

Clear Lake/Clearwater Sewer Authority
Regular Meeting Minutes
December 14, 2023

CALL TO ORDER

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

ROLL CALL

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

Absent: Winkelman.

Staff Present: Director Smythe, Treasurer Johnson, Chief Operator Forsell, Plant 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 4-0.**

2. PUBLIC FORUM

None.

3. CONSENT AGENDA

a. Approval of Minutes from October 19, 2023 Regular Meeting

b. Approval of Claims/Accounts Payable for October 2023

c. Approval of Claims/Accounts Payable for November 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

After discussion and consideration of the options, Members' consensus was to keep the current billing method of a flow rate coupled with a surcharge in place for 2024.

b. Res 2023-04 - Approval of Final 2024 Budget

- Smythe explained that the major drivers of next year's budget are staff salaries, which now include a full year for Mr. Kirchenbauer, and supply costs, mainly chemical and parts for repair. The economy continues to drive these costs up and our lack of suppliers limits options.

- **MOTION** to approve Resolution 2023-04 by Lawrence, seconded by White, all voted aye.

MOTION CARRIED 4-0.

5. NEW BUSINESS

a. Employee Handbook

- Smythe explained the many new law changes and the staff recommendation for Earned Sick and Safe Leave (ESSL). The proposed language changes come from the League of Minnesota Cities (LMC) model policies. In addition to the ESSL, the other major change is adding a section for drug and alcohol testing that complies with federal laws, which are now inconsistent with state laws regarding use of cannabis. The new model policy addresses these differences and where they are applicable. Members had questions about drug/alcohol testing outside of DOT requirements. Current policy does not require it, however, supervisors have discretion to address any noted concerns with suspected drug or alcohol use, as the policy does prohibit these while on the job.

- **MOTION** by Lawrence to approve the suggested changes to the Employee Handbook, seconded by Gilliland, all voted aye. **MOTION CARRIED 4-0.**
- b. Authorize Purchase of HMI/PLC and Programming for MBR 3&4**
 - Forsell explained the need for the programming updates, noting that MBRs 1&2 were completed a year or so ago. This time, it is for MBRs 3&4.
 - **MOTION** by Lawrence to approve purchase per the quote in the agenda, seconded by White, all voted aye. **MOTION CARRIED 4-0.**
- c. Pay Equity Report**
 - Smythe explained that the Pay Equity Report, which is done every three years, requires Board approval before submission. The due date is January 31 but the portal for the report doesn't open until January 1. So, staff are requesting a special meeting to review and approve the Pay Equity Report.
 - Members agreed to hold a special meeting January 11, 2024 at 5:30 p.m. in Clearwater for this purpose.
- d. Other Business**
 - Johnson reported that she has moved her office down to the plant. Chair Goenner noted that the Army Surplus has shelving or other furniture, if needed.
 - Johnson reported the Board payroll will be done next week.
 - Chair Goenner asked that future agendas note on the agenda when a motion for approval is requested from the Board. Smythe will incorporate that change in 2024.

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 noted the increase in new home permits in Clear Lake.

7. NEXT MEETING DATE

Next meeting dates confirmed:

- Special Meeting January 11, 2024 at 5:30 p.m. in Clearwater.
- Regular Meeting February 15, 2024 at 5:30 p.m. in Clear Lake.

8. ADJOURN

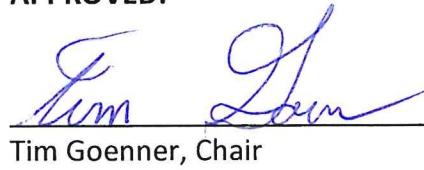
MOTION to adjourn by White, seconded by Gilliland, all voted aye. **MOTION CARRIED 4-0.** Meeting adjourned at 5:58 p.m.

ATTEST:



Annita M. Smythe, Director

APPROVED:



Tim Goenner, Chair