

**Clear Lake/Clearwater Sewer Authority
Regular Meeting Minutes
May 22, 2025**

CALL TO ORDER

Vice Chair Lawrence called the meeting to order at 5:36 p.m. at the Wastewater Facility.

ROLL CALL

Present: Vice Chair Lawrence, Members Nelson, and Member Everett.

Absent: Chair Goenner.

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

Staff Absent: Operator Kirchenbauer.

Guest Present: Janel Bitzan, Creative Planning/Bergan KDV.

A quorum was declared present.

1. APPROVAL OF AGENDA

MOTION by Everett to approve Agenda as presented, seconded by Nelson, all voted aye. **MOTION CARRIED 3-0.**

2. PUBLIC FORUM

None.

3. CONSENT AGENDA

a. **Approval of Minutes from January 16, 2025 Regular Meeting**

b. **Approval of Minutes from March 20, 2025 Special Meeting**

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

d. **Approval of Claims/Accounts Payable for January 2025**

e. **Approval of Claims/Accounts Payable for February 2025**

f. **Approval of Claims/Accounts Payable for March 2025**

g. **Q4-2024 Quarterly Budget Report**

h. **Res 2025-04 – Declining Waiver of Statutory Tort Limits**

MOTION by Nelson to approve the Consent Agenda as presented, seconded by Everett, all voted aye. **MOTION CARRIED 3-0.**

4. OLD BUSINESS

None.

5. NEW BUSINESS

a. 2024 Annual Audit Report – Janel Bitzan

Janel Bitzan from Creative Planning gave an overview of the annual audit report. The Sewer Authority received an “unmodified opinion”, which is the highest available. The only comment is the same one that is there every year related to a lack of segregation of duties. This is due to the small staff size. Members were encouraged to continue to review financial information.

b. Accepting Audit Report (MOTION)

MOTION by Lawrence to accept the 2024 audit report, seconded by Nelson, all voted aye.
MOTION CARRIED 3-0.

c. Consider DRAFT Change to Joint Powers Agreement (MOTION)

Smythe explained the proposed change to the Joint Powers Agreement to change the date to submit the budget to match actual practice. Smythe noted that the two cities would also need to approve any changes.

MOTION by Lawrence to accept the proposed amendments to the Joint Powers Agreement, seconded by Nelson, all voted aye. **MOTION CARRIED 3-0.**

d. Consider Changes to Bylaws (MOTION)

Smythe gave an overview of the proposed changes to the bylaws. She explained that she proposed to remove unnecessary or duplicative language in some areas and to amend others to match actual practices.

MOTION by Everett to accept the proposed amendments to the bylaws, seconded by Lawrence, all voted aye. **MOTION CARRIED 3-0.**

e. Consider Request for On Call Pay

- Forsell explained the request for on call pay and outlined several factors unique to the plant, which is a class A facility and is one of only a handful of this plant type in the state. He stated that he or Kirchenbauer are basically on call all the time, as any issues must be handled by them. He also stated that he thinks the board should consider how to manage this for future staff.
- Smythe explained her memo on this topic, noting that many of the cities with policies also have union employees. Compensation rates and methods are all over the board.
- Members discussed possible options to address for future.
- Members generally supported the rate requested and asked for a written draft policy that would govern on call pay. Staff will bring a draft to the next meeting.

6. REPORTS

a. Board Reports

Vice Chair Lawrence presented the staff award from MPCA. Forsell stated it was a team effort and expressed his appreciation for how well the team works together.

b. Staff Reports

- Smythe noted that the flows for 2025 are again running lower than the previous year.
- Forsell reported that the old tanks have finally been sold per previous direction of the board.

c. FYI – Flow Report, Surcharge Report, Building Permit Reports

There were no questions on the reports.

7. NEXT MEETING DATE

Next meeting will be August 21, 2025 at Clear Lake City Hall.

8. ADJOURN

MOTION to adjourn by Lawrence, seconded by Nelson, all voted aye. **MOTION CARRIED 3-0.**

Meeting adjourned at 6:21 p.m.

ATTEST:



Annita M. Smythe, Director

APPROVED:



Tim Goenner, Chair