

Clear Lake/Clearwater Sewer Authority
Regular Meeting Minutes
December 8, 2022

CALL TO ORDER

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

ROLL CALL

- Present: Chair Lawrence, Member Crandall, Member White, and Member Gilliland.
- Absent: Vice Chair Goenner.
- Staff Present: Director Smythe, Chief Operator Forsell.
- A quorum was declared present.

1. APPROVAL OF AGENDA

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

2. PUBLIC FORUM

None.

3. CONSENT AGENDA

- a. **Approval of Minutes from October 20, 2022 Regular Meeting**
- b. **Approval of Claims/Accounts Payable for October 2022**

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

4. OLD BUSINESS

a. Res 2022-07 – Approving 2023 Final Budget

- Director Smythe outlined the changes since the last draft budget, primarily to the capital items. She explained that due to the long lead time for cassette purchases, staff have moved the next one up to 2023 and pushed other items out. Staff also added budget for the HMI Service and Audit being discussed under New Business. Smythe also noted that due to the drought conditions causing lower than normal flow, the sewer revenues are down. This has resulted in a slightly higher flow rate than shown in October.
- Chair Lawrence asked if the capital items that are being deferred for the cassette purchase are critical. Chief Operator Forsell explained that the major item is the proposed Spectra Shield. This would improve some conditions discussed previously, but that the new heater has helped dry things out, so this is less urgent.
- **MOTION** to approve Res 2022-07 was made by Crandall, seconded by White, all voted aye. **MOTION CARRIED 4-0.**

b. Authorize Extending Job Posting

- Smythe stated that we have only received a handful of applications. Because the position is currently filled with a temporary staff, there is less urgency to rush a new hire. Chief Operator Forsell noted that things are going well with the temporary staff person Noah Marklowitz, so feels we can take more time to fill the position.
- **MOTION** by Lawrence to extend job posting until 12/19/2022, seconded by Gilliland, all voted aye. **MOTION CARRIED 4-0.**

5. NEW BUSINESS

a. Authorize HMI Service and Audit

- Chief Operator Forsell outlined the continued issues with the HMI panel and the difficulty getting support from Canada. The attached quote is for a service and audit of the system to try to complete the necessary repairs to get things to function properly.
- **MOTION** by Lawrence to approve the HMI service and audit per the attached quote for \$6,240, seconded by Crandall, all voted aye. **MOTION CARRIED 4-0.**

b. Authorization Production Pump Purchase (MBR 2)

- Forsell explained the request to purchase the new production pump per the quote that was handed out. This item is in the budget for 2023, but the prices continue to climb. He is hoping to lock in 2022 pricing.
- **MOTION** by Lawrence to approve the pump purchase per the attached quote for \$12,807, seconded by White, all voted aye. **MOTION CARRIED 4-0.**

c. Other Business

Member Gilliland expressed his interest in remaining on the Sewer Authority Board for 2023. Smythe noted that the City of Clearwater will have one new member, as Member Crandall will be leaving the City Council.

6. REPORTS

- Smythe reported that the city had received some calls about the sewer surcharge.

7. NEXT MEETING DATE

Next regular meeting is scheduled for February 16, 2023 at 5:30 p.m. at Clear Lake City Hall.

8. ADJOURN

MOTION to adjourn was made by Crandall, seconded by Gilliland, all voted aye. **MOTION CARRIED 4-0.** Meeting adjourned at 5:49 p.m.

ATTEST:



Annita M. Smythe, Director

APPROVED:



Andrea Lawrence Wheeler, Chair