**Shorewood Park Sanitary District** \**approved\**

**Board Minutes**

**Tuesday, January 10, 2023**

**Attendees:** Rich Storck (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Paul Slesar (Board Member), Matthew Anderson (Board Member) Kari Fairclough, Tina Heidelberger, and Joe Heidelberger

R. Storck called the meeting to order at 7:00pm

**Approval of Minutes**: Motion made by R. Storck, second by P. Slesar to approve the December minutes as presented. Motion carried.

**Wastewater Operator Update:**

* aJayJay (Interim Wastewater Operator from HR Green) was not able to attend due to some health issues, Rich presented in his absence.
* Jay noted that the meter readings had not changed on multiple dates in December and was concerned that the meter reading monitoring system is not working properly. We have had issues with this in the past. Rich will follow up with Quality Flow to investigate this. Once the issue is resolved, the missing dates of data will need to be uploaded.
* Average flow rates were 9,174 gallons/day. The high reading for the month was 12,900 with a low of 7,400. This is down considerably after replacing the valves, which shows that this has had a positive impact on our flow rates/I&I. our current permit allows 15,000 gallons/day, so we are well below that number.
* R. Stork will be scheduling a meeting with Jay (former Wastewater Operator) and Terry (current Wastewater Operator) to discuss transition. Jay will provide any documentation and information to Terry (permit, documents, etc.)

**Chairman of the Board Update:**

* December DMR’s have been completed and submitted to the MPCA.
* Rich completed the quarterly testing with the assistance of Matthew Heidelberger and the readings were sent to MTVL. All levels were within the required parameters.
* P. Slesar inquired is we should complete the remainder of scoping the lines in the district. To date, we have completed approximately 1/3 of the entire district at an approximate cost of $3,500. Everyone agreed that we should complete the televising of lines and then make the decision going forward based on our meter readings/I&I of how frequently this should be done in the future.

**Approval of Bills**:

* ECE-$135.53
* HR Green-$1,828 (November services)
* Hermann Insurance Agency-$1600

Motion made by D. Findell second by P. Slesar to pay the bills as presented.

**Financial Report:**

* Current checking account balance (as of 1/10/2023) is $42,026.72
* Our investment funds have a balance of $201,495.56 (bond matures 1/19/2027 at a rate of 2.75%) and our cash value account is currently at $17,014.88.

**New Business**

* New Wastewater Operator-R. Stork provided a copy of the Shorewood Wastewater Operator Duties document that he created. He had Jay from HR Green review the document and he confirmed that it is an accurate description of the current duties expected from this position. We received a ROM from LLJ for a rate of $1700/month for the services they will provide. We will need to decide if we will sign a 1 year, 2 year, or 3 year contract with LLJ. They did provide a copy of the certificate of liability. We will need to confirm what the rate is for any additional services (emergency services) outside of the monthly contracted amount. R. Stork also added that LLJ can provide the services that Quality Flow is currently providing for us, so that may be something we want to pursue in the future of requesting an RFP from both vendors.
* P. Slesar presented information on his application to the Department of Administration to have SSD added to the state procurement process. This service is free to any municipality and would allow us to essentially shop for vendors on the state website and have access to the pricing offered as negotiated by the state. P. Slesar will send a link to all board members to review the information so we can discuss at our next meeting. Discussion tabled to our next meeting.
* Althoff Accounting-Tina Heidelberger shared that we are currently paying Altoff & Associates $180/month for accounting services. These duties (payroll taxes, quarterly taxes, printing W2, bank reconciliation, etc.) could be performed by Tina Heidelberger, but there would need to be change in the current rate of pay for these services. M. Anderson proposed that Tina Heidelberger provide a proposal for services to be presented at a future meeting.
* Meeting Minutes-After checking with other cities/municipalities it was agreed that all unapproved minutes will not be distributed until they are approved the following month. Once approved, Tina will post/email minutes and M. Anderson will post the minutes on the district website. If residents would like current month information, they are encouraged to attend the meeting or reference the video of the meeting posted on our district website.
* Reimbursement Request-P. Slesar presented documents provided to him from Dennis Wood requesting reimbursement of hotel/conference fees from a conference he attended at the end of July 2022 for continuing education for his Wastewater Operator license at a cost of $500. Mr. Wood resigned from his position 6/30/22, which is why there is a question of whether we are obligated to reimburse him. It was proposed that Mr. Wood should attend a board meeting to discuss and present his request along with any additional concerns that he has as this would be the process requested by any resident of Shorewood. R. Storck will check with our legal council on how this should be handled, Tina Heidelberger will check with LOMC on process/obligations as a district for reimbursement. Motion made by S. Means, second by D. Findell to table until a future meeting with Mr. Wood in attendance. P. Slesar-no, R. Stork, D. Findell, M. Anderson, S. Means-yes. Motion carried.
* Insurance Policy-R. Stork emailed the board members a copy of our current insurance policy with Hermann Insurance. The mail for this policy had been sent to the previous Wastewater Operator, but now was received by resident John Maher, who is on the Water Board for Shorewood. We will need to identify how the policies are divided since it was identified that the Water Board and Shorewood are being billed under the same policy. Because the water district only encompasses 42 homes in Shorewood, we will need to discuss how to handle/bill for this insurance policy in the future. M. Anderson agreed to follow up with John Maher and Hermann Insurance on this policy and present at our next meeting.

**Old Business:**

* Dredging-S. Means confirmed that the contractor does have a certificate of liability. S. Means has a meeting scheduled with the DNR for this Thursday, January 12th to discuss questions/concerns. Please reach out to S. Means if you would like to add anything to the agenda for this meeting.
* Bylaws-P. Slesar shared concerns that we need to update/follow our bylaws. Some of the items mentioned were that according to our bylaws we should have an approved budget in August for the upcoming year, elections should be taking place in January for board positions. Everyone agreed that this is something that needs to be addressed but also that the board has made great strides this past 6 months (adding the new website, resident surveys, televising lines, recording meetings, and general transparency of our actions/decisions). R. Stork will inquire with our legal counsel on the cost of assisting with this process and present the information at our next meeting. Joe Heidelberger added that he would like to see a Code of Conduct added to our bylaws as well in this process.
* Sewer Permit-As discussed at the last meeting, it was proposed to set the fee schedule for the sewer permit as $150 for the sewer hookup and $75 for an additional inspection fee for any damages to the road. R. Stork will check with LLJ to confirm that the proposed cost of $150 will cover the inspection fee.
* Expansion Update-D. Findell presented that we received approval for $1.9 million dollars for our expansion funding from the federal level. There is a zoom meeting scheduled for Thursday, January 12th at 7pm with Tim Korby to discuss this funding and what steps need to be taken next to secure additional funding and what needs to be done. R. Stork made a motion to have Tina Heidelberger attend and be paid at the rate for special meetings of $50 and M. Anderson seconded. Motion carried.

Motion made by M. Anderson, second by S. Means to adjourn the meeting at 8:30pm.

Submitted by T. Heidelberger, Secretary/Clerk

**Board Members**

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