

## Huntley Subordinate Service District Meeting Minutes

August 13, 2007

At the Winnebago Community Center

Present – Richard Mair, Don Wishman, Darold Nienhaus, John Thompson, Bruce Blakesley, Nate Mathews, Michele Stindtman, Chad Viland.

Meeting was called to order at 2:40 p.m. by Chairman Mair.

Project Update – Discussion on the progress of the project was held. There are some concerns that the project is a few weeks behind schedule. It was also noted that this would be the last meeting that Nate Mathews would be in attendance. He will be done with the city on August 30<sup>th</sup>. The new City Administrator will be in attendance at the October meeting.

Agreement – The main agenda item for the meeting was the Agreement between the District and the City of Winnebago. Draft agreement was reviewed. Changes will be made and an updated Draft will be sent out ASAP for comment and approval by the City of Winnebago and Faribault County.

Item 1 – Discussion on who would own the portion of the service that is being constructed within the city limits of Winnebago. It was decided to spell out that the city would take over ownership of this section after completion of the project.

Item 7 – Discussion on the 50,000 gallons max flow number. Bruce Firkins indicated that this number was used to determine the design of the project. He also informed the group that the actual flow numbers would probably not be this high, however until the project is up and running, it would be a good idea to leave it 50,000 for at least the first year.

Item 8 – Rates were discussed. The agreement includes a rate of \$14.00 per user per month. Bruce Firkins again indicated that this was a number that would work, and that it was a little tricky to know for sure when we do not have water meters to determine the actual water usage. This paragraph will be spelled out a little clearer to include that the total cost per user per month would equal \$18.00, the same as what is currently being charged to Winnebago residents, and that \$14.00 would be a flat rate charge, and \$4.00 for O&M costs.

Item 9 – Again, there was discussion on the \$4.00 O&M charges. This will be spelled out more specifically to address the obligations of the City in regard to maintenance issues.

### OTHER –

Charges and Collection Process – It needs to be spelled out that the City of Winnebago will collect the 18.00 in addition to the capitol costs for the project on a monthly basis by each user, these capitol costs will be determined by the county. The city will reimburse these costs back to the county as agreed upon.

Additional discussion on how the city/county will re-capture any non-payment of monthly fees. The District will look at adopting the Cities ordinance, which covers the delinquency charges, and could look at assessing to taxes as well.

Hook Ups – There was a lot of discussion on the private hook-ups. Currently there are some issues in homes where the existing plumbing poses some question as to whether or not they should be hooked up to the public line until these problems are fixed. It was also discussed as to who would have the ability to access these houses to determine if the fixes were done. It was decided that this would need to be addressed in the agreement. Bruce will work on the wording. It was the decision of the committee to include timelines in the ordinance.

Ordinance – The County will most likely adopt the sewer ordinance currently in place for the residents of Winnebago. A few adjustments will need to be made to address some specific situations that will apply to the sewer district. County will work on this.

Check Valves – It will be important for the homeowners for these to be installed on existing systems discharging into the county tile. It was recommended that if the houses have existing perimeter tile, a check valve will be installed. If there is no perimeter tile, there is no need for a check valve. There will need to be a change order as these did not get into the original plans. Bolton and Menk will work on this.

Project Completion / Restoration – With the project behind schedule, and the private connection work being the counties responsibility, discussion was held as to how restoration would happen if the construction of the private line is done in late fall. Bolton and Menk indicated that the restoration needs and process is covered in the contract and that seeding would be done yet this year if the weather cooperated, or would be done in early spring. It was mentioned that the restoration of the properties with this type of project tends to be very time consuming and sometimes the most frustrating part of the project.

Gopher One – The County had questions on who would be making any necessary gopher one locates. It should be included in the agreement that the city will be responsible for making these locates within the project area. The county will be mapping out the private connection and will make available to the City for any locates that may need to be done. Bruce Firkins will find out how to get all of the lines included in the Gopher One database.

Next Meeting Date – The next meeting of the Sewer District will be held in October. Meeting announcements will be mailed out.

Meeting was adjourned at 4:15 p.m.