

**Clear Lake/Clearwater Sewer Authority
Regular Meeting Minutes
Zoom Web Conference
June 17, 2021**

CALL TO ORDER

Chair Goenner called the meeting to order at 5:31 p.m. via Zoom Web Conference.

ROLL CALL

- Present: Chair Goenner, Vice-Chair Lawrence, Member White. Member Petty arrived at 5:36 p.m.
- Absent: Member Ranum.
- Staff Present: Director Smythe, Chief Operator Strande, Operator Forsell.
- A quorum was declared present.
- No guests were present.

1. APPROVAL OF AGENDA

Chair Goenner asked to add a discussion about the Treasurer's hours. Director Smythe asked to add a request for a step increase for Plant Operator Forsell. Both would go under New Business.

MOTION by Lawrence to approve agenda with the two additions, seconded by White, all voted aye.

MOTION CARRIED 3-0.

2. PUBLIC FORUM

None.

3. CONSENT AGENDA

a. **Approval of Claims/Accounts Payable for March 2021**

b. **Approval of Claims/Accounts Payable for April 2021**

c. **Approval of Minutes from April 15, 2021 Regular Meeting**

MOTION to approve the Consent Agenda as presented was made by Lawrence, seconded by White, all voted aye. **MOTION CARRIED 3-0.**

4. OLD BUSINESS

a. Authorize Reposting Plant Operator Position

- Smythe explained that the top candidate accepted a competing offer from another city. Staff discussed the other candidates, but prefer to re-post for someone with a class D operator's license.
- Chief Operator Strande stated that he recently gave a tour to an instructor from St. Cloud who has a class of students who will be completing class D licenses at the end of the month, so we should be able to get good applicants.

MOTION by Lawrence to repost position with a class D license as a requirement, seconded by White, all voted aye. **MOTION CARRIED 3-0.**

Member Petty arrived at 5:36 p.m. and joined the meeting.

5. NEW BUSINESS

a. **Consider Options for Drug & Alcohol Testing Program**

Smythe provided an overview of the reasons the City of Clearwater opted to make a change to the Drug & Alcohol testing program and join MMUA. The Sewer Authority has the option to change as well or stay with the current provider. There were concerns about staff morale and costs due to the high number of tests being conducted as a result of the small number of people in the current consortium.

MOTION by Lawrence to join MMUA and switch to the MMUA consortium for testing, seconded by White, all voted aye. **MOTION CARRIED 4-0.**

b. **Authorize Purchase of Pump**

Strande explained the need to replace the pump due to age and lost efficiency. It is more cost effective to replace than to try to repair due to inability to obtain repair components. Strande noted that the capital budget has a line item for this.

MOTION by Petty to approve, seconded by White, all voted aye. **MOTION CARRIED 4-0.**

c. **Staff Sharing Policy Discussion**

- There was discussion about a recent emergency at the wastewater plant where staff assistance was provided by the City of Clearwater. The city subsequently billed the Sewer Authority for the time. Chair Goenner wanted the Board to discuss implementing a policy, as it doesn't appear that there is one for this situation.
- Members considered several factors. The general consensus was there should be a written policy. Members agree that staff sharing during regular business hours between the three entities seems appropriate, but that calls after hours or on weekends should be compensated differently. Smythe was directed to create a draft policy for the Board to consider at the next meeting.

d. **Treasurer's Hours Discussion**

Chair Goenner stated that Treasurer Mechtel has raised concerns about the number of additional hours she is working and her corresponding pay. Members discussed options but there were questions about what Mechtelis asking for. Chair Goenner and Director Smythe will meet with Mechtel and bring a proposal back to the next meeting.

e. **Consider Approval of Step Increase**

Smythe explained that Plant Operator Forsell has an anniversary before the next meeting. He is meeting or exceeding expectations, so she is recommending a step increase to step 9 on his anniversary date. Strande concurred.

MOTION by Lawrence to approve a step increase to step 9 for Operator Forsell on his anniversary date, seconded by White, all voted aye. **MOTION CARRIED 4-0.**

f. **Other Business**

None.

6. REPORTS

- Smythe reported that the preliminary budget will be discussed at the next meeting and asked for any direction or targets the Board would like included. Member Petty stated he prefers to see a budget that includes our worse case scenario and let the Board react.
- Smythe also reported that the City of Clearwater had ended its COVID-19 emergency so the Board can return to in-person meetings.

7. **NEXT MEETING DATE – AUGUST 19, 2021 at 5:30 PM**

Next meeting will be August 19, 2021 at 5:30 p.m. at Clear Lake City Hall.

8. **ADJOURN**

MOTION to adjourn by Lawrence, seconded by White, all voted aye. **MOTION CARRIED 4-0.**

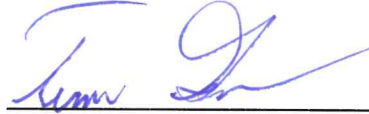
Meeting adjourned at 6:11 p.m.

ATTEST:



Annita M. Smythe, Director

APPROVED:



Tim Goenner, Chair