Farwell Kensington Sanitary District Minutes

November 2, 2023

Members Present: Pryce Score, Todd Eystad, Karin Anderson, Randy Nessman, and Larry Husfeldt

Members Absent:

Guests: Jennifer Kangas, and Mike Moen

The monthly meeting for the Farwell Kensington Sanitary District was held on November 2, 2023, at 7:10 p.m. in the Kensington Community Center Council room.

**Motion (Eystad/Nessman) to approve the agenda. MCU**

**Motion (Anderson/Eystad) to approve the minutes of the October 5, 2023, meeting. MCU**

**Motion (Nessman/Eystad) to approve the financial report and to pay claims 819 through 826 listed on the claims list. MCU**

Mike Moen- People Service Inc. The hand pump sand point well at Sheryl Eystad, 23 Railway Street has been sealed, using grant funds through the source water protection grant. Water has been shut off at the ballfield and park, fall hydrant flushing has been completed and quarterly fluoride and coliform samples were collected and sent in.

Lift Station calibrations were done at the main lift stations, pond transfers are complete and ready for discharge next month. Pre-discharge samples have been collected and sent in to be analyzed.

The sanitary sewer manholes in Farwell that need to be water-proofed have been located and are entered in diamond maps. There are 2 manholes that need to be raised, the middle manhole behind the houses, this manhole will also need waterproof cover and the manhole that is closest to the road, this manhole will keep its current cover. We will also install a waterproof cover on the manhole closest to the RR tracks behind the houses next to the tree that needs to be removed.

Jennifer will call Mike and Michelle Anderson as a courtesy to let them know of the work and tree removal being done in the easement beside and behind their house. Jennifer will call Tip Top and have the tree removed next to lift station, and David Sanstead for a quote to get the manholes lifted.

The board was informed of the Senate State Bonding tour for the city Green Acres Project on November 9, at the Community Center. Board members are encouraged to attend if able.

The board reviewed the list of unpaid utility bills to assess to property taxes payable in 2024.

**Motion (Nessman/Anderson) to approve Resolution 2023-11 Authorizing the District Secretary/Treasurer to assess past due account to property taxes payable in 2024. MCU**

West Central Area School Special Election is being held on Tuesday, November 7, 2023. Polls will be open from 8am to 8pm.

The annual review of the Secretary/Treasurer wages was conducted. The board discussed a cost-of-living adjustment of $1.00 per hour bringing the Secretary/Treasurers wages to $ 22.00 per hour, effective January 1, 2024.

**Motion (Nessman/Husfeldt) to approve a cost-of-living increase for the Secretary/Treasurer of $ 1.00 per hour bringing the Secretary/Treasurers wages from $21.00 to $22.00 per hour effective January 1, 2024. MCU**

We finally received an update from the Department of Labor and Industry regarding elected officials and ESST time. They have determined that elected officials are not considered employees therefore making them exempt from earning ESST. The district’s Secretary/Treasurer paid leave time formula will be adjusted from X number of hours worked = 8 hours of PLT to X number of hours worked = 7 hours of PLT to accommodate the addition of the ESST. ESST will be issued on an accrual basis with one hour of ESST being accrued for every 30 hours worked for a maximum of 48 hours per year. Unused ESST can be carried over for up to a maximum of 80 hours. The Personnel policy will be revised to reflect the appropriate changes to PLT and the addition of ESST.

**Motion (Nessman/Eystad) to approve the addition of ESST and the revisions to the Paid Leave formula for the Secretary/Treasurer. MCU**

Individual letters regarding water rate increases have gone out to the apartment building owners and customers with water meters over 5/8”. A notice of increase was also put on utility bill cards for Kensington customers.

The board review past due accounts and letters will be sent out to accounts requiring it.

**Motion (Husfeldt/Anderson) to adjourn the meeting at 8:21 pm. MCU**

Next meeting will be scheduled for Thursday, December 7, 2023.

Jennifer Kangas, Pryce Score

Secretary/Treasurer Board Chairman