

Clear Lake/Clearwater Sewer Authority
Regular Meeting Minutes
October 19, 2023

CALL TO ORDER

Chair Goenner called the meeting to order at 5:30 p.m. at Cleawater City Hall.

ROLL CALL

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

Absent: White.

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

A quorum was declared present.

1. APPROVAL OF AGENDA

MOTION by Lawrence to approve Agenda as presented, seconded by Winkelman, all voted aye.

MOTION CARRIED 4-0.

2. PUBLIC FORUM

None.

3. CONSENT AGENDA

a. Approval of Minutes from August 17, 2023 Regular Meeting

b. Approval of Claims/Accounts Payable for August 2023

c. Approval of Claims/Accounts Payable for September 2023

d. Quarterly Financial Report – Q3-2023

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

4. OLD BUSINESS

a. Billing Method Comparison

- Chair Goenner explained the recent security incident that sparked the decision to consider cameras at the plant. Smythe noted that Board approval is needed to have a subscription agreement to store the security videos online. They retain them for two weeks at a cost of about \$10.00 per month.

MOTION by Lawrence to approve the subscription agreement, seconded by Winkelman, all voted aye. **MOTION CARRIED 4-0.**

5. NEW BUSINESS

a. Security Cameras

- 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. Other Business

- Forsell informed Members that one of the older concrete sewer lines has again had an issue with tree roots that needed to be cleaned. He will bring some options this winter to address this in the spring.

- Forsell reported that the new blower is expected to arrive in early November.

- Forsell and Johnson informed Members that the truck and some SCADA cards have sold, generating needed revenue. The truck was sold for \$2,750 and the SCADA cards are selling for about \$700 each.
- Smythe reported that Johnson is leaving her full-time position at the City of Clearwater, but that the City Council is considering keeping her on in a part-time position to service the Sewer Authority.
- Goenner reported that a former employee had paid for and installed the cabinets in the new shop building, but had decided to take them with him when he left. Staff are checking into pricing to replace these.
- Members had a discussion about completing the mezzanine and addressing heating/cooling in the new shop building. Forsell stated that he is chipping away at these items on a priority basis as funding becomes available.

6. REPORTS

a. FYI – Flow Report, Building Permit Reports

- Smythe gave a brief overview of the reports, noting that the flow projection continues to trend towards 55,000,000 gallons for the year. Members did not have any questions.

7. NEXT MEETING DATE

Due to the close proximity of the holidays, the next regular meeting was rescheduled to December 14, 2023 at 5:30 p.m. at Clear Lake City Hall.

8. ADJOURN

MOTION to adjourn by Lawrence, seconded by Gilliland, all voted aye. **MOTION CARRIED 4-0.**
Meeting adjourned at 6:08 p.m.

ATTEST:



Annita M. Smythe, Director

APPROVED:



Tim Goenner, Chair