

***HUNTLEY (SSD) SEWER SERVICE DISTRICT***  
Board Member By-Laws

The Faribault County Board of Commissioners established the Huntley Subordinate Service District, to be known as the Huntley Sewer Service District (SSD), on August 15, 2006 to provide a sanitary sewage and waste disposal system for the residents of Huntley. The wastewater from Huntley will be collected through a private collection system and pumping station, and connected via force main to the Winnebago Sanitary System for wastewater treatment.

The Faribault County Board of Commissioners also established a Huntley SSD Board on December 7, 2006 to oversee the wastewater project. The SSD Board membership terms, duties and responsibilities shall be as follows:

Membership:

The Voting Members of the Huntley SSD Board shall consist of the following:

- Citizen of Huntley / Task Force Member (1)
- Citizen of Huntley / Task Force Member (1)
- Appointed Member of County Commissioner Board (1)
- City Administrator of Winnebago (1)

Advisory Staff:

- Winnebago Wastewater Representative (1)
- Faribault County Planning and Zoning Staff (2)
- County Auditor (1)

Terms:

Members of the Huntley SSD Board shall be appointed, on an alternating basis, by the Board of Commissioners, and serve terms of four years. Membership shall be limited to two (2) consecutive four (4) year terms. Elected officials shall not be subject to these term limits. Upon resignation, or the inability to fulfill a term, the SSD Board shall make recommendation to the Board of Commissioners for replacement of position.

Duties:

Subject to the approval of the Faribault County Board of Commissioners, the Members of the District Board shall do all things necessary to operate and maintain the sanitary sewer system included but not limited to the following:

- a. The District Board shall work with the County and the City of Winnebago to develop, update, and maintain the "Huntley Subordinate Service District – Sanitary Sewer Connection and Treatment Agreement".
- b. The District Board shall elect from its membership a chairperson, a vice chair and a secretary at its first session and annually thereafter. In case of absence or incapacity of the chair, the vice chair shall perform the chairpersons duties. If the chair and the vice chair are absent from any meetings, all documents requiring signature of the Board shall be signed by a majority thereof.

- c. The District Board shall meet at least quarterly, more frequently if deemed necessary by the members, at a regular time and place, except that it may not set a quorum of its own meeting of less than 3 members. The secretary shall keep, or cause to be kept, a complete record of the District Board proceedings and submit a copy thereof to the County Board of Commissioners. The District Board shall review and approve minutes of its previous proceedings.
- d. Faribault County and the City of Winnebago shall keep, or cause to be kept, a complete set of accounts and make reports thereon as requested by the District Board. All monies shall be kept in the Huntley Sewer District Fund and disbursed only upon appropriate orders of the Huntley Sewer District and/or the County Board of Commissioners. All monies collected by the District shall be deposited with the County Auditor and the Auditor shall deposit the same in the Huntley Sewer District Fund.
- e. The District Board shall annually prepare an estimate of revenues and expenditures on a calendar year basis on a budget format prescribed by the County Auditor. A preliminary budget for the succeeding calendar year shall be submitted to the County on or before September 1<sup>st</sup> of each year. The County Board of Commissioners shall review the proposed budget and meet jointly with the District Board if changes are recommended. Upon adoption by the County Board, the budget shall be included on the County financial system.
- f. The District Board may, on such terms as it deems advisable, employ persons or firms performing engineering or other services of a professional nature.
- g. The District Board may recommend to the County Board: to construct, improve, replace, repair, and maintain the sewage collection and disposal system. To adopt rules/regulations relating to the establishment and maintenance of sewer system. User fees as may be deemed advisable to support the operation of said system.

Dated this 6<sup>th</sup> day of November, 2007.

Faribault County Board of Commissioners

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*Chairman, Thomas Warmka*

ATTEST:

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*John Thompson, County Auditor*