

Regular Meeting of the Shetek Area Water and Sewer Commission January 10, 2024

Members present: Jamie Thomazin, Trevor Humphrey, Jon Hoyme, Greg Grant, Valarie Kastner

Absent Members: Donna Kor, David Maguire

Others present: Dave Brown, Sarah Soderholm, Jean Christoffels

Others present via teleconference: Lori Gunnink, Molly Malone

The meeting was called to order by Chairman Jamie Thomazin at 4:00 PM.

No conflicts of interest were identified.

Agenda:

- **Motion (1/10/2024a)** Motion by Jon Hoyme, seconded by Greg Grant to approve the agenda with the following additions: Comprehensive land use committee member, 2024 budget changes and billing correction at 35 Resort Road. Motion carried unanimously.

Election of Officers:

Jamie Thomazin was nominated as Chairman.

- **Motion (1/10/2024b)** Moved by John Hoyme, seconded by Greg Grant to cast a unanimous ballot for Jamie Thomazin. Motion carried unanimously.

Donna Kor was nominated as Vice-Chairperson.

- **Motion (1/10/2024c)** Moved by John Hoyme, seconded by Greg Grant to cast a unanimous ballot for Donna Kor. Motion carried unanimously.

Valarie Kastner was nominated as secretary.

- **Motion (1/10/2024d)** Moved by Greg Grant, seconded by John Hoyme to cast a unanimous ballot for Valarie Kastner. Motion carried unanimously.

Minutes:

- **Motion (1/10/2024e)** Moved by Trevor Humphrey, seconded by John Hoyme to approve the minutes from the previous meeting. Motion carried unanimously.

Treasurers report:

- **Motion (1/10/2024f)** Moved by Jon Hoyme, seconded by Greg Grant to pass the following resolution:

RESOLUTION NUMBER 01/10/2024f
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 carried unanimously.

- **Motion (1/10/2024g)** Moved by Greg Grant, seconded by Trevor Humphrey to pass the following resolution:

RESOLUTION NUMBER 01/10/2024g
A Resolution Authorizing the Murray County Auditor/Treasurer
To pay Certain Claims in 2024

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 2024 with Resolution 2024-01-02-01.

NOW, THEREFORE, BE IT RESOLVED, That the Shetek Area Water and Sewer District Board concurs with Murray County Resolution 2024-01-02-01 that the Murray County Auditor/Treasurer is authorized to pay incidental expenses as identified in Minnesota Statute §375.16 on behalf of the District and as identified on the attached list, which is kept on file with this resolution in the Auditor/Treasurer's Office.

Motion carried unanimously.

- **Motion (1/10/2024h)** Moved by Trevor Humphrey, seconded by Jon Hoyme to approve payment of the invoices totaling \$55,890.33. Motion carried unanimously.
- **Motion (1/10/2024i)** Moved by Trevor Humphrey, seconded by Greg Grant to approve payment of the recurring invoices totaling \$15,453.17. Motion carried unanimously.

Maintenance Providers Report:

David Brown had nothing new to report since the extensions will be discussed later.

Other:

1. Lake Sarah Extension: The easements are expected on Monday. Then, they will be sent to the landowners for signatures. Quotes for labor costs to install the extension will be solicited from 4 companies who have previously worked on the centralized sewer.
 - **Motion (1/10/2024j)** Moved by Trevor Humphrey, seconded by Greg Grant to solicit quotes for the labor costs for the Lake Sarah extension with a return deadline of January 31st, 2024. Motion carried unanimously.
2. Lift Station #3 submain line extension: The District's attorney will be drafting a corrective deed for the District's property. The landowner has verbally agreed to the proposed easement location. Quotes for the labor costs will be solicited from the same 4 companies.
 - **Motion (1/10/2024k)** Moved by Greg Grant, seconded by Jon Hoyme to solicit quotes for the labor costs for the Lift Station #3 extension with a return deadline January 31st, 2024. Motion carried unanimously.
3. Materials for Lake Sarah extension & Lift Station #3 extension: Dave Brown asked the Board about ordering materials. The materials are about 1 ½ months out and vendors have been asking when to expect the order since it's quite large.
 - **Motion (1/10/2024l)** Moved by Trevor Humphrey, seconded by Greg Grant to approve ordering materials for the Lake Sarah and Lift Station #3 extensions. Motion carried unanimously.
4. Set public hearing for Ordinance changes:
 - **Motion (1/10/2024m)** Moved by Greg Grant, seconded by Trevor Humphrey to set the public hearing for changes to the SAWS Ordinance for February 12, 2024 at 4:00 pm. Motion carried unanimously.

5. Comprehensive Land Use committee
 - **Motion (1/10/2024n)** Moved by Jon Hoyme, seconded by Greg Grant to appoint Trevor Humphrey to represent the District on the comprehensive land use committee. Motion carried unanimously.
6. 2024 Budget changes
 - **Motion (1/10/2024o)** Moved by Trevor Humphrey, seconded by Greg Grant to approve the proposed budget changes for 2024. Motion carried unanimously.
7. The new owners of 35 Resort Road, Schreier's on Shetek, were incorrectly billed from July 2023 to December 2023. They were charged a residential rate instead of commercial one. The rate has been corrected. No late fees will be charged so long as the difference is paid over these next 7 months.
8. Public hearing date revisited for Ordinance changes:
 - **Motion (1/10/2024p)** Moved by Trevor Humphrey, seconded by Jon Hoyme to amend the previous motion (1/10/2024m) moving the public hearing about changes to the SAWS Ordinance from February 12, 2024 to March 11, 2024 at 4:00pm. Motion carried unanimously.

Next meeting: Monday, February 12, 2024 at 4:00 PM

Adjourn:

- **Motion (1/10/2024q)** Moved by Trevor Humphrey, seconded by Jon Hoyme to adjourn. Motion carried unanimously.

Respectfully Submitted,

Valarie Kastner
Shetek Area Water & Sewer Commission Secretary