

Regular Meeting of the Shetek Area Water and Sewer Commission February 14, 2022

Members present via teleconference: Jon Hoyme

Members present on site: Jamie Thomazin, Harley Wahl, Trevor Humphrey, Donna Kor, Greg Grant

Members absent: David Maguire

Others present via teleconference: Dave Brown, Molly Malone

Others present on site: Jean Christoffels, Lori Gunnink

Pursuant to notice, the meeting was called to order by Chairman Jamie Thomazin at 4:00 PM, with Secretary Jon Hoyme attending and participating via teleconference.

No conflicts of interest were identified.

Election of officers:

Chairperson: Jamie Thomazin

Vice Chairperson: Donna Kor

Secretary: Jon Hoyme

- **Motion (02/14/2022a)** Moved by Harley Wahl, seconded by Greg Grant to cast a unanimous ballot to leave the officers the same as the previous year. Motion carried unanimously via roll call vote.

Minutes:

- **Motion (02/14/2022b)** Moved by Trevor Humphrey, seconded by Donna Kor to amend Motion 12/13/2021e from the 12/13/2021 Meeting to “Not” waive the monetary limits agreement. Motion carried unanimously via roll call vote.
- **Motion (02/14/2022c)** Moved by Donna Kor, seconded by Trevor Humphrey to approve the minutes from the 12/13/2021 meeting as amended. Motion carried unanimously via roll call vote.

Treasurers report:

- **Motion (02/14/2022d)** Moved by Greg Grant, seconded by Donna Kor to pass the following resolution:

RESOLUTION NUMBER 02/14/2022d
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 via roll call vote.

- **Motion (02/14/2022e)** Moved by Donna Kor, seconded by Greg Grant to pass the following resolution:

RESOLUTION NUMBER 02/14/2022e
A Resolution Authorizing the Murray County Auditor/Treasurer
To pay Certain Claims in 2022

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 2022-01-04-01.

NOW, THEREFORE, BE IT RESOLVED, That the Shetek Area Water and Sewer District Board concurs with Murray County Resolution 2022-01-04-01 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 via roll call vote.

- **Motion (02/14/2022f)** Moved by Donna Kor, seconded by Greg Grant to approve paying the balance due of \$125,000 plus interest to Murray County as of December 31, 2021. Motion carried unanimously via roll call vote.

The SAWS Board thanked the County Commissioners for lending the funds to the District during the flood of 2018 and asked Commissioner Gunnink to bring their Thank You to the County Board.

- **Motion (02/14/2022g)** Moved by Trevor Humphrey, seconded by Harley Wahl to approve payment of the invoices totaling \$3,161.91. Motion carried unanimously via roll call vote.
- **Motion (02/14/2022h)** Moved by Trevor Humphrey, seconded by Donna Kor to approve the payment of recurring invoices totaling \$413,823.35. Motion carried unanimously via roll call vote.

Engineers report:

1. Quality Flow has replaced two of the large pumps; one of the cords were not long enough and they will be replacing the cord.
2. The pump from Lift Station #1 had more deterioration at a cost of \$800 more than originally quoted.
3. The third pump is in, and Quality Flow will button things up early next week. The invoice will be for the entire project.
4. Ordered six more residential pumps from MN Pump Works because there are only six to eight on hand.
5. Many of the service calls this winter were due to a lot of freeze ups – cold with no snow.
6. Dave will add Dawson’s phone number to his voicemail so if Dave is unavailable for service calls, then landowners may call him. Trevor commented that Dawson handled his situation in a very professional manner.

Other:

1. A review of the pump tracking process and spreadsheet will be held on Thursday this week with Dave, Sarah and Jean.
 - **Motion (02/14/20225)** Moved by Trevor Humphrey, seconded by Harley Wahl to approve Jamie Thomazin’s attendance at pump tracking meeting on Thursday, February 17, 2022. Motion carried unanimously via roll call vote.
2. The Board reviewed the 2021 year-end inventory conducted by Dave and Connie Wieneke.
 - **Motion (02/14/2022j)** Moved by Donna Kor, seconded by Greg Grant to approve the 2021 SAWS Inventory Report. Motion carried unanimously via roll call vote.
3. No easement information was ready for the SAWS Board regarding sewer connection at 1734 186th Street.
 - **Motion (02/14/2022k)** Moved by Donna Kor, seconded by Harley Wahl to table 1734 186th Street – sewer connection to next month. Motion carried unanimously via roll call vote.

4. The Board would like to appoint a subcommittee to review the ordinances to see if there is a need to make changes for Seasonal Campers on Lake Lots.
 - **Motion (02/14/2022i)** Moved by Greg Grant, seconded by Trevor Humphrey to appoint Trevor Humphrey and Donna Kor as the subcommittee to review SAWS Ordinances. Motion carried unanimously via roll call vote.
5. The Board reviewed the proposed March Newsletter. The following additional items were suggested to be added: Debt Service Payoff; 2022 Rates; and Schedule of SAWS Meetings.
 - **Motion (02/14/2022m)** Moved by Trevor Humphrey, seconded by Harley Wahl to approve the SAWS March Newsletter with the proposed changes/additions. Motion carried unanimously via roll call vote.
6. The Board discussed the permit rate for the Portable Toilet Permit.
 - **Motion (02/14/2022n)** Moved by Harley Wahl, seconded by Donna Kor to set the Portable Toilet Permit fee at \$25. Motion carried unanimously via roll call vote.

Next meeting: March 14, 2022 at 4:00 PM

Adjourn:

- **Motion (02/14/2022o)** Moved by Harley Wahl, seconded by Donna Kor to adjourn. Motion carried unanimously via roll call vote.

Respectfully Submitted,

Jon Hoyme
Shetek Area Water & Sewer Commission Secretary