

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

**June 16, 2015**

**Members Present:**

Wayne Getz  
Ray Schuchard  
Bill Spitzer  
Tyrel Clark

**Staff:**

John Brogan

**Guest:**

Mike Bubany

**Absent:**

Matt Elder  
Angela Ihrke  
Wes Bussell

**1. Call to Order:**

Chairman Bill Spitzer called the meeting to order at 7:00 p.m.

**2. Set Agenda:**

Motion made by Tyrel Clark to set agenda, seconded by Wayne Getz. All voted in favor. Motion carried.

**3. Approve Minutes of the May 19, 2015 Regular Meeting:**

Motion made by Wayne Getz, seconded by Ray Schuchard to approve the regular meeting minutes of May 19, 2015. All voted in favor. Motion carried.

**4. Approve Minutes of the May 19, 2015 Closed Meeting:**

Motion made by Ray Schuchard, seconded by Tyrel Clark to approve the closed meeting minutes of May 19, 2015. All voted in favor. Motion carried.

**5. Approve Minutes of the June 3, 2015 Special Meeting:**

Motion made by Tyrel Clark, seconded by Wayne Getz to approve the special meeting minutes of June 3, 2015. All voted in favor. Motion carried.

**6. Approve Receipts & Disbursements and Summary of Assets:**

Motion made by Ray Schuchard to approve the Receipts and Disbursements/Summary of Assets as presented. Seconded by Tyrel Clark. All voted in favor. Motion carried. There was no discussion on the 2015 budget.

**7. Employee Work Plan Update:**

Paul Ihrke prepared a spreadsheet to record time spent completing work tasks. This is not what Bill Spitzer envisioned. He says that a list of everything that needs to be done should be developed and then sorted by weekly, monthly, annual tasks. It should be a checklist that shows things are getting done and doesn't care how long they take. Tyrel Clark uses something similar to this spreadsheet in IT at Mayo. Bill uses a program called Fresh Desk in IT at the school where each job has a ticket to record how long it took and if completed. Wayne Getz feels that these options would be micromanaging and doesn't want that to happen. A PTO column should be added to the spreadsheet and columns should be totaled to see a monthly total for each task. The question is will this spreadsheet fix the problem. Basically something is needed to measure if things are getting done which is not happening now. How do we do an

evaluation of what is being done? It was decided that the personnel committee needs to meet, Bill will get a meeting set up.

**8. Mike Bubany, financial update:**

Mr. Bubany presented an updated version of the spreadsheet he has presented to the Board in the past. Due to the higher rate increases, (10%, 7%, 5%) in recent years, retirement of one of the two PFA loans in 2022 financially things look pretty nice. He initially plugged in a 0% rate increase for future years and by the year 2027 the District would still be in good shape. However, Mr. Bubany stated that we should plan on at least a 1% annual rate increase instead of telling the cities that there will be no rate increases and then imposing a rate increase when it is not expected. Figuring a 1% annual rate increase total cash/investments by 2027 would be approximately \$600,000.00 higher than what it is now.

**9. Certificate of Deposit, maturing 7/2/2015:**

Motion made by Tyrel Clark to renew Certificate of Deposit, in the amount of \$148,210.73, for another 6 month term. Seconded by Wayne Getz. All voted in favor. Motion carried.

**10. Plant update:**

The NRCS office has a plan for putting waterways on the District's land, it currently has issues with erosion. They are proposing a dry dike which would be covered by a cost share program. The total cost would be approximately \$23,000.00 with the NRCS covering \$17,000 and the District \$6,000. Sue Glende from the NRCS office plans on attending the July board meeting to discuss this matter.

**11. Roof Replacement Bids:**

In response to the question asked regarding the use of rocks/pavers on the roof the membrane would be glued down so no rocks are needed and walking pads are installed to the air conditioning units. Also, this is included in the total bid price. After closer review of the two bids there is much more detail of the work to perform in Merit's bid than in Winona Heating & Vent's bid. Can we be sure that the detailed items that will be done with Merit's bid would also be done by Winona Heating even though they are not itemized on their bid.

Motion made by Wayne Getz to accept the bid from Merit Contracting in the amount of \$89,200.00 to replace the roof on the main building. Seconded by Ray Schuchard. All voted in favor. Motion carried.

**12. Other Business:**

Tyrel Clark stated that John Brogan should also be attending all meetings with the MPCA, and any other meetings, along with Paul Ihrke.

There being no further business a motion was made by Tyrel Clark, seconded by Ray Schuchard, to adjourn the regular meeting at 8:05 pm. All voted in favor. Motion carried.

Respectfully Submitted,

*Cathy Kennedy*

Cathy Kennedy