

**Clear Lake/Clearwater Sewer Authority  
Regular Meeting Minutes  
April 18, 2024**

**CALL TO ORDER**

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

**ROLL CALL**

Present: Chair Lawrence, Vice Chair Goenner, Members White, Winkelman, and Gilliland.

Absent: None.

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

A quorum was declared present.

**1. APPROVAL OF AGENDA**

**MOTION** by Winkelman to approve Agenda as presented, seconded by Gilliland, all voted aye.

**MOTION CARRIED.**

**2. PUBLIC FORUM**

None.

**3. CONSENT AGENDA**

a. **Approval of Minutes from December 14, 2023 Regular Meeting**

b. **Approval of Minutes from January 11, 2024 Special Meeting**

c. **Approval of Claims/Accounts Payable for December 2023**

d. **Approval of Claims/Accounts Payable for January 2024**

e. **Approval of Claims/Accounts Payable for February 2024**

f. **Res 2024-01 – Approving Annual Appointments**

g. **Res 2024-02 – Pre-Authorization of Claims Payments**

h. **Res 2024-03 – Approving Step Increase**

i. **Quarterly Financial Report – Q4-2023**

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

**4. OLD BUSINESS**

a. **Authorization to Dispose of Tanks (MOTION)**

**MOTION** by Lawrence to dispose of tanks using method prescribed by staff, seconded by Gilliland, all voted aye. **MOTION CARRIED.**

**5. NEW BUSINESS**

a. **2023 Audit Report – Janel Bitzan, Creative Planning (MOTION)**

- Janel Bitzan gave the annual audit report. The auditors issued an unmodified “clean” opinion and had no findings of non-compliance with legal requirements. The only comment for the financial reports is the standard “lack of segregation of accounting duties”, which is common with entities of our size due to the lack of staffing numbers required to completely segregate duties.

- Chair Lawrence asked what expenses are included in professional services. Staff explained that these are items contracted out, such as testing, equipment calibration, or legal services.

- **MOTION** by Gilliland to accept the audit report, seconded by Winkelman, all voted aye. **MOTION CARRIED.**

**b. Energy Audit**

- Forsell explained the free energy audit that was completed through MRWA. Page 3 of the audit report includes the suggested changes, many of which are already in progress. In comparison to other similar plants, ours runs very efficiently. Member Gilliland asked what the plan would be moving forward. Forsell explained that he would focus on the suggested lighting upgrades, looking for grants, and would be adjusting temperature settings in some buildings. Chair Lawrence asked if a negative air test was completed. Kirchenbauer explained that most buildings require ventilation, so there was only one building where that was done.

**c. Waste Hauler Agreement (MOTION)**

- Smythe explained the proposed amendment to the City of Clearwater waste hauler contract to add the Sewer Authority service at a substantial savings. The city would bill back the Sewer Authority for their share and provide a copy of the bill.
- **MOTION** to approve by Lawrence, seconded by Gilliland, all voted aye. **MOTION CARRIED.**

**d. Other Business**

- Forsell noted the following:
  - He brought along the program view equipment for a show-n-tell, if anyone is interested.
  - The new cassettes for MBR 2 are expected to be installed May 13-15.
  - He expects to have quotes in June for upgrades to address issues with tree roots in the effluent pipe that goes to the river.
  - Congratulated the team for receipt of an award from MPCA.

**6. REPORTS**

**a. Staff Reports**

- Smythe acknowledged receipt of the MPCA award.
- Smythe noted that the audit went very smoothly, given the recent staffing challenges at both cities.
- Smythe congratulated Kirchenbauer for completing his class B wastewater license.

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

- Staff gave a brief overview of the reports, noting that the flow projection continues to trend downward. Smythe explained the new surcharge report.

**7. NEXT MEETING DATE**

Next meeting date confirmed for June 20, 2024 at 5:30 p.m. at the new shop building at the Wastewater plant.

**8. ADJOURN**

**MOTION** to adjourn by White, seconded by Gilliland, all voted aye. **MOTION CARRIED.** Meeting adjourned at 6:01 p.m.

**ATTEST:**



Annita M. Smythe, Director

**APPROVED:**



Andrea Lawrence Wheeler, Chair