment of \$2,450.00. Motion amended by Wes Bussell to include an effective date of January 1, 2019. Seconded by Dave Kramer. All voted in favor. Motion carried.

f) Wes Bussell reviewed the current PTO program and 2 different options for revising the PTO program. Employees currently don't have a sick leave benefit but do have short term disability benefit that starts on the 8th day of illness. Option 1 equals standard vacation time plus 8 extra days to compensate for the 8 days needed for STD to start. Option 2 equals standard vacation time plus 8 days to compensate for STD to start plus the 6 holidays. Motion made by Cheryle Ihrke to approve PTO program option 2. Seconded by Tony Nelson. All voted in favor. Motion carried.

g) Motion made by Tony Nelson to renew the Blue Cross Blue Shield employee health insurance plan for 2019. Seconded by Wes Bussell. All voted in favor. Motion carried.

11. Other Business:

Board members will receive W-2's in the future.

There being no further business a motion was made by Tony Nelson, seconded by Cheryle Ihrke, to adjourn the meeting at 8:15 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy

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