

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

August 15, 2023

Members Present:

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

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:

The following additions are to be made to the agenda under Other Business:

a) City of Eyota refund request, b) Juneteenth Holiday, c) Nursing Mother's employee notice, d) John Brogan's review, e) Sick and Safe time. Motion made by Wes Bussell to set agenda with the additions previously mentioned. Seconded by Cheryle Ihrke. All voted in favor. Motion carried.

3. Approve Minutes of the July 18, 2023 Regular Meeting:

Motion made by David Kramer, seconded by Eric Tyler to approve the regular meeting minutes of July 18, 2023. All voted in favor. Motion carried.

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

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

5. Plant Update:

- a) No violations for the month.
- b) The cross beams in ditch #1 are getting pretty rusty. Dave from Winona Welding stopped by to get measurements and will provide an estimate.
- c) We switched over to clarifier #1 and will have to do maintenance on the scum pipe in clarifier #2.
- d) John has been checking on quotes for a new crane as the old one is 20 years old. He has received an estimate of \$30,000-\$35,000 from Universal Truck in Wisconsin and is waiting on another estimate.
- e) Hydro Klean will install the sleeve in the interceptor line the 1st week of September. It will take approximately 2 hours and the interceptor will have to be plugged. We will have Cardinal Pumping on hand should we have to pump out of the interceptor and dump into another manhole or the lagoon.
- f) MnTAP will be here the week of the 14th to soil sample for PFAS.

- g) John has been in touch with Ag Partners to do soil sampling this fall before we apply biosolids. These soil samples have to be done every 3 years per the MPCA.
- h) Benike is tentatively scheduled to install new doors on August 25th.
- i) John has contacted M & M and the cost of new ranger, with a cab, heat, windshield wipers, would be about \$25,000 in 2025.

6. Capital Improvement Plan discussion:

- a) John is to find out what the cost of a new ranger would be if it was purchased in 2024 instead of 2025. If there is a significant savings the purchase will be changed from 2025 to 2024.
- b) It is still not known yet if the ditch railings will have to actually be replaced or if the ditches will get covers. Tom Dye will visit in the near future to get a better handle on what improvements need to be made for the permit. Then we will start providing cost estimates to add to the CIP.
- c) Dave Kramer asked if an annual/bi-annual amount should be added for pump maintenance. Pump maintenance would be expensed under operating expenses not the CIP.
- d) If ditch covers are added to the ditches the comment was made that they should be done as soon as possible to see if they will work to achieve the nitrogen limits.
- e) Circulation pumps may need to be replaced in ditch, they are the original pumps. John has Electric Pump working on prices.

7. Other Business:

- a) The City of Eyota is requesting a refund, from the District, for 69,000 gallons of water used by a resident for watering her lawn. The general consensus is that the resident should have been more informed about the fact that she could have had a second meter installed to record this usage separately. The District feels that approving this request will set a precedent. Motion made by Eric Tyler to deny the City of Eyota's request for a refund. Seconded by Cheryl Ihrke. All voted in favor. Motion carried.
- b) "Juneteenth" or June 19th is a new holiday granted by the State of Minnesota and the question is whether the holiday should be added to the 6 holidays employees are already given. The other holidays, (Columbus Day, Veteran's Day, President's Day, Martin Luther King Day), are not given off to employees. The District is not required to give Juneteenth off as a holiday. The Personnel Committee is recommending that employees should not receive Juneteenth or June 19th as a holiday. Motion made by Wes Bussell to not add Juneteenth as a paid holiday for employees. Seconded by David Kramer. All voted in favor. Motion carried.
- c) The "Nursing mothers, lactating employees, and pregnancy accommodations employee law" has been recently enacted. Employers that have an employee handbook/manual are to add this notice to it. The Personnel Committee is recommending this notice be added as an addendum to the current employment policy. Motion made by Tyrel Clark to add the Nursing Mothers, Lactating Employees, and Pregnancy Accommodations employee notice to the employment policy. Seconded by Eric Tyler. All voted in favor. Motion carried.
- d) The Personnel Committee conducted John Brogan's annual review prior to this board meeting. John continues to exceed expectations in all areas. The Personnel Committee recommends a \$1.50 per hour merit increase effective the next full pay

period. He is currently in the middle of his salary range and he plans on retiring in a couple of years and the Committee would like to get him near the top of his salary range prior to retirement. Motion made by David Kramer, seconded by Eric Tyler to approve the \$1.50 per hour merit increase for John Brogan. All voted in favor.

Motion carried.

e) The Sick and Safe Time Law goes into effect January 1, 2024. Wes Bussell explained to the Board that the law basically states an employee will earn one hour of sick and safe time for every 30 hours worked up to a maximum of 48 hours annually. He also explained that our personnel policy currently contains 8 additional days for Short Term Disability. He feels that it would be double dipping if we were to continue to give the 8 days for Short Term Disability and also the Sick and Safe Time. He feels that we should just change the wording in the manual from “Short Term Disability” to “Sick and Safe Time”. Since the employee must always be able to see their sick and safe time balance the record keeping aspect still needs to be worked out. Another personnel committee meeting is scheduled for September 13th to work out more of the details which will be provided at the September 19th board meeting.

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

Respectfully Submitted,

Cathy Kennedy

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