

## TOWN OF SHELBY SANITARY DISTRICT #2 MINUTES

DATE & TIME: June 17th, 2013 at 4:30pm  
LOCATION: Shelby Town Hall Meeting Room  
PRESENT: Bob Mueller-Chair, Kurt Knutson, & Steve Lundsten  
ABSENT:  
ALSO PRESENT: Jeff Brudos/Administrator, Michelle Kind/Secretary

Meeting called to order at 4:30pm by Mueller.

Motion by Lundsten & 2<sup>nd</sup> by Mueller to approve the minutes from the May 23rd, 2013 meeting. Motion Carried unanimously.

Motion by Mueller & 2<sup>nd</sup> by Knutson to approve the AP Check Register on Sewer in the amount of \$4,334.30. Motion by Knutson & 2<sup>nd</sup> by Lundsten to approve the AP Check Register on Water in the amount of \$9,644.36. Accounts for May 24<sup>th</sup> – June 17th, 2013 see attached. Motion carried unanimously.

Discussion held on Electronic Compliance Maintenance Report (CMAR) Certification for Sewer. Motion by Mueller & 2<sup>nd</sup> by Knutson to approve the report. Motion carried unanimously.

Discussion held on rate increase for Water using the small rate case application from the PSC. Motion by Mueller and 2<sup>nd</sup> by Lundsten to go ahead with the application estimating a 1-3% increase. Knutson abstained.

Discussion held to refinance Water Dept. debt with Sewer Dept. See attached Coulee Bank Loan History spreadsheet. Board will review after small rate case is approved/denied by the PSC. Board will review interest rate of loan every 5 years to comply with current rates. A draft loan amortization schedule will be reviewed at next meeting.

Discussion held on purchasing a camera for Sewer Lines. Will review options with Harvey and table until next meeting.

Discussion held on new Logo for WRWA paver that we will send with the building fund drive donation. The Sanitary Dist won to raffle totaling \$500.00. We will donate back to WRWA and have a paver created with the contribution.

### Administrators Report:

- Valley needed to have a hydrant repaired and Rural Water Assoc. helped do the repairs we will send a thank you fixing the hydrant. The raffle check we won of \$75 was also refunded.
- Report given on how customers are sending in their payment for Sewer/Water. Aprox. Sent 83% by personal checks in yellow envelopes and 17% by payments made with automatic bank cut checks.

- May water usage was down 20% as we have had lots of rain.
- Copies of the Audit given out to Commissioners. Copy for minutes attached.
- Four questions were reviewed
- Harvey and Cathy have expressed that they are expecting to retire in the next year or so. Jeff is also speaking with the Board on his exit strategy. Commissions discussed that they would like to meet with the Town Board on this and see what their intentions were to pass down the knowledge and make the transition smooth. Mueller stated that a Public Works Director is best for the Sanitary District and we would like to make sure the Utility is covered. Currently, the Town and Sanitary needs are well managed and meet with using one person and we can fluctuate our workforce as appropriate.

Next meeting will be Tuesday, July 16th, 2013.  
Meeting adjourned at 5:30pm.