

**Clear Lake/Clearwater Sewer Authority
Regular Meeting Minutes
October 20, 2022**

CALL TO ORDER

Chair Lawrence called the meeting to order at 5:31 p.m. at Clear Lake City Hall.

ROLL CALL

- Present: Chair Lawrence, Vice Chair Goenner, and Member Gilliland. Member Crandall arrived at 5:31 p.m. after approval of agenda.
- Absent: White.
- Staff Present: Director Smythe, Chief Operator Forsell, Clear Lake Public Works Director Dustin Luhning.
- 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 3-0.

2. PUBLIC FORUM

None.

3. CONSENT AGENDA

- a. Approval of Minutes from August 18, 2022 Regular Meeting
- b. Approval of Claims/Accounts Payable for August 2022
- c. Approval of Claims/Accounts Payable for September 2022
- d. Q2-2022 Quarterly Financial Report
- e. Q3-2022 Quarterly Financial Report
- f. Res 2022-05 – Approving Step Increase
- g. Accepting Resignation of Spencer Notch

MOTION to approve the Consent Agenda as presented was made by Goenner, seconded by Crandall, all voted aye. **MOTION CARRIED 4-0.**

4. OLD BUSINESS

a. Res 2022-06 – Approving Solar Subscription Agreement

- Director Smythe explained that this is the updated version of the agreement negotiated by the Board attorney last year.
- **MOTION** to approve was made by Crandall, seconded by Gilliland, all voted aye. **MOTION CARRIED 4-0.**

b. 2023 Draft Budget Changes

- Director Smythe explained that the draft budget included some changes to the Capital Improvement Plan as a result of the proposed pump purchase and extended timelines for acquisition of cassettes. In addition, there were minor changes to the wages and healthcare budgets as a result of staff changes and the healthcare provider being bought out. The final budget will be brought back at the December meeting for final approval.

5. NEW BUSINESS

a. Requesting Approval of Healthcare Renewal

- Smythe reported that the healthcare provider had been sold and the new carrier does not offer the existing plan. The insurance agent brought forth the proposals in the agenda packet. He is recommending the city go with the option called HealthPartners Perform SE, as it has similar coverage to the existing plan and is lower cost than the other options.
- Gilliland asked about the rates offered. Smythe confirmed the proposed rate is the \$1,076.72 per month shown on the handout. Smythe noted that this is an age-based plan, and that this cost is based on the current staff. The rate may change if the staff replacement for Notch is in a different age category.
- **MOTION** by Gilliland to approve joining HealthPartners Perform SE plan for employees' healthcare benefits, seconded by Crandall, all voted aye. **MOTION CARRIED 4-0.**

b. Requesting Approval of Increase to HSA Contribution

- Smythe explained that the deductible amount for the HSA plan is moving from the current \$2,800 to \$3,000 per employee. Staff are requesting an increase to the employer contribution to match the new deductible amount.
- **MOTION** by Crandall to approve an increase to the employer HSA contribution from \$2,800 per employee to \$3,000 per employee per year, seconded by Goenner, all voted aye. **MOTION CARRIED 4-0.**

c. Authorization to Post Plant Operator Position

- Smythe explained that Plant Operator Notch had submitted his resignation and requested authorization to post the position.
- **MOTION** by Crandall to post the Plant Operator position consistent with the current job description and step compensation scale, seconded by Gilliland.
- **DISCUSSION ON THE MOTION.** Smythe explained that Vice Chair Goenner had a proposal to hire a temporary staff person while the position is being posted. Goenner is recommending Noah Marklowitz, who is the current Public Works Seasonal worker for the City of Clear Lake. His seasonal position ends October 26, 2022. Gilliland asked if there was value to having someone there who isn't qualified for the position. Forsell stated that it would be helpful to have someone, as there are a number of winter-preparation activities to be completed that don't immediately require a licensed operator. Smythe noted that there are safety concerns about leaving Forsell alone at the plant. Luhnning stated that Marklowitz had been a seasonal worker for Clear Lake the last four years and has some experience helping with daily rounds at the plant.
- **FRIENDLY AMENDMENT TO MOTION** was suggested by Goenner to post the Plant Operator position and to also hire Noah Marklowitz as a temporary worker for \$18 per hour with no benefits, 30 hours per week, with a start date determined by Forsell. Position will end when a permanent Plant Operator is hired. Amendment accepted by both Crandall and Gilliland.
- **VOTING ON THE AMENDED MOTION** – All voted aye. **MOTION CARRIED 4-0.**

d. Authorization to Purchase Pump

- Forsell stated that this pump had been in service since 2015 and requires replacement. It was included in the Capital Improvement Plan to be replaced in 2023. However, staff are requesting authorization to replace it now because there are concerns about it going out over the winter. The staff will rebuild the old one to keep as a spare if feasible. The CIP was modified to extend the next replacement date out further if replaced in 2022. The cost quote is for \$13,270.
- **MOTION** by Goenner to authorize purchase of the pump for \$13,270 and to amend the budget for this purchase, seconded by Crandall, all voted aye. **MOTION CARRIED 4-0.**

e. Other Business

None.

6. REPORTS

- Forsell reported that the new cassettes are installed and working. He is monitoring to make sure there are no issues. The team now knows what to expect for the next installation.
- Forsell expressed his disappointment in the resignation of Notch.
- Smythe reported that the City of Clearwater has four seats open for the General Election so the Board makeup could change next year.

7. NEXT MEETING DATE

Next regular meeting is rescheduled to December 8, 2022 at 5:30 p.m. at Clearwater City Hall.

8. ADJOURN

MOTION to adjourn was made by Goenner, seconded by Gilliland, all voted aye. **MOTION CARRIED 4-0.** Meeting adjourned at 6:05 p.m.

ATTEST:

APPROVED:



Annita M. Smythe, Director



Andrea Lawrence Wheeler, Chair