

Clear Lake/Clearwater Sewer Authority
Regular Meeting Minutes
August 15, 2024

CALL TO ORDER

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

ROLL CALL

Chair Lawrence noted that Clearwater has a new member, Schwinghammer, due to the resignation of Winkelman from the City Council.

Present: Chair Lawrence, Vice Chair Goenner, Member White.

Absent: Members Gilliland and Schwinghammer were absent.

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

2. PUBLIC FORUM

None.

3. CONSENT AGENDA

a. **Approval of Minutes from June 20, 2024 Regular Meeting**

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

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

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

4. OLD BUSINESS

a. **Billing Concerns Continue**

- Smythe explained that the correct data still has not been received to complete the bills for Clear Lake. However, the Clear Lake staff have provided some information and are trying to assist. Treasurer Johnson will try to meet with Clear Lake staff in person to try to obtain the correct data needed.

5. NEW BUSINESS

a. **Review of 2025 Draft Budget**

Smythe gave an overview of the draft budget, noting an estimated 3% increase proposed for rates. Increased flows and stabilization of other expenses have helped to level off the rate increases. Member White asked about the reduction of budget in one account. Smythe explained this number used an average and the average had been trending downward. There were no other questions.

b. **Authorize Purchase of Large Feed Pump (MOTION)**

Forsell explained the quotes for replacement of a large feed pump. He noted that the spare that was rebuilt is currently being used and that the one that failed may be covered by warranty. However, it is best to replace the failed item in case of a future failure.

- **MOTION** by Lawrence to accept the low quote from Goetsch for a new pump, seconded by White, all voted aye. **MOTION CARRIED 3-0.**

c. Other Business

None.

6. REPORTS

a. Staff Reports

- Forsell noted the earlier discussion of the failed feed pump, but stated it was no big deal because there were backup parts on hand.
- Forsell reported that the MPCA was close to issuing the NPDES permit renewal. It is expected to include a new requirement to monitor for sulfates, which staff had expected and previously discussed. The expectation is that this will continue for several years, after which the Sewer Authority could request a variance, if necessary.

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

- Smythe noted that the flows are still running low but are starting to trend upward from prior years.
- Smythe noted that the Clear Lake staff had provided the building permit report previously requested.

7. NEXT MEETING DATE

- Members discussed the next meeting date, which was scheduled for October 17, 2024, noting that several people will be out of town over MEA weekend. After discussion, Members decided to move the next meeting to November 21, 2024 at 5:30 p.m. at Clear Lake City Hall.
- Members also discussed the possibility of moving to quarterly meetings in 2025 and will revisit later this year.

8. ADJOURN

MOTION to adjourn by White, seconded by Goenner, all voted aye. **MOTION CARRIED 3-0.** Meeting adjourned at 5:59 p.m.

ATTEST:



Annita M. Smythe, Director

APPROVED:



Andrea Lawrence Wheeler, Chair