

SHETEK AREA WATER & SEWER COMMISSION

2500 28th Street, PO Box 57
Slayton, MN 56172-0057

MEMBERS:

Jamie Thomazin
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Donna Kor
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Trevor Humphrey
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David Maguire
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Greg Grant
PO Box 66
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(507) 823-4746

MAINTENANCE:

Dave Brown
(507) 760-0071

Website: <http://murray-countymn.com/shetek-area-water-sewer-district-information/>

Shetek Area Water and Sewer Commission Agenda

Meeting Date: February 14, 2022

Time: 4:00 p.m.

Location: Meeting Room B
Murray County Gov. Bldg.
Slayton, MN 56172

You may attend in person, listen to the meeting by calling 612-895-1948 (Conference ID: 942437403#), or view the meeting live via Teams. The Teams link can be found on the Murray County home page <https://murraycountymn.com/>.

Agenda:

- A. Call Meeting To Order
- B. Roll Call
- C. Identify any Conflicts of Interest
- D. Election of Officers
- E. Approval of Minutes
 - a. December 13, 2021 SAWS Meeting
- F. Treasurer's Report/Cash Flow
 - a. Delegating EFT authorization
 - b. Authorization to pay claims
 - c. County Loan Repayment Motion
 - d. Approval of Invoices
 - e. Approval of Recurring Invoices
- G. Engineer's Report
- H. Other
 - a. 2021 Inventory
 - b. 1734 186th Street- sewer connection
 - c. Review Seasonal Campers on Lake Lots
 - d. March Newsletter
- I. Set Next Meeting Date
 - a. March 14, 2022 at 4:00 pm
- J. Adjourn

Thank you for your time, interest, and participation.

Regular Meeting of the Shetek Area Water and Sewer Commission December 13, 2021

Members present on site: Donna Kor, Harley Wahl, Jamie Thomazin, Jon Hoyme, Trevor Humphrey, Dave Maguire, Greg Grant

Others present on site: Jean Christoffels, Lori Gunnink

Other present via teleconference: Dave Brown

Meeting called to order by Chairman Jamie Thomazin at 4:00 PM

No conflicts of interest were identified

Minutes:

- **Motion (12/13/21a)** Moved by Harley Wahl, seconded by Greg Grant to approve the minutes from the previous meeting. Motion carried unanimously.

Treasurers report:

- **Motion (12/13/21b)** Moved by Donna Kor, seconded by Dave Maguire to approve payment of the invoices totaling \$7,769.72. Motion carried unanimously.
- **Motion (12/13/21c)** Moved by Trevor Humphrey, seconded by Harley Wahl to approve payment of recurring invoices totaling \$14,925.95. Motion carried unanimously.

Engineers report:

1. Samples and discharge completed successfully.
2. Several new accounts completed or in process.
3. Pumps ordered from quality flow should arrive shortly.
4. Change in phone service, should be less expensive.
5. Discussed supplies on hand.

Other:

1. 2022 Insurance Renewal.
 - **Motion (12/13/21d)** Moved by Trevor Humphrey, seconded by Harley Wahl to approve the renewal of property coverage. Motion carried unanimously.
 - **Motion (12/13/21e)** Moved by Trevor Humphrey, seconded by Dave Maguire to waive the monetary limits agreement. Motion carried unanimously
2. 35 Pommier Lane.
 - **Motion (12/13/21f)** Moved by Greg Grant, seconded by Harley Wahl to waive future late charges (November, December and January) if bill is current by February 1, 2022. Motion carried unanimously.

3. 2022 Rates.
 - **Motion (12/13/21g)** Moved by Dave Maguire, seconded by Donna Kor to approve the 2022 rates and send information to residents with December bills. Motion carried unanimously.
4. 2022 Meeting Dates
 - **Motion (12/13/21h)** Moved by Greg Grant, seconded by Trevor Humphrey to approve the 2022 meeting dates noting Feb valentines day. Motion carried unanimously.
5. 2022 Farm Lease.
 - **Motion (12/13/21i)** Moved by Donna Kor, seconded by Harley Wahl to approve the farm lease with the same rate as 2021. Motion carried unanimously.
6. Jean Christoffels will review camper issues on lake lots, particularly seasonal, and see if anything needs to be amended in SAWS Ordinance and/or By-Laws to address these seasonal campers.
7. Pommier Lane private campsites being considered. More information to come.

Next meeting: January 10, 2022 at 4:00 PM

Adjourn:

- **Motion (12/13/21j)** Moved by Dave Maguire, seconded by Harley Wahl to adjourn. Motion carried unanimously.

Respectfully Submitted,

Jon Hoyme
Shetek Area Water & Sewer Commission Secretary

Shetek Area Water and Sewer District
Annual Resolutions
Auditor-Treasurer

RESOLUTION NUMBER _____
RESOLUTION TO DELEGATE AUTHORITY
FOR ELECTRONIC FUND TRANSFERS

WHEREAS, Minnesota Statute §471.38 allows for the use of electronic fund transfer as means of making various payments; and

WHEREAS, Electronic funds transfer is the process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments; and

WHEREAS, a local government may make an electronic funds transfer for the following:

- For a claim for a payment from an imprest payroll bank account or investment of excess money;
- For a payment of tax or aid anticipation certificates;
- For a payment of contributions to pension or retirement fund;
- For vendor payments; and
- For payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

WHEREAS, a governing body shall annually delegate the authority to make electronic funds transfers to the County's chief financial officer and their designee.

NOW THEREFORE, BE IT RESOLVED, that the Shetek Area Water and Sewer District Board delegates the authority to make electronic funds transfers to Heidi E. Winter, Murray County Auditor-Treasurer and her designees.

NOW THEREFORE, BE IT FURTHER RESOLVED, that the Auditor-Treasurer will:

- Provide a copy of this resolution to the disbursing bank;
- Provide a list of all transactions made by electronic fund transfer to the district at its next regularly scheduled meeting.

RESOLUTION NUMBER _____
A Resolution Authorizing the Murray County Auditor/Treasurer
To pay Certain Claims in 2022

WHEREAS, Minnesota Statute §375.16 allows the County Board to authorize the County Auditor/Treasurer to pay incidental expenses of the county; and

WHEREAS, Minnesota Statute §375.18 allows delegation by the County Board for paying certain claims to a county administrative official.

WHEREAS, the Murray County Board delegated this authority to the Murray County Auditor-Treasurer for the year 2022 with Resolution 2022-01-04-01.

NOW, THEREFORE, BE IT RESOLVED, That the Shetek Area Water and Sewer District Board concurs with Murray County Resolution 2022-01-04-01 that the Murray County Auditor/Treasurer is authorized to pay incidental expenses as identified in Minnesota Statute §375.16 on behalf of the District and as identified on the attached list, which is kept on file with this resolution in the Auditor/Treasurer's Office.

SHETEK AREA WATER & SEWER DISTRICT
2022 Recurring SAWS Claims

Recurring Monthly SAWS Bills:

2021 Ranges

Monthly

Frontier Communications	275.10	291.71	
AT&T Mobility II	39.09	45.76	
Murray County Treasurer	266.88	630.67	Postage
Nobles Cooperative Electric	1,083.50	2,294.18	
David Brown		8,850.00	Maintenance Contract
First National Bank		15.00	Direct Deposit Fee
Gopher State One Call	1.35	66.15	
Murray County Treasurer	705.60	720.96	Utility Billing Costs
Counties Providing Technology	159.00	159.00	Service Agreement

Yearly

League of Minnesota Cities		2,045.00	Member Dues
MPCA		1,450.00	Annual Water Permit Fee
City of Currie		3,000.00	Annual Easement Payment
State of Minnesota	1,766.00	3,616.25	Audit Services

Occasional

Staples		12.38	Envelopes
American Solutions for Business		708.75	Sewer Billing Cards
MVTL Laboratories, Inc.	59.00	335.75	Sewer Pond Sampling

Due to the flooding in 2018, the Shetek Area Water and Sewer District (SAWS) borrowed \$250,000 from Murray County to help cover costs associated with flood damage. SAWS would repay the loan once they received FEMA monies. Motion 12/14/2020k was approved to pay the first half (\$125,000), plus interest, to Murray County with the goal of paying the balance by the end of 2021.

Motion made by _____, seconded by _____ to approve paying the balance due of \$125,000 plus interest to Murray County, as of December 31, 2021.

Shetek Area Water and Sewer Commission
 2500 28th Street, PO Box 57
 Slayton, MN 56172

Expenses:
 February 14, 2022

Recurring Invoices

Pay Date	Payee	For	Warrant #	Amount
12/1/2021	Brown Excavating	12/2021 operation & maintenance	166803	\$9,071.25
12/1/2021	Murray County Treasurer	11/2021 postage expense	166805	\$305.23
12/1/2021	Murray County Treasurer	11/2021 billing costs	166805	\$719.04
12/5/2021	First National Bank	11/2021 direct deposit fee	70169	\$15.00
12/9/2021	Gopher State One Call Inc	11/30 Gopher State One Call	166895	\$31.05
12/14/2021	Counties Providing Technology	12/2021 sewer billing	166920	\$159.00
12/16/2021	AT&T Mobility II	10/26/21-11/25/21 service	166973	\$45.76
12/16/2021	Frontier Communications	10/05-11/04/2021 & 11/05-12/4/21 phone service	166979	\$583.42
12/16/2021	MVTL Laboratories Inc	12/2 pre-discharge & 12/7 discharge wastewater sampling	166983	\$356.50
12/16/2021	Nobles Cooperative Electric	11/2021 service	166984	\$1,816.99
12/16/2021	Verizon Wireless Services	11/02-12/01/2021 phone service	166988	\$35.01
12/23/2021	MVTL Laboratories Inc	12/17 effluent & 12/13 discharge wastewater sampling	167009	\$545.50
12/30/2021	Murray County Treasurer	12/2021 postage expense	167055	\$389.23
12/30/2021	Murray County Treasurer	12/2021 billing costs	167055	\$720.96
1/3/2022	Brown Excavating	1/2022 operation & maintenance	167089	\$9,071.25
1/7/2022	Gopher State One Call Inc	12/31 Gopher State One Call	167196	\$9.45
1/9/2022	First National Bank	12/2021 direct deposit fee	70459	\$15.00
1/13/2022	AT&T Mobility II	11/26/21-12/25/21 service	167203	\$39.09
1/13/2022	Gopher State One Call Inc	2022 annual user fee	167206	\$50.00
1/13/2022	Northland Trust Services	2/1/22 G.O. swr. rev. bonds (principal)	167210	\$240,000.00
1/13/2022	Northland Trust Services	2/1/22 G.O. swr. rev. bonds (interest)	167210	\$17,438.75
1/13/2022	Northland Trust Services	2/1/22 G.O. swr. rev. bonds (adm. fees)	167210	\$495.00
1/18/2022	Counties Providing Technology	1/2022 sewer billing	167241	\$159.00
1/20/2022	Frontier Communications	12/05/21-1/4/22 phone service	167276	\$289.67
1/20/2022	MN Public Facilities Authority	80% of prepaid SAWS assessments	167278	117,508.04
1/20/2022	MN Public Facilities Authority	1/20/22 PFA Loan Repayment	167278	12,573.95
1/20/2022	Nobles Cooperative Electric	12/2021 service	167279	1,380.21
		Sum of Recurring Invoices		\$413,823.35

I declare under the penalties of law that this account, claim, or demand is just and correct and that has been paid per Resolution 2021-03-08d.

Approved by: _____
 SAWSC Treasurer

2021 SAWSD Inventory

Part #	Product	# In Stock	Purchase Price	Total
SAWSD Lift Station #3 Shed				
	Maintenance pumps (complete)	0	\$ 1,241.47	\$ -
	Maintenance Pumps (need service)**	30	\$ 1,241.47	\$ 37,244.10
	**Dave said Junked just for parts			
	Delayed connection with equipment installed pumps	0		\$ -
	E/One custom pump	1	\$ 1,241.47	\$ 1,241.47
	Meters and sockets	18	\$ 150.00	\$ 2,700.00
	E/One grinder station lids	0	\$ 150.00	\$ -
	12" PVC SDR 35 (flushing connection extension)	2	\$ 95.50	\$ 191.00
	18" Isolation valve casting w/ lid	0	\$ 68.00	\$ -
	8" Exhaust fan 1/6 HP	1	\$ 425.00	\$ 425.00
	E/One alarm/control panel	4	\$ 150.00	\$ 600.00
	E / One control panel indicator lights	1	\$ 9.90	\$ 9.90
	E/One duplex control panel (for parts)	6	\$ 100.00	\$ 600.00
	20' salvaged E/One electrical cord	0	\$ 75.00	\$ -
	Salvaged Lift Station Cabinet (for parts)	1	\$ 3,000.00	\$ 3,000.00
	Salvaged fiberglass grinder station lids	55	\$ 10.00	\$ 550.00
	32' E/One electrical cord	2	\$ 163.00	\$ 326.00
	100' E/One electrical cord	2	\$ 326.00	\$ 652.00
				-
			SUBTOTAL	\$ 47,539.47

Part #	Product	# In Stock	Purchase Price	Total
Slayton Plumbing & Heating				
	Residential Maintenance pumps (complete) Good pumps: 1400, 1010, 278610, 1455, 1642, 1638 (Demo Barnes), 1637	7	\$ 1,241.47	\$ 8,690.29
	Commercial Maintenance pumps (complete) Commercial Good: 2005	1	\$ 1,241.47	\$ 1,241.47
	Maintenance Pumps (need service) Commercial/Need Work: 2009, 2010, 2012, 2000, 2002, 2003, 2007, 2008	8	\$ 1,241.47	\$ 9,931.76
7090	on off switch	72	\$ 59.55	\$ 4,287.60
7091	alarm switch	72	\$ 59.55	\$ 4,287.60
1065	control assy			\$ -
6043	top gasket	13	\$ 18.08	\$ 235.04
5035	bearing top	5	\$ 71.19	\$ 355.95
5015	bearing bottom	6	\$ 32.41	\$ 194.46
6039	motor assy			\$ -
6039	o-ring motor	16	\$ 1.63	\$ 26.08
1008	mech seal	25	\$ 64.73	\$ 1,618.25
1001	sensing bell			\$ -
8008	rotor			\$ -
8009	groove pin			\$ -
8203	stator	45	\$ 80.67	\$ 3,630.15
1203	cutter wheel			\$ -
8006	shredder 2000	6	\$ 86.65	\$ 519.90
8206	shredder extreme			\$ -
6034	grommet	12	\$ 4.40	\$ 52.80
1061	breather vent			\$ -
1060	cable assy			\$ -
1063	eqd assy male			\$ -
7095	eqd plug male			\$ -
1062	eqd assy female			\$ -
7094	eqd plug female			\$ -
9512	alarm ctr board			\$ -
2056	ck vlv nut			\$ -
2057	ck vlv splt ring			\$ -
6032	ck vlv o-ring			\$ -
	contactor	6	\$ 70.07	\$ 420.42
	capacitor	27	\$ 14.98	\$ 404.46
7290	Extreme on/off switch	10	\$ 59.55	\$ 595.50
7291	Extreme series alarm	10	\$ 59.55	\$ 595.50
6203	Extreme series seal	12	\$ 3.39	\$ 40.68
	Rebuilt E/One lower housing		\$ 100.00	\$ -
	E/One lower housing (need service)		\$ 100.00	\$ -
6207	Extreme series seal	20	\$ 3.49	\$ 69.80
				\$ -
			SUBTOTAL	\$ 37,197.71
			TOTAL	\$ 94,815.53

Comments:

Dave Brown, SAWS Maintenance Provider

Date

Connie Wieneke, Murray County Environmental Services Specialist

Date

Jamie Thomazin, SAWS Board Chairman

Date

SHETEK AREA WATER & SEWER DISTRICT

2500 28TH STREET, PO BOX 57, SLAYTON, MN 56172

March 15, 2022

BOARD MEMBERS

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Welcome from the Shetek Area Water & Sewer District!

With the recent trends in property sales, the Shetek Area Water & Sewer (SAWS) Board would like to welcome all new residents. Any of the Board members, listed on the left side of newsletter, can be contacted regarding general questions related to the District.

Dave Brown with Brown Excavating is the District's maintenance provider. He is on-call 24 hours a day to handle any urgent maintenance issues. Dave can be reached at 507-760-0071.

Anyone with specific questions related to the monthly sewer billing should call 507-836-1165.

Be sure to check your label.

Please check the label with our maintenance provider's contact information on your grinder control box. If yours is faded or damaged, please contact Dave Brown at 507-760-0071 for a replacement. If an after-hours emergency strikes, it's important to be able to reach him.

For maintenance issues,
please call: Dave Brown
(507) 760-0071

Avoid Late Fees by signing up for Automatic Payments

After any rate changes, there are typically quite a few payments made for the incorrect amount. Many of these are related to bank generated checks. Avoid future mistakes and potential late fees by signing up for automatic payments. If interested, please call the Murray County Auditor's Office at 507-836-1153.

Help Us Control Maintenance Costs

- **Flush your Grinder Station** – When opening and closing your cabin for the season, run about 30 gallons of water into the grinder station to activate the pump. This will pump the sewage out of the grinder basin and help reduce corrosion.
- **Trim Landscaping around Grinder Station** - Please trim any overhanging or overgrown vegetation around the grinder station to allow access for maintenance.
- **Sounding louder than normal?** - Please call the maintenance provider to run a check on your grinder.

Questions?

Please contact any of the Board members listed on the front side of the newsletter.