

Regular Meeting of the Shetek Area Water and Sewer Commission January 11, 2021

Members present via teleconference: Jon Hoyme, Greg Grant, Dave Maguire

Members present on site: Jamie Thomazin, Harley Wahl

Members absent: Donna Kor, Trevor Humphrey

Others present via teleconference: Dave Brown, Molly Malone, Lori Gunnink

Others present on site: Jean Christoffels, Sarah Soderholm

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.

Election of officers:

Chairperson: Harley Wahl nominated Jamie Thomazin for chair.

- **Motion (1/11/2021a)** Moved by Harley Wahl, seconded by Greg Grant to cast a unanimous ballot for Jamie Thomazin for chair. Motion carried unanimously via roll call vote.

Vice-Chairperson: Harley Wahl nominated Donna Kor for vice chair.

- **Motion (1/11/2021b)** Moved by Harley Wahl, seconded by Greg Grant to cast a unanimous ballot for Donna Kor for vice chair. Motion carried unanimously via roll call vote.

Secretary: Greg Grant nominated Jon Hoyme for secretary.

- **Motion (1/11/2021c)** Moved by Harley Wahl, seconded by Greg Grant to cast a unanimous ballot for Jon Hoyme for secretary. Motion carried unanimously via roll call vote.

Bayport Condo Association:

After reviewing the Ordinance, the Board continued to discuss the monthly utility billing for the Bayport Cove Townhouses.

- **Motion (1/11/2021d)** Moved by Greg Grant, seconded by Harley Wahl to leave the monthly sewer billing as is and to send a letter to the landowner. Motion carried unanimously via roll call vote.

Minutes:

- **Motion (1/11/2021e)** Moved by Dave Maguire, seconded by Harley Wahl to approve the minutes from the previous meeting. Motion carried unanimously via roll call vote.

Treasurers report:

- **Motion (1/11/2021f)** Moved by Dave Maguire, seconded by Greg Grant to approve payment of the invoices totaling \$4,379.75. Motion carried unanimously via roll call vote.

Engineers report:

1. There were transfer switch issues at Lift Station 2 on New Year's Day. Trevor Humphrey was called since Doug Brinks was not available. Afterwards, Ziegler Cat came down to check the other 3 lift stations.
2. Last week, there was a problem near Breezy Point; Enviro Pump Plus assisted with jetting and vacuuming. Dave thought the lower than normal usage due COVID-19 related restrictions was likely at least partially to blame for the issue. The Board questioned whether the line at other similar properties should be checked. Dave explained that he had just switched out equipment at Key Largo 3 days ago.

Other:

1. The Board discussed adding a variance process to the ordinance and setting a subcommittee to review the District's Ordinance and bylaws. Jamie Thomazin and Jon Hoyme volunteered to be on the subcommittee.
 - **Motion (1/11/2021g)** Moved by Harley Wahl, seconded by Dave Maguire to appoint Jamie Thomazin & Jon Hoyme to a subcommittee to review the District's Ordinance and bylaws. Motion carried unanimously via roll call vote.
2. The Board reviewed a memo about the District's rate increase as of January 1, 2021.
 - **Motion (1/11/2021h)** Moved by Greg Grant, seconded by Dave Maguire to include memo with January sewer bills. Motion carried unanimously via roll call vote.
3. The Board discussed the 2019 audit; the 2020 audit is already in process.
4. The Board also discussed the transfer of funds related to the debt service surcharge and 2018 flood damage.
5. Finally, the Board discussed timing of the 2021 rate review.

Next meeting: February 8, 2021 at 4:00 PM

Adjourn:

- **Motion (1/11/2021i)** Moved by Dave Maguire, seconded by Greg Grant to adjourn. Motion carried unanimously via roll call vote.

Respectfully Submitted,

Jon Hoyme
Shetek Area Water & Sewer Commission Secretary