

Clear Lake/Clearwater Sewer Authority
Regular Meeting Minutes
June 20, 2024

CALL TO ORDER

Chair Lawrence called the meeting to order at 5:36 p.m. at the new shop building at the Wastewater Treatment Facility.

ROLL CALL

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

Absent: Winkelman.

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

Staff Absent: Treasurer Johnson.

A quorum was declared present.

1. APPROVAL OF AGENDA

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

MOTION CARRIED 4-0.

2. PUBLIC FORUM

None.

3. CONSENT AGENDA

a. **Approval of Minutes from April 18, 2024 Regular Meeting**

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

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

d. **Res 2024-04 – Declining Waiver of Statutory Tort Limits**

e. **Quarterly Financial Report – Q1-2024**

Smythe noted that the April claims worksheet was handed out.

MOTION by Gilliland to approve the Consent Agenda as presented, seconded by White, all voted aye. **MOTION CARRIED 4-0.**

4. OLD BUSINESS

None.

5. NEW BUSINESS

a. Authorize Purchase of Pump

Smythe explained the quote received for the pump purchase, which was handed out at the meeting. Staff have requested two others which are not yet available, but which are expected to be below the price shown in the quote handed out.

MOTION by Lawrence authorizing purchase per the low quote received up to \$23,177, seconded by Goenner, all voted aye. **MOTION CARRIED 4-0.**

b. Billing Concerns

Smythe outlined the difficulty Treasurer Johnson is having getting data from the City of Clear Lake to complete bills. Staff decided to send estimated bills for March, April, and May because flow data and household count reports have not been received, even though they were asked for several times by both email and in person. Members Goenner and White stated that they were

unaware of this issue but will address it with the staff. Members asked Smythe to contact Members Goenner and White to alert them directly if the issue is not resolved shortly.

c. Other Business

Smythe stated that the draft budget will be ready for the August meeting and asked Members to send her comments or concerns for the budget, if any.

6. REPORTS

a. Staff Reports

- Forsell reported that the cassette installation for MBR 2 is completed and running smoothly. He also handed out a flow chart of the plant along with a sample of the “noodle membranes” used in the MBR tanks.

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

- Forsell noted that the flows are still running low, however the recent rain may impact June totals.
- Smythe outlined the issues obtaining the building permit report from Clear Lake due to their staff shortages. Members asked Smythe to work directly with Mayor Goenner to resolve the issue.

7. NEXT MEETING DATE

Next meeting date confirmed for August 15, 2024 at 5:30 p.m. at Clearwater City Hall.

8. ADJOURN

MOTION to adjourn by Lawrence, seconded by White, all voted aye. **MOTION CARRIED 4-0.** Meeting adjourned at 5:57 p.m.

ATTEST:



Annita M. Smythe, Director

APPROVED:



Andrea Lawrence Wheeler, Chair