

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

**November 19, 2019**

**Members Present:**

Wayne Getz  
Eric Tyler  
Ray Schuchard  
Dave Iseminger  
Dave Kramer  
Tony Nelson  
Wes Bussell

**Staff:**

Todd Tesch  
John Brogan

**1. Call to Order:**

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

**2. Set Agenda:**

Under item #6 need to add c) Cathy Kennedy's annual review. Motion made by Tony Nelson to set agenda with the addition of item #6c. Seconded by Wes Bussell. All voted in favor. Motion carried.

**3. Approve Minutes of the October 15, 2019 Regular Meeting:**

Motion made by Dave Iseminger, seconded by Eric Tyler to approve the regular meeting minutes of October 15, 2019. All voted in favor. Motion carried.

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

Motion made by Dave Kramer 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) Have switched everything over for winter operation.
- c) Biosolids were applied on 11/4/19-11/5/19 with a total application of 657,600 gallons.
- d) The group conducting the plant's optimization study were here for a visit on 10/25/19. They are asking for samples of the decant water from the lagoon.
- e) There was a breaker fail for the WAS pump on clarifier #1. Salisbury Electric has located a new breaker.
- f) Received an email from the DNR stating that they were informed of work planned on the interceptor that runs through the Franke farm. DNR stated that there is a Calcareous Fen on this property that can't be disturbed and they want to be notified of any work that will be done. Operators are pretty sure that raising any manholes on this farm will not disturb this Fen and are in the process of confirming this.
- g) Electric Pump was here today to install pump at lift station. When they ran it on bypass it ran backwards and did some damage to the pump. The bypass leads were switched. Electric Pump pulled the pump back out and took it back with them to determine the extent of the damage. Once that is known operators will work something out with Electric Pump to repair.
- h) Operators went to Utica to watch the smoke testing done by the City.
- i) Electric Pump installed the wear ring and impeller on waste pump for clarifier #1 today.

j) Wes Bussell asked if the 3 manholes that were lined last year have been checked for leaking. Two of them were checked and are not leaking.

**6. Personnel Committee:**

Personnel committee met prior to this board meeting to conduct personnel reviews.

a) John Brogan's 10-year anniversary date was 8/31/2019. Committee is recommending \$.50 per hour merit increase in his wage. Motion made by Ray Schuchard to approve John Brogan's performance review and the \$.50 per hour merit wage increase effective 1/1/2020. Seconded by Eric Tyler. All voted in favor. Motion carried.

b) Cathy Kennedy's 12-year anniversary will be 1/2/2020. Committee is recommending A \$.50 per hour merit increase in her wage. Motion made by Tony Nelson to approve Cathy Kennedy's performance review and the \$.50 per hour merit wage increase effective 1/1/2020. Seconded by Dave Kramer. All voted in favor. Motion carried.

c) Todd Tesch's 6-month anniversary date was 11/16/2019 and the committee is impressed with his performance. Committee is recommending a \$.50 per hour merit increase in his wage. Motion made by Eric Tyler to approve Todd Tesch's performance review and the \$.50 per hour merit wage increase effective 1/1/2020. Seconded by Ray Schuchard. All voted in favor. Motion carried.

All employees were thanked for the work they do and commitment to the District.

d) Personnel committee plans on meeting in January to discuss the possibility of offering internships. The thought is that this would help increase the number of qualified applicants when positions open up in the future.

**7. 2020 Budget updates:**

a) Steve Pearson has provided an estimate of \$11,650.00 to install a 250' water run, fabric and riprap at the outfall. An alternative is to install 250' of pipe for an estimate of \$15,500.00. Considering the amount of erosion one of these options needs to be done. Motion made by Wes Bussell to add \$15,000-\$16,000 to the 2020 budget to complete this project. Seconded by Tony Nelson. All voted in favor. Motion carried.

b) The aeration basin motors for the brush rotors have no soft starts on them. They are currently set to run for 2 hours and off for 45 minutes continually. Installing soft starts would help with the efficiency of starting them however they would still run at the same speed. Installing VFD's instead would allow varying the speed. However, operators would like to see the results of the optimization study, (should be completed early next year), which could suggest the motors run at slower speeds for better results. Salisbury Electric has given an estimate of \$25,480 for four (4) Allen Bradley soft starts which would fit in the existing panel. The cost of VFD's would be around \$35,000. Dave Iseminger stated that it makes more sense to install VFD's. Motion made by Wes Bussell to insert \$35,000 in the 2020 budget for the possible purchase of VFD's. Seconded by Dave Iseminger. All voted in favor. Motion carried.

**8. Other Business:**

There is no other business.

There being no further business a motion was made by Tony Nelson, seconded by Dave Iseminger, to adjourn the meeting at 7:45 pm. All voted in favor. Motion carried.

Respectfully Submitted,

*Cathy Kennedy*

Cathy Kennedy