

**Clear Lake/Clearwater Sewer Authority**  
**Regular Meeting Minutes**  
**January 16, 2025**

**CALL TO ORDER**

Chair Goenner called the meeting to order at 5:30 p.m. at the Clearwater City Hall.

**ROLL CALL**

Present: Chair Goenner, Vice Chair Lawrence, Members Nelson, Gilliland, and Everett.

Absent: None.

Staff Present: Director Smythe, Chief Operator Forsell, Plant Operator Kirchenbauer, Treasurer Johnson.

Staff Absent: None.

A quorum was declared present.

**1. APPROVAL OF AGENDA**

**MOTION** by Lawrence to approve Agenda as presented, seconded by Everett, all voted aye.

**MOTION CARRIED.**

**2. PUBLIC FORUM**

None.

**3. CONSENT AGENDA**

a. **Approval of Minutes from November 21, 2024 Regular Meeting**

b. **Approval of Claims/Accounts Payable for October 2024**

c. **Approval of Claims/Accounts Payable for November 2024**

d. **Res 2025-01 – Approving Annual Appointments**

e. **Res 2025-02 – Pre-authorization of Claims Payments**

**MOTION** by Lawrence to approve the Consent Agenda as presented, seconded by Gilliland, all voted aye. **MOTION CARRIED.**

**4. OLD BUSINESS**

a. **Clear Lake Reimbursement for Rounds (MOTION)**

- Forsell handed out a schedule showing the weekend dates covered by Sewer Authority staff in 2024 due to the staff shortages in Clear Lake. There were nine weekends covered by Sewer Authority staff.

- Clear Lake Members noted the discussion from their City Council, proposing a reimbursement rate of \$50/hour. There was additional discussion about wage rates and benefit costs. Members' consensus following discussion was this seemed to be a fair reimbursement rate.

- **MOTION** by Lawrence to request reimbursement from the city of Clear Lake at a rate of \$50 per hour for the hours covered by Sewer Authority staff, seconded by Gilliland, all voted aye.

**MOTION CARRIED.**

**5. NEW BUSINESS**

a. **Res 2025-03 – Approve Signatories for Sewer Authority Accounts (MOTION)**

**MOTION** by Lawrence to approve Resolution 2025-03 but changing Stefany Janish to Chad Nelson, seconded by Everett, all voted aye. **MOTION CARRIED.**

b. **Revisit Board Compensation (MOTION)**

Members discussed the proposal from staff, created at the request of Chair Goenner.

**MOTION** by Nelson to approve the staff proposal effective January 1, 2025, which increases the pay rates to \$200 per meeting for the Chair and \$150 per meeting for the other Members, seconded by Lawrence, all voted aye. **MOTION CARRIED.**

**c. Consider Amending Internal Controls Policy (MOTION)**

Smythe explained the Internal Control Policy changes requested by staff. The primary change is to increase the spending authority for Director Smythe, as there have been issues with timely equipment repairs due to the inflationary cost increases of equipment.

**MOTION** by Lawrence to adopt the Internal Controls Policy as shown with the changes requested by staff, seconded by Nelson, all voted aye. **MOTION CARRIED.**

**d. Other Business**

None.

**6. REPORTS**

**a. Staff Reports**

- Forsell handed out a proposed rounds schedule for 2025 and suggested the new Clear Lake staff begin their rounds February 15, 2025. Chair Goenner asked if rounds were required every day. Forsell said yes, noting that the SCADA and alarm systems do not always detect problems. He stated that issues or leaks can be very costly and highlighted an example a few weeks ago during cold weather where a heater was unplugged. It could have resulted in a broken water line, which would have caused extensive damage and liability concerns with the insurer.
- Smythe outlined a request by staff to increase the compensation rate for weekend rounds from four hours each day to six hours. Forsell explained that because of growth and new facilities, the weekend rounds now take nearly three hours to complete versus the two hours years ago. The policy has not been revisited since 2011. The rate of four hours was intended to provide double time for staff having to work weekends. Smythe noted that it would be impractical to implement unless all three entities were in agreement, given the rounds-sharing agreement. Members had questions about the hours/costs associated and the impact to the budget. Members requested that staff put together a memo outlining the request, bring it to both cities in February for consideration, then bring it back to a special Sewer Authority meeting in March. Special meeting scheduled for March 20, 2025 to consider this item.
- Smythe reported that the annual audit fieldwork will take place the week of January 27, 2025.
- Johnson reported that she had met the new staff at Clear Lake and was working with them to obtain the needed reports for billing.

**b. FYI – Flow Report, Surcharge Report, Building Permit Reports**

Smythe noted that the flows ended the year around 56 million gallons, basically unchanged from 2023.

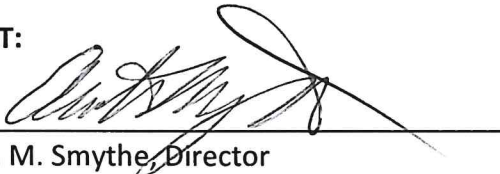
**7. NEXT MEETING DATE**

Next meeting will be a special meeting on March 20, 2025 at Clear Lake City Hall.

**8. ADJOURN**

**MOTION** to adjourn by Lawrence, seconded by Everett, all voted aye. **MOTION CARRIED.** Meeting adjourned at 6:24 p.m.

**ATTEST:**

  
Annita M. Smythe, Director

**APPROVED:**

  
Tim Goenner, Chair