

Clear Lake/Clearwater Sewer Authority
Regular Meeting Minutes
August 17, 2023

CALL TO ORDER

Chair Goenner called the meeting to order at 5:34 p.m. at Clear Lake City Hall.

ROLL CALL

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

Absent: None.

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

A quorum was declared present.

1. APPROVAL OF AGENDA

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

2. PUBLIC FORUM

None.

3. CONSENT AGENDA

- a. Approval of Minutes from June 15, 2023 Regular Meeting
- b. Approval of Claims/Accounts Payable for June 2023
- c. Approval of Claims/Accounts Payable for July 2023
- d. Appointing Delegates for MMUA Membership
- e. Quarterly Financial Report – Q2-2023

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

4. OLD BUSINESS

a. Dirt Assessment

- Forsell explained that he had a friend in the industry look at the dirt piles. He stated that the first pile closest to the building is all fill-quality. The second pile is better quality but needs to have trees and weeds removed to better assess it, and the extra work may not be worth it. Mayor Goenner asked how many yards of fill are there. Forsell stated that he did not make that assessment. Goenner asked if Clearwater still needs it. Mayor Lawrence stated that Clearwater has since found another source.

b. Billing Method Comparison

- Smythe provided an overview of the methods staff pulled together from other shared systems. Members would like to see a calculation showing how local monthly and annual bills would look under various methods. Staff will bring this calculation to the next meeting.

5. NEW BUSINESS

a. 2024 Draft Budget

- Smythe gave an overview of the draft budget. Staff did not make major changes to the capital plan and stayed with the plan to allocate about \$150,000 annually. Members will take the budget under advisement and bring questions to the October meeting.

b. Authorization to Purchase Blower

- Forsell outlined the quote to purchase a blower and explained that staff are deferring a pump purchase to replace the blower first. The quote is over budget by about \$4,000 due to inflation. Forsell hopes the old blower may be able to be repaired and used for a spare once the vendor has taken it apart. Members had questions about the useful life and hours on the current blower. Forsell explained they normally have about a 15 year life and the current one is over 17 years old.
- **MOTION** by Lawrence authorizing staff to purchase a blower per the quote for \$14,180.57, seconded by White, all voted aye. **MOTION CARRIED.**

c. Other Business

- Forsell informed Members that the staff had reviewed their equipment and have an old truck, no longer used, that they would like authorization to sell. It was kept as a spare when the last truck was purchased, but it is not used and the battery keeps dying due to lack of use. Staff would like to sell and use the proceeds to repair the crane truck that is leaking fluids.
- **MOTION** by Goenner authorizing staff to sell the truck, seconded by Winkelman, all voted aye. **MOTION CARRIED.**
- Member Tasa informed the Board she is moving out of the area at the end of the month. She will therefore be resigning from the Board, as she will no longer qualify for a position.
- Members discussed a replacement. After discussion, Members agreed to ask former member Gilliland if he would like to return. Since there are only two meetings left in 2023, they will ask him to remain for 2023 and 2024.

6. REPORTS

a. FYI – Flow Report, Building Permit Reports

- Smythe noted that flows are tracking to finish the year around \$55,000,000 again, which is very low. Building permits are similar to last month, with Clear Lake having several new home permits and Clearwater with one apartment building under construction.

7. NEXT MEETING DATE

Next regular meeting is scheduled for October 19, 2023 at 5:30 p.m. at Clearwater City Hall.

8. ADJOURN

MOTION to adjourn by Tasa, seconded by Lawrence, all voted aye. **MOTION CARRIED.** Meeting adjourned at 6:14 p.m.

ATTEST:



Annita M. Smythe, Director

APPROVED:



Tim Goenner, Chair