

Regular Meeting of the Shetek Area Water and Sewer Commission December 11, 2023

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

Members Absent: David Maguire

Others present: Dave Brown, Sarah Soderholm, Jean Christoffels

Others present via teleconference: Lori Gunnink

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

No conflicts of interest were identified.

Agenda:

- **Motion (12/11/2023a)** Moved by Donna Kor, seconded by Greg Grant to approve the agenda with the addition of late fee for 51 Lakeview Drive. Motion carried unanimously.

Minutes:

- **Motion (12/11/2023b)** Moved by Trevor Humphrey, seconded by Donna Kor to approve the minutes from the previous meeting. Motion carried unanimously.

Treasurers report:

- **Motion (12/11/2023c)** Moved by Trevor Humphrey, seconded by Donna Kor to approve payment of the invoices totaling \$3,134.55. Motion carried unanimously.
- **Motion (12/11/2023d)** Moved by Greg Grant, seconded by John Hoyme to approve payment of the recurring invoices totaling \$14,260.65. Motion carried unanimously.

Engineers report:

1. David Brown reported that he is waiting on parts for Lift Station #1. Quality Flow was down once and once parts are in, they will be down again to work on the dialer.

Other:

1. Lake Sarah extension: The District's attorney currently has the easements, and they are unlikely to be complete until after 01-01-24. The quote for materials from MN Pumps Works was \$42,738.61.
2. Lift Station #3 submain line extension: The quote for materials from MN Pumps Works was \$15,269.91 and easements are still needed for this extension.
3. Lake Shetek extension: No update at this time.

4. Insurance Renewal: The budgeted amount was \$17,000.00; however, the renewal estimate was \$18,407.00. The property schedule also was updated.
 - **Motion (12/11/2023e)** Moved by Trevor Humphrey, seconded by Jon Hoyme to increase budget to \$18,500. Motion carried unanimously.
 - **Motion (12/11/2023f)** Moved by Jon Hoyme, seconded by Greg Grant to approve the 2024 insurance renewal at cost of \$18,407. Motion carried unanimously.
5. Ordinance Subcommittee Update: Jamie Thomazin and Trevor Humphrey shared a few proposed updates to the Ordinance. Seasonal campers must have a hard hook up to the centralized sewer if they have water capabilities. Exemptions for delayed hookups were removed since the septic systems are getting older. When properties are transferred, these properties must be hooked up to the centralized sewer. A public hearing on ordinance changes will be set at the next meeting.
6. 51 Lakeview Drive late fee: Bill was never received according to landowner's letter.
 - **Motion (12/11/2023g)** Moved by Donna Kor, seconded by Jon Hoyme to waive late fee this time and send letter accordingly. Motion carried unanimously.

Next meeting: January 8, 2024 at 4:00 PM

Adjourn:

- **Motion (12/11/2023h)** Moved by Jon Hoyme, seconded by Donna Kor to adjourn. Motion carried unanimously.

Respectfully Submitted,

Valarie Kastner
Shetek Area Water & Sewer Commission Secretary