

**Regular Meeting of the Shetek Area Water and Sewer Commission
March 9, 2020**

Members present: Jamie Thomazin, Harley Wahl, Donna Kor, Dave Maguire, Jon Hoyme, Trevor Humphrey

Members absent: Greg Grant

Others: Dave Brown, Sarah Soderholm, Jean Christoffels, James Jens, Lori Gunnink, Lora Pankonen, Rosanne Schauer

Meeting called to order by Chairman Jamie Thomazin at 4:00 PM

No conflicts of interest were identified.

Bay Cove Homeowner's Association:

Lora Pankonen was present representing the Bay Cove Homeowner's Association. She requested the Board adjust their monthly sewer rate from 5 residential sewer rates to either a high or low usage double pump commercial rate. The consensus of the Board was to leave the monthly sewer rates the same.

Lake Shetek State Park:

Rosanne Schauer, manager of the park, was present to discuss the vault toilets in operation and potential improvements. Roseanne discussed a vault toilet in need of replacement within the next few years and inspections of the vault toilets. The Board also discussed the need for a variance process.

➤ **Motion (3/9/2020a)** Moved by Dave Maguire, seconded by Trevor Humphrey to begin the process to amend the ordinance to include a variance process. Motion carried unanimously.

Murray County Auditor/Treasurer:

Heidi Winter provided the following resolution for the Board's consideration.

RESOLUTION NUMBER 2020-03-09b
A Resolution Authorizing the Murray County Auditor/Treasurer
To Pay Certain Claims in 2020

WHEREAS, Minnesota Statute 375.16 allows the County Board to authorize the County Auditor/Treasurer to pay incidental expenses of the county; and
WHEREAS, Minnesota Statute 375.18 allows delegation by the County Board for paying certain claims to a county administrative official.

WHEREAS, the Murray County Board delegated this authority to the Murray County Auditor-Treasurer for the year 2020 with Resolution 2020-01-07-01.

NOW, THEREFORE, BE IT RESOLVED, That the Shetek Area Water and Sewer District Board concurs with Murray County Resolution 2020-01-07-01 that the Murray County

Auditor/Treasurer is authorized to pay incidental expenses as identified in Minnesota Statute 375.16 on behalf of the District for the following: Frontier Communications, Verizon Wireless Services, Murray County Treasurer, Nobles Cooperative Electric, David Brown, First National Bank, Gopher State One Call, League of Minnesota Cities, MPCA, and City of Currie

- **Motion (3/9/2020b)** Moved by Harley Wahl, seconded by Donna Kor to approve Resolution 2020-03-09b authorizing the Murray County Auditor/Treasurer to pay certain claims. Motion carried unanimously.

Heidi also provided the following resolution for the Board's consideration.

RESOLUTION NUMBER 2020-03-09c
RESOLUTION TO DELEGATE AUTHORITY
FOR ELECTRONIC FUND TRANSFERS

WHEREAS, Minnesota Statute §471.38 allows for the use of electronic fund transfer as means of making various payments; and

WHEREAS, Electronic funds transfer is the process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments; and

WHEREAS, a local government may make an electronic funds transfer for the following:

- For a claim for a payment from an imprest payroll bank account or investment of excess money;
- For a payment of tax or aid anticipation certificates;
- For a payment of contributions to pension or retirement fund;
- For vendor payments; and
- For payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

WHEREAS, a governing body shall annually delegate the authority to make electronic funds transfers to the County's chief financial officer and their designee.

NOW THEREFORE, BE IT RESOLVED, that the Shetek Area Water and Sewer District Board delegates the authority to make electronic funds transfers to Heidi E. Winter, Murray County Auditor-Treasurer and her designees.

NOW THEREFORE, BE IT FURTHER RESOLVED, that the Auditor-Treasurer will:

- Provide a copy of this resolution to the disbursing bank;
- Provide a list of all transactions made by electronic fund transfer to the district at its next regularly scheduled meeting.

- **Motion (3/9/2020c)** Moved by Dave Maguire, seconded by Harley Wahl to approve Resolution 2020-03-09c delegating authority for electronic funds transfer. Motion carried unanimously.
- **Motion (3/9/2020d)** Moved by Harley Wahl, seconded by Dave Maguire to amend motion 12/9/19f by changing the cancellation date of well usage to March 1, 2020 from the previous cancellation date of January 1, 2020. Motion carried unanimously.

Minutes:

- **Motion (3/9/2020e)** Moved by Harley Wahl, seconded by Dave Maguire to approve the minutes from the previous meeting. Motion carried unanimously.

Treasurers report:

- **Motion (3/9/2020f)** Moved by Jon Hoyme, seconded by Donna Kor to approve payment of the invoices totaling \$12,414.40. Motion carried unanimously.

Engineers report:

1. Service calls are down. Flow is starting to increase as usage and runoff increases.
2. Eighteen to nineteen million gallons of storage are left in the wastewater treatment ponds so spring discharge may not be needed. Treatment of phosphorus may be needed prior to fall discharge.
3. Four new pumps will be ordered to finish changing out the commercial stations at Lake Shetek State Park and Schreier's on Shetek. Blake is starting to get caught up on pumps needing repair.
4. Discussed calls and conversations related to rate increase.

Other:

1. Jean questioned how long the District's documents need to be retained.
 - **Motion (3/9/2020g)** Moved by Jon Hoyme, seconded by Donna Kor to authorize Jean to discuss document retention with the District's attorney. Motion carried unanimously.
2. Discussed independent contractor agreement and job duties.
 - **Motion (3/9/2020h)** Moved by Jon Hoyme, seconded by Harley Wahl to approve the independent contractor's agreement and job duties. Motion carried unanimously.
3. Discussed delayed hookups with expiring certificates of compliance. The Board discussed a due date for certificates of compliance and settled on August 1, 2020.
 - **Motion (3/9/2020i)** Moved by Trevor Humphrey, seconded by Donna Kor to send letter, as amended, to landowners requesting up-to-date certificates of compliance. Motion carried unanimously.
4. Discussed March newsletter. A few Board members requested their contact emails be changed.
 - **Motion (3/9/2020j)** Moved by Dave Maguire, seconded by Trevor Humphrey to send the newsletter with March sewer bills. Motion carried unanimously
 - **Motion (3/9/2020k)** Moved by Trevor Humphrey, seconded by Dave Maguire to allow Jean to also include a zoning letter. Motion carried unanimously.
5. Routine preventative maintenance contracts for Ziegler Cat were discussed.
 - **Motion (3/9/2020l)** Moved by Donna Kor, seconded by Harley Wahl to reject Ziegler

Cat's routine preventative maintenance contracts. Motion carried unanimously.

6. Reviewed state auditor letter.

- **Motion (3/9/2020m)** Moved by Donna Kor, seconded by Trevor Humphrey to ratify the Board Chair's signature on letter. Motion carried unanimously.

Next meeting: April 13, 2020 at 4:00 PM

Adjourn:

- **Motion (3/9/2020n)** Moved by Harley Wahl, seconded by Donna Kor to adjourn. Motion carried unanimously.

Respectfully Submitted,

Jon Hoyme
Shetek Area Water & Sewer Commission Secretary