

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

**December 18, 2018**

**Members Present:**

Wayne Getz  
Wes Bussell  
Tony Nelson  
Dave Kramer  
Cheryle Ihrke  
Dave Iseminger

**Staff:**

John Brogan  
Fran Schmit

**Absent:**

Ray Schuchard

**1. Call to Order:**

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

**2. Set Agenda:**

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

**3. Approve Minutes of the November 20, 2018 Regular Meeting:**

Motion made by Wes Bussell, seconded by Dave Kramer to approve the regular meeting minutes of November 20, 2018. All voted in favor. Motion carried.

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

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

**5. Plant Update:**

a) no violations for the month.

b) applied 525,600 gallons of biosolids which emptied the lagoon.

c) clarifier #2 has been cleaned and refilled with effluent to a level 6" below the I-beams to prevent any damage.

d) clarifier #1 is working very well.

e) Salisbury Electric has installed a new breaker on rotor #2. In the next year or two the old equipment needs to be changed out. The guess is that it will cost \$15,000-\$20,000.

f) Horsman Fence is asking for a prepayment of \$9,000 on the fence installation. The materials have been delivered to the plant. Motion made by Tony Nelson to approve the prepayment to Horsman Fence in the amount of \$9,000. Seconded by Dave Kramer. All voted in favor. Motion carried.

g) B & C Electric has all the equipment to replace make-up air unit and will try to do it the end of next week.

h) Wayne Getz asked if the SCADA replacement has been scheduled with Automatic Systems. John Brogan stated that he was told to contact them after the first of the year.

- 6. Adopt Resolution 18-04, Establishing Fine and Fee Rates for 2019:**  
Motion made by Wes Bussell to adopt Resolution 18-04, Establishing Fine and Fee Rates for 2019. Seconded by Cheryle Ihrke. All voted in favor. Motion carried.
- 7. Adopt Resolution 18-05, Establishing the 2019 Budget:**  
Motion made by Dave Iseminger to adopt Resolution 18-05, Establishing the 2019 Budget. Seconded by Cheryle Ihrke. All voted in favor. Motion carried.
- 8. Personnel Committee update:**
  - a) A final copy of the updated personnel policy was included in the board packets. Motion made by Dave Kramer to adopt the revised personnel policy. Seconded by Tony Nelson. All voted in favor. Motion carried.
  - b) Personnel committee met prior to this board meeting to conduct Cathy Kennedy's employment review. Motion made by Wes Bussell approve Cathy Kennedy's employment review. Seconded by Cheryle Ihrke. All voted in favor. Motion carried.
- 9. Other Business:**  
There is no other business.

There being no further business a motion was made by Wes Bussell, seconded by Tony Nelson, to adjourn the meeting at 7:16 pm. All voted in favor. Motion carried.

Respectfully Submitted,

*Cathy Kennedy*

Cathy Kennedy