

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

September 19, 2023

Members Present:

Wayne Getz
Ray Schuchard
Wes Bussell
David Kramer
Eric Tyler

Staff:

John Brogan
Todd Tesch

Absent:

Tyrel Clark
Cheryle Ihrke

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 Wes Bussell. All voted in favor. Motion carried.

3. Approve Minutes of the August 15, 2023 Regular Meeting:

Motion made by Ray Schuchard, seconded by David Kramer to approve the regular meeting minutes of August 15, 2023. 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 for the month.

b) Regarding a new truck crane John spoke with Custom Truck, a dealer for Iowa Mold Tool, and they will not sell a new crane unless a new truck is purchased. Two quotes were received from Universal Truck and Equipment. The first quote in the amount of \$34,700 and the second quote for \$31,101. These two cranes are pretty similar and either will do the job. Wes Bussell asked if there were any other options for buying a new crane and John stated that he contacted a company out of Texas and received no answer. Wes Bussell said that there are two options, buy one of these cranes or take another month to look for other options. Motion made by Wes Bussell to table the approval for a crane purchase until the October meeting to allow another month to check on other options. Seconded by David Kramer. All voted in favor. Motion carried.

c) M & M gave a quote of \$20,221.40 for a 2024 Ranger 570 SP NorthStar. They will honor this price until after the first of the year. M & M isn't sure, but the price could go up \$5,000 in a year or two. Question was asked if there were other businesses to

purchase from and operators stated that M & M's service is very good and hate to lose that. Operators were asked about trading in the old Ranger and said that it would be easy to sell it instead of trading it on a new one. Motion made by Wes Bussell to put Ranger in 2024 budget, order it and have them invoice us next year. Seconded by Ray Schuchard. All voted in favor. Motion carried.

d) Hydro Klean has not been here yet and they have been told that we need at least 5 days' notice. Cardinal Pump is still lined up to assist if needed.

e) John received a call from Benike last Friday saying they would be here Monday and they are still not here. We have been told that they have all the doors, etc., it's just a matter of getting here.

f) Todd would like to attend the MPCA Conference in Brooklyn Park 11/28/23 through 11/30/23 for his continued education hours. The cost is around \$400.00 plus lodging. Motion made by Wes Bussell to approve Todd Tesch's attendance at the MPCA Conference. Seconded by David Kramer. All voted in favor. Motion carried.

g) MSA provided a quote from Tech Sales for probes in the amount of \$21,056. John has talked to Noble Salisbury regarding the wiring. Operators are going to trench in the PVC themselves and hope to get it done next week.

h) The bearing on the scum pipe in clarifier #2 needs replacing. John will make the flange himself to save the \$1,006.00 that he was quoted. He will make two so there will be one for the other clarifier.

i) Received a quote from Winona Welding, in the amount of \$45,768.59, to replace the beam that holds up the covers over the rotors in the ditch. Winona Welding owns their own crane which reduces the amount of their quote compared to what another business would charge. This is the price for doing the ditch that is currently empty and if done this year it needs to happen before the ditch is filled with water at the end of October to prevent freezing over the winter. Winona Welding can be here next week to take out all the iron. They will take it to Winona to use as a guide to make new pieces, sandblast, cover with epoxy, let it cure and cover with polyurethane. They will finish it this year. The beams are in very poor shape and should be repaired as soon as possible. Motion made by Wes Bussell to accept Winona Welding's bid in the amount of \$45,768.59 for beam replacement. Due to the deterioration this work is to be done this year. Seconded by Eric Tyler. All voted in favor. Motion carried. The other ditch will have to be done next year and John will check to see if it will be the same price.

6. Updates to Capital Improvement Schedule:

a) Move the Ranger from 2025 to 2024.

b) Delete interceptor meters. Not happy with their performance so we should not purchase any more of this brand.

c) Add in 2024, \$21,056.00 for the cost of probes.

d) Delete ditch railings, won't be needed if the ditches are covered.

e) Add a new crane in 2024 in the amount of \$32,000.

7. Review first draft of 2024 Budget:

Budget totals will need to be recalculated after making changes noted in the Capital Improvement schedule update.

8. Set Sewer Rate for 2024. The current sewer rate is \$6.81 per 1,000 gallons.

It was noted that there is an 8.9% increase in the proposed 2024 operating budget and a significant increase in capital expenditures. Wes Bussell suggests a 2% increase and

David Kramer suggests a 3 or 4% increase. Motion made by David Kramer to increase sewer rate for 2024 by 3%. Seconded by Eric Tyler. All voted in favor. Motion carried.

9. Set SAC fee for 2024. The current SAC fee is \$2,640.00:

Motion made by Wes Bussell to leave the SAC fee at \$2,640.00 for 2024. Seconded by Ray Schuchard. All voted in favor. Motion carried.

10. Review/Approve Requests for Proposals for Professional Auditing Services:

The Sanitary District received a letter from Hawkins Ash CPA's, the current auditor, on September 1, 2023 stating that they will no longer be providing the District with auditing services as of September 1, 2023. A Request for Proposals for Professional Auditing services has been prepared to send out to obtain proposals. Proposals will need to be submitted to the District by 3:00 PM, November 10, 2023 for review by the Board at the regular board meeting on November 21, 2023. Motion made by Wes Bussell to approve the Request for Proposals to obtain quotes for audit services for the years 2023-2025. Seconded by Eric Tyler. All voted in favor. Motion carried.

11. Personnel Committee Update:

a) The personnel committee met last week and decided that in order to comply with the sick and safe time law requirement of reporting sick and safe time on an employee's earnings record the District would need to separate out sick and safe time hours earned from the PTO hours earned. Wes Bussell prepared a spreadsheet that shows this in detail. David Kramer pointed out a section on page 92 of the new Sick and Safe Time law that he interprets as saying that since the District already has a time off program that adheres to this law it does not need to be renamed or show a separate category for sick and safe time on an earnings record. We would just need to add a statement to the personnel policy stating the eligible uses of these hours listed under the Minnesota sick and safe time law are permitted under the District's PTO program. Further definition of this law is needed to determine how to proceed.

12. Other Business:

a) Reinvested \$103,000 CD that matured on 8/31/2023. New CD is \$113,000, one year term at 5.35%.

There being no further business a motion was made by Ray Schuchard, seconded by David Kramer, to adjourn the meeting at 8:07 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy

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