

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

February 20, 2018

Members Present:

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

Staff:

John Brogan
Josh Campbell

Guest:

Lee Jay Small

1. Call to Order:

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

2. Set Agenda:

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

3. Approve Minutes of the January 16, 2018 Regular Meeting:

Motion made by Wes Bussell, seconded by Ray Schuchard to approve the regular meeting minutes of January 16, 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. Lee Jay Small land rent agreement:

Lee Jay Small's current land rent agreement expires 2/28/2018. He was paying \$216.00 per acre for 37 acres. He is asking for a 10% reduction in the \$216.00 per acre which would bring the per acre rate down to about \$195.00. Wayne Getz suggested a 5% reduction. Mr. Small was asked if there was any disruption due to the grade structure and waterway project and there was some but it was minimal. Wayne Getz asked Josh if \$200.00 per acre would be a reasonable amount for rent and his opinion is that \$200.00 per acre would be reasonable. Motion made by Dave Kramer to approve a one year land rent agreement with Lee Jay Small, for 37 acres at \$200.00 per acre. Seconded by Wes Bussell. All voted in favor. Motion carried.

The grade structure portion of the project has been completed and Mr. Small has presented an invoice from Pearson Backhoe Service in the amount of \$32,840.00. He has received payment from the NRCS office in the amount of \$27,443.00 and has paid this amount to Pearson Backhoe along with the remaining balance of \$5,397.00. He is asking the District to reimburse him for the \$5,397.00 as the Board had previously approved paying the remaining amount of the project over the NRCS's reimbursement. Motion made by Dave Kramer for the District to submit payment to Lee Jay Small in the amount of \$5,397.00. Seconded by Dave Iseminger. All voted in favor. Motion carried.

6. Plant Update:

a) Tom Dye, Stantec, was here to look at the overall condition of the plant. Want to get estimates for replacing such equipment as the grit classifier, bar screen. The railings around the oxidation ditches are rusting and he suggests replacing them with aluminum. The possibility of cutting sumps into the bottom of the oxidation ditches for cleaning purposes was also discussed. The projected amounts for these projects will be added to the CIP.

b) The company, Envirolastics, in the St. Charles Industrial Park has inquired about sending the water from washing jugs into the sewer system. The labels and residue from washing these jugs is also present in the water they are wanting to dispose of. The business currently has two 2,000 gallon tanks, where this water is stored, and are planning to add additional tanks. Todd Arlander and John Brogan have talked with them and informed them that prior to allowing this the water would need to be tested for BOD, TSS, Total Phosphorus, Ammonia. Envirolastics agreed to pay for this testing. Dave Kramer asked about billing them for disposing of this water. Need the results of previously mentioned tests to determine if the water falls under category of domestic wastewater or industrial wastewater before billing decisions can be made.

c) Wayne Getz asked if there was progress yet on the headworks makeup air unit replacement and there is none yet.

d) Wayne Getz asked when the Flygt pump for the lift station will be here, it should arrive in March.

7. Discuss Lawn Mowing Options for 2018:

Lawn mowing agreement with Bill Goetz expired after the 2017 mowing season. Bill Goetz has submitted a proposal to mow the lawn at the plant for the next three years at \$500.00 per year, payable in one lump sum at the end of each mowing season. This is a \$50.00 increase from the last few years due to the fact that he is now mowing the hill in front of the headworks building that was planted with prairie grass. Motion made by Dave Iseminger to accept Bill Goetz's proposal for lawn mowing for 2018, 2019, 2010 mowing seasons for \$500.00 each year. Seconded by Dale Kieffer. All voted in favor. Motion carried.

8. Discuss Chain of Command:

Wayne Getz stated that a chain of command needs to be established. Wes Bussell's thought is that the order should be as follows: 1. Plant foreman (John), 2. Board Chair (Wayne Getz), 3. Personnel Committee, 4. Board of Directors. Dave Kramer pointed out that the State Laws that created the Sanitary District state that an Executive Director shall be hired. At one time there was an executive director then the title of the position changed to plant manager about the year 2013 until 2016. He wanted the Board to be aware that these documents exist whether the Board chooses to follow them or not. He refers to the Plant Manager job description, that basically replaced the Executive Director job description in 2013, and it states that the plant manager will have a Class B operator license and there is currently no employee with this license. Wes Bussell pointed out that is the reason for hiring Todd Arlander as a Consultant is to fill this license requirement until a District employee obtains a Class B operators license. Wes Bussell stated that the chain of command has come about

because Josh thought he only answered to the Board, that's what he was told when he was hired. Wayne and Wes met with Josh and said that's not true he answers to John. Then after talking Wayne and Wes decided to bring it before the Board for a decision. Question is then is John only a "Lead" since he doesn't have a B License yet and change the structure once the B license is acquired? Should John also write the other employee reviews? Comment is made that he really can't write Cathy's review, he doesn't know her job and he really shouldn't be writing Josh's either. There is general agreement with Ray Schuchard's comment that the personnel committee should do the individual employee reviews with input from the other employees. Motion made by Wes Bussell to make John Brogan Interim Plant Manager, who Josh Campbell will report to, and the chain of command will continue with the Board Chair second, the personnel committee third and finally the Board of Directors. Seconded by Dave Kramer. All voted in favor. Motion Carried.

9. Other Business:

Regarding the 2017 SAC fees payable to the District, Dave Iseminger, never got the word that the District was not waiving the SAC fee for 2017. Therefore the City of Dover did not charge the individuals the SAC fee for the 5 new homes constructed. Dave Iseminger has a check with him tonight to pay the \$13,200.00 owed to the District but would first like to ask if the District would forgive these fees for 2017. The Cities of Eyota and St. Charles have paid the SAC fees due for 2017 and the District will not forgive Dover's debt.

There being no further business a motion was made by Tony Nelson, seconded by Dale Kieffer, to adjourn the meeting at 7:53 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy

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