

Regular Meeting of the Shetek Area Water and Sewer Commission January 9, 2023

Members present: Donna Kor, Jon Hoyme, Trevor Humphrey, Dave Maguire, Greg Grant, Jamie Thomazin, Valarie Kastner

Others present: Jean Christoffels, Dave Brown, Sarah Soderholm, Lori Gunnink, Joe Carlson, and Ben Carlson.

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

No conflicts of interest were identified.

Approve agenda:

Jamie Thomazin suggested Joe and Ben Carlson be added to the agenda based on the latest subcommittee meeting regarding the easement for the Brett Huber's proposed development.

- **Motion (1/9/23a)** Moved by Trevor Humphrey, seconded by Dave Maguire to approve the agenda with this addition. Motion carried unanimously

Huber Development/Carlson Easement:

Jamie Thomazin went over the proposed costs for an easement through the Carlson family's property and Kevin Carlson's property to expand the centralized sewer Brett Huber's proposed subdivision.

- **Motion (1/9/23b)** Moved by Trevor Humphrey, seconded by Greg Grant to accept the proposed easement costs as discussed with the Carlson family. Motion carried unanimously.
- **Motion (1/9/23c)** Moved by Dave Maguire, seconded by Trevor Humphrey to accept the proposed easement costs as discussed with Kevin Carlson. Motion carried unanimously.

Election of officers:

Jamie Thomazin was nominated as Chairman.

- **Motion (1/9/23d)** Moved by Greg Grant, seconded by Trevor Humphrey to cast a unanimous ballot for Jamie Thomazin. Motion carried unanimously.

Donna Kor was nominated as Vice-Chairperson.

- **Motion (1/9/23e)** Moved by Trevor Humphrey, seconded by Greg Grant to cast a unanimous ballot for Donna Kor. Motion carried unanimously.

Jon Hoyme was nominated as secretary.

- **Motion (1/9/23f)** Moved by Trevor Humphrey, seconded by Greg Grant to cast a unanimous ballot for Jon Hoyme. Motion carried unanimously.

Minutes:

- **Motion (1/9/23g)** Moved by Greg Grant, seconded by Dave Maguire to approve the minutes from the previous meeting. Motion carried unanimously.

Treasurers report:

- **Motion (1/9/23h)** Moved by Greg Grant, seconded by Donna Kor to pass the following resolution:

RESOLUTION NUMBER 01/09/23h
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 (1/9/23i)** Moved by Donna Kor, seconded by Greg Grant to pass the following resolution:

RESOLUTION NUMBER 01/09/23i
A Resolution Authorizing the Murray County Auditor/Treasurer
To pay Certain Claims in 2023

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 2022 with Resolution 2023-01-05-01.

NOW, THEREFORE, BE IT RESOLVED, That the Shetek Area Water and Sewer District Board concurs with Murray County Resolution 2023-01-05-01 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 (1/9/23j)** Moved by Donna Kor, seconded by Valarie Kastner to approve payment of invoices totaling \$53,908.45. Motion carried unanimously.
- **Motion (1/9/23k)** Moved by Dave Maguire, seconded by Greg Grant to pay the recurring invoices totaling \$25,665.10. Motion carried unanimously.

Engineers report:

1. Quality flow has not been out so repairs at Lift Station #1 have yet to be completed. Thus, there is some smell near Lift Station #1. Dave Brown explained that the work is not considered an emergency, so it keeps being delayed. A landowner requested the Board consider a biofilter to reduce the smell. The Board discussed it but they took no action at this time.
2. There was some additional discussion on the installation for Carlson's property.
3. Thank you to Dave for all his hard work.

Other:

1. The Board considered a request from Don Peterson to be added into the District and connected to the centralized sewer.
 - **Motion (1/9/23/l)** Moved by Donna Kor, seconded by Dave Maguire to accept the petition to add the Peterson's property into the District. Motion carried unanimously.
2. There was some discussion on PFA reserve amounts based on the sewage flows. The Board agreed to discuss this further once Chuck Pettipiece has done the rate review.

Next meeting: Monday, February 13, 2023 at 4:00 PM

Adjourn:

- **Motion (1/9/23m)** Moved by Dave Maguire, seconded by Trevor Humphrey to adjourn.
Motion carried unanimously.

Respectfully Submitted,

Jon Hoyne
Shetek Area Water & Sewer Commission Secretary