

Regular Meeting of the Shetek Area Water and Sewer Commission March 8, 2021

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

Members present on-site: Harley Wahl, Jamie Thomazin

Members absent: Trevor Humphrey, Donna Kor

Others present via teleconference: Molly Malone, Roseann Schauer

Others present on-site: Jean Christoffels, Sarah Soderholm, Dave Brown

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.

Public Hearing - SAWS District Ordinance:

Chairman Jamie Thomazin opened the public hearing. Roseann Schauer was present via teleconference to request clarification regarding the potential impacts to Lake Shetek State Park.

- **Motion (3/8/2021a)** Moved by Dave Maguire, seconded by Greg Grant to approve the Ordinance changes. Motion carried unanimously via roll call vote.

The public hearing was closed by Chairman Jamie Thomazin.

Minutes:

- **Motion (3/8/2021b)** Moved by Harley Wahl, seconded by Dave Maguire to approve the minutes from the previous meeting. Motion carried unanimously via roll call vote.

Treasurers report:

Jamie Thomazin brought forth the following resolution for the Board's consideration.

RESOLUTION NUMBER 2021-03-08c 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 (3/8/2021c)** Moved by Jon Hoyme, seconded by Dave Maguire to approve Resolution 2021-03-08c delegating authority for electronic funds transfer. Motion carried unanimously via roll call vote.

Jamie Thomazin also brought forth the following resolution for the Board's consideration.

RESOLUTION NUMBER 2021-03-08d
A Resolution Authorizing the Murray County Auditor/Treasurer
To pay Certain Claims in 2021

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 2021 with Resolution 2021-01-05-01.

NOW, THEREFORE, BE IT RESOLVED, That the Shetek Area Water and Sewer District Board concurs with Murray County Resolution 2021-01-05-01 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 (3/8/2021d)** Moved by Jon Hoyme, seconded by Dave Maguire to approve Resolution 2021-03-08d authorizing the Murray County Auditor/Treasurer to pay the 2021 recurring claims as presented. Motion carried unanimously via roll call vote.

The Board reviewed the monthly invoices.

- **Motion (3/8/2021e)** Moved by Dave Maguire, seconded by Harley Wahl to pay the invoices of \$18,728.36. Motion carried unanimously via roll call vote.

The Board reviewed the recurring invoice list.

- **Motion (3/8/2021f)** Moved by Dave Maguire, seconded by Jon Hoyme to pay the recurring invoices. Motion carried unanimously via roll call vote.

Joe Schreier:

Jamie Thomazin and Dave Brown discussed Joe Schreier's questions regarding the sewer connection for a potential new house.

Engineers report:

1. The sewer forcemain on Royals Oaks Road was flushed. Dave Brown was unsure if this was necessary due to low usage or usage changes related to the pandemic. The cost was about the same as paying for well usage, so his recommendation was not to pursue it at this time.
2. When the weather improves, Dave also plans to flush the forcemain near Keeley Island.
3. Ponds are looking good. Pre-discharge samples will be taken at ponds soon.

Other:

1. The Board discussed the rate review proposal and the maximum estimated cost of \$5,600.
 - **Motion (3/8/2021g)** Moved by Jon Hoyme, seconded by Greg Grant to approve. Motion carried unanimously via roll call vote.
2. Sarah Soderholm presented two spreadsheets regarding monthly pump tracking and maintenance. The consensus of the Board was that everything looked good.
3. The Board reviewed and discussed the independent contractor's agreement and job duties.
 - **Motion (3/8/2021h)** Moved by Jon Hoyme, seconded by Dave Maguire to approve the agreement and job duties. Motion carried unanimously via roll call vote.
4. Sarah Soderholm presented the delayed hookup with an expiring Certificate of Compliance and updated the Board on two properties that need to be connected by Fall.
 - **Motion (3/8/2021i)** Moved by Harley Wahl, seconded by Dave Maguire to approve sending a letter to the delayed hookup. Motion carried unanimously via roll call vote.
4. The subcommittee gave an update on discussions regarding fiber optic cable placement within the District's sewer easements.
 - **Motion (3/8/2021j)** Moved by Greg Grant, seconded by Dave Maguire to entertain a proposal for usage of the same easement including hold harmless language. Motion carried unanimously via roll call vote.
5. Jean Christoffels asked who should receive the Board packets. It was agreed that the Board, Dave Brown, and the District's attorney should be mailed Board packets. Molly Malone indicated that she could receive an electronic copy. Jean Christoffels will check with Lori Gunnink.
6. The Board also discussed the SAWS section of the new Murray County webpage.

Next meeting: April 12, 2021 at 4:00 PM

Adjourn:

- **Motion (3/8/2021k)** Moved by Dave Maguire, seconded by Harley Wahl to adjourn.
Motion carried unanimously via roll call vote.

Respectfully Submitted,

Jon Hoyme
Shetek Area Water & Sewer Commission Secretary