

Clear Lake/Clearwater Sewer Authority
Regular Meeting Minutes
November 21, 2024

CALL TO ORDER

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

ROLL CALL

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

Absent: None.

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

2. PUBLIC FORUM

None.

3. CONSENT AGENDA

- a. Approval of Minutes from August 15, 2024 Regular Meeting
- b. Approval of Minutes from October 9, 2024 Special Meeting
- c. Approval of Claims/Accounts Payable for July 2024
- d. Approval of Claims/Accounts Payable for August 2024
- e. Approval of Claims/Accounts Payable for September 2024
- f. Quarterly Financial Report – Q2-2024

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

4. OLD BUSINESS

a. 2025 Meeting Schedule

Members reviewed the proposed meeting schedule for 2025 which moves the Board back to quarterly meetings. Member Gilliland has a conflict with May 15, 2025. Members suggested changing that date to May 22, 2025.

MOTION by Lawrence to approve the proposed quarterly meeting date schedule for 2025 with the meeting in May changed to May 22, 2025, seconded by Schwinghammer, all voted aye.
MOTION CARRIED.

5. NEW BUSINESS

a. Res 2024-05 – Approving 2025 Budget

Smythe gave an overview of the changes to the budget since the August meeting, which were minimal.

MOTION by Lawrence to approve Resolution 2024-05 – Approving 2025 Budget, seconded by Schwinghammer, all voted aye. **MOTION CARRIED.**

b. Authorize Sewer Line Repairs

Forsell explained the quotes for repairs of the clean sewer line to the river that continues to have issues with tree roots. One quote is for patches/spot repairs, the second is for lining of that stretch of pipe. Forsell recommends lining the pipe, as that will help prevent future issues. Members discussed the pros and cons of each. Member Gilliland asked if other stretches of pipe have similar issues. Forsell stated that the other sections are in better condition, but that he would need to televise them to be sure. The section closest to the river is the one that continues to have issues.

- **MOTION** by Lawrence to accept the quote from Visu-Sewer to line the pipe, seconded by Gilliland, all voted aye. **MOTION CARRIED.**

c. Weekend Coverage

Smythe outlined the concerns about weekend rounds coverage due to Clear Lake's vacant public works position. She asked if there was a plan in place and suggested that extra coverage from the other entities be reimbursed. Members Goenner and White stated that they have had to re-post the position again but were open to a reimbursement plan until it gets filled. Members suggested that Clear Lake bring a proposal to the next meeting for the hours needed and the proposed reimbursement rate. Forsell will provide them with the rounds schedule.

d. Other Business

None.

6. REPORTS

a. Staff Reports

- Forsell stated that a draft of the renewal NDPES permit has been issued and is out for comment.
- Forsell stated that it has been a productive year, and highlighted several improvements, including installation of the second new set of cassette membranes, replacement of several pumps, upgrades to office computers, and the rebate program through Xcel for new MBR building lighting.
- Smythe reported that Johnson has worked with the new Clear Lake staff to get the financial reports needed, and that all billing is now up to date.

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

Smythe noted that the flows are still running around 57 million gallons annually, similar to last year.

7. NEXT MEETING DATE

Next meeting will be January 16, 2025 at Clearwater City Hall.

8. ADJOURN

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

ATTEST:

APPROVED:



Annita M. Smythe, Director



Andrea Lawrence Wheeler, Chair