

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

January 21, 2025

Members Present:

Wayne Getz
Ray Schuchard
Eric Tyler
Cheryle Ihrke
Tyrel Clark
Tony Nelson

Staff:

John Brogan
Todd Tesch

Guest:

Tom Dye, MSA Professionals

Absent:

David Kramer

1. Call to Order:

Chairperson 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 Cheryle Ihrke. All voted in favor. Motion carried.

3. Approve Minutes of the December 17, 2024 Regular Meeting:

Motion made by Ray Schuchard, seconded by Cheryle Ihrke to approve the regular meeting minutes of December 17, 2024. All voted in favor. Motion carried.

4. Appointment of Board Members:

David Kramer appointed by City of St. Charles. Tyrel Clark appointed by City of Eyota. Eric Tyler appointed by City of Dover. Motion made by Tony Nelson to approve the appointment of these board members. Seconded by Tyrel Clark. All voted in favor. Motion carried.

5. Oath of Office, Board Members:

Tyrel Clark and Eric Tyler took the oath of office. Cathy Kennedy acted as Notary for the signatures.

6. Appointment of Director at Large:

Motion made by Tyrel Clark to appoint Ray Schuchard as the Director at Large. Seconded by Eric Tyler. All voted in favor. Motion carried.

7. Oath of Office of Director at Large:

Ray Schuchard took the oath of office. Cathy Kennedy acted as Notary for the signature.

8. Tom Dye, MSA Professionals, to present the draft Facility Plan:

The purpose of the Facility Plan is to determine the most cost-effective and environmentally beneficial alternative for the District to achieve the 10 mg/L

nitrogen limit included in the new NPDES Permit. This must be completed by October 2028. The Facility Plan is a 20-year plan taking us to the year 2045. Requirements of the plan are to project future flows and projections and are nothing that the plant can't handle. Inflow and Infiltration (I/I) was analyzed and by MPCA standards are not excessive. Existing processes and equipment have functioned well over the years and most of the equipment is in good shape.

The Plan identifies three practical options to improve treatment to meet the new limit:

1. Add attached-growth media to existing oxidation ditch basins. This method results in a large population of bacteria to improve nitrogen removal during cold water temperatures. The plan identifies this option as Alternative #1.
2. Construct nitrification/denitrification reactors. This involves constructing new basins that provides a controlled area to accomplish nitrification and denitrification. The plan identifies this option as Alternative #2.
3. Cover existing basins to retain heat. When the temperature in the basins drops to 6 degrees C nitrification basically stops. By covering the ditches we should be able to maintain water temperature in the range of 10 degrees C during winter months. The Plan identifies this option as Alternative #3.

The monetary and non-monetary aspects of the 3 alternatives are then evaluated and MSA Professionals recommend Alternative #1-add attached-growth media to ditches. The Winona WWTF is doing pilot testing with the attached-growth media and they are getting good results. Tom Dye suggests that a full-scale pilot test be done here from the fall of 2025 to spring of 2026. The cost for the pilot test material would go towards the eventual purchase for the upgrade. Page 52 identifies different funding options for the upgrade and page 55 outlines a project schedule. Also, as a requirement a public hearing must be held before the final submittal of the facility plan. A public hearing will be held on February 18, 2025, at 7:00 P.M., at the Community Center, St. Charles City Hall. The meeting minutes will be included in the final Facility Plan to be submitted to the MPCA by March 7, 2025.

9. Election of Officers:

Motion made by Cheryle Ihrke to leave Officers as is with Wayne Getz as Chairman, Ray Schuchard as Vice-Chairman and David Kramer as Secretary-Treasurer. Seconded by Eric Tyler. All voted in favor. Motion carried.

10. Designate Official Depositories:

Motion made by Tyrel Clark to approve Bremer Bank and Edward Jones as the official depositories. Seconded by Eric Tyler. All voted in favor. Motion carried.

11. Designate authorized checking account signers:

Motion made by Ray Schuchard to have Wayne Getz, Ray Schuchard, Cheryle Ihrke and Tony Nelson as an authorized checking account signers. Seconded by Eric Tyler. All voted in favor. Motion carried.

12. Designate District's Attorney:

Flaherty & Hood were contacted and have agreed to continue their services for 2025. Motion made by Cheryle Ihrke to designate Flaherty & Hood as the District's Attorney for 2025. Seconded by Ray Schuchard. All voted in favor. Motion carried.

13. Designate Official Publication:

Motion made by Cheryle Ihrke to designate the St. Charles Press as the official publication for the District. Seconded by Tony Nelson. All voted in favor. Motion carried.

14. Appoint Board Members to the Personnel Committee:

2024 members were Wayne Getz, Tony Nelson, Cheryle Ihrke. Motion made by Tyrel Clark to appoint Wayne Getz, Tony Nelson and Cheryle Ihrke to the Personnel Committee. Seconded by Ray Schuchard. All voted in favor. Motion carried.

15. Appoint Board Members to Investment Committee:

2024 members were Wayne Getz, Tyrel Clark, David Kramer. Motion made by Eric Tyler to appoint Wayne Getz, David Kramer and Tyrel Clark to the Investment Committee. Seconded by Ray Schuchard. All voted in favor. Motion carried.

16. Authorize Wayne Getz and Cathy Kennedy to make the reinvestment decisions for all Edward Jones Certificates of Deposit maturing in 2025:

Motion made by Tyrel Clark to allow Wayne Getz and Cathy Kennedy to make the reinvestment decisions for all Edward Jones Certificates of Deposit maturing in 2025. Seconded by Eric Tyler. All voted in favor. Motion carried.

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

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

18. Plant Update:

a) No violations for the month.

b) B and C finished the new furnace installation on 12/30/2024. The new system qualifies for a Minnesota Energy rebate of \$1,050.00.

c) On 12/20/2024 something came through that upset the plant killing off some of the microorganisms. As a result we had higher than normal test results. We are working on rebuilding the microorganism population.

d) John has signed an agreement with Zeigler for switch gear maintenance on the generators. He also has a service agreement for the plant generator that he thinks is in the best interest of the District to approve. The service agreement is for 4 years at \$4,417.90 per year. Motion made by Ray Schuchard to approve the 4-year maintenance agreement with Zeigler at the rate of \$4,417.90 per year. Seconded by Cheryle Ihrke. All voted in favor. Motion carried.

e) Operators will be attending the MWOA SE section meeting in Albert Lea on 2/12/2025.

f) John would like to attend the MRWA Conference in St. Cloud, March 4-6th, for his continued education hours. The cost is \$350.00. Todd will be attending the MPCA conference in the fall. Motion made by Cheryle Ihrke to approve John's attendance at the MRWA conference March 4-6th. Seconded by Eric Tyler.

g) John spoke with Empire Pipe and the interceptor liner will get done either in the next couple of weeks or the second week in March.

19. Other Business:

- a) The February 18, 2025 board meeting is being moved to the Community Center, St. Charles City Hall. The meeting will start at the regular time of 7:00 pm.

There being no further business a motion was made by Tony Nelson, seconded by Eric Tyler, to adjourn the meeting at 7:54 pm. All voted in favor. Motion carried.

Respectfully Submitted,

Cathy Kennedy

Cathy Kennedy