

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

September 15, 2020

Members Present:

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

Staff:

John Brogan

Absent:

Dave Iseminger

1. Call to Order:

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

2. Set Agenda:

Wes Bussell would like to add to the agenda item 8a) John Brogan's annual performance review. Motion made by Dave Kramer to set the agenda with the addition of item 8a. Seconded by Eric Tyler. All voted in favor. Motion carried.

3. Approve Minutes of the August 18, 2020 Regular Meeting:

Motion made by Tony Nelson, seconded by Ray Schuchard to approve the regular meeting minutes of August 18, 2020. 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 Eric Tyler. All voted in favor. Motion carried.

5. Plant Update:

a) No violations.

b) We have received clearance from the DNR to raise manholes on the Franke property. The extensions were made to order from a company in Wisconsin. Hope to get started the week of the 21st.

c) John completed the desktop compliance with the MPCA on 9/3/2020. He talked with Mark Hugeback for about an hour and a half and emailed him 6 months' worth of documents for his review. We have received the final report and everything looks good.

d) John and Todd completed the DMR-QA 40 Study and submitted it on 9/9/2020.

e) Todd is attending the Type 4 Biosolids training in St. Cloud from 9/14-9/17/2020 and will take the exam on the final day.

f) We are waiting on a quote from KBS for replacing doors.

g) Peterson Concrete was supposed to be here 9/8/2020 but due to the rain he's hoping to be here the week of the 14th.

h) Received a quote from Noble on the soft starts for the brush rotors and John told him to go ahead with the work.

6. Review First Draft of 2021 Budget:

Wayne Getz stated that he instructed Cathy to insert, for budgetary purposes, a 2.5% wage increase for employees. Need health/dental insurance renewal information, current budget numbers are estimates. There are still a couple of estimates needed for items listed in the capital portion of the budget.

Regarding employee wages, motion made by Wes Bussell to approve a 2% increase in the pay equity ranges and a 2% increase in employee's hourly wage for 2021.

Seconded by Tony Nelson. All voted in favor. Motion carried.

7. Set sewer rate for 2021. Current sewer rate is \$6.48/1,000 gallons:

General consensus is that there should be at least a 1% increase. It was pointed out that in 2022 it could cost \$400,000-450,000 to replace equipment in the headworks building that we should be planning for. Motion made by Dave Kramer to increase the sanitary sewer rate by 2% for the year 2021. Seconded by Eric Tyler. All voted in favor. Motion carried.

8. Set SAC Fee for 2021. Current SAC Fee is \$2,640.00:

Wayne Getz pointed out that the SAC fee has remained at \$2,640.00 since 2006.

Motion made by Ray Schuchard to leave the SAC fee at \$2,640.00 for 2021.

Seconded by Tony Nelson. All voted in favor. Motion carried.

8a. John Brogan Performance Review:

Personnel Committee met prior to this Board meeting to conduct John's review.

Wes Bussell stated that John's anniversary date was 8/31/2020 and has been with the District for 11 years. Wes Bussell said that he has the plant running well with no issues and consistently achieves MPCA compliance. John has also successfully worked with the DNR to get approval to raise manholes near the FEN area on Franke's property.

The Personnel Committee recommends a \$.75 per hour merit increase in John Brogan's wage. Motion made by Eric Tyler to approve the \$.75 per hour merit increase effective 10/1/2020 for John Brogan. Seconded by Dave Kramer. All voted in favor. Motion carried.

9. Other Business:

a) Two new CD's were purchased through Edward Jones. The first one, with Discover Bank, in the amount of \$144,118.60, interest rate 0.163%, maturity date 12/7/2021. The second one in the amount of \$63,026.95, interest rate 0.139%, maturity date 2/9/2022. In an attempt to obtain the best rate available, we were only able to invest the \$144,118.60 in Discover Bank since we already have a \$100,000 CD with Discover Bank through Home Federal. The remaining balance was then invested in a CD with the next highest interest rate.

There being no further business a motion was made by Wes Bussell, seconded by Dave Kramer, to adjourn the meeting at 7:20 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy

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