

**Clear Lake/Clearwater Sewer Authority
Meeting Agenda
Thursday, May 22, 2025
5:30 p.m. at Wastewater Facility**

Call to Order

Roll Call

- 1. Approval of Agenda**
- 2. Public Forum**
- 3. Consent Agenda (MOTION)**
 - a. Approval of Minutes from January 16, 2025 Regular Meeting**
 - b. Approval of Minutes from March 20, 2025 Special Meeting**
 - c. Approval of Claims/Accounts Payable for December 2024**
 - d. Approval of Claims/Accounts Payable for January 2025**
 - e. Approval of Claims/Accounts Payable for February 2025**
 - f. Approval of Claims/Accounts Payable for March 2025**
 - g. Q4-2024 Quarterly Budget Report**
 - h. Res 2025-04 – Declining Waiver of Statutory Tort Limits**
- 4. Old Business**
- 5. New Business**
 - a. 2024 Annual Audit Report – Janel Bitzan**
 - b. Accepting Audit Report (MOTION)**
 - c. Consider DRAFT Change to Joint Powers Agreement (MOTION)**
 - d. Consider DRAFT Changes to Bylaws (MOTION)**
 - e. Consider Request for On Call Pay**
- 6. Reports**
 - a. Board Reports**
 - b. Staff Reports**
 - c. FYI – Flow Report, Building Permit Reports, Surcharge Report**
- 7. Next Meeting Date**
 - a. Next Meeting August 21, 2025 at Clear Lake City Hall at 5:30 p.m.**
- 8. Adjournment**

To: Clear Lake/Clearwater Sewer Authority Board
From: Annita Smythe, Director
Re: May 22, 2025 Meeting Overview

1. Approval of Agenda
2. Public Forum
3. Consent Agenda (MOTION) *(please see attached Consent Agenda items) (page 3)*
 - a. Approval of Minutes from January 16, 2025 Regular Meeting
 - b. Approval of Minutes from March 20, 2025 Special Meeting
 - c. Approval of Claims/Accounts Payable for December 2024
 - d. Approval of Claims/Accounts Payable for January 2025
 - e. Approval of Claims/Accounts Payable for February 2025
 - f. Approval of Claims/Accounts Payable for March 2025
 - g. Q4-2024 Quarterly Budget Report
 - h. Res 2025-04 – Declining Waiver of Statutory Tort Limits
4. Old Business
5. New Business
 - a. 2024 Annual Audit Report – Janel Bitzan
Janel Bitzan from Creative Planning (Bergen KDV) will be at the meeting to present the annual audit report. The audit materials will be provided under separate cover due to their length.
 - b. Accepting Audit Report (MOTION)
The Board generally accepts the audit report after it is presented.
 - c. Consider DRAFT Change to Joint Powers Agreement (MOTION) **(page 16)**
Please review and consider the attached proposed change to the Joint Powers Agreement (JPA) to amend the budget approval deadline from August 1st to August 31st, which more closely reflects current practices.
 - d. Consider DRAFT Changes to Bylaws (MOTION) **(page 25)**
Please review and consider the attached proposed changes to the bylaws, which were last amended in 2018. These more closely reflect current practices. I also propose removing a section governing committees, as the Board sets committee rules when formed.
 - e. Consider Request for On Call Pay **(page 32)**
Please see attached staff memo outlining this request.
6. Reports
 - a. Board Reports
 - b. Staff Reports
 - c. FYI - Flow Report, Building Permit Reports, Surcharge Report **(page 33)**
Clear Lake did not provide a building permit report. Their staff reported that they had issued 15 new home permits this year.
7. Next Meeting Date
 - a. Next Meeting August 21, 2025 at Clear Lake City Hall at 5:30 p.m. **(page 37)**
I have included a copy of the 2025 schedule for your reference. The meetings at the Wastewater Facility are in the new shop building in the back, at the far end of the driveway.
8. Adjournment

**Clear Lake/Clearwater Sewer Authority
Regular Meeting Minutes
January 16, 2025**

CALL TO ORDER

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

ROLL CALL

Present: Chair Goenner, Vice Chair Lawrence, Members Nelson, Gilliland, and Everett.

Absent: None.

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

Staff Absent: None.

A quorum was declared present.

1. APPROVAL OF AGENDA

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

MOTION CARRIED.

2. PUBLIC FORUM

None.

3. CONSENT AGENDA

a. Approval of Minutes from November 21, 2024 Regular Meeting

b. Approval of Claims/Accounts Payable for October 2024

c. Approval of Claims/Accounts Payable for November 2024

d. Res 2025-01 – Approving Annual Appointments

e. Res 2025-02 – Pre-authorization of Claims Payments

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

4. OLD BUSINESS

a. Clear Lake Reimbursement for Rounds (MOTION)

- Forsell handed out a schedule showing the weekend dates covered by Sewer Authority staff in 2024 due to the staff shortages in Clear Lake. There were nine weekends covered by Sewer Authority staff.

- Clear Lake Members noted the discussion from their City Council, proposing a reimbursement rate of \$50/hour. There was additional discussion about wage rates and benefit costs. Members' consensus following discussion was this seemed to be a fair reimbursement rate.

- **MOTION** by Lawrence to request reimbursement from the city of Clear Lake at a rate of \$50 per hour for the hours covered by Sewer Authority staff, seconded by Gilliland, all voted aye.

MOTION CARRIED.

5. NEW BUSINESS

a. Res 2025-03 – Approve Signatories for Sewer Authority Accounts (MOTION)

MOTION by Lawrence to approve Resolution 2025-03 but changing Stefany Janish to Chad Nelson, seconded by Everett, all voted aye. **MOTION CARRIED.**

b. Revisit Board Compensation (MOTION)

Members discussed the proposal from staff, created at the request of Chair Goenner.

MOTION by Nelson to approve the staff proposal effective January 1, 2025, which increases the pay rates to \$200 per meeting for the Chair and \$150 per meeting for the other Members, seconded by Lawrence, all voted aye. **MOTION CARRIED.**

c. Consider Amending Internal Controls Policy (MOTION)

Smythe explained the Internal Control Policy changes requested by staff. The primary change is to increase the spending authority for Director Smythe, as there have been issues with timely equipment repairs due to the inflationary cost increases of equipment.

MOTION by Lawrence to adopt the Internal Controls Policy as shown with the changes requested by staff, seconded by Nelson, all voted aye. **MOTION CARRIED.**

d. Other Business

None.

6. REPORTS

a. Staff Reports

- Forsell handed out a proposed rounds schedule for 2025 and suggested the new Clear Lake staff begin their rounds February 15, 2025. Chair Goenner asked if rounds were required every day. Forsell said yes, noting that the SCADA and alarm systems do not always detect problems. He stated that issues or leaks can be very costly and highlighted an example a few weeks ago during cold weather where a heater was unplugged. It could have resulted in a broken water line, which would have caused extensive damage and liability concerns with the insurer.
- Smythe outlined a request by staff to increase the compensation rate for weekend rounds from four hours each day to six hours. Forsell explained that because of growth and new facilities, the weekend rounds now take nearly three hours to complete versus the two hours years ago. The policy has not been revisited since 2011. The rate of four hours was intended to provide double time for staff having to work weekends. Smythe noted that it would be impractical to implement unless all three entities were in agreement, given the rounds-sharing agreement. Members had questions about the hours/costs associated and the impact to the budget. Members requested that staff put together a memo outlining the request, bring it to both cities in February for consideration, then bring it back to a special Sewer Authority meeting in March. Special meeting scheduled for March 20, 2025 to consider this item.
- Smythe reported that the annual audit fieldwork will take place the week of January 27, 2025.
- Johnson reported that she had met the new staff at Clear Lake and was working with them to obtain the needed reports for billing.

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

Smythe noted that the flows ended the year around 56 million gallons, basically unchanged from 2023.

7. NEXT MEETING DATE

Next meeting will be a special meeting on March 20, 2025 at Clear Lake City Hall.

8. ADJOURN

MOTION to adjourn by Lawrence, seconded by Everett, all voted aye. **MOTION CARRIED.** Meeting adjourned at 6:24 p.m.

ATTEST:

APPROVED:

Annita M. Smythe, Director

Tim Goenner, Chair

**Clear Lake/Clearwater Sewer Authority
Special Meeting Minutes
March 20, 2025**

1. CALL TO ORDER; ROLL CALL

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

Present: Chair Goenner, Vice Chair Lawrence, Members Gilliland, Nelson, and Everett.

Absent: None.

Staff Present: Director Smythe, Chief Operator Forsell.

Guests Present: None.

A quorum was declared present.

2. CONSIDER AMENDMENT TO PERSONNEL POLICY – WEEKEND ROUNDS

- Smythe explained that this item was discussed in January. Both cities have since approved the policy change.
- **MOTION** by Nelson to approve the change as requested by staff, seconded by Lawrence, all voted aye. **MOTION CARRIED.**

3. FYI – ACCESS ROAD CONCERNS

- Smythe gave a brief update on the status of discussions with Xcel Energy over their shared access of the gravel road over the Clear Lake sewer main. Will update further once Xcel responds to our concerns. Our attorney believes our written messages to them constitute sufficient notice to prevent any damage to the line.

4. NEXT MEETING DATE

a. Next Meeting May 22, 2025 (Wastewater Plant)

- Next meeting date confirmed.

5. ADJOURN

MOTION to adjourn by Lawrence, seconded by Everett, all voted aye. **MOTION CARRIED.** Meeting adjourned at 5:36 p.m.

ATTEST:

APPROVED:

Annita M. Smythe, Director

Tim Goenner, Chair



CLEAR LAKE/CLEARWATER SEWER AUTHORITY
CHECKS FOR MONTH - DECEMBER 2024

Check #	Vendor Name	Chk Date	Chk Amt	Source	Comment	Balance
					BEGINNING BALANCE	\$ 776,950.35
Deposit	DEC 24 INT	1/9/2025	\$ 161.34	DEC 24 INT	DECEMBER 2024 INTEREST	\$ 777,111.69
001989E	INTERNAL REVENUE SEI	12/4/2024	\$ (1,597.71)	PAYPER25_2024	FED TAX/SOC SEC/MED PAYROLL25	\$ 775,513.98
001990E	MN DEPT OF REVENUE	12/4/2024	\$ (314.80)	PAYPER25_2024	WITHHOLDING TAX PAYROLL25	\$ 775,199.18
001991E	PERA	12/4/2024	\$ (836.75)	PAYPER25_2024	PERA PAYROLL25	\$ 774,362.43
001992E	MNDPCP RETIREMENT	12/4/2024	\$ (125.00)	PAYPER25_2024	MNDPCP PAYROLL25	\$ 774,237.43
001993E	INTERNAL REVENUE SEI	12/18/2024	\$ (1,566.71)	PAYPER26_2024	FED TAX/SOC SEC/MED PAYROLL26	\$ 772,670.72
001994E	MN DEPT OF REVENUE	12/18/2024	\$ (309.30)	PAYPER26_2024	WITHHOLDING TAX PAYROLL26	\$ 772,361.42
001995E	PERA	12/18/2024	\$ (824.65)	PAYPER26_2024	PERA PAYROLL26	\$ 771,536.77
001996E	MNDPCP RETIREMENT	12/18/2024	\$ (125.00)	PAYPER26_2024	MNDPCP PAYROLL26	\$ 771,411.77
002001E	INTERNAL REVENUE SEI	12/20/2024	\$ (390.16)	PAYPER BOARDS	SOC SEC/MED 2024 BOARDS PAYR	\$ 771,021.61
002006E	ALERUS	12/31/2024	\$ (4.00)	DEC 24 EFT	DEC24 HEALTH SAVINGS	\$ 771,017.61
002007E	DELTA DENTAL	12/31/2024	\$ (135.31)	DEC 24 EFT	DENTAL COVERAGE DEC24	\$ 770,882.30
002008E	REPUBLIC SERVICES	12/31/2024	\$ (406.68)	DEC 24 EFT	GARBAGE PICKUP DEC24	\$ 770,475.62
002009E	HEALTH PARTNERS	12/31/2024	\$ (2,675.67)	DEC 24 EFT	JAN25 HEALTH INS	\$ 767,799.95
7097	CLEARWATER	12/5/2024	\$ (2,128.00)	120524 AP	ADMIN/TREASURER SVCS NOV24	\$ 765,671.95
7098	ELECTRIC PUMP	12/5/2024	\$ (598.00)	120524 AP	INSTALL SEAL FAIL FOR NEW PUMF	\$ 765,073.95
7099	TRI-STATE PUMP & CON	12/5/2024	\$ (13,742.93)	120524 AP	MYERS SUBMERSIBLE GRINDER PU	\$ 751,331.02
7100	UC LABORATORY	12/5/2024	\$ (1,305.08)	120524 AP	TESTING	\$ 750,025.94
7101	FRONTIER	12/20/2024	\$ (263.65)	122024 AP	DEC24 PHONE/INTERNET	\$ 749,762.29
7102	HAWKINS	12/20/2024	\$ (20.00)	122024 AP	SULFUR DIOXIDE, CHLORINE	\$ 749,742.29
7103	PARTS CITY AUTO PART	12/20/2024	\$ (15.99)	122024 AP	4.5X0.045X7/8 10 PK	\$ 749,726.30
7104	U.S. BANK	12/20/2024	\$ (1,272.54)	122024 AP	FUEL, SUPPLIES, REPAIRS	\$ 748,453.76
7105	YAGERS FIRE PROTECT	12/20/2024	\$ (152.00)	122024 AP	HEAD GASKET SERVICE	\$ 748,301.76
7106	BOARD PAYROLL CHK	12/20/2024	\$ (461.75)	PAY20240201.00		\$ 747,840.01
7107	XCEL ENERGY	12/26/2024	\$ (34,255.21)	122624 AP	JUNE-NOV24 ELECTR/NAT GAS	\$ 713,584.80
500168-169E	PAYROLL 25	12/4/2024	\$ (4,008.07)	PAY20240125.00		\$ 709,576.73
500170-174E	BOARDS PAYROLL 24	12/20/2024	\$ (1,893.17)	PAY20240201.00		\$ 707,683.56
500175-176E	PAYROLL 26	12/18/2024	\$ (4,037.13)	PAY20240126.00		\$ 703,646.43

RECEIPTS	\$ 161.34
PAYROLL	\$ (10,400.12)
EXPENSES	\$ (63,065.14)
	<u>\$ (73,303.92)</u>

CLEAR LAKE SEWER AUTHORITY
***Cash Balances-Audit Summary©**

01/09/25 6:35 PM

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Current Period December 2024

Fund	General Ledger	-----Transactions-----				
10100 ASB						
101 GENERAL OPERATI						
			<u>Contra Entries</u>		<u>Cash Account used in the Transaction</u>	
GL Begin Bal	\$618,789.39	= - Disbursements	\$530,593.68	+ Transfers	\$0.00	Disbursements/(Receipts)
+ Debits	\$860,688.07	+ Receipts	\$723,252.73	+ Journal Entries	(\$3,864.53)	Includes Startup (if any)
- Credits	\$775,831.03			+ JE Payroll	(\$103,937.48)	
GL Balance	\$703,646.43			Transaction Balance	\$703,646.43	In Bal
301 CAPITAL IMPROVEM						
			<u>Contra Entries</u>		<u>Cash Account used in the Transaction</u>	
GL Begin Bal	\$0.00	= - Disbursements	\$0.00	+ Transfers	\$0.00	Disbursements/(Receipts)
+ Debits	\$0.00	+ Receipts	\$0.00	+ Journal Entries	\$0.00	Includes Startup (if any)
- Credits	\$0.00			+ JE Payroll	\$0.00	
GL Balance	\$0.00			Transaction Balance	\$0.00	In Bal
All Fund	GL Begin Bal	+ Receipts	- Disbursements	+ Journal Entries	+ JE Payroll	Balance
	\$618,789.39	\$723,252.73	\$530,593.68	(\$3,864.53)	(\$103,937.48)	\$703,646.43



CLEAR LAKE/CLEARWATER SEWER AUTHORITY
CHECKS FOR MONTH - JANUARY 2025

Check #	Vendor Name	Chk Date	Chk Amt	Source	Comment	Balance
					BEGINNING BALANCE	\$ 703,646.43
Deposit	010825 REC	1/8/2025	\$ 2,931.80	010825 REC	2025 WORKERS COMP INS DIVIDEN	\$ 706,578.23
Deposit	011925 REC	1/19/2025	\$ 2,500.00	011925 REC	VEOLIA SALE OF BLOWER	\$ 709,078.23
Deposit	012325 REC	1/23/2025	\$ 103,314.92	012325 REC	CW NOV24 + DEC24 FLOW/SURCHA	\$ 812,393.15
Deposit	013025 REC	1/30/2025	\$ 25,255.34	013025 REC	CL OCT24+NOV24 FLOW/SURCHAR	\$ 837,648.49
Deposit	JAN 25 INT	2/16/2025	\$ 154.26	JAN 25 INT	JANUARY 2025 INTEREST	\$ 837,802.75
002002E	INTERNAL REVENUE SEF	1/1/2025	\$ (1,577.06)	PAYPER1_2025	FED TAX/SOC SEC/MED PAYROLL1	\$ 836,225.69
002003E	MN DEPT OF REVENUE	1/1/2025	\$ (311.14)	PAYPER1_2025	WITHHOLDING TAX PAYROLL1	\$ 835,914.55
002004E	PERA	1/1/2025	\$ (828.69)	PAYPER1_2025	PERA PAYROLL1	\$ 835,085.86
002005E	MNDCP RETIREMENT	1/1/2025	\$ (125.00)	PAYPER1_2025	MNDCP PAYROLL1	\$ 834,960.86
002010E	INTERNAL REVENUE SEF	1/15/2025	\$ (1,683.65)	PAYPER2_2025	FED TAX/SOC SEC/MED PAYROLL2	\$ 833,277.21
002011E	MN DEPT OF REVENUE	1/15/2025	\$ (330.02)	PAYPER2_2025	WITHHOLDING TAX PAYROLL2	\$ 832,947.19
002012E	PERA	1/15/2025	\$ (870.29)	PAYPER2_2025	PERA PAYROLL2	\$ 832,076.90
002013E	MNDCP RETIREMENT	1/15/2025	\$ (125.00)	PAYPER2_2025	MNDCP PAYROLL2	\$ 831,951.90
002014E	INTERNAL REVENUE SEF	1/29/2025	\$ (1,840.16)	PAYPER3_2025	FED TAX/SOC SEC/MED PAYROLL3	\$ 830,111.74
002015E	MN DEPT OF REVENUE	1/29/2025	\$ (357.76)	PAYPER3_2025	WITHHOLDING TAX PAYROLL3	\$ 829,753.98
002016E	PERA	1/29/2025	\$ (931.36)	PAYPER3_2025	PERA PAYROLL3	\$ 828,822.62
002017E	MNDCP RETIREMENT	1/29/2025	\$ (125.00)	PAYPER3_2025	MNDCP PAYROLL3	\$ 828,697.62
002026E	ALERUS	1/31/2025	\$ (4.00)	JAN 25 EFT	JAN25 HEALTH SAVINGS	\$ 828,693.62
002027E	DELTA DENTAL	1/31/2025	\$ (135.31)	JAN25 EFT	DENTAL COVERAGE JAN25	\$ 828,558.31
002028E	HEALTH PARTNERS	1/31/2025	\$ (2,675.67)	JAN 25 EFT	FEB25 HEALTH INS	\$ 825,882.64
002029E	REPUBLIC SERVICES	1/31/2025	\$ (508.99)	JAN 25 EFT	GARBAGE PICKUP JAN25	\$ 825,373.65
7108	EVERYTHING SIGNS	1/8/2025	\$ (192.00)	010825 AP	NO TRESPASSING SIGN	\$ 825,181.65
7109	HAWKINS INC	1/8/2025	\$ (405.18)	010825 AP	AZONE 15, INJECTION CHECK VALV	\$ 824,776.47
7110	PARTS CITY AUTO PART:	1/8/2025	\$ (6.49)	010825 AP	LONG LIFE MINI BULB	\$ 824,769.98
7111	TRI-STATE PUMP & CON	1/8/2025	\$ (1,302.02)	010825 AP	REAPIR HAYWARD GORDON XP3-8	\$ 823,467.96
7112	FORSELL, JON	1/8/2025	\$ (333.13)	010825 2024 AP	EBAY PNEUMATIC REGULAT, FUSE	\$ 823,134.83
7113	UC LABORATORY	1/8/2025	\$ (1,505.00)	010825 2024 AP	TESTING	\$ 821,629.83
7114	CONTINENTAL RESEARC	1/19/2025	\$ (272.00)	011925 AP	AERO MULTI PACK	\$ 821,357.83
7115	MN MUNICIPAL UTILITIES	1/19/2025	\$ (540.00)	011925 AP	2025 ASSOCIATE MEMBER DUES	\$ 820,817.83
7116	PARTS CITY AUTO PART:	1/19/2025	\$ (116.76)	011925 AP	1GAL -20, AIR FILTERS	\$ 820,701.07
7117	U.S. BANK	1/19/2025	\$ (1,621.57)	011925 AP	UNIFORM, SUPPL, REPAIR, FUEL, LL	\$ 819,079.50
7118	CLEARWATER	1/30/2025	\$ (2,153.00)	013025 2024 AP	DEC24 ADMIN/TREASURER SVCS	\$ 816,926.50
7119	CENTRA SOTA COOPER/	1/30/2025	\$ (282.25)	013025 AP	MAXTRON R&O ISO, AGMA 2EP G&F	\$ 816,644.25
7120	ELECTRIC MOTOR SERV	1/30/2025	\$ (182.18)	013025 AP	MOTOR	\$ 816,462.07
7121	FORSELL, JON	1/30/2025	\$ (809.55)	013025 AP	EBAY MBR CONTROL CARD, BREAK	\$ 815,652.52
7122	FRONTIER	1/30/2025	\$ (263.99)	013025 AP	JAN25 PHONE/INTERNET	\$ 815,388.53
7123	HAWKINS INC	1/30/2025	\$ (20.00)	013025 AP	SULFUR DIOXIDE, CHLORINE	\$ 815,368.53
7124	ROLLIE WENNER WELL I	1/30/2025	\$ (10,644.69)	013025 AP	WELLER CLEANING, SUB DRIVES W	\$ 804,723.84
7125	AMERICAN HERITAGE NT	1/30/2025	\$ (3,200.00)	2025 HSA CONTRIB	2025 EMPLOYER HSA CONTRIB JK	\$ 801,523.84
500177-178E	PAYROLL 1	1/2/2025	\$ (3,974.09)	PAY20250101.00		\$ 797,549.75
500179-180E	PAYROLL 2	1/15/2025	\$ (4,229.14)	PAY20250102.00		\$ 793,320.61
500181-182E	PAYROLL 3	1/29/2025	\$ (4,406.31)	PAY20250103.00		\$ 788,914.30

RECEIPTS \$ 134,156.32
PAYROLL \$ (12,609.54)
EXPENSES \$ (36,278.91)
\$ 85,267.87



CLEAR LAKE/CLEARWATER SEWER AUTHORITY
CHECKS FOR MONTH - FEBRUARY 2025

Check #	Vendor Name	Chk Date	Chk Amt	Source	Comment	Balance
					BEGINNING BALANCE	\$ 788,914.30
Deposit	021625 REC	2/16/2025	\$ 17,107.04	021625 REC	CL SEWER DEC, OCT/NOV ADJ, ST/	\$ 806,021.34
Deposit	FEB 2025 INT	4/2/2025	\$ 151.86	FEB 2025 INT	FEBRUARY 2025 INTEREST	\$ 806,173.20
002018E	INTERNAL REVENUE SEI	2/12/2025	\$ (1,651.37)	PAYPER4_2025	FED TAX/SOC SEC/MED PAYROLL4	\$ 804,521.83
002019E	MN DEPT OF REVENUE	2/12/2025	\$ (324.31)	PAYPER4_2025	WITHHOLDING TAX PAYROLL4	\$ 804,197.52
002020E	PERA	2/12/2025	\$ (857.69)	PAYPER4_2025	PERA PAYROLL4	\$ 803,339.83
002021E	MNDCP RETIREMENT	2/12/2025	\$ (125.00)	PAYPER4_2025	MNDCP PAYROLL4	\$ 803,214.83
002030E	INTERNAL REVENUE SEI	2/26/2025	\$ (1,651.37)	PAYPER5_2025	FED TAX/SOC SEC/MED PAYROLL5	\$ 801,563.46
002031E	MN DEPT OF REVENUE	2/26/2025	\$ (324.31)	PAYPER5_2025	WITHHOLDING TAX PAYROLL5	\$ 801,239.15
002032E	PERA	2/26/2025	\$ (857.69)	PAYPER5_2025	PERA PAYROLL5	\$ 800,381.46
002033E	MNDCP RETIREMENT	2/26/2025	\$ (125.00)	PAYPER5_2025	MNDCP PAYROLL5	\$ 800,256.46
002042E	ALERUS	2/28/2025	\$ (3,204.00)	FEB 25 EFT	JF 2025 CONTRIB, FEB25 HEALTH S	\$ 797,052.46
002043E	PERA	2/28/2025	\$ (10.00)	FEB 25 EFT	PERA PENALTY	\$ 797,042.46
002044E	DELTA DENTAL	2/28/2025	\$ (82.30)	FEB 25 EFT	DENTAL COVERAGE FEB25	\$ 796,960.16
002045E	HEALTH PARTNERS	2/28/2025	\$ (1,745.17)	FEB 25 EFT	MAR25 HEALTH INS	\$ 795,214.99
7126	CENTRA SOTA COOPER.	2/6/2025	\$ (282.25)	020625 AP	MAXTRON R&O ISO 68, AGMA 5 EP	\$ 794,932.74
7127	ELECTRIC MOTOR SERV	2/6/2025	\$ (803.85)	020625 AP	XL050342A BALDOR MOTOR, MASK	\$ 794,128.89
7128	FARM-RITE EQUIPMENT	2/6/2025	\$ (1,001.84)	020625 AP	BUCKSIDE 5600 TOOLCAT	\$ 793,127.05
7129	FORSELL, JON	2/6/2025	\$ (401.89)	020625 AP	NITRILE GLOVES, TRAILER HITCH, I	\$ 792,725.16
7130	MRWA	2/6/2025	\$ (350.00)	020625 AP	MRWA CONFERENCE	\$ 792,375.16
7131	NORD GEAR CORPORAT	2/6/2025	\$ (1,564.73)	020625 AP	NEW GEAR BOX FOR COMPACTOR	\$ 790,810.43
7132	NORTHLAND REFRIGER	2/6/2025	\$ (1,956.78)	020625 AP	FIX UNIT HEATER + STOCK PARTS	\$ 788,853.65
7133	UC LABORATORY	2/6/2025	\$ (1,267.18)	020625 AP	TESTING	\$ 787,586.47
7134	NORTH CENTRAL LABOF	2/16/2025	\$ (163.20)	021625 AP	BUFFER SOLUTION	\$ 787,423.27
7135	NORTHLAND REFRIGER	2/16/2025	\$ (899.28)	021625 AP	REPLACE PRESSURE SWITCH COM	\$ 786,523.99
7136	QUALITY FLOW SYSTEM	2/16/2025	\$ (1,487.80)	021625 AP	BOERGER PL200 SUCTION DISCHAI	\$ 785,036.19
7137	U.S. BANK	2/16/2025	\$ (3,626.91)	021625 AP	CC SUPPLIES, FUEL, COMPUTER, T	\$ 781,409.28
7138	CLEARWATER	2/20/2025	\$ (2,565.83)	022025 AP	JAN25 ADMIN, TREASURER, WASTE	\$ 778,843.45
7139	FORSELL, JON	2/20/2025	\$ (609.31)	022025 AP	EBAY MBR CONTROL CARD, PHEOI	\$ 778,234.14
7140	FRONTIER	2/20/2025	\$ (283.99)	022025 AP	FEB25 PHONE/INTERNET	\$ 777,950.15
7141	HAWKINS INC	2/20/2025	\$ (20.00)	022025 AP	CHLORINE, SULFUR DIOXIDE	\$ 777,930.15
500183-500184	PAYROLL 4	2/12/2025	\$ (4,096.18)	PAY20250104.00		\$ 773,833.97
500185-186E	PAYROLL 5	2/26/2025	\$ (4,176.18)	PAY20250105.00		\$ 769,657.79

RECEIPTS	\$ 17,258.90
PAYROLL	\$ (8,272.36)
EXPENSES	\$ (28,243.05)
	<u>\$ (19,256.51)</u>



CLEAR LAKE/CLEARWATER SEWER AUTHORITY
CHECKS FOR MONTH - MARCH 2025

Check #	Vendor Name	Chk Date	Chk Amt	Source	Comment	Balance
					BEGINNING BALANCE	\$ 769,657.79
Deposit	032025 REC	3/20/2025	\$ 66,091.72	032025 REC	CW JAN25 SEWER, CL JAN25 SEWE	\$ 835,749.51
Deposit	MAR 2025 INT	5/12/2025	\$ 165.91	MAR 2025 INT	MARCH 2025 INTEREST	\$ 835,915.42
002034E	INTERNAL REVENUE SEI	3/12/2025	\$ (1,651.37)	PAYPER6_2025	FED TAX/SOC SEC/MED PAYROLL6	\$ 834,264.05
002035E	MN DEPT OF REVENUE	3/12/2025	\$ (324.31)	PAYPER6_2025	WITHHOLDING TAX PAYROLL6	\$ 833,939.74
002036E	PERA	3/12/2025	\$ (857.69)	PAYPER6_2025	PERA PAYROLL6	\$ 833,082.05
002037E	MNDP RETIREMENT	3/12/2025	\$ (125.00)	PAYPER6_2025	MNDP PAYROLL6	\$ 832,957.05
002038E	INTERNAL REVENUE SEI	3/26/2025	\$ (1,662.14)	PAYPER7_2025	FED TAX/SOC SEC/MED PAYROLL7	\$ 831,294.91
002039E	MN DEPT OF REVENUE	3/26/2025	\$ (326.21)	PAYPER7_2025	WITHHOLDING TAX PAYROLL7	\$ 830,968.70
002040E	PERA	3/26/2025	\$ (861.89)	PAYPER7_2025	PERA PAYROLL7	\$ 830,106.81
002041E	MNDP RETIREMENT	3/26/2025	\$ (125.00)	PAYPER7_2025	MNDP PAYROLL7	\$ 829,981.81
002058E	DELTA DENTAL	3/31/2025	\$ (82.30)	MAR 25 EFT	DENTAL COVERAGE MAR25	\$ 829,899.51
002059E	HEALTH PARTNERS	3/31/2025	\$ (2,210.42)	MAR 25 EFT	APR25 HEALTH INS	\$ 827,689.09
002060E	ALERUS	3/31/2025	\$ (4.00)	MAR 25 EFT	MAR25 HEALTH SAVINGS	\$ 827,685.09
7142	ELECTRIC MOTOR SERV	3/6/2025	\$ (234.78)	030625 AP	MATERIALS, BEARINGS, CAPACITA	\$ 827,450.31
7143	HAWKINS INC	3/6/2025	\$ (272.37)	030625 AP	AZONE 15	\$ 827,177.94
7144	SARAH JOHNSON	3/6/2025	\$ (12.97)	030625 AP	REIMBURSE POSTAGE	\$ 827,164.97
7145	UC LABORATORY	3/6/2025	\$ (1,153.57)	030625 AP	TESTING	\$ 826,011.40
7146	ZENON ENVIRONMENTA	3/6/2025	\$ (220.64)	030625 AP	VALVE-INJ	\$ 825,790.76
7147	DUNCAN CO.	3/13/2025	\$ (3,355.94)	031325 AP	QUANTUM LIMIT SWITCH	\$ 822,434.82
7148	MN MUNICIPAL UTILITIE	3/13/2025	\$ (70.00)	031325 AP	2024 ANNUAL FEES	\$ 822,364.82
7149	U.S. BANK	3/13/2025	\$ (612.19)	031325 AP	CC FUEL, SUPPLIES, TRAINING	\$ 821,752.63
7150	XCEL ENERGY	3/13/2025	\$ (16,630.51)	031325 AP	DEC24 - JAN25 ELECTRICITY/NAT G	\$ 805,122.12
7151	CONTINENTAL RESEARC	3/27/2025	\$ (267.00)	032725 AP	CJ INDUSTRIAL CLEANER	\$ 804,855.12
7152	FRONTIER	3/27/2025	\$ (312.99)	032725 AP	MAR25 PHONE/INTERNET	\$ 804,542.13
7153	HAWKINS INC	3/27/2025	\$ (483.36)	032725 AP	SULFUR DIOXIDE, CHLORINE EPA F	\$ 804,058.77
7154	MIDWEST FLO CAL LLC	3/27/2025	\$ (595.35)	032725 AP	FLOW METER CALIBRATIONS	\$ 803,463.42
7155	NORTH CENTRAL LABOF	3/27/2025	\$ (543.68)	032725 AP	ACCUVAC AMPULES, YSI ECOSENS	\$ 802,919.74
7156	QUALITY FLOW SYSTEM	3/27/2025	\$ (12,807.00)	032725 AP	ROTARY LOBE PUMP	\$ 790,112.74
7157	TRI-STATE PUMP & CON	3/27/2025	\$ (5,264.06)	032725 AP	REPAIR MYERS SHAFT	\$ 784,848.68
7158	XCEL ENERGY	3/27/2025	\$ (8,827.11)	032725 AP	FEB25 ELECTRICITY/NAT GAS	\$ 776,021.57
500187-188E	PAYROLL 6	3/13/2025	\$ (4,096.18)	PAY20250106.00		\$ 771,925.39
500189-190E	PAYROLL 7	3/26/2025	\$ (4,193.83)	PAY20250107.00		\$ 767,731.56

RECEIPTS	\$ 66,257.63
PAYROLL	\$ (8,290.01)
EXPENSES	\$ (59,893.85)
	<u>\$ (1,926.23)</u>

CLEAR LAKE SEWER AUTHORITY
***Cash Balances-Audit Summary©**

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Page 1

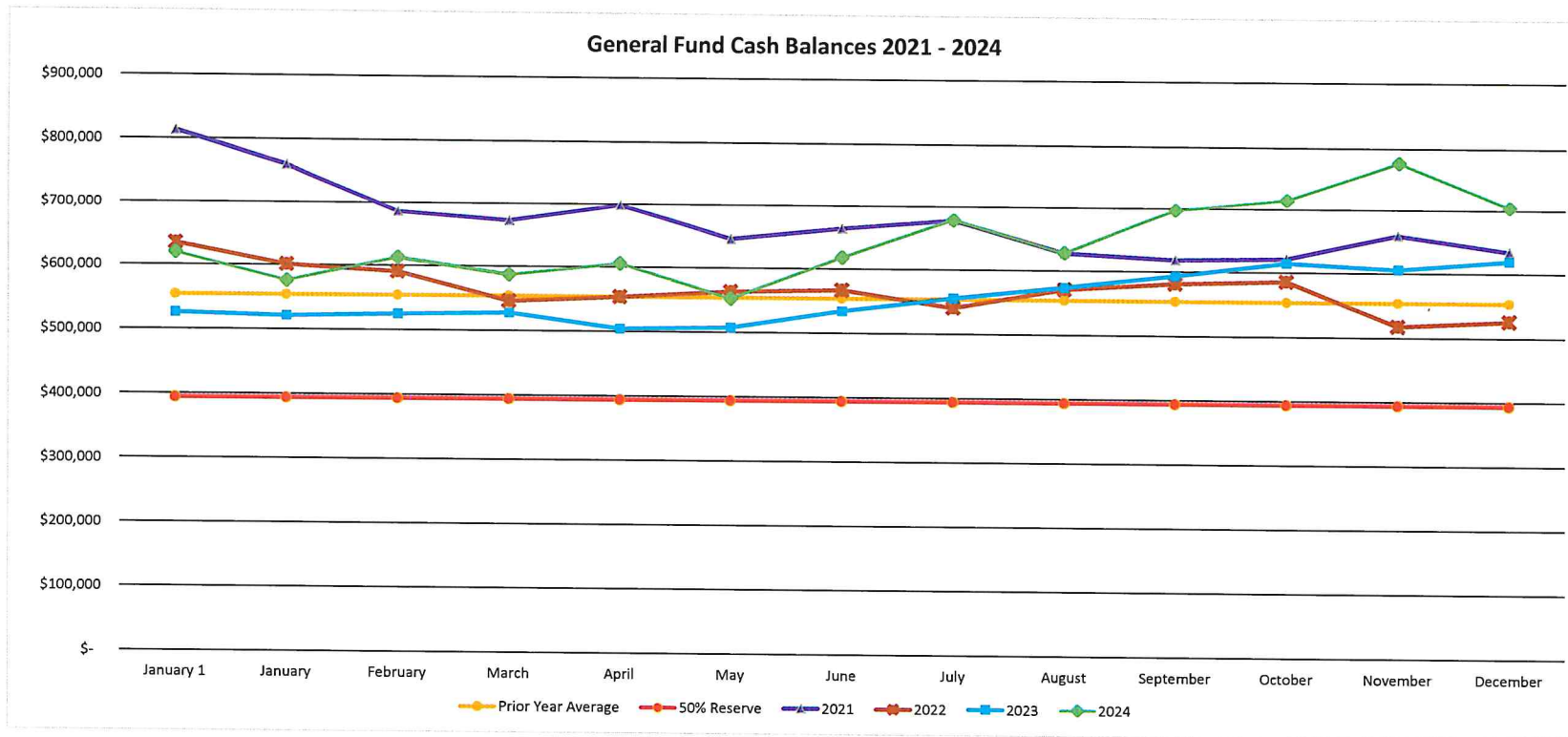
Current Period March 2025

Fund	General Ledger	-----Transactions-----				
10100 ASB						
101 GENERAL OPERATI						
			<u>Contra Entries</u>		<u>Cash Account used in the Transaction</u>	
GL Begin Bal	\$703,646.43	= - Disbursements	\$124,415.81	+ Transfers	\$0.00	Disbursements/(Receipts)
+ Debits	\$230,237.95	+ Receipts	\$217,672.85	+ Journal Entries	\$0.00	Includes Startup (if any)
- Credits	\$166,152.82			+ JE Payroll	(\$29,171.91)	
GL Balance	\$767,731.56			Transaction Balance	\$767,731.56	In Bal
301 CAPITAL IMPROVEM						
			<u>Contra Entries</u>		<u>Cash Account used in the Transaction</u>	
GL Begin Bal	\$0.00	= - Disbursements	\$0.00	+ Transfers	\$0.00	Disbursements/(Receipts)
+ Debits	\$0.00	+ Receipts	\$0.00	+ Journal Entries	\$0.00	Includes Startup (if any)
- Credits	\$0.00			+ JE Payroll	\$0.00	
GL Balance	\$0.00			Transaction Balance	\$0.00	In Bal
All Fund	GL Begin Bal	+ Receipts	- Disbursements	+ Journal Entries	+ JE Payroll	Balance
	\$703,646.43	\$217,672.85	\$124,415.81	\$0.00	(\$29,171.91)	\$767,731.56



CLCWSA

4th Quarter 2024
Quarterly Budget Report



General Fund

	YTD Budget	YTD Actual	Percent of YTD Budget	
Receipts				
Sewer Revenues	\$ 670,845	\$ 612,663	91.33 %	➔
Miscellaneous Revenue	-	1,431	-	
Interest Earnings	1,200	1,601	133.4	⬆
Sewer Surcharge	117,000	105,800	90.4	➔
Insurance Dividend	-	-	-	
Sales of General Fixed Assets	-	1,758	-	⬆
	<u>\$ 789,045</u>	<u>\$ 723,253</u>	<u>91.7 %</u>	➔

	YTD Budget	YTD Actual	Percent of YTD Budget	
Disbursements				
Wages	\$ 157,400	\$ 158,645	100.8 %	➔
Payroll Taxes	23,500	23,565	100.3	➔
Employee Expenses	36,000	38,009	105.6	➔
Supplies/ Maintenance	115,000	93,506	81.3	⬆
Insurance	28,000	36,881	131.7	⬇
Administrative	10,200	8,264	81.0	⬆
Contracted Services	43,536	37,654	86.5	⬆
Utilities	97,600	79,297	81.2	⬆
Capital	150,000	162,574	108.4	➔
Miscellaneous	-	-	-	
Depreciation	127,809	-	0.0	⬆
	<u>\$ 789,045</u>	<u>\$ 638,396</u>	<u>80.9</u>	⬆

Key

- ⬆ Varies more than 10% than budget positively
- ⬇ Varies more than 10% than budget negatively
- ➔ Within 10% of budget

Clear Lake/ Clearwater Sewer Authority

Statement of Revenue and Expenditures

Budget to Actual

For the Three Months Ended December 31, 2024

	Annual Budget	Budget through 12/31/2024	Actual Through 12/31/2024	Variance - Favorable (Unfavorable)	Percent of Budget through 12/31/2024
Revenues					
Sewer Revenues	\$ 670,845	\$ 670,845	\$ 612,663	\$ (58,182)	91.3 %
Miscellaneous Revenue	-	-	1,431	1,431	-
Interest Earnings	1,200	1,200	1,601	401	133.4
Sewer Surcharge Revenue	117,000	117,000	105,800	(11,200)	90.4
Insurance Dividends	-	-	-	-	-
Sales of General Fixed Assets	-	-	1,758	-	-
Total Revenues	789,045	789,045	723,253	(67,550)	91.7
Expenditures					
Wages	\$ 157,400	\$ 157,400	\$ 158,645	(1,245)	100.79
Payroll Taxes	23,500	23,500	23,565	(65)	100.28
Employee Expenses	36,000	36,000	\$38,009	(2,009)	105.58
Supplies/ Maintenance	115,000	115,000	93,506	21,494	81.31 1)
Insurance	28,000	28,000	\$36,881	(8,881)	131.72
Administrative	10,200	10,200	\$8,264	1,936	81.02
Contracted Services	43,536	43,536	\$37,654	5,882	86.49
Utilities	97,600	97,600	\$79,297	18,303	81.25 2)
Capital	150,000	150,000	162,574	(12,574)	108.38
Miscellaneous	-	-	-	-	-
Depreciation	127,809	127,809	-	127,809	- 3)
Total Expenditures	789,045	789,045	638,396	150,649	80.91
Excess Revenues (Expenditures)	\$ -	\$ -	\$ 84,857.04	\$ 83,099.30	

Item Explanation of items percentage received/expended less than 90% or greater than 110% and \$ variance greater than \$10,000.

- 1) Operating Supplies and Motors Fuels less than half of the annual budget
- 2) Electric and Natrual Gas approx. \$20k under budget, not billed for December usage until 2025
- 3) Depreciation recognized as an actual expense at year end (after audit)

CLEAR LAKE/CLEARWATER SEWER AUTHORITY

Chair Goenner called the Clear Lake/Clearwater Sewer Authority meeting to order at 5:30 p.m. at the Wastewater Treatment Facility on Thursday, May 22, 2025.

The following Authority Members were present: Goenner, Lawrence, Everett, and Nelson.

The following Authority Members were absent: None.

A motion to adopt the following resolution was made by _____ and seconded by _____.



**RESOLUTION 2025-04
DECLINING WAIVER OF STATUTORY TORT LIMITS**

WHEREAS, the League of Minnesota Cities Insurance Trust, LMCIT, provides insurance coverage to the Clear Lake/Clearwater Sewer Authority; and

WHEREAS, the policy has an annual renewal in September 2025; and

WHEREAS, as part of the renewal process, LMCIT requires the Authority to make an annual declaration of its intent regarding statutory tort limits under Minnesota law; and

WHEREAS, in previous years, the Board has declined to waive these limits.

NOW, THEREFORE, BE IT RESOLVED, that the Clear Lake/Clearwater Sewer Authority hereby declines to waive the Minnesota Statutory Tort Limits as it applies to the insurance renewal for the 2025-2026 policy year.

BE IT FURTHER RESOVED, that the Director is hereby authorized to sign and submit the required form to LMCIT on behalf of the Authority.

Authority members voting in favor:

Opposed or Abstained:

Adopted by the Sewer Authority this 22nd day of May, 2025.

ATTEST:

APPROVED BY:

Annita M. Smythe, Director

Tim Goenner, Chair

CLEAR LAKE / CLEARWATER SEWER AUTHORITY

JOINT POWERS AGREEMENT

This Agreement is entered into by and between the City of Clear Lake, a Minnesota municipal corporation, and the City of Clearwater, a Minnesota municipal corporation.

Whereas, Minnesota Statutes section 471.59 provides that two or more governmental units may by agreements jointly exercise any power common to the contracting parties; and

Whereas, the City of Clear Lake and the City of Clearwater (collectively, “the Cities” or “the Parties”) previously entered into joint powers agreements entitled “Joint Power Agreement Between the Cities of Clear Lake, Minnesota and Clearwater, Minnesota” dated August 19, 2005, September 10, 2007, and January 8, 2018; and

Whereas, in light of events that occurred since the previous agreements were executed, the Cities desire to replace those agreements with a new agreement.

Now, therefore, in consideration of the promises and covenants contained herein, and in accordance with Minnesota Statutes section 471.59, the Cities agree as follows:

Article 1 Revocation

- 1.1 All previous agreements are hereby revoked by the Cities, declared null and void, and replaced in their entirety by this Agreement, dated this 11th day of 2025 July, 2022.

Article 2 Name

- 2.1 The joint powers entity governed by this Agreement shall continue to be known as the Clear Lake / Clearwater Sewer Authority (“the Sewer Authority”).

Article 3 Purpose

The purpose of this Agreement is as follows:

- 3.1 To provide an updated mechanism so that the Cities may continue to provide a safe, efficient and cost –effective means for jointly acquiring, maintaining and operating wastewater disposal facilities, and to do so in a manner that is fair and equitable to the citizens of each respective City, while adhering to all applicable local, state and federal regulations.
- 3.2 This Agreement is also intended to allow the joint powers entity to provide other similar or related services as determined by the governing board, and to incur obligations and debt in furtherance of the entity’s purpose, as allowed by Minnesota Statutes section 471.59 and other applicable law.

Article 4 Governance

- 4.1 Governing Board. A governing board shall be formed to oversee the operation of the Sewer Authority and shall be known as the Board.
 - 4.1.1 Membership. The Board shall be comprised of five members as follows:
 - 4.1.1.1 Mayor of the City of Clear Lake
 - 4.1.1.2 Mayor of the City of Clearwater
 - 4.1.1.3 Council member of the City of Clear Lake
 - 4.1.1.4 Council member of the City of Clearwater
 - 4.1.1.5 Member at Large of either City
 - 4.1.2 Appointment. The respective city councils of each City shall appoint a single council member to the Board. The member at large shall be a resident or a business owner within the service area that is connected to the sanitary sewer system of either the City of Clear Lake or the City of Clearwater. This position shall serve as a member of the Board for the purpose of serving all customers within the service area and to protect the integrity of the entire system. An application process, approved by both City Councils will be required of this position. The application shall be forwarded to the Sewer Authority by the interested individual’s

respective City Clerk or City Administrator. The Board will make the final determination to fill the position.

4.1.3 Terms.

- 4.1.3.1 The mayors of the respective Cities shall remain on the Board while they hold their respective City positions.
- 4.1.3.2 The two council members shall serve one year terms beginning in January upon approval of their appointment by their respective city councils.
- 4.1.3.3 The Member at Large shall serve a one year term beginning at the first meeting of the Board in January.
- 4.1.3.4 All members who are on the Board as of the date this Agreement shall remain on the Board until the following January at which time they are to be reappointed or replaced pursuant to the provisions of this Agreement.
- 4.1.3.5 In the event of a mid-term council member vacancy, it shall be filled in the same manner as an appointment, as provided above. The appointed council member shall complete the term of the council members who vacated the Board position.
- 4.1.3.6 Term Limits – there shall be no term limits.

4.1.4 Voting Power. A quorum shall consist of no less than three Board members. Each member of the Sewer Authority Board shall have one vote, and all decisions shall be made by simple majority vote. Abstentions shall not be counted as votes cast for the purpose of this section. Proxy votes are not permitted.

4.2 By-laws. The Board may adopt bylaws to govern its operations. Such bylaws shall be consistent with this Agreement and applicable law.

4.3 Officers.

4.3.1 The Mayors of each City shall serve in the capacity of the Chair and the Vice Chair of the Board. These positions will rotate each year, from City to City. (Vice Chair becomes Chair, Chair becomes Vice Chair.) The Chair shall conduct Board meetings, and the Vice Chair shall assume the Chair's duties in his/her absence. The Chair and Vice Chair shall each

serve a one year term beginning in January pursuant to them qualifying as an elected official within their respective City.

4.3.2 The Board shall have the authority to appoint such committees as it deems necessary to fulfill the purpose of the organization.

4.3.3 The Board may elect or appoint other officers as it deems necessary to conduct the affairs of the Sewer Authority.

4.4 Meetings. The Board shall comply with Minnesota Statutes Chapter 13D, Open Meeting Law. All meetings shall take place in either the City of Clear Lake or the City of Clearwater, unless otherwise approved by the Board in a public meeting and properly noticed as required by state law.

4.5 Compensation. Each member of the Board shall receive a stipend, to be paid at year end, in the month of December for each duly noticed Board meeting that they have attended during the calendar year. The amount of the stipend shall be set annually by the Board during the budgeting process, effective the preceding January. The stipend for all Board members shall be the responsibility of the Sewer Authority and shall not be paid by either city.

4.6

Article 5 Powers of the Board

5.1 General Powers. The Board is hereby authorized to exercise such authority and powers common to the Cities as is necessary and proper to fulfill its purposes and perform its duties. Such authority shall include the specific powers enumerated in this Agreement and in the bylaws, if any.

5.2 Specific Powers.

5.2.1 Contracts. The Board may enter into contracts necessary for the exercise of its duties and responsibilities to govern the Sewer Authority. The Board may take such action as is necessary to enforce such contracts. Contracts let and purchases made pursuant to this Agreement shall conform to the requirements applicable to contracts required by law.

5.2.2 Staff. The Board may employ staff and outside consultants as reasonably needed in furtherance of the Board's duties and in support of the Sewer Authority's purpose.

5.2.3 Budget. The Board shall develop and adopt an annual budget no later than August 31st ~~1st~~ of each year.

- 5.2.4 Insurance. The Board shall obtain liability and property insurance, and such other insurance as it deems necessary to indemnify the Board and its members for actions of the Board and its members arising out of this Agreement.
- 5.2.5 Debt. To the extent, and in the manner, allowed by Minnesota Statutes section 471.59, the Board may issue bonds or obligations under any law by which the Cities may issue such bonds or obligations, and use the proceeds to carry out the purposes of this Agreement.
- 5.2.6 Property Acquisition. The Board may acquire all real and personal property and equipment, including wastewater treatment facilities and related infrastructure, necessary to carry out the purposes of this Agreement.

Article 6 Staff

- 6.1 Chief Plant Operator. The Board shall hire a properly licensed wastewater facilities operator to operate and maintain the wastewater facilities in accordance with state and federal regulations.
- 6.2 Staff Positions. The Board may hire other staff as deemed necessary. The terms and conditions of employment for all staff shall be determined by the Board.

Article 7 Indemnification

- 7.1 Applicability. The Sewer Authority shall be considered a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement. The Sewer Authority shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of Minnesota Statutes Chapter 466.
- 7.2 Indemnification and Hold Harmless. The Sewer Authority shall fully defend, indemnify and hold harmless the Parties against all claims, losses, liability, suites, judgments, costs and expenses by reason of the action or inaction of the Board and/or employees and /or the agents of the Sewer Authority. This agreement to indemnify and hold harmless does not

constitute a waiver by any party of limitations on liability provided under Minnesota Statutes section 466.04.

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be shall be construed as a “cooperate activity” and it is the intent of the Parties that they be deemed a “single governmental unit” for the purposes of liability, all as set forth in Minnesota Statutes section 471.59, subdivision 1a(a). It is further provided that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

The Parties of this Agreement are not liable for the acts or omissions of the other Parties to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

Article 8 Revenue

All user charges and assessments shall be collected by the Parties. The Sewer Authority shall bill, levy or assess the Parties as necessary to cover all costs associated with the acquisition, operation and maintenance of the wastewater facilities and related infrastructure. The Board shall determine the frequency of the periodic billings of the Parties as well as the method for calculating the charges. The Sewer Authority shall be strictly accountable for all funds and responsible for report to the Cities.

Article 9 Capacity

- 9.1 The wastewater facility as expanded and completed in 2011 and per the NPDES permit issued in 2018 contains a capacity of 360,000 gallons per day. This is equivalent to 1,440 units using the EDU (equivalent dwelling unit) as defined by the Met Council.
- 9.2 The City of Clear Lake and the City of Clearwater, having assumed debt for the expansion of the facility, have agreed to the division of the facility capacity as follows:

Clear Lake – 20%, which is the current equivalent of 288 units or 72,000 gallons per day.
Clearwater – 80%, which is the current equivalent of 1,152 units or 288,000 gallons per day.

- 9.3 Nothing herein shall prevent the Cities from entering into an agreement whereby one city surrenders or loans EDUs to the other. All such agreements shall be in writing and approved by both city councils. A copy of the agreement and a certified copy of each council's minutes demonstrating approval of the agreement shall be delivered to the Sewer Authority Director and retained on file.
- 9.4 Sewer Authority staff will monitor plant capacity on a regular basis and alert the Board if the capacity of either City becomes a concern.

Article 10 Significant Users

Significant users, which will be determined at the time that a commercial/industrial use is being proposed or expanded, shall be required to have Individual Control Mechanisms (ICM) in place.

An ICM shall be an agreement between the respective City and the Owner of the Significant User, ratified by the Sewer Authority Board, which outlines conditions of discharge to the wastewater facility. Such ICM is required to be in place prior to any discharge. The ICM may include all or some of the following:

- a. Testing and / or monitoring requirements;
- b. Limitations or requirements based on treatment needs;
- c. Fees based on flow;
- d. Fees based on treatment costs;
- e. Additional fees as deemed necessary based on the proposed use; or
- f. Installation and maintenance of devices required to protect the integrity of the system.

The ICM shall define:

- a. The calculations for the charges that are being imposed;
- b. Identify the responsibilities of those entering into the ICM;
- c. Triggering mechanisms that will result in amendments to the ICM;
- d. Fines that may be imposed due to violations or noncompliance of the ICM; and
- e. Manner in which an ICM may be revoked.

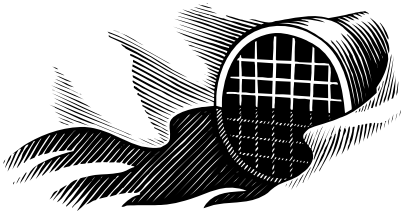
In the event that the Sewer Authority and/or the City find that the User is violating or not meeting the conditions of the ICM, the City has the right to impose fines, revoke the ICM, or impose additional restrictions and/or fees based on those findings.

Article 11 Term

This Agreement shall commence upon approval of the governing body of each Party, and shall remain in effect until (1) terminated by mutual consent of the Parties, (2) suspended or superseded by a subsequent agreement between the Parties, or (3) terminated by operation of law.

Article 12 Distribution of Property

In the event that this Agreement is terminated and the Sewer Authority ceases to exist as a septet entity, all real and personal property held by the Sewer authority shall be divided between the Parties in proportion to their historical financial contributions. Said division shall be proposed by the Board and approved by the Council of each City prior to cessation of the Sewer Authority. In the event an agreement cannot be reached, the matter shall be submitted to mediation, and if that is not successful, then it shall be decided by binding arbitration.



CLEAR LAKE/CLEARWATER SEWER AUTHORITY BYLAWS

Section 1: Introduction

The bylaws outlined below are approved procedures for the Sewer Authority. Members should also review and understand the Clear Lake/Clearwater Sewer Authority Joint Powers Agreement “JPA.” In the event of a conflict between the JPA and the Sewer Authority bylaws, the JPA will prevail.

From time to time the cities of Clear Lake and Clearwater may make changes to the JPA and will notify the Sewer Authority of these changes. The Sewer Authority should consult with their Director if they want to propose a change to the JPA.

These bylaws may be altered, amended, suspended or repealed by a majority of the members of the Sewer Authority from time to time without previous notice thereof.

In addition to the JPA and these bylaws, the Sewer Authority will be guided by those policies and procedural documents applicable to the Sewer Authority. Copies of these documents will be made available to members at the beginning of their service with the Sewer Authority.

Section 2: Mission and Business Address

~~Refer to JPA, “Article III, Paragraph 3.1 and 3.2 Purpose” for the Sewer Authority purpose and duties.~~

Section 3: Membership

Membership Composition

~~Refer to JPA, Article IV, Paragraph 4.1.1 and 4.1.2~~

Terms of Membership

~~Refer to JPA, Article IV, Paragraph 4.1.3 through 4.1.3.6~~

Contact Information

Sewer Authority members are required to provide a mailing address, and phone number, and/or email address to the Director. This contact information is available to Sewer Authority staff and members of the public.

Responsibilities

Sewer Authority members are expected to be present and adequately prepared for all meetings and to actively participate in meeting discussions. Members who are unable to complete assigned tasks should notify the Chairperson and Director as soon as possible.

Attendance

If a member cannot attend a regular meeting, he or she should notify the Director as soon as possible and ideally no later than four hours prior to the start of the meeting. Three or more unexcused absences will result in the Sewer Authority making a recommendation for removal to the respective City Council the member belongs to.

Resignation or Removal

The Sewer Authority may ask both Clear Lake and Clearwater City Councils to review a member's appointment based on the member's failure to perform the responsibilities outlined above.

Section 4: Meetings

Meeting Notice

All Sewer Authority meetings are open to the public. To comply with legal requirements and ensure accessibility to the public, the Director gives official notice of all Sewer Authority meetings. If the Director is unable to provide official notice they shall assign another employee of the Sewer Authority to do so.

Regular Meetings

The Sewer Authority shall comply with Minnesota Statutes Chapter 13D, Open Meeting Law. All meetings shall take place in either the City of Clear Lake or the City of Clearwater, unless otherwise approved in a public meeting and properly noticed as required by state law.

Annual Meeting

In January, the Sewer Authority will hold an annual meeting to:

- ~~• Conduct and orientation session for new members.~~
- Make annual appointments as necessary.
- Review and update bylaws as necessary.
- ~~• Make annual appointments as necessary.~~
- Affirm the regular meeting schedule for the upcoming year.
- Schedule~~Conduct and orientation sessions~~ for new members, if desired.
- Affirm the annual budget meeting ~~in June and as well as a~~ yearly work plan.

Annual Budget Meeting(s)

~~At the Prior to~~ August meeting 1st of each year the Sewer Authority shall do the following:

- Establish a fee schedule sufficient to cover all reasonably foreseeable expenses.
- Create a Work Plan.
- Establish and pass a preliminary budget ~~prior to August 1st~~ and submit to both Clear Lake and Clearwater.

Special Meetings

Special meetings of the Sewer Authority may be called by the Chairperson, Director or by two regular members of the Sewer Authority voting members. Members will be notified of the special meeting by written or email communication at least three calendar days in advance of the meeting. To comply with the open meeting law and to ensure accessibility to the public, the Director posts official notice of all special meetings.

Cancelling Meetings

Meetings of the Sewer Authority can be cancelled by the Director in collaboration with the Chair and/or Vice-Chair. Meetings may be cancelled for insufficient business, lack of quorum, conflict with a holiday, inclement weather, a community emergency, or as deemed necessary by the Director.

Quorum

Three members must be present to constitute a quorum.

Meeting Agendas

Meeting agendas will be prepared by the Director. Members may request that items be added to the agenda. Agenda requests from Members that request for items to be added will be required to complete a Sewer Authority Action Request will be made in writing to the Director and include supporting documentation. Materials should be submitted- to the Director by the Wednesday prior to a regularly scheduled meeting. The meeting agenda and related materials will be sent electronically at least 3 days prior to the scheduled meeting.

Meeting Proceedings

During regular meetings, business will be conducted in the order listed below. The order of business may be changed with the support of a majority of the voting members during the “approval of the agenda.”

- **Call to order**
- **Roll call**
- **Approval of agenda**
- **Public forucomment**
- **Approval of minutes from preceding meeting**
- **Approval of financial reports**
- **Business Action Items & Recommendations**
- **Disussion on Next Meeting AgendaReports**
- **Adjournment**
- **Meetings will be conducted according to the latest edition of *Roberts Rules of Order*.**

Public ForuComment

During "Public ForuComment," the Chair will ask to hear from those in attendance who would like to speak about something not on the agenda that is relevant to the Sewer Authority. Individuals must limit their presentations to three minutes. Chair has the right to limit the number of speakers making similar statements and to limit comments related to matters previously discussed. The Sewer Authority is not required to respond to the comments. Those in attendance are expected ~~In order~~ to maintain a respectful environment for all those in attendance, ~~disruptive behavior such as the use of signs, clapping, cheering or booing is not allowed.~~

Motions and Voting

A simple majority of voting members present and voting will decide all motions before the Sewer Authority. At the request of a member, a roll call vote will be taken when there is a divided vote on any item. A tie vote on any motion will result in a failure to pass.

Meeting Minutes

The Director will prepare minutes for the Sewer Authority meetings. The minutes will include which members were present and absent, a summary of each item discussed and any motions proposed, and the votes on those motions. If the Director is not present to record minutes, the Director or the Sewer Authority will appoint a secretary to prepare the minutes. The secretary will prepare draft minutes within two weeks of the meeting date and forward the draft to the Director.

Section 5: Officers

The Chairperson may make and second motions and vote on all motions. The duties of the Chairperson include but are not limited to:

- Assist in the preparation of the agenda in consultation with the Director.
- Lead the meeting in accordance with the agenda and facilitate discussion on agenda items.
- Invoke a reasonable time limit for speakers during public testimony.
- Ensure that the bylaws are followed and actions are properly taken.
- Maintain meeting decorum.
- Extend meetings or schedule special meetings.
- Facilitate the development of the annual work plan.
- Develop annual calendar of anticipated agenda items for each month.
- Consult with members regarding attendance issues.
- Encourage active participation by Sewer Authority members and members of the public.

The Vice Chairperson performs the duties of the Chairperson in his/her absence. If both the Chairperson and the Vice Chairperson are absent, an acting chairperson may be assigned in advance by either officer or at the meeting by a majority vote of the members.

Section 6: Committees and Working Groups

Introduction

Committees or Working Groups may be established by a majority vote of the Sewer Authority to study issues in greater depth and report findings. Committees or Working Groups present their analysis to the Sewer Authority for discussion and recommendations. The Sewer Authority has the sole authority to make final recommendations on all matters on which a Committee or Working Group has given guidance. The Sewer Authority defines the scope and the duration of the Committee or Working Group's mission. In no case may the Committee or Working Group exceed the authority granted by the Sewer Authority.

Committee and Working Group participants may not include enough voting Sewer Authority members to constitute a quorum for the Sewer Authority. Committees or Working Groups may be designated as standing (ongoing) or temporary in nature.

Definitions

~~Committees and Working Groups may be comprised of two or more people, one of whom is the chair appointed by the Sewer Authority. A Committee is comprised of current Sewer Authority members only. A Working Group is led by a Sewer Authority member, but will also include members of the public.~~

Working Group Announcement

~~Notice will be given to the public of the formation of any Working Group, including a press release from the City to local media outlets. Individuals will have a minimum of 14 days after the public notice to express interest in joining before members are selected.~~

Public Access

~~Based on the potential public interest in the topic, some Committee and Working Group meetings may be designated as public meetings by the Sewer Authority or Clear Lake and Clearwater City Councils. If a~~

~~Committee or Working Group's meetings are designated as public meetings, official meeting notices, written agendas and written minutes are required. Refer to Section 4 of these bylaws for additional information on meeting notices.~~

Appointments and Chair Assignments

~~Committees: The Sewer Authority Chairperson will ask for Committee volunteers from the Sewer Authority membership. A majority vote may approve the Committee appointments once sufficient volunteers are established. A temporary Committee Chairperson will be appointed by the Sewer Authority at the time of Committee formation. The Committee will elect its own chair and notify the Sewer Authority Chairperson.~~

~~Working Groups: The Sewer Authority Chairperson will ask for volunteers from the Sewer Authority to serve as the Working Group Chair. The Working Group Chair is approved by a majority of the Sewer Authority members. The Working Group Chair will recommend other Working Group members. By definition, those members will include individuals outside of the Sewer Authority. The Chair may also nominate a co-chair who is not a Sewer Authority member. Working Group appointments will be made by a majority vote of Sewer Authority members.~~

~~The duties of the Committee or Working Group Chair(s) include but are not limited to:~~

- ~~• Set the meeting schedule and, if required, notify the Director for public notification.~~
- ~~• Prepare and distribute a written meeting agenda, if required.~~
- ~~• Lead the meeting in accordance with the agenda and facilitate discussion on agenda items.~~
- ~~• Ensure that this section of the bylaws and Sewer Authority directives are followed.~~
- ~~• Maintain meeting decorum.~~
- ~~• Recommend members and notify Sewer Authority of changes in membership (Working Group only).~~
- ~~• Report on the Committee or Working Group's activities at each regular Sewer Authority meeting.~~
- ~~• Communicate to the Committee or Working Group any directives, questions or input from the Sewer Authority.~~

Resignation or Removal

~~A Committee or Working Group member may voluntarily resign by submitting his or her written resignation to the Chair of the Committee or Working Group. A Committee or Working Group member may be removed by a majority vote of the Sewer Authority.~~

Disbanding

A Committee or Working Group may be disbanded at any regular meeting of the Sewer Authority by a majority vote of the members. Committees or Working Groups will automatically be disbanded if no member of the Sewer Authority is available to serve or appropriate volunteer membership cannot be established.

Section 8: Communication

Applicability

This section applies to all types of media and communication methods including face-to-face, telephone, email and social media.

Communication Between Members Outside of Meetings

Sewer Authority-related communication between members when a quorum of voting members is present constitutes a violation of open meeting laws if it takes place outside of publicly-noticed meetings. Members are prohibited from discussing Sewer Authority business in such a situation. Since email communication is common outside of meetings, the following email protocol is adopted:

Any email communication intended for a majority of Sewer Authority members should go through the Director so that an appropriate record can be established. Members should not respond “reply all” to group messages. Members should not blind copy (bcc) other members.

Members must not engage in a serial discussion of Sewer Authority business. A serial discussion occurs when members discuss official business with a majority of voting members through successive communications. Serial communication can occur through a combination of communication methods such as face-to-face, email, telephone or on a social media site.

Communication with the Public Outside of Meetings

Sewer Authority members are encouraged to share their work with members of the public within the guidelines noted in the paragraph below.

When communicating Sewer Authority business with the public, members should understand and convey the following:

- The deliberations and decisions of the Sewer Authority will be based solely on information contained in the public record presented to all Sewer Authority members participating in the deliberation or action.
- The member’s comments do not represent the opinion or viewpoint of other commissioners or the Sewer Authority as a whole.

Members should exercise care not to communicate how they intend to vote on any pending matter or give the appearance any matter has been pre-decided.

Public Announcements and Press Releases

The Sewer Authority will approve and coordinate any public announcements, press releases or other media contact desired. Formal releases of Authority affairs are the responsibility of the Director with oversight from the Chair and Vice Chair.

~~Section 9:~~ Financial Transactions

All financial expenditures by the Sewer Authority must relate to the Sewer Authority mission and be covered under the Sewer Authority budget. All expenditures must be approved in accordance with the Internal Accounting Controls Policy. The Director is responsible for ensuring that all approved expenditures or reimbursements meet the criteria above as well as other financial policies. Expenditures that do not meet the criteria above will not be reimbursed. Any contract related to Sewer Authority business will be managed by the Director.

~~Section 10:~~ Ethical and Respectful Conduct

Conflict of Interest

Members may not use their position on the Sewer Authority for personal benefit. The interests of the

Sewer Authority must be the first priority in all decisions and actions. Any member who has a financial interest in, or who may receive a financial benefit as a result of, any Sewer Authority action or decision must disclose this fact as a conflict of interest. A member who has disclosed a conflict of interest should abstain from discussion and voting on the matter.

Gifts

Sewer Authority members may not receive personal gifts from any “interested person” in conjunction with their board or commission duties. An “interested person” is a person, or representative of a person or an association, who has a direct financial interest in a recommendation under the Sewer Authority’s purview. This section does not apply to lawful campaign contributions. The Sewer Authority may recommend acceptance of general gifts or donations through the Sewer Authority donation policy.

Respectful Behavior

The Sewer Authority is committed to providing a work environment free from violence for all elected and appointed officials, employees and visitors. The Sewer Authority does not tolerate any form of violence in the workplace including threats or intimidating actions by or against any of the groups cited above. Violence and threats may include, but are not limited to:

- Any act which is a physical assault
- Any threat, behavior or action which is interpreted by a reasonable person to carry the potential to harm or endanger the safety of others, or result in an act of aggression, or destroy or damage Sewer Authority property.

The Director has the right to call for the immediate removal of anyone who threatens or commits an act of violence on Sewer Authority property. In the absence of the Director this right will be the responsibility of the Chair.

Respectful behavior also includes how Sewer Authority members relate to each other, staff and members of the public. Members share a joint responsibility in modeling, monitoring and addressing behavior within the group.

During Sewer Authority interactions, members should strive to:

- Treat people with courtesy, politeness and kindness
- Encourage others to express their opinions and ideas
- Listen to what others have to say
- Use the ideas of others to improve decisions and outcomes
- Recognize cultural differences

Members should avoid:

- Speaking over or cutting off another individual’s comments
- Insulting, disparaging or putting down people or their ideas
- Bullying other members by displaying a pattern of belittling, demeaning, judging or patronizing comments.

How to Report

Members are encouraged to report cases of unethical conduct to the Director.

To: Honorable Chair Goenner and Members of the Clear Lake/Clearwater Sewer Authority Board
From: Annita Smythe, Director
Date: May 22, 2025
Re: On Call Pay

Background

The Clear Lake/Clearwater Sewer Authority has two full-time plant operator positions. While the three entities have an agreement to share maintenance rounds for weekend coverage, each entity is responsible for its own after-hours and emergency coverage. This leaves the two Sewer Authority staff responsible for all on-call coverage after hours every weeknight, in addition to being responsible for emergency coverage on the weekends.

Staff Request

Maintenance staff have requested that an on-call stipend of \$20 per day be added to their pay to reflect these extra after-hours responsibilities. The additional costs for adding this stipend would be 365 days * \$20 per day = \$7,300. The stipend would be paid to whichever staff is assigned on-call responsibility for each day, so it would only be paid to one employee per day.

Other Cities Research

I reviewed the on-call policies of several other cities. There does not seem to be any consistency in these policies outside of union contracts. I saw policies that paid an extra hour at the normal rate for each day on call, some paid a flat amount for each day, some included this in base pay and did not pay anything extra. Some also combined this with their rounds or weekend maintenance rates. Unfortunately, there doesn't seem to be a consistent standard to compare this to.

Recommendation

It is a policy decision for the Board to make changes to compensation, so I do not have a recommendation on that decision.

Regarding the pay rate requested, it appears relatively in line with what other cities provide who have this type of pay. If the Board would like to consider this, then I would recommend adopting the requested rate of \$20 per day on call along with a policy that governs the requirements for receiving this additional pay. I can provide a draft policy at the next meeting if this is the direction the Board would like to go.

Respectfully,



Annita M. Smythe
City Administrator – City of Clearwater
Director – Clear Lake/Clearwater Sewer Authority

BUILDING PERMITS 2025 MONTHLY REPORT

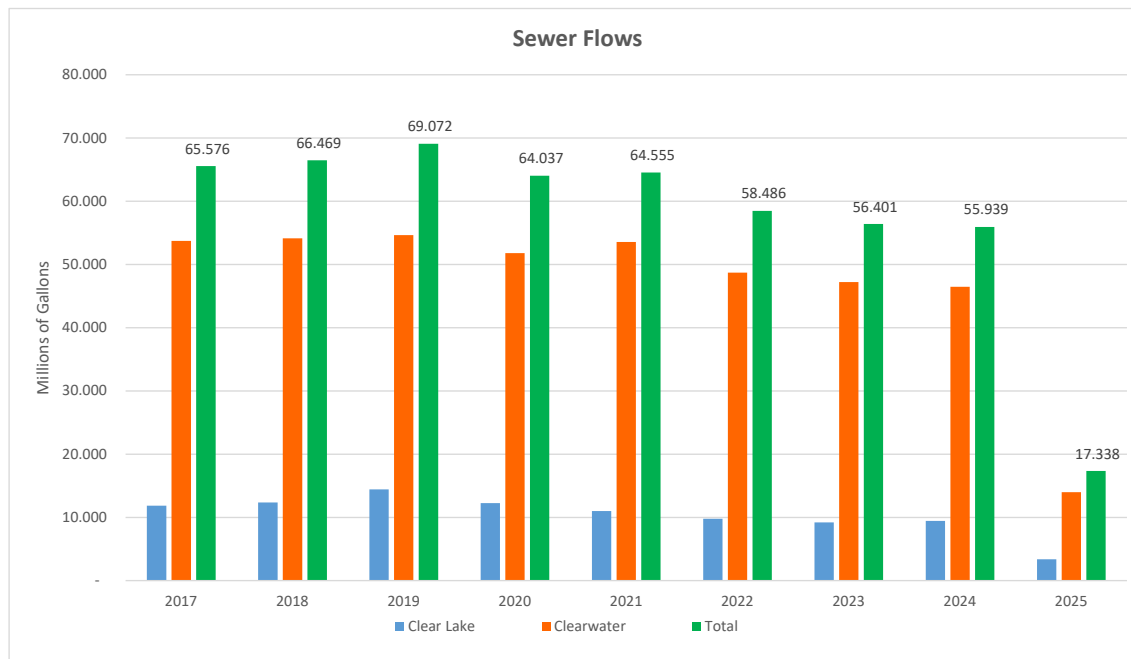
	ReRoof	Reside	Windows/Doors	Plumbing	Mechanical	Basement Finish	Addition/Alteration	Deck/Porch	Accessory Building	Fence	New Build - Residential	New Build - Commercial	Sign (Permanent)	Other*	TOTAL
JAN			4	2		1				1					8
FEB				3					1	1					5
MAR		1	1		2			1							5
APR	2	1	1	1		1	1	3	2	1		2	1		16
MAY															0
JUN															0
JUL															0
AUG															0
SEPT															0
OCT															0
NOV															0
DEC															0
Total	2	2	2	5	5	2	2	1	4	3	3	0	2	1	34

*OTHER	
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

Annual Sewer Flow Data 2017-2025

millions of gallons

	<u>CL</u> <u>2017</u>	<u>CW</u> <u>2017</u>	<u>CL</u> <u>2018</u>	<u>CW</u> <u>2018</u>	<u>CL</u> <u>2019</u>	<u>CW</u> <u>2019</u>	<u>CL</u> <u>2020</u>	<u>CW</u> <u>2020</u>	<u>CL</u> <u>2021</u>	<u>CW</u> <u>2021</u>	<u>CL</u> <u>2022</u>	<u>CW</u> <u>2022</u>	<u>CL</u> <u>2023</u>	<u>CW</u> <u>2023</u>	<u>CL</u> <u>2024</u>	<u>CW</u> <u>2024</u>	<u>CL</u> <u>2025</u>	<u>CW</u> <u>2025</u>
January	0.981	4.848	1.056	4.611	1.094	4.414	1.199	4.534	0.953	4.352	0.884	3.916	0.748	4.265	0.760	3.796	0.855	3.694
February	0.925	4.252	0.917	4.379	0.991	4.527	1.004	4.369	0.870	3.975	0.788	3.606	0.716	3.468	0.793	3.586	0.765	3.360
March	1.008	4.664	1.062	4.716	2.076	5.333	1.086	4.632	0.994	4.450	0.946	3.870	0.833	3.748	0.758	3.883	0.876	3.848
April	0.993	4.549	1.029	4.561	1.099	4.442	1.028	4.035	0.988	4.272	0.905	3.870	0.810	3.990	0.751	3.896	0.871	3.069
May	1.047	4.976	1.035	4.583	1.174	4.557	1.037	4.267	1.000	4.632	0.946	4.463	0.801	4.145	0.798	4.153		
June	0.958	4.599	1.031	4.331	1.148	4.552	0.999	4.287	0.932	4.872	0.744	4.531	0.749	4.008	0.754	4.193		
July	0.990	4.399	1.045	4.768	1.102	4.699	1.011	4.590	0.917	4.377	0.783	4.511	0.716	4.088	0.799	4.333		
August	0.945	4.230	1.008	4.594	1.161	4.611	1.005	4.276	0.892	5.077	0.744	4.709	0.762	4.017	0.804	3.839		
September	0.903	4.157	0.996	4.289	1.108	4.409	0.996	4.188	0.849	5.132	0.772	4.222	0.749	3.748	0.810	3.662		
October	1.034	4.413	1.079	4.384	1.158	4.521	1.005	4.368	0.888	4.832	0.759	3.693	0.753	4.003	0.81	3.854		
November	1.043	4.182	1.017	4.278	1.135	4.185	0.940	4.178	0.860	3.610	0.750	3.601	0.782	3.816	0.789	3.617		
December	1.016	4.464	1.069	4.631	1.197	4.379	0.950	4.053	0.859	3.972	0.77	3.703	0.770	3.916	0.832	3.669		
Total	11.843	53.733	12.344	54.125	14.443	54.629	12.260	51.777	11.002	53.553	9.791	48.695	9.189	47.212	9.458	46.481	3.367	13.971
Average	0.987	4.478	1.029	4.510	1.204	4.552	1.022	4.315	0.917	4.463	0.816	4.058	0.766	3.934	0.788	3.873	0.842	3.493
High	1.047	4.976	1.079	4.768	2.076	5.333	1.199	4.632	1.000	5.132	0.946	4.709	0.833	4.265	0.832	4.333	0.876	3.848
Usage	18.06%	81.94%	18.57%	81.43%	20.91%	79.09%	19.15%	80.85%	17.04%	82.96%	16.74%	83.26%	16.29%	83.71%	16.91%	83.09%	19.42%	80.58%
Annual Capacity	26.280	105.120	26.280	105.120	26.280	105.120	26.280	105.120	26.280	105.120	26.280	105.120	26.280	105.120	26.280	105.120	26.280	105.120
% Capacity Used	45%	51%	47%	51%	55%	52%	47%	49%	42%	51%	37%	46%	35%	45%	36%	44%	13%	13%



17.23% 5 yr average - CL
82.77% 5 yr average - CW

Surcharge Tracking 2024

Clearwater Accounts

Dec 23	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	BOY	EOY	CHG	AVG	
707	708	708	708	708	708	710	710	710	714	711	713	715	707	715	8	710	
\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	
\$ 7,070.00	\$ 7,080.00	\$ 7,080.00	\$ 7,080.00	\$ 7,080.00	\$ 7,080.00	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00	\$ 7,140.00	\$ 7,110.00	\$ 7,130.00	\$ 7,150.00	\$ 7,070.00	\$ 7,150.00	\$ 80.00	\$ 7,100.00	
												Total	\$ 92,300.00				

Clear Lake Accounts

Dec 23	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	BOY	EOY	CHG	AVG	
271	270	280	279	279	279	279	278	279	287	298	300	310	271	310	39	285	
\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	
\$ 2,710.00	\$ 2,700.00	\$ 2,800.00	\$ 2,790.00	\$ 2,790.00	\$ 2,790.00	\$ 2,790.00	\$ 2,780.00	\$ 2,790.00	\$ 2,870.00	\$ 2,980.00	\$ 3,000.00	\$ 3,100.00	\$ 2,710.00	\$ 3,100.00	\$ 390.00	\$ 2,837.69	
												Total	\$ 36,890.00				

Total Accounts

Dec 23	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	BOY	EOY	CHG	AVG	
978	978	988	987	987	987	989	988	989	1001	1009	1013	1025	978	1025	47	995	
\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	
\$ 9,780.00	\$ 9,780.00	\$ 9,880.00	\$ 9,870.00	\$ 9,870.00	\$ 9,870.00	\$ 9,890.00	\$ 9,880.00	\$ 9,890.00	\$ 10,010.00	\$ 10,090.00	\$ 10,130.00	\$ 10,250.00	\$ 9,780.00	\$ 10,250.00	\$ 470.00	\$ 9,937.69	
												Total	\$ 129,190.00				

No Data provided.

Surcharge Tracking 2025

Clearwater Accounts

Dec 24	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	BOY	EOY	CHG	AVG		
715	713	714	714	713									715	0	-715	714		
\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
\$ 7,150.00	\$ 7,130.00	\$ 7,140.00	\$ 7,140.00	\$ 7,130.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,150.00	\$ -	\$ (7,150.00)	\$ 2,745.38		
												Total	\$ 35,690.00					

Clear Lake Accounts

Dec 24	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	BOY	EOY	CHG	AVG		
310	310	316	325										310	0	-310	317		
\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
\$ 3,100.00	\$ 3,100.00	\$ 3,160.00	\$ 3,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,100.00	\$ -	\$ (3,100.00)	\$ 970.00		
												Total	\$ 12,610.00					

Total Accounts

Dec 24	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	BOY	EOY	CHG	AVG		
1025	1023	1030	1039	713	0	0	0	0	0	0	0	0	1025	0	-1025	317		
\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
\$ 10,250.00	\$ 10,230.00	\$ 10,300.00	\$ 10,390.00	\$ 7,130.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,250.00	\$ -	\$ (10,250.00)	\$ 3,715.38		
												Total	\$ 48,300.00					

No Data provided.

Z:\Sewer Authority\Reports\Surcharge Reports\[2025 Surcharge Tracking.xlsx]Surcharge

Sewer Authority Meeting Schedule

Meetings are held at 5:30 p.m.

Meeting Schedule

January 16, 2025 – *Clearwater City Hall*

May 22, 2025 – *Wastewater Plant*

August 21, 2025 – *Clear Lake City Hall*

November 20, 2025 – *Wastewater Plant*