

Regular Meeting of the Shetek Area Water and Sewer Commission July 13, 2020

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

Others via teleconference: Dave Brown, Blake Heronimus, Lori Gunnink, Jim Jens

Others present on-site: Sarah Soderholm, Jean Christoffels

Pursuant to notice, the meeting was called to order via teleconference by Chairman Jamie Thomazin at 4:00 PM.

No conflicts of interest were identified.

Lake Shetek State Park:

Discussion of the need and placement of portable toilet facilities due to the rustic nature of some areas and current COVID-19 mandates. Additional discussion centered on the District's ordinance and lack of a variance process.

- **Motion (7/13/2020a)** Moved by Jon Hoyme, seconded by Dave Maguire to proceed with amending the District's ordinance to include a variance process. Motion carried unanimously via roll call vote.

Minutes:

- **Motion (7/13/2020b)** Moved by Harley Wahl, seconded by Donna Kor to approve the minutes from the previous meeting. Motion carried unanimously via roll call vote.

Treasurers report:

- **Motion (7/13/2020c)** Moved by Trevor Humphrey, seconded Jon Hoyme payment of the invoices totaling \$48,334.01. Motion carried unanimously via roll call vote.

Engineers report:

1. All flood-related pumps have been repaired. Forty in total. Ten new pumps had to be purchased as well.
2. Quality Flow was called for an issue with Lift Station #4. Annual service checks will be done when they come back down for some additional work on Lift Station #4.
3. Also, an air release had broken but Dave had the necessary parts on hand to fix it.
4. There were only a few calls on the 4th of July holiday. The commercial grinder stations had been tested prior to the holiday and any issues were fixed.

Other:

1. Discussed the preliminary budget. The totals for a few lines- Other Debt Service Charges,

Sewer Utility Charges-Maintenance 60%, and Special Debt Service- were amended.

- **Motion (7/13/2020d)** Moved by Trevor Humphrey, seconded by Harley Wahl to approve the budget as amended. Motion carried unanimously via roll call vote.
- 2. The Board reviewed the sewer rates.
 - **Motion (7/13/2020e)** Moved by Donna Kor, seconded by Dave Maguire to approve a 3% increase starting January 1, 2021. Motion carried unanimously via roll call vote.
- 3. Reviewed and discussed a sewer bill request from the landowner at 40 Hudson Road. During their divorce proceedings, the bill had gone unpaid unintentionally and thus, the landowner was requesting the late fees be removed and consider suspending late fees while the outstanding balance was paid in full. After much discussion, the Board agreed to remove the late fees and suspend future late fees temporarily since the account had been in good standing.
 - **Motion (7/13/2020f)** Moved by Trevor Humphrey, seconded by Jon Hoyme to waive the late fees from July 2019 to July 1, 2020 and prevent new late fees from accruing between July 1, 2020 and September 25, 2020 so long as the account is paid in full and keep current through September 25, 2020. Motion carried unanimously via roll call vote.
- 4. The Board reviewed the delinquent sewer bills and drafted letter.
 - **Motion (7/13/2020g)** Moved by Harley Wahl, seconded by Donna Kor to send the letter as drafted. Motion carried unanimously via roll call vote.
- 5. Discussed remaining delayed hookups without inspections and reviewed drafted letter.
 - **Motion (7/13/2020h)** Moved by Donna Kor, seconded by Harley Wahl to send letter to those with expiring certificates of compliance. Motion carried unanimously via roll call vote.
- 6. The Board reviewed the proposed August newsletter and discussed including an explanation of the rate increase starting January 1, 2021.
 - **Motion (7/13/2020i)** Moved by Dave Maguire, seconded by Jon Hoyme to send newsletter with August bills as amended. Motion carried unanimously via roll call vote.
- 7. Discussed sewer connection at 7 Deerpath Road and reviewed drafted letter.
 - **Motion (7/13/2020j)** Moved by Trevor Humphrey, seconded by Harley Wahl to send letter as drafted. Motion carried unanimously via roll call vote.
- 8. The Board discussed the commendation received from the Minnesota Pollution Control Agency regarding wastewater treatment reporting. The Board and staff were complimented on their compliance with reporting requirements.

Next meeting: August 10, 2020 at 4:00 PM

- **Motion (7/13/2020k)** Moved by Harley Wahl, seconded by Dave Maguire to approve. Motion carried unanimously via roll call vote.

Adjourn:

- **Motion (7/13/2020)** Moved by Donna Kor, seconded by Harley Wahl to adjourn.
Motion carried unanimously via roll call vote.

Respectfully Submitted,

Jon Hoyme
Shetek Area Water & Sewer Commission Secretary