

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

November 21, 2023

Members Present:

Wayne Getz
Ray Schuchard
Wes Bussell
Cheryle Ihrke
Eric Tyler
Tyrel Clark
David Kramer

Staff:

John Brogan
Todd Tesch

1. Call to Order:

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

2. Set Agenda:

Motion made by Eric Tyler to set the agenda as presented. Seconded by Ray Schuchard. All voted in favor. Motion carried.

3. Approve Minutes of the October 17, 2023 Regular Meeting:

Motion made by Wes Bussell, seconded by Eric Tyler to approve the regular meeting minutes of October 17, 2023. All voted in favor. Motion carried.

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

Motion made by Ray Schuchard to approve Receipts and Disbursements/Summary of Assets. Seconded by Cheryle Ihrke. All voted in favor. Motion carried.

5. Plant Update:

- a) No violations for the month.
- b) We received our annual MPCA compliance report and it was missing the toxicity testing results report from earlier this year. The report was previously emailed and mailed to them. John called Mark Hugeback to assist in straightening this out.
- c) The new Ranger was delivered on 11/2/2023. We are waiting for the DNR sticker so we can get city/county permits.
- d) We lost communication with the pretreatment building and found that the power supply failed. Automatic Systems had a used one that was installed. John was able to locate a spare so that we have one on hand.
- e) On 11/13/2023 and 11/14/2023 Electric Pump installed the new pump at the lift station. The new guide rails were also installed.
- f) The air make-up unit in main building is not working. Noble will be here tomorrow morning to look at it.
- g) Regarding the sale of the old ranger we have to advertise to sell it. John says that the two front tires are shot and feels that we should replace them to get a better sale price or to even find anyone to buy it at all. He could find two tires for about \$200.00. Motion

made by Wes Bussell to put two new front tires on the old Ranger and advertise for sealed bids to be mailed or delivered to the office. Seconded by Cheryle Ihrke. All voted in favor. Motion carried.

h) We are waiting for Mark Kronebusch to haul biosolids. The biosolids will be applied on our own land and some on the Ryan farm.

6. Personnel Committee Update:

a) Wes Bussell read the written annual performance review for Cathy Kennedy. Motion made by Wes Bussell to approve Cathy Kennedy's annual performance review and approve a \$1.50 per hour merit increase. Seconded by Eric Tyler. All voted in favor. Motion carried.

b) The personnel policy was updated with some wording changes to comply with the Sick and Safe Time Law that takes effect 1/1/2024. Motion made by David Kramer to approve the updated personnel policy. Seconded by Cheryle Ihrke. All voted in favor. Motion carried.

c) The personnel committee is recommending a 2% wage increase for John and Cathy and a one-time stipend payment of \$1,600.00 for Todd for 2024. Motion made by Wes Bussell to approve a 2% wage increase for John Brogan and Cathy Kennedy and a one-time stipend payment of \$1,600.00 for Todd Tesch for 2024. Seconded by Ray Schuchard. All voted in favor. Motion carried.

7. Review submitted Proposals for Auditing Services:

a) The only proposal received was from CliftonLarsonAllen. Their proposed fees, in their three-year proposal, are as follows: for 2023 - \$15,825, for 2024 - \$14,145 and for 2025 - \$15,090. Motion made by Cheryle Ihrke to accept the three-year proposal from CliftonLarsonAllen to provide audit services for 2023, 2024 and 2025. Seconded by Eric Tyler. All voted in favor. Motion carried.

8. 2024 Budget updates:

a) The amount of the 2024 crane purchase was changed to \$20,446.20

b) The cost of the audit was changed from an estimated \$11,000 to actual of \$15,825

c) Employee wages were adjusted to reflect the 2% increase and the stipend payment.

9. Other Business:

a) Wes Bussell has presented a letter of resignation from the DESCASD Board. He has served on the Board three different times, for many years. The December 2023 board meeting will be his last meeting.

There being no further business a motion was made by Tyrel Clark, seconded by Eric Tyler, to adjourn the meeting at 7:20 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy

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