

**Clear Lake/Clearwater Sewer Authority  
Special Meeting Minutes  
March 20, 2025**

**1. CALL TO ORDER; ROLL CALL**

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

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

Absent: None.

Staff Present: Director Smythe, Chief Operator Forsell.

Guests Present: None.

A quorum was declared present.

**2. CONSIDER AMENDMENT TO PERSONNEL POLICY – WEEKEND ROUNDS**

- Smythe explained that this item was discussed in January. Both cities have since approved the policy change.
- **MOTION** by Nelson to approve the change as requested by staff, seconded by Lawrence, all voted aye. **MOTION CARRIED.**

**3. FYI – ACCESS ROAD CONCERNS**

- Smythe gave a brief update on the status of discussions with Xcel Energy over their shared access of the gravel road over the Clear Lake sewer main. Will update further once Xcel responds to our concerns. Our attorney believes our written messages to them constitute sufficient notice to prevent any damage to the line.

**4. NEXT MEETING DATE**

**a. Next Meeting May 22, 2025 (Wastewater Plant)**

- Next meeting date confirmed.

**5. ADJOURN**

**MOTION** to adjourn by Lawrence, seconded by Everett, all voted aye. **MOTION CARRIED.** Meeting adjourned at 5:36 p.m.

**ATTEST:**

  
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Annita M. Smythe, Director

**APPROVED:**

  
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Tim Goenner, Chair